CALAMUS-WHEATLAND SECONDARY SCHOOL

STUDENT HANDBOOK

2019-2020

CALAMUS-WHEATLAND
SECONDARY SCHOOL
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WHEATLAND, IOWA

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WELCOME TO CALAMUS-WHEATLAND SECONDARY SCHOOL

Welcome to the 2019-2020 school year. The start of the new school year gives you the opportunity to set goals, plan a course of action for achieving those goals, and to reflect on the successes you have had so far in your school career. You will be expected to attend classes regularly, to complete assignments, to meet our school's expectations, and to model positive behavior. Be an active participant in your education and your school!

As a student at Calamus-Wheatland, you have every right to be proud of your school and community. You are urged to seek help from your teachers, counselor, and administrators. All school staff will be available for further assistance. Ask for individual help and you will find the whole staff willing to assist.

It would be impossible to have a pre-arranged policy to cover all of the situations that may arise. We ask that all personnel involved realize that in most situations, good common sense will solve most problems. The following handbook is presented as a guideline to policies and procedures to be followed during the year. To avoid misunderstandings, please read and refer to this handbook. Feel free to call the office if you have any questions.

SCHOOL MASCOT
Warriors

SCHOOL COLORS
Silver & Navy

WARRIOR FIGHT SONG

We are the Warriors
Mighty is our name
We will raise our colors high,
until we win this game!

Rah, Rah, Rah!

Go mighty Warriors
Proud of you are we
Give us a cheer and help us add,
another glorious victory!

Rah, yeah Warriors!!!
Fight, Fight, Fight!!!

Music to "Go U Northwestern"
Lyrics by Rebecca Kell, Class of 1988

STAFF

ADMINISTRATION

Superintendent: Lonnie Luepker
Principal/Curriculum Director: Sue O'Donnell
Board Secretary: Marika Pewe
Secretary: Diane Bousselot

FACULTY AND STAFF

Savanna Bachus	Family Consumer Science
Brooke Balichek	Art
Mary Benischek	Kitchen Help
Blair Bodkins	Agricultural Science
Michael Bruns	Physical Education/Activities Director
Chris Buchmeyer	Cook
Curt Daniels	Junior High PE
Glenn Drowns	Science
Teresa Eschbach	Cook
Lori Forret	Science
Carol Hart	Math and Science
Sue Heilig	Teacher Librarian
Corynn Henry	TAG
Brian Higgins	Social Studies
Sharon Hoffmann	Associate
Andrea Howard	Math
Rebecca Kerr	Vocal Music
Sandy Klahn	Associate
Janie Kroh	Associate
Ethan LeBeau	Counselor
Lisa Linville	Language Arts
Stacie Luepker	Business Education
Mark McCutcheon	Custodian
Kevin Oberfoell	Language Arts
Brenda Ohnemus	School Nurse
Mary Jo Petersen	Special Education
Sharon Rounds	Spanish
Bethany Seedorff	Instrumental Music
Brandy Simmons	At-Risk
Jamie Stutting	Language Arts
Tom VanBlaricome	Social Studies
Cindy Westphal	Math
Rebecca Wiebenga	Special Education

GENERAL INFORMATION

THE SCHOOL DAY

Junior high students should report to the cafeteria each day as they enter the building unless they have permission to work with a teacher. Students who ride buses should enter the building once they have arrived.

Each bus route has assigned students. Students are expected to ride on the same bus both to and from school. Students not listed on a specific bus roster may not ride a bus unless permission is requested by parents and granted by the principal.

CLASS SCHEDULE TIMES

PERIOD	
	8:05-8:15
1	8:15-9:02
2	9:05-9:52
3	9:55-10:42
4	10:45-11:32
5	11:35-12:45
	A - 11:35- 11:58
	B - 11:58- 12:21
	C – 12:21-12:45
6	12:48-1:33
7	1:36-2:22
8	2:25-3:12

A/A or WINN	
	8:05-8:15
1	8:15-8:58
2	9:01-9:44
3	9:47-10:30
4	10:33 -11:16
AA	11:19-11:44
5	11:47-12:53
	A – 11:47-12:09
	B – 12:09-12:31
	C – 12:31-12:53
6	12:56-1:39
7	1:42-2:25
8	2:28-3:12

Early Outs – 12:30	
	8:05-8:15
1	8:15-8:40
2	8:43-9:08
3	9:11-9:36
4	9:39-10:04
6	10:07-10:32
7	10:35-10:59
5	10:59-12:02
	A – 10:59-11:19
	B - 11:19-11:39
	C – 11:39-11:59
8	12:02-12:27

2 Hr. Late Start	
	10:05-10:15
1	10:15-10:46
2	10:49-11:20
3	11:23-11:54
5	11:57-12:57
	A – 11:57-12:17
	B – 12:17-12:37
	C – 12:37-12:57
4	1:00-1:31
6	1:34-2:05
7	2:08-2:39
8	2:42-3:12

NOTICE OF NONDISCRIMINATION **Code No. 103.E1**

Students, parents, employees, and others doing business with or performing services for the Calamus/Wheatland Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or *Iowa Code* § 280.3 is directed to contact: Secondary Principal, Calamus/Wheatland High School, P.O. Box 279, Wheatland, IA 52777 (Telephone 563-374-1292) who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code § 280.3 (2007).

RELEASE OF INFORMATION

The following information may be released to the public in regard to any individual student of Calamus-Wheatland Secondary School as necessity or desirability arises. Any student, parent, or guardian not wanting the information released to the public must make their objection in writing to the Principal of Calamus-Wheatland High School.

Name
Address
Telephone Listing
Date and Place of Birth
E-mail Address
Grade Level
Enrollment Status
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
The Most Recent Previous School or Institution Attended by the Student
Photograph and Other Likeness and Other Similar Information

EDUCATION OF HOMELESS CHILDREN AND YOUTH CODE NO. 501.11

The board will make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the secondary school counselor. Currently, Ethan LeBeau is the secondary counselor.

Adopted: 4-14-03 Revised: 9-12-05

"Homeless child or youth" is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence.

If individuals know of someone who is homeless, please contact the high school guidance counselor.

Information for students and parents is available in the high school office.

CONFIDENTIALITY

Based on a strong foundation in federal law, *Iowa Code*, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the *Iowa Code* says, in part

No qualified school guidance counselor, who obtains information by reason of his employment, as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian. Exceptions to maintaining confidentiality exist, where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counseling and keeping your confidence, please consult with the counselor.

ADVERSE WEATHER & DELAYS

If driver visibility in our school district is less than 300 feet at the time buses are regularly scheduled to leave on routes, departure time will be delayed one or two hours. These decisions will be announced through School Messenger and on the following stations: WMT - 600 AM, KMAQ - 1320 AM/95.3 FM, KWQC - Channel 6, WQAD - Channel 8, WHBF - Channel 4.

It may be assumed buses will leave after the end of the delay unless visibility is still inadequate for safe driving. In that case, a further one-hour delay or cancellation of transportation and classes for the day will be reported utilizing the same methods. With an intermittent visibility condition, students are either to go to a stop that has clear vision on their bus route, come in to school by their own transportation, or take an excused absence and stay at home.

The school will make use of our JMC system and send out automated phone calls and/or emails in the event of cancellations or delays for any reason.

TRANSPORTATION

All students waiting to ride buses or waiting for family should report to the commons after school. All Wheatland students should go directly home after school.

<u>Regulations Governing Students Riding School Buses to and from School</u>:

1. Students are under the authority of the bus driver.
2. Students are to be on time at school bus stops. School buses are not required to wait.
3. Students will not be allowed to get off the bus at a place other than their assigned point of pickup, unless a written notice from the parent is first given to the building principal for approval, and the building principal notifies the bus driver on the proper form provided.
4. Students shall not extend their hands, arms, feet, or head through the bus windows.

5. Students are to remain seated while the bus is in motion.
6. The building principal may suspend a student from riding a school bus for up to three (3) days with the student, parent, and superintendent receiving notification of such action. The student and parents shall have an opportunity for a hearing with the principal.
7. If the building principal feels the situation warrants it, the student will be referred to the superintendent for action. The superintendent may suspend a student from riding the school bus for up to five (5) days with the student, parent, principal and Board of Education receiving notification of such action. The student and parent shall have an opportunity for a hearing with the superintendent.
8. Students who continue to be problems on the bus, or are involved in a very serious Incident may, at the discretion of the superintendent, be recommended to the Board of Education for removal from the school bus for an extended period of time. The student and parent shall have an opportunity for a hearing with the Board of Education.

CARS AT SCHOOL

Students should enter and leave the school by the north entrance. Cars and motorcycles are to be parked in the lot east of the high school avoiding the visitors' area and in front of the activity center. Cars are not to be moved until dismissal time unless special permission is obtained from the office. No student cars are to be parked on any city street, the church parking lot, or in front of the Activity Center.

Students are encouraged to lock their cars while in school. The school is not responsible for any items stolen from cars. The principal/superintendent may restrict or deny driving privileges. There is a designated spot for the spare buses, please do not block them in. Once cars are on the school premises, they are to stay there until the student's school day is over. Students should not be around the cars during the day. Students who do not come to or leave school in cars should not be in the parking lot.

The parking on the west side of the building, behind the building, and under the water tower is designated for staff only. PLEASE OBSERVE THE HANDICAP PARKING SPACES. The principal or superintendent may withdraw the privilege of driving to school if a student fails to comply with state law or rules and regulations established by the administration.

DISASTER PROCEDURES

Fire, bus, tornado, and other crisis response drills will be conducted in order to practice the proper safe procedures during emergency situations. Procedures for fire and tornado evacuation will be posted in each room.

Fire Alarms

The fire alarm is a continuous bell. When the alarm sounds, students will immediately stand and form a single line leaving through the designated exit. Walk quickly and quietly out of the building with no passing along the way. Do not stop for coats, books, or any other materials. The first students to the door will hold it open until all students have left the building.

Tornado Alarms

A tornado signal will be an intermittent tone via the intercom system. Students are to move quickly to their designated area of shelter. They will then sit on the floor and cover their heads.

Students who pull the fire alarm or who falsely report an alarm, in addition to being disciplined under school district policy, may be reported to law enforcement officials.

VISITORS/PARENTS

Parents are welcome to visit the school at any time and should feel free to do so. They should report to the office to inform us they are in the building. If a parent-teacher conference is desired, an

appointment should be made. Appointments may be easily arranged through the student's counselor or principal's office. Teachers will not be expected to leave their classrooms for an unscheduled conference. All visitors will need to check in the office and will be given a visitor pass. Student visitors are not allowed in school.

VALUABLES IN SCHOOL

1. Never leave valuables in cars unless the vehicle is locked.
2. Under no circumstances should money or other valuables be left in an unlocked locker, including P.E. lockers and locker rooms.

Students are reminded to respect other people's property and belongings.

LOCKERS

Lockers are provided for each student. The school owns the lockers. No items should be placed on the outside of the lockers and no suggestive material will be allowed in lockers.

Students will be provided with a padlock. Padlocks other than school-owned will be removed from lockers. There will be a $5.00 fee assessed for any padlock that is damaged or not returned to school. Students assigned to a locker are responsible for it and may be charged for damage to lockers. **No beverages or food should be kept in lockers with the exception of sack lunches.**

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

In the interest of maintaining the health and safety of the school environment, an administrator, having reason to believe that a locker contains items of contraband, may conduct an unannounced search of the lockers for location and discovery of such items. Items of contraband include, but are not limited to, weapons, controlled substances, and any other item that would be disruptive to the educational process. Students who place such items in their lockers are subject to school discipline including the possibility of suspension from school for the remainder of the school year.

LUNCH

Students are to proceed to lunch in an organized manner. Cutting in the lunch line is not only rude to other students, but will also result in consequences for disruption/insubordination.

Federal Guidelines state that students cannot have any beverage other than the one provided with the purchased meal.

Students who have a negative balance in their lunch account will be told on the day they go negative and will be expected to bring money the following day. Students who remain negative will be provided a sandwich and milk for lunch.

No food or drink is to be taken outside the cafeteria. The only food or drink that may be kept in student lockers is a sack lunch for the day. Students and parents are discouraged from bringing in vendor food during lunchtime. Examples of this would be Subway sandwiches, food from McDonald's, local restaurant food, etc. We would encourage everyone to make healthy choices for lunch.

FIELD TRIPS

All field trips will be cleared and scheduled with the principal in advance. Students will conduct themselves on these trips in the same manner as they would in the classroom. Parents will sign a permission form at the beginning of each school year for all field trips. Field trips are an extension of the classroom and attendance is required. Students attending a school activity will not be counted absent

or tardy, however, arrangements for making up the missed work must be made with each teacher prior to the activity.

CLUBS/CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Learning does not only take place in the classroom. It is the belief of the Calamus-Wheatland Community School District that providing options for students to explore interests outside of the school day is part of a quality education. Some of the opportunities available to students are:

Art Club	Musical	Student Council
FCCLA	Cross Country	Volleyball
FFA	Quiz Bowl	Diversity Club
Speech	SWAT	Football
Soccer (HS Boys)	Dance	Basketball
Cheerleading	Golf	Track
Baseball	Softball	

If a student is interested in a club or activity not listed, he or she is encouraged to speak with the high school principal about how to start a new club or activity.

NATIONAL HONOR SOCIETY SELECTION OF MEMBERS

Candidates will be selected and inducted into membership during the fall semester. To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Calamus-Wheatland the equivalent of one semester. Only candidates meeting the scholarship standard of an accumulated GPA of 3.20 or above will be considered. Those candidates meeting the scholarship standard will be notified and given the opportunity to apply.

Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the Calamus-Wheatland chapter shall be by majority vote of the Faculty Council. The chapter adviser will be a nonvoting, sixth member of the Faculty Council.

ELECTION PROCEDURES FOR STUDENT COUNCIL REPRESENTATIVES AND CLASS OFFICERS

Each class will elect a president, vice-president, treasurer, secretary, and two class representatives. The class president, vice- president and the two class representatives will be representatives for their class at student council meetings.

Class officers must have a 2.0 grade average and be in good standing with the Calamus-Wheatland School. If a class officer/student council officer is found to be ineligible at semester, he/she will be removed from office for the remainder of the year and a special election will be held to fill the vacancy. Class officers and student council members will be chosen during the last quarter of the school year for the following academic school year. Campaigning and election of all positions will be held in May of each year. A copy of the Student Council Constitution may be obtained from the principal's office or from the Student Council advisor.

Class officers should take their positions seriously. The class treasurer (with the guidance of the class sponsor) will be responsible for accurate accounting methods.

RULES GOVERNING SOCIAL FUNCTIONS

The superintendent or principal must approve events in advance. Permission for use of the building for school-related and non-school related activities must be obtained in advance.

Students who leave a school-sponsored function may not return.

Dances will have at least one faculty sponsor present for junior high dances or two faculty sponsors for high school dances. In addition, at least two parent chaperones will supervise junior high

dances or four parent chaperones for high school dances. Class events must be scheduled through arrangements with the respective class sponsors and getting approval from the administration.

Faculty members will serve as advisors and sponsors of each class. Sponsors must approve of and be present at the class activities.

All events should be over by 10:00 P.M. School-sponsored dances will be held from 7:00-10:00 P.M. except the Homecoming Dance and Prom.

Homecoming

The Homecoming Dance is open to all students in grades 9-12. Their dates must be signed up ahead of time in the office if they are not students of Calamus-Wheatland. Dates from outside school districts must be in good standing with their home district and obtain a signature from their school administrator. Forms for dates may be picked up in the high school office up to two weeks in advance of the dance and must be returned three days prior to the dance. In addition, the dance is open to the alumni of Calamus-Wheatland Schools. The Homecoming dance is held from 8:00-11:00 P.M.

Selection of King and Queen: The senior class will (by closed ballot) nominate four king and queen candidates from their class. Students in grades 9-12 will vote for homecoming king and queen. The Homecoming King and Queen will be crowned by the president of the Student Council.

Junior-Senior Prom

The Jr.-Sr. prom will be open only to juniors and seniors. Their dates must be signed up ahead of time in the office if they are not students of Calamus-Wheatland or are freshmen or sophomores. Dates from outside school districts must be in good standing with their home district and obtain a signature from their school administrator. Forms for dates may be picked up in the high school office up to two weeks in advance of the dance and must be returned three days prior to the dance. The Prom is held from 8:00-11:00 P.M.

Selection of King and Queen: The senior class will (by closed ballot) nominate four king and queen candidates from their senior class. NOTE: Homecoming King and Queen will not be eligible for Prom King and Queen. Students in grades 11 and 12 will vote for Prom King and Queen. The Prom King and Queen will be crowned by the Homecoming King and Queen.

AUTHORITY IN CHARGE OF PUBLIC DURING SCHOOL ACTIVITY

The following is the order of the school staff, if present, in charge of a school activity.

1. Superintendent
2. Building Principal
3. Activities Director
4. Staff person responsible for activity
5. If no staff person is present, there should be no activity occurring.

ATTENDANCE

STUDENT ATTENDANCE

Good attendance is very important for student success at school. There may be situations that would require a student to be absent. In such cases, the key to good home/school relationships is communication. We ask that in all cases of absence you notify the school at the earliest opportunity. In return, we pledge to be as cooperative as possible with regard to your individual needs.

It is the policy of the Calamus-Wheatland School to encourage regular attendance on the part of each student. At a minimum, students are expected to be in attendance 176 days for the year and 44 days per school quarter. Excused absences will be used to satisfy these minimum requirements.

All students are reminded that you come to school on time regardless if you have study hall 1st period. Only students who participate in work-study or senior release are allowed to come to school late or leave early according to work-study hours. Work-study students are required to sign out.

Students who are absent should have parents either provide a note or call the office stating when, who, and for what reason a student is absent or needs to leave the school. Students are encouraged to bring a note or parents should call the office in advance if the absence is a planned absence. It is the responsibility of the parents of a child to provide evidence of the child's mental and physical inability to attend school within 24 hours of the absence. (Friday absences must be cleared by the completion of the next scheduled school day.) Absences not cleared within 24 hours will be considered unexcused. Even if a parent calls after the 24 hours, teachers will have received notification not to excuse the absence and the absence will remain unexcused. If the parent is not aware of the child's absence when contacted by the school, the absence at that time will be considered unexcused.

After three consecutive days of absence for illness, a doctor's note is requested. If a student arrives on the 4th consecutive day or more without a note, the student will be asked to call home and if the note from the doctor's office is received that day via fax, email, or in person, this will be acceptable; otherwise, the student will be required to stay after school to work on make-up work.

Students are responsible for contacting their teachers to make sure class work is made up in the specified period of time. **A student absent from school more than four full periods out of an eight period day (or more than half of the total periods in a given day) will not be allowed to participate in any school activity during the day or night. Exceptions are doctor or dentist appointments or an excuse that was approved in advance through the office or sponsor.**

The administration will determine if an absence is excused or unexcused but as noted in the Board Police the following are considered excused absences:

1. Doctor or dentist appointment (provide slip from appointment each time an appointment occurs)
2. Legal appointment
3. Personal illness (after 3 consecutive days of absence, a doctor's note is requested)
4. Emergencies
5. School-related activities
6. Religious national holidays
7. Immediate family wedding/funeral
8. Other situations will be handled on an individual basis.

A student enrolled in school who fails to attend school without an acceptable excuse as stated above will be considered truant. If unexcused absences exceed the board policy Code No. 501.1, the building principal and/or school counselor shall investigate the cause for a student's truancy. If the building principal is unable to secure the truant student's attendance, the building principal should discuss the next step with the superintendent. After a meeting with the superintendent and a violation of

the attendance contract, if the student is still truant, the principal shall refer the matter over to the county attorney for students in grades 7 to 12. The school will participate in mediation if requested by the county attorney. The superintendent and/or the building principal shall represent the school district in mediation agreement and with the assistance of the intervention team will report violations of the mediation agreement to the county attorney.

MAKE-UP WORK

Students will be expected to make up all tests missed during an absence within the one day allotted time for make-up. If a student is in attendance on the day a test is announced, he/she will be expected to take the test the day of return. If the test is not completed in the specified period of time, credit for the test will not be allowed. Whenever a student is absent from school on the day a test is given, the teacher may have the option of giving the student a different test.
Students will be required to make up the work missed within two weeks.

TRUANCY

Students of compulsory attendance age (starting the school year 15 years of age or under) will not be dropped from the school's attendance records for the remainder of the semester. However, students will be subject to truancy mediation through the county attorney.

According to Section 299.1 of the *Iowa Code*, the parent, guardian, or legal custodian is accountable for the child's attendance at school. In accordance with 299.8 of the *Iowa Code*, any child who fails to attend school as required by the school board's policy or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed truant. According to Iowa Code 299.5A, parents, guardians or actual custodians who attempt to excuse their children for illegal reasons or refuses to accept the school's attempt to assure the child's attendance will be referred to the county attorney for mediation or prosecution. When dealing with attendance issues, the principal will exercise primary judgment concerning the reasonableness of absences and will make the final determination whether an absence is considered school excused or school unexcused. The principal may require documentation for absences deemed unreasonable.

TARDIES

Students are expected to arrive at class on time, which means being in the classroom when the bell rings. **A teacher's individual classroom rules will apply to tardies.**

Students who arrive to a class 15 minutes or more after class has begun will be counted absent and unexcused (unless the tardy is excused by the office).

LEAVING SCHOOL GROUNDS

Any student leaving school grounds after the start of the school day, except for students on senior release must be cleared through the office prior to leaving the building. Students will not be allowed to leave without parental consent. Except for seniors on senior release or work-study, students must sign out in the office prior to departure and sign in upon returning to school. No student is ever to be sent on an errand off school grounds without prior parental permission through the administration office.

COLLEGE VISITATION

Seniors are allowed an unlimited number of college visits. Juniors may take one college visit per semester. Parents must notify the office if their student is making a college visit. If a student does not have parental permission to go on a college visit, the day will be considered “unexcused”.

ACADEMICS

REPORT CARDS

At the end of each quarter, students and parents can view the online reports. The reports at semester time contain final semester grades in all courses. These grades become part of each student's permanent record.

HONOR ROLL

A four point grading scale for the computation of an Honor Roll in grades 9 -12 will be utilized. The Honor Roll will be computed and published for the four quarterly periods and the two semester periods. The "A" Honor Roll will be for students who obtain a straight "A" average in solid subjects. The "B" Honor Roll will be for students who obtain an average of a "B" in solid subjects.Any student who has a grade in a report period lower than a "C" in the solid subjects will not be considered for Honor Roll status for that period. Solid subjects are defined as all classes except P.E., Drivers Ed., Band, and Vocal in grades 9-12.

DROPPING/ADDING ACADEMIC CLASS

Dropping or adding an academic class must be done by the end of the 1st week in the 1st and 3rd quarters. Students must obtain parent and teacher signature before dropping a class.

SENIOR RELEASE

Only seniors who have a signed permission slip from their parent and are passing all subjects will be allowed to leave 8th hour. Seniors who are failing or not on track to graduate will be assigned to a study hall.

GRADUATION REQUIREMENTS

In order to graduate from Calamus-Wheatland High School, students must earn a minimum of 42 credits. Of these credits, three years of math, four years of English, three years of science, and three years of social studies are required. Students must also pass an accredited CPR class and pass 8 semesters of PE. Students must have three years of math credits that includes Algebra I, Geometry, and Algebra II and three years of science that include physical science, earth science, and biology. Students must earn 1 credit of health. Beginning with the class of 2020, students must earn 1 credit of financial literacy.

EARLY GRADUATION

Students who meet the graduation requirements set by the Board prior to the end of the year may apply to the counselor and the principal for early graduation. In order to graduate early, students must have the approval of the superintendent and principal. It would be most beneficial to notify the counselor and principal no later than the end of March of your junior year if you plan to graduate early. Students who graduate early become alumni of the school district and may be allowed to participate in senior activities. Refer to Board Policy 605.4b, "Classes After An Early Graduation."

COLLEGE CLASSES

- Only semester grades will show on report cards.
- College classes do not count on high school GPA.
- Dual credit is given.
- Semester grades will be used for eligibility.

STUDENT EXPECTATIONS & BEHAVIOR

STUDENT BEHAVIOR

The basic expectation is that students will conduct themselves responsibly and respectfully at all times. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who violate the expectations with inappropriate behavior shall be subject to discipline. Inappropriate behavior includes behavior that is disrespectful to others or that disrupts the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, reprimand and corrective instruction by a teacher, and administrative interventions that include notification of parents, behavior contracts, behavior improvement plans, detention, temporary or permanent removal from class, suspension, and expulsion.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices have become a common means of communication and information access in today's society; however, these devices have the potential to disrupt the learning environment. To avoid disrupting the learning environment, students will have their devices off and away during class, with the exception of when they are asked to use it for an educational reason by an instructor. Electronic devices include, but are not limited to, cell phones, mp3 players, iPods, etc. Students are not allowed to receive, check, or make calls or texts during class. Use of phone cameras or cameras in restrooms or locker rooms will result in suspension.

All electronic devices may be used in the study center, study hall, and hallways and at lunch as long as they are not distracting to other students, adults, or the educational environment. Immediately after entering a classroom, students are to put them out of sight and turn off all music. Teachers have the authority to allow and/or confiscate them if they are out.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

If necessary, parents/guardians may contact their child on the child's cell phone before the final morning bell at 8:15 AM, during their child's lunch, or after the final afternoon bell at 3:12 PM. If parents/guardians need to contact their child at any other time during the school day, they may do so by calling the main office, as to not disrupt the learning environment. This rule is the same for students who need to contact a parent/guardian during the school day.

DISPLAYS OF AFFECTION

Relationships are an important part of one's high school years. It is also important for one to learn proper restraint in the display of those affections. While at school, it is unacceptable for students to fondle, caress, holding hands, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner will be subject to a parental conference held with the principal and/or other disciplinary measures.

DISRUPTIVE OR INAPPROPRIATE/INSUBORDINATE BEHAVIOR

Disruptive or inappropriate/insubordinate behavior can take place in the classroom or on school grounds and is defined as any action that interferes with the educational process of the student or students. See Procedures for Discipline.

DRESS CODE/STUDENT APPEARANCE

1. No midriffs exposed. The student's hem of the upper garment must touch the waistband of the pants/shorts/skirt while the student is standing.
2. Shorts/skirts should meet your fingertips when standing.
3. No outdoor winter coats are allowed in the classroom.
4. Book bags and gym bags are not allowed in the classrooms without permission from the office.
5. Bandanas, sweatbands, or hoods will not be allowed in the building at any time.
6. Hat should be removed when entering the building and stored in your locker during school hours.
7. Bras and underwear must not be visible.
8. Spaghetti straps, tube tops, halter-tops, and one shoulder top are not acceptable.
9. Slippers of any type are not allowed. Shoes must be worn at all times.
10. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
11. No clothing or apparel is to promote products illegal for minors, display obscene material, sexual remarks, profanity or make reference to prohibited conduct.
12. The principal makes the final determination of the appropriateness of a students' appearance.

CHEATING AND PLAGIARISM

Our responsibility in education is to foster responsible learning and work practices. In line with this concept, cheating and plagiarism will not be accepted. While studying and learning together is a proven, effective method of learning, copying promotes irresponsibility and dishonesty. In college these practices are dealt with by course removal with a failing grade or by expulsion. In the work world the result could be dismissal from employment. We must deal with infractions with similar severity. We do not propose a one penalty for all situations. Penalties may range from redoing the work to failing marks for the course. The classroom teacher after possible consultation with the principal and guidance counselor will make this decision.

Cheating – to practice fraud or trickery, to violate rules dishonestly. Ex: copying off someone's test or assignment

Plagiarism – to steal or pass off the ideas or words of another as your own, without crediting the source ex: cutting and pasting a term paper off the Internet.

The following list comes from the University of Iowa's student handbook:

You are plagiarizing or cheating if you:

a) Present the ideas of others as your own without giving credit to the source

b) Use direct quotations without quotation marks and without giving credit to the source

c) Paraphrase without crediting the source

d) Participate in a group project that presents plagiarized materials

e) Fail to provide adequate citations from materials obtained through electronic research

f) Download and submit work from electronic databases without citation

g) Submit materials written by someone else as your own. This includes

purchasing a term or research paper.

h) Allow someone to copy or submit one's own work as his or her own

i) Copy someone else's exam, graded homework, or laboratory work

j) Submit the same paper in more than one course without the knowledge and approval of the instructors

k) Using notes or other materials during a test or exam without authorization

l) Not following the guidelines specified by the instructor for a "take-home" test or exam or accepts credit for a group project without doing one's share

PROFANITY/INAPPROPRIATE LANGUAGE

The use of profanity (spoken, written, or gesture in the school building or on school grounds) or offensive language is not an acceptable standard of the Calamus-Wheatland Community School District. Unacceptable language as defined here will also include religious, sexual, and racial slurs. Students reported in violation of this standard will be referred to the consequences listed under Procedures for Discipline.

WEAPONS IN SCHOOL

A student found to be in possession of a weapon on school grounds or at school-related activities will be expelled for one year. (*Iowa Code*)

Weapons may include: dangerous weapons, or any instrument used as a weapon in the schools, including any object used to intimidate, coerce, scare, or threaten a student, school district employee or visitor. Dangerous weapons therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, BB guns, toy guns used or displayed as a real gun and unloaded/loaded guns.

VANDALISM

Vandalism is the malicious destruction of someone's personal property or school property by any means. Any vandalism reported to a law enforcement agency will be dealt with by the court system. Vandalism not reported to a law enforcement agency will be handled using the terms in the Procedures for Discipline.

IN-SCHOOL SUSPENSION RULES

Students receiving in-school suspension will observe the following rules:

Report to the office before school begins to collect work from teachers.

Remain quiet and do not disrupt the school secretaries.

Turn in all electronic devices including cell phones and mp3 players.

Do not listen to music, sleep, or violate the school's Acceptable Use Policy.

Laptops are allowed to work on specific assignments.

Eat in the in-school room after the third lunch shift or when told by the principal or secretaries.

In-school suspensions result in one week of ineligibility for extra curricular activities. All out-of-school suspensions result in four weeks of ineligibility for extra curricular activities.

DISRESPECT TO STAFF MEMBERS

Any act that demeans the position of a staff member (employee of the school district or area education association) is considered disrespectful. This includes, but is not limited to, the use of

profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member during any school activity including failure to go to the principal's office when asked.
First Offense: The student will serve an out-of-school suspension of 1 - 3 days and a conference will be held with the principal, the parents or guardian, and the student.
Second Offense: The student will serve an out-of-school suspension of 3 - 6 days and a review of the policy may be held with the principal, the parents or guardian, and the student.
Third Offense: The student will serve an out-of-school suspension of 6 - 10 days. A meeting with the superintendent, the principal, the parents or guardian, and the student will take place.
Fourth Offense: The student will be permanently removed from the teacher's course or courses. Student may be recommended for expulsion by the Board of Education.

PROCEDURES FOR DISCIPLINE

The procedures for discipline will be used for the following offenses:

- profanity/inappropriate language
- leaving school without permission
- being sent to the office
- disruptive or inappropriate/insubordinate behavior

First Offense – The student will serve a detention.
Second Offense – The student will serve a 1-day in-school or out-of-school suspension and a conference may be held with the principal, the parent/guardian, and the student.
Third Offense – The student will serve a 3 to 6 day out-of-school suspension. A final review of school policy with principal, student, and parent/guardian will take place.
Fourth Offense – The student will serve a 6 to 10 day out-of-school suspension.
Fifth Offense – Expulsion procedures will be discussed with the student and parent/guardian. Expulsion may be recommended to the Board of Education.

Depending on the severity of the offense, the principal has the discretion to assign any level of discipline.

FIGHTING & PHYSICAL VIOLENCE

Any time a student is determined to be a danger to himself/herself or others during the regular school day or at school sponsored events the following consequences will be given:

First Offense – The student will serve a 1 to 3 day in-school or out-of-school suspension. A parent/guardian conference may be necessary for re-admittance.
Second Offense – The student will serve a 3 to 5 day in-school or out-of-school suspension. A parent/guardian conference will be necessary for re-admittance.
Third Offense – The student will be suspended indefinitely. An expulsion may be recommended to the Board of Education.

SUBSTANCE ABUSE POLICY **Code No.: 502.4**

The use, possession, distribution or giving the impression of possession or distribution of alcohol, tobacco, and nicotine products; including but not limited to products such as dissolvable, spitless, snus, chewing and electronic cigarettes, and illegal drug look-alikes, and/or prescription,

including steroids, and apparatus used or the administration of controlled substances by students is prohibited.

I. Possessing or Using Alcohol, Tobacco or Other Drugs on School Grounds or Found Guilty of Violation of a State or Federal Law off of School Grounds

A. Possessing or Using Alcohol, Tobacco, or Other Drugs on School Grounds:

1. Principal using due process, after substantiating possession or use of alcohol, tobacco or other drugs shall take the following actions:

a. Notify parent(s)/guardian(s) and request their presence. If unable to locate parent(s)/guardian(s), will document the attempt.

b. Notify law enforcement.

c. Notify school's Counselor's Team of circumstances.

d. Make recommendation for a professional assessment and follow-up on any recommendation. The Counselor's Team will provide a list of state approved agencies for substance abuse treatment for the family and student involved. The school will not assume liability for any cost that might be incurred through assessment or participation in recommended treatment.

e. Receive a five-day in-school suspension, and twelve weeks for ineligibility; six weeks if the possession or use is substantiated by student admission and the student goes for substance use assessment and participates in a recommendation program. If the recommendations are not completed the ineligibility will revert back to twelve weeks.

f. Ineligibility will begin the day that the Principal substantiates by due process, that there was possession or use of alcohol, tobacco, or other drugs. The ineligibility of the in-school suspension and of violation of this policy will not be served concurrently.

B. Possessing or Using of Alcohol, Tobacco or Other Drugs off School Grounds:

1. Principal using due process, after substantiating possession of use of alcohol, tobacco, or other drugs shall take the following actions:

a. Notify parent(s)/guardian(s) and request their presence. If unable to locate parent(s)/guardian(s), will document the attempt.

b. Notify school Counselor's Team of circumstances.

c. Make recommendation for a profession assessment and follow-up on any recommendation. The Counselor's Team will provide a list of state approved agencies for substance abuse treatment for the family and student involved. The school will not assume liability for any cost that might be incurred through assessment or participation in recommended treatment.

d. The student will be ineligible for twelve weeks, or six weeks if the possession or use is substantiated by student admission and the student goes for substance use assessment and participates in a recommended program. If the recommendations are not completed the ineligibility will revert back to twelve weeks.

e. Ineligibility will begin the day that the Principal substantiates by due process, that there was possession or use of alcohol, tobacco or other drugs.

II. Second Offense

A. A second offense involving possessing or using of alcohol, tobacco, or other drugs in or off school grounds would involve the same procedures as used in Sections A and B. During the conference with the Counselor's Team, the Principal will outline the school administrative regulations governing second substance abuse offenses.

1. The period of ineligibility for the second offense will be 24 weeks. If the student voluntarily admits to the possession or use of alcohol, tobacco, or other drugs and the student goes for substance use assessment and participates in a recommended program the period of ineligibility will be 12 weeks.

III. Third or More Violations

A. A period of ineligibility will be one school year.

IV. Selling, Delivering of Alcohol, Tobacco or Drugs on School Grounds

A. Following due process if a student is found guilty the parents will be notified.

B. Notify law enforcement

C. Suspend student from school (out of school suspension) and make a recommendation to the Board of Education for an expulsion hearing.

1. Options for returning to school may be one or more of the following:

a. Professional assessment of substance use/abuse and adherence to recommendations made. The school will not assume liability for costs that might be incurred.

b. Attendance by the student and/or parent(s)/guardian(s) at a series of substance abuse meetings.

D. A second offense of selling, delivering of alcohol, tobacco or drugs on school grounds will result in a recommended expulsion to the Board of Education.

V. Self-Referral for Chemical Use

A. A student who self-refers to the Counselor's Team Program who is a making satisfactory progress in following his/her recommendation will not be liable to suspension, expulsion or banned from extra-curricular activity participation or disciplinary action for behavior which occurs prior to self-referral unless;

1. The student discloses conduct already reported under section I or,
2. The student fails to follow the Counselor's Team recommendation or fails to make satisfactory progress in recommended program.

B. A student who self-refers will be seen by the program coordinator. The program coordinator will provide a list of state approved agencies for substance abuse treatment. Parent notification will be encouraged in all cases before student contact with any Certified Alcohol/Drug Abuse Counselor who is from an approved agency and who is not a school employee.

VI. Referral Made by Staff Member, Community Member, or a Student for Any Reason That May Cause the Student to be Considered "At-Risk"

A. The Counselor's Team will be notified and information concerning class performance, attendance behavior, physical problems, etc. will be gathered by contacting the student's instructors who see the referred student on a daily basis.

B. The Counselor's Team will meet to discuss the implication of the data gathered and decide upon a subsequent course of action that may include:

1. Coordinator conducting a pre-assessment interview with student.
2. Conference involving the student, staff members, parent(s)/guardian(s), concerned person, or any combination of the above.

C. Based upon the outcome of the interview or conference, a decision is made regarding whether a professional outside assessment will be recommended.

D. Other options may include:

1. Attendance at information sessions relating to chemical use, abuse, dependency.
2. Participation in support groups for specified period.
3. Referral to other community resources.
4. Assign student to a staff member and/or to a peer counselor

COUNSELOR'S TEAM - CALAMUS-WHEATLAND STUDENT ASSISTANCE PROGRAM

The purpose of the "Counselor's Team" Program is to assist students in solving problems which affect their performance. This program enables students to be successful in school and in life. Assistance is provided for personal, social, family, school, community, or any other problems that interfere with an individual's performance.

"Counselor's Team" is available to all students and their families…Because We Care!

What is the "Counselor's Team" program?

Calamus-Wheatland School District recognizes that there are complexities associated with growing up in our society today. These complex issues can have serious and lifelong consequences. The Calamus-Wheatland School District believes it is imperative for district personnel to respond to inappropriate behaviors that may influence a student's school performance and that may be indicative of a health, family, personal, social, emotional, or educational problem.

The Calamus-Wheatland School District believes that it is in the best interests of the community for the District to take steps to promote, enhance, and maintain a healthy, chemical-free school system and student body, and that along with the parents and all segments of the community, it has a major role to play in establishing a positive learning environment.

Types of issues to be addressed:

Referral to community agency

Is "Counselor's Team" confidential?

YES…Any contact with the Calamus-Wheatland "Counselor's Team" program is strictly confidential and is in no way reflected or recorded on the student's permanent school record. This is an education-based program to help students who are at risk.

Recognizing that personal problems can cause poor performance, a student in need of help for him/herself, for a friend, or for a family member is encouraged to call any member of the Counselor's Team: The Counselor's Team may include any or all of the following people - the counselor, the administrators, a coach, the athletic director, a sponsor of any school club or organization, or any other adult working within the system.

ACTIVITIES

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Education of the Calamus-Wheatland 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. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy. 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/activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:
Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, FCCLA, all co-curricular clubs (e.g., Art Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, Academic Decathlon, mock trial, or any other activity where the student represents the school outside the classroom.

Academic Eligibility
To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school
- have earned passing grades in at least five full-time classes the previous semester
- have received NO "F's" on the previous progress report or report card. (Eligibility will be based on grades on progress reports and report card grades for each quarter/semester.)
- have received NO "W's" on the previous progress report or report card. (W stands for withdrawn from a college online courses.)
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
- have met all transfer requirements, if the student is a transfer student, or be eligible under state
- law and regulations if the student is an open enrollment student.

All courses are subject to eligibility rules for extracurricular activities, including CCIR and college courses taught at Calamus-Wheatland CSD.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or 504 plan.

Any student who is involved in any extra-curricular activity at Calamus-Wheatland School will not be eligible to participate if he/she has received any failing grade on the mid-term report or report card at the end of each quarter (ninth week). (*See Board Policy 503.6)* The student will be ineligible for the following 2 weeks. If a student is ineligible at the end of the 4th grading period (end of school year) he/she will be ineligible for the next 30 calendar days. Academic eligibility based on mid-term reports or

quarter grades begins at the start of each school year. Ineligibility starts and ends two (2) full school days after mid-term reports are distributed. Students, who have in-completes on the days of mid-term reports or quarter grades, will be allowed to make-up assignments/classes within the prescribed time.

At the end of the semester grading period, any student who receives a failing grade for the semester will be ineligible to dress for and compete in the next occurring interscholastic contests and competitions in which the contestant is a participant for 30 consecutive calendar days. This rule is in accordance with the state of Iowa, Section 281 of Chapter 12. Please see the athletic director or HS principal for clarification.

GOOD CONDUCT RULE **CODE NO. 503.9**

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school sponsored activities, must conduct themselves in accordance with the Student Handbook throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulation regarding conduct for each school activity. The rules and regulations are found in the coaches and music handbook.

Approved: 7-10-89

Any students who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. Student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Arrested and charged 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)
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

The superintendent, principal, or a faculty member has the authority to bar any student, participant or spectator from attending or participating in activities because of disrespectful conduct or behavior that is not appropriate.

GRIEVANCES

REPORT PROCEDURES FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

If it is believed that a student has suffered abuse by a school district employee in the course of their employment, it shall be reported to the school's designated Level One Investigator or the Alternate Designated Investigator. A written complaint must be filed on forms that are available in all administrative offices.

The designated investigator is the Superintendent.

The alternate investigators are the building principals.

The Level II Investigator is Brian L. Gruhn, Attorney, 4089 21st Avenue S.W., Suite 114, Cedar Rapids, Iowa 52404 Phone # 396-6577

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Superintendent Lonnie Luepker at 374-1292 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

RESOURCES FOR SEXUAL HARASSMENT

Iowa Sexual Abuse Hotline	1-800-284-7821
Child Abuse Reporting Hotline	1-800-362-2178

Harassment Free Hallways: How to Stop Sexual Harassment in Schools
http://www.aauw.org/ef/harass/index.cfm

ANTI-BULLYING/HARASSMENT POLICY CODE NO. 104

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.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on 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 mean 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.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

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

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 building principal 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 building 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. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

- Inclusion in the student handbook,

- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

and a copy shall be made to any person at the superintendent's office at 110 E Park Road, Wheatland, IA 52777.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES CODE NO. 104.R1

Individuals who feel that they have been harassed should:

* Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
* If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
* tell a teacher, counselor or principal; and
* write down exactly what happened, (keep a copy and give another copy to the teacher, counselor or principal) including:
    * what, when and where it happened;
    * who was involved;
    * exactly what was said or what the harasser did;
    * witnesses to the harassment;
    * what the student said or did, either at the time or later;
    * how the student felt; and
    * how the harasser responded

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is building guidance counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and file a report of the findings and conclusions. The investigator will provide a copy of the findings of the investigation to the superintendent.

RESOLUTION OF THE COMPLAINT

Following the investigation the building principal will make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

SPECIAL EDUCATION

RESOLUTION OF CONFLICTS THAT ARISE RELATED TO SPECIAL EDUCATION

Processes to help resolve differences between parties: The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called Resolution Facilitator Process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of students in general education, Section 504, or students in special education. It can also be used between other parties involved with the district. The Resolution Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement that is acceptable to all. The Resolution Facilitator may be someone with the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329. ext. 6201. The Iowa Department of Education provides a process for issues involving special education.

Pre-appeal Conference: Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal impartial mediator who contracts with and is assigned by the State Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement that is acceptable to all. For more information, contact DeeAnn Wilson at 1-515-282-5766. A copy of the model form is available in the Procedural Safeguards Manual for Parents or view the manual on the DE website: http://www.state.ia.us/educate/ecese/cfcs/pr.html.

SPECIAL EDUCATION STUDENT RECORDS

The Calamus-Wheatland School District maintains confidential special education student records for all students who receive special education and related services.

Parents and eligible students age 18 and over have the right to review special education records; to have these records explained; to obtain copies of any records at no charge; to have a written response pertaining to record content; to request an amendment or deletion of record content they feel is inappropriate, inaccurate, or an invasion of privacy; to request a hearing, if the requested amendment or deletion of record content is not made; and to be informed of who has access to records and to whom records have been disclosed.

Requests to exercise these rights or to determine procedures established to provide for the exercise of these rights should be directed to the principal of the building the student is attending.

Special education student records contain information generated in determining a student's needs for special education services in planning and providing educational programming and related services throughout the course of the student's educational career. These records include the Cumulative Record folder, the IEP folder, and any psychological reports generated by AEA personnel or external agency personnel. These records will be housed in one of three locations: Special Education room, main office, or guidance office. Only information relevant to the provision of appropriate educational programming services may be generated and maintained as part of a student's record. No such information is available to anyone other than school officials without the consent of the parent of student aged 18 or over. A list of school officials having access to student records is posted in each building.

The guidance counselor will inform parents when personally identifiable information is no longer needed to provide for a student's educational services and how much information is to be destroyed.

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of educational services are removed and destroyed.

All special education student records maintained by the Calamus-Wheatland Schools will be maintained for at least three years following graduation or discontinuance of a student's enrollment in the district.

STUDENT RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Parents or eligible students have the right to:

1. Inspect and review educational records
2. Request an amendment of the educational records
3. Consent to disclosure of personally identifiable information in educational records
4. File a complaint with the U.S. Dept. of Education re: alleged non-compliance with the law
5. Obtain a copy of the records policy
6. Withdraw students' directory information from general release

For more complete information, contact the Superintendent's or Principal's office.

STUDENTS WITH DISABILITIES

Parents, if you believe your child may have a disability requiring accommodation or special education, services are available and you should contact the Principal's office or Mississippi Bend Area Education Agency for additional information and for a copy of a booklet explaining his/her rights.

TITLE VI AND IX AND SECTION 504 GRIEVANCE PROCEDURE

Any student, employee, patron or parent of the Calamus-Wheatland Community School Districts shall have the right to file a complaint alleging non-compliance with the Board of Education policy on Non-discrimination on the basis of Race and Sex in accordance with regulations outlined in Title VI of The Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The purpose of the procedure is to provide for a mutually acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of the policy on Non-discrimination on the Basis of Race and/or Sex. Representatives for the Board of Education and the grievant shall keep these proceedings as informal and confidential as may be appropriate at any level of the procedure. For more information, contact the Principal's office.

LEVEL THREE (Superintendent):

The superintendent shall attempt to meet with the aggrieved person within fifteen (15) working days following receipt of the grievance or appeal from level two. The superintendent shall indicate his disposition of the grievance in writing within ten (10) working days of his meeting with the grievant and shall furnish a copy thereof to the aggrieved person, party against whom the complaint has been alleged, and grievance officer.

This procedure in no way denies the right of the grievant to seek private counsel or agencies for mediation.