



**2022-2023**

**Student/Parent Handbook**

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## **WELCOME TO WAPELLO JUNIOR-SENIOR HIGH SCHOOL**

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Wapello Junior/Senior High School. This information has been carefully prepared so that it will help you adjust to our school, and become an integral part of it.

Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co/extracurricular activities. The activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

Best wishes for a happy and successful school year.

*The Administration and Staff*

## WAPELLO COMMUNITY SCHOOL DISTRICT

### MISSION

The mission of the Wapello Community School District is:  
“Educate. Enrich. Empower. Excel. Every Student. Every Day.”

### BELIEFS

In the Wapello Community School District we are committed to:

- **A Student-Centered District:** All policy, administrative, instructional, and educational decisions will be based on student needs and what is best for students.
- **Shared Responsibility:** Education is the shared responsibility of the student, parents, staff, school district, and community.
- **Collaboration:** A collaborative commitment to common goals and professional growth support increased student achievement. Shared decision-making, active listening, and open-mindedness encourage innovation in our district.
- **Quality Instruction:** A rigorous curriculum, formative assessments, and research-based instructional strategies will be used to engage and challenge each and every student.
- **Integrity:** our entire school community is expected to live by the highest standards of behavior, including: honesty, trust, fairness, confidentiality, mutual respect, and responsibility. We believe in T.R.I.B.E. pride.
- **Life-Long Learning:** By demonstrating our commitment to life-long learning, our school and community aim to foster curiosity, creativity, motivation, and the desire to extend learning beyond the school setting.
- **Building Relationships:** We believe that caring, kind, and compassionate interactions between students, staff and families will encourage a sense of community in our school district. Building and maintaining positive relationships is critical to our learning environment.
- **Flexibility:** Our ability to accept change, adapt to the diverse needs of our students, and implement new strategies to enhance learning, will allow for the continuous improvement of both our teaching practice and student achievement.
- **Professionalism:** We hold ourselves to the highest ethical standards and are fully dedicated to exemplary work. We will ensure a positive work environment in which all individuals are treated with dignity and respect.

### VISION

The Wapello Community School District will provide a safe, nurturing environment where academic excellence is expected and diversity is recognized as strength. We will meet the individual needs while developing independent learners who are also successful team players.

We will support innovative practices that are researched based and focus on the District’s School Improvement Plan. Technology rich classrooms will enhance active learning with the learning environment becoming seamless with the community. Our students will achieve positive social skills, which promote respect and responsibility to self, family, and community.

School-community partnerships will prepare and challenge each individual to become a goal-oriented, lifelong learner in an ever-changing global society.

### ESSENTIAL LEARNINGS

- Provide the environment, instruction, and support that will enable every student to take pride in who they are and what they do.
- Develop within each student the essential skills of accountability, problem solving, communication, decision-making and group interaction.
- Assist all students in acquiring skills that enable them to direct their own life-long learning.
- Instill in all students, a high degree of social awareness and concern for others.

### DISTRICT GOALS

We will develop an organization that:

- A. Values the self-worth of each individual
- B. Recognizes and values leadership from all
- C. Focuses on continually improving student achievement
- D. Encourages strong community/business relationships
- E. Maintains a safe and orderly environment
- F. Integrated use of technologies

#### **G. OFFICE OF THE SUPERINTENDENT:**

Address: 406 Mechanic Street  
Wapello, Iowa 52653

Board Secretary: Mr. Eric Small  
Human Resources: Mrs. Kenna Greiner

**SCHOOL BOARD MEETINGS:** Regular School Board meetings are scheduled to begin at 6:00 p.m. and are usually on the second Wednesday of each month. They will be held at the superintendent's office.

#### **TELEPHONE NUMBERS:**

Superintendent's Office	523-3641
Secondary School Office	523-3241
Elementary Office	523-5571
Nurse's Office (Elementary)	523-5511
Bus Garage	523-5561

**SCHOOL CANCELLATIONS:** If weather conditions force the postponement or cancellation of school, such information will be pushed out in the following ways – phone call, Wapello Mobile App, Wapello Community School webpage, Wapello Community School Facebook, and the following TV channels - KWQC-TV (Channel 6) Davenport  
WQAD-TV (Channel 8) Moline  
KCRG-TV (Channel 9) Cedar Rapids

**INTRODUCTION:** This handbook has been written to inform students and parents of policies currently in effect at Wapello Jr./Sr. High School. We are hopeful that you will take a few minutes to read and become familiar with the contents and that you will continue to support us in providing a quality education. You are encouraged to contact the Jr./Sr. High School when you have questions or concerns whether it is for general information, checking on your child's academic progress, or in regards to a discipline problem. We are confident that with the school, your child, and you working as a team, the benefits from attending Wapello will be increased.

**STUDENT PLANNERS:** All students in grades 6-12 will be issued a planner at the beginning of the year. The planner will contain the student handbook, the district calendar with a place to write down assignments.

**HALL PASS PROCEDURES:** During each period, you are responsible to your attendant teachers. You are expected to comply with the directives of your teachers. If you receive permission to leave your assigned room, **YOU MUST HAVE A TEACHER SIGN A PASS THAT GIVES YOU PERMISSION.** Students will not be allowed to sign out to the office until the last 10 minutes of class. Four minutes have been allotted between classes. During this time, you are asked to go to the restrooms and get drinks. Please do not ask to leave the class for these reasons unless it is absolutely necessary.

**TELEPHONE CALLS AND MESSAGES:** In case of an emergency, call the principal's office and the student will be called from class to come to the phone. For calls, other than those in an emergency, messages will be taken and delivered to the students or to their assigned lockers. Parents, we urge you to communicate with your children before school starts in the mornings in an effort to limit the number of phone calls to the school. If it is necessary to call your child, the school personnel will be happy to help you. All calls must be made during noon break or before/after school. Please do not expect to use class time to make phone calls.

**JURISDICTIONAL STATEMENT:** This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner 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.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule

or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the Wapello School District's policies, rules and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students who obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office (at 523-3241) for information about the current enforcement of the policies, rules or regulations of the school district.

**ATTENDANCE REGULATIONS: Iowa law requires each student of compulsory attendance age to attend school for at least 175 days per year. Students are to be in school each day during the hours school is in session.** Good student attendance is a part of securing an education and obtaining passing marks in courses of study. Students who habitually miss large numbers of days cannot expect to keep up with the others in the class. Instructors cannot continually backtrack to cover lectures, activities, media productions, etc. that these students miss.

In order to facilitate the keeping of accurate attendance records and to keep the number of phone calls to parents at a minimum, the school requests that the parent/guardian notify the school by phone (523-3241) when a student is absent. Please try to call by 9:30 a.m. If you are calling during non-working hours, call 523-3241 and leave a message on the answering machine.

Students returning to school after an absence shall report to the principal's office. If parents fail to call the school, we require a note stating the reason for the absence, the date of the absence and the parent's signature. Said notification is expected the day of the student's return. If notification is not received within 48 hours, the absence is regarded as truancy or unexcused absence. A Saturday detention session will be assigned.

Each quarter, parents will receive an attendance report. When excused absences, in the judgment of the administration interfere with the academic progress of the student, the student shall be referred to the guidance counselor, and a parental conference shall be scheduled and held. A parental warning letter will be sent when a student has recorded their second unexcused absence and/or truancy, and a parental conference will be scheduled. **Any student who records more than five absences in any combination of unexcused absences or trancies will be referred to the county attorney for legal action as specified by state law.** Where state law may not apply because of a student's age, district policies and consequences will apply. This shall include, but is not limited to, suspension, expulsion, or appearance before the Board of Education in a disciplinary/attendance hearing. Students who are absent from school for ten consecutive days will be dropped from the roll.

**EXCUSED ABSENCES:** Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies/obligations, recognized religious observances, appointments that cannot be scheduled outside the school day and school sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher(s) to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the day of the activity unless the principal for the student to be absent has given permission.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

***\*All doctor and dentist appointments must be verified by written documentation from the medical office. If the HS office does not receive written documentation; the absence will be recorded as unexcused.***

***\*An excessive number of excused absences may lead to the student receiving failing grades for their courses.***

**UNEXCUSED ABSENCES:** Unexcused absences shall include, but not be limited to, oversleeping, shopping, grooming, and recreation, going to another area of the building instead of class, senior pictures, and working for hire. Parents should consult with the school administration in advance to determine the status of absences that are not clearly specified. **Any student absent 5 times (unexcused) from a class during a term may be subject to loss of credit in that class.**

Consequences for unexcused absences are as follows:

- 1st infraction:** Detention assigned equal to the time student missed and parent notification.
- 2nd infraction:** Saturday detention assigned; written warning sent to parents, & referral to the school resource officer.
- 3rd infraction:** In-school suspension of 1-2 days, parent notification and parental conference recommended.
- 4th infraction:** Suspension of 3-5 days and parent/guardian is required to meet with school administration. Student, parent/guardian may be required to appear in front of the Wapello School Board.
- 5th infraction:** Notification of county attorney and/or Board of Education attendance hearing to which attendance is required. Long-term suspension.

**TRUANCIES:** Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without parental and/or school knowledge. The board will not tolerate truancy.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

The truancy officer shall investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance, the truancy officer should discuss the next step with the school board. If after school board action, the student is still truant, the truancy officer shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in the mediation agreement and will report violations of the mediation agreement to the county attorney.

**Consequences for truancies are as follows:**

1. **First Truancy** - Parents are notified and a Saturday detention assigned. The truancy officer is notified.
2. **Second Truancy** - Written warning notification is sent to parents and a parental conference will be scheduled. A referral to the guidance counselor will be made. Two Saturday detentions are assigned. The principal shall investigate the causes of the truancies.
3. **Third Truancy** - School board is notified and the truancy officer secures a recommendation and/or board action. Parental attendance at a parental conference is required. The county attorney will be notified where specified by Iowa law. Students will be assigned an in-school suspension term for a minimum of two days.
4. **Fourth Truancy** - Student is suspended pending board/county attorney action.  
Being truant two consecutive days will constitute a second truancy. Truancies accumulate on an annual basis, not per semester.

**TARDINESS (being late to school or class):** A student is tardy when he/she arrives in class after the scheduled time class was to start. Exceptions may be made when another staff member holds the student late, and that teacher then issues the student a pass for the next class. Tardiness of more than 15 minutes is considered an absence.

Tardies will be counted on a quarterly basis and handled as follows:

**First offense:** verbal warning.

**Second offense:** 30-minute detention.

**Third offense:** Saturday detention.

**Fourth offense:** 1 day of in-school suspension.

**For every additional tardy beyond four:** Days of in-school suspension will be assigned.

**LEAVING SCHOOL:** No matter how legitimate the reason, students are not to leave school during regular school hours without first obtaining permission from the principal's office. **Leaving school without permission will result in truancy.** If you are ill, the school must notify and get permission from a parent/guardian (or other responsible adult) before allowing you to go home. Students returning to school from a medical, dental or other appointment must first; check into the office and obtain a pass before returning to class.

**MAKE-UP WORK:** Make-up work is an essential part of the school process. It shall be the student's responsibility to check with his/her teachers as to the necessary make-up work. Should a student not complete assigned make-up work, achievement grades will reflect this. When possible, arrangements to make up work prior to the absence should be made. Unless special

arrangements have been made with the instructor, all make-up must be completed in a length of time equal to each day of absence plus one day.

**MISS SLIPS:** Students who have prior knowledge of their impending absence are required to obtain a miss slip from the principal's office and make up their work in advance. Completed miss slips must be returned to the office prior to the absence.

**STUDENT BEHAVIOR AND DISCIPLINE POLICY:** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

The Constitution of the United States and Iowa guarantee each individual due process rights. The following elements of procedural due process will be present when violations of District policy require the disciplining of a student:

1. The student will be provided with accurate information regarding rules and regulations.
2. The student will be informed of the specific behavior(s), which led to the proposed disciplinary action.
3. The student will be given an opportunity to express his/her views regarding the incident.
4. Any student shall have the right to discuss the handling of his/her discipline situation with the building administrator

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved. The administration may choose Saturday detention as an appropriate consequence for classroom disruptions when students commit more serious infractions or engage in patterns of disruptions.

PROHIBITED BEHAVIOR	CLARIFICATION	ACTION
<b>1. Possession, use or misuse of tobacco including VAPE Machines &amp; VAPE Juice</b>	The possession or use (including sale or distribution) of tobacco by students is prohibited.	Tobacco products in the possession of a student will be confiscated and law enforcement notified. <u>1st Offense:</u> (for use or misuse) 3 days suspension Principal may substitute In-school suspension. <u>2nd Offense:</u> 5 days suspension. <u>3rd Offense:</u> 10 days suspension and possible recommendation for expulsion from school.
<b>2. Alcohol, drugs, controlled substances, look-alike substances and drug paraphernalia</b> <b>a. Possession</b>	Possession of beer, alcohol, controlled substances, or look-alike substances is prohibited.	<u>1st Offense:</u> up to 10 days suspension and notification of police. <u>2nd Offense:</u> 10 days suspension and possible recommendation for expulsion.
<b>b. Use of alcohol, drugs, controlled substances or look alike substances.</b>	Consuming alcohol, drugs, controlled substances or look-alike substances and attending school or school-sponsored events under the influence of alcohol, drugs, and controlled substances is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy	<u>1st Offense:</u> up to 10 days suspension.  <u>2nd Offense:</u> 10 days suspension and possible recommendation for expulsion.
<b>c. Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-alike substances.</b>	Sale distribution or transmittal of alcohol, drugs, controlled substances or look-alike substances is illegal.	Suspension pending recommendation for expulsion from school. Referral to county law enforcement.
<b>3. Disrespect for the rights of others.</b>	<b>a. Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the</b>	1. Reprimand 2. Detention 3. Parental Conference



<b>a.</b> Loud and boisterous conduct: written or verbal profanity and obscenity: name calling	school is prohibited: this includes temper tantrums, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.	4. Short-term suspension. Severe and/or repetitious acts may be considered grounds for recommendation for expulsion.
<b>b.</b> Insubordination	<b>b.</b> Insubordination is the refusal to comply with reasonable requests or directions of school personnel	<u>First Offense:</u> 1-3 days suspension <u>Second Offense:</u> 3-5 days suspension. <u>Third Offense:</u> 5-10 days suspension and possible recommendation for expulsion.
<b>c.</b> Show of intolerance or bigotry toward others	<b>c.</b> Racial ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.	<u>First Offense:</u> 1-3 days suspension <u>Second Offense:</u> 3-5 days suspension. <u>Third Offense:</u> 5-10 days suspension and possible recommendation for expulsion.
<b>d.</b> Threats  (i) to a student	Intimidation, using extortion or threatening to harm another student is prohibited.	1. Reprimand and parental notification. 2. Suspension 3. Severe and/or repetitious threats may be considered grounds for recommendation for expulsion.
(ii) to district personnel or visitors	Intimidation, using extortion or threatening to harm a school staff member or visitor is prohibited.	1. Suspension and parental conference and possible notification of county law enforcement. 2. Severe and/or repetitious threats may be considered grounds for recommendation for expulsion.
<b>e.</b> physical attack  (i) students	Fighting and assault are prohibited.	<u>First Offense:</u> 1-3 days suspension <u>Second Offense:</u> 3-5 days suspension. <u>Third Offense:</u> 5-10 days suspension and possible recommendation for expulsion. <i>Severe and/or repetitious attacks will be considered grounds for recommendation for expulsion. County law enforcement will be notified.</i>
(ii) to district personnel or visitors	Attempting to apply or applying force to a school staff member or visitor is prohibited	1. 10 days suspension & recommendation for expulsion. 2. County law enforcement will be notified.
<b>f.</b> Possession or use of dangerous objects	Students are not to have knives, guns, chemical substances, chains, other dangerous instruments or objects that resemble dangerous instruments.	<u>First Offense:</u> 5-10 days suspension and possible recommendation for expulsion. Referral to county law enforcement. <i>(Federal mandate on guns)</i>
<b>g.</b> Engaging in any activity forbidden by law that interferes with school purposes: malicious use of the telephone, false fire alarm, bomb threat, arson, possession or use of fireworks, smoke or stink bombs or sprays.	Students are not to make a false fire alarm, nor are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items.	1. <u>First Offense:</u> 5-10 days suspension. 2. <u>Second Offense:</u> 10 days suspension and recommendation for expulsion. 3. <i>Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion.</i> 4. Referral to county law enforcement.

<b>4. Disrespect for the property of others</b>  <b>a.</b> Minor malicious damage to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks or drawing on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the school.	Restitution is required in all cases of disrespect for the property of others. 1. Detention. 2. 1-3 days suspension. 3. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion.
<b>b.</b> Vandalism	Major malicious destruction of school and/or others' property is prohibited.	Restitution is required in all cases of disrespect for the property of others. 1. Recommendation for expulsion. 2. Referral to county law enforcement.
<b>c.</b> Theft	The taking of the property of the school or another person is prohibited.	Restitution is required in all cases of disrespect for the property of others. 1. 1-3 days suspension. 2. 5-10 days suspension. 3. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion. 4. Possible referral to county law enforcement.
<b>5. Trespassing</b>	Students are not to be in school buildings/on school property without proper authorization.	1. Warning. 2. 1-3 days suspension. 3. 5-10 days suspension. 4. Severe and/or repetitious acts may be considered grounds for a recommendation for expulsion. 5. Possible referral to county law enforcement.
<b>6. Interfering with teaching and learning</b>	Any action that impedes or obstructs school purposes. <i>(Possession/use of laser pen)</i>	1. Warning 2. Detention 3. Parent conference and 1-3 days suspension 4. 1-5 days suspension 5. Severe and/or repetitious acts may be grounds for a recommendation for expulsion. 6. Possible referral to county law enforcement.
<b>7. Violation of noon closed campus regulations</b>	1. Leaving campus without proper clearance. 2. Driving during noon break	<u>First Offense:</u> Warning and detention <u>Second Offense:</u> Saturday detention as per truancy consequences
<b>8. Public display of affection</b>	Includes any type of physical affection not appropriate for a school setting or possession of material(s) that may be viewed as sexually explicit/offensive.	<u>First Offense:</u> Detention, ISS, OSS or possible expulsion. <i>Principal/student conference, parent contact</i>

Parents will be contacted whenever students are suspended. Whenever appropriate, students will be referred to school counselors and/or an outside agency for assistance. Students are cautioned not to bring toys, yo-yos, or items that may disrupt classes.

#### DETENTION GUIDELINES:

1. Students will be given 2 school days to complete assigned detentions.
2. The student must bring study materials along.
3. Students who fail to report for detention will be turned in to the office, and teachers will double the detention time.  
A Saturday detention will be assigned upon a second failure to report.
4. Teachers who assign detention will give the location the detention is to be held.

5. Students who miss detention and go to an extracurricular activity practice will be ineligible for the next regular contest that activity has.
6. Should there be a reasonable justification for changing the time of the detention, prior approval must be received from the teacher and principal.

When a student accumulates 5 detentions in a semester, a Saturday detention will be assigned. An additional Saturday detention will be assigned for every 3 additional detentions after 5 in a semester.

**SATURDAY DETENTION:** Students, whose behavior is inappropriate and goes beyond the scope of regular detention, will serve a four-hour detention on the next scheduled Saturday.

The Saturday detention program will operate from 7:30 a.m. to 11:30 a.m. Students are expected to bring all necessary study materials, study quietly and diligently, and remain in their seats throughout the detention period. Failure to do so will result in the loss of credit. You may bring reading material if you wish, but limit it to library books, etc. Magazines like "Times", "Newsweek", etc. will be satisfactory.

If the student does not report for Saturday detention or leaves early, they will be suspended from school for a minimum of one day. A parent/guardian is required to meet with the principal before the student will be readmitted to school. The student will be required to serve the next scheduled Saturday detention.

**After a student has been assigned Saturday detention three times *in a semester*, the student and parents must appear before the Board of Education to discuss the student's behavior problems.**

**SUSPENSION:** (Temporary dismissal for violations of regulations and rules.)

1. The principal/associate principal may temporarily suspend a student for a period of time for disciplinary reasons. Students who are suspended from school must bring at least one parent/guardian and preferably both, for a conference with the principal. The length of the first suspension will be at the principal's discretion. The second suspension may be for 5 days.
2. The superintendent may extend the suspension upon the principal's request, for a total of not more than 10 days. The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions.
3. The building principal shall do readmission of the student after short-term suspension. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.
4. Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.
5. Credit may be granted for student class work during a suspension. Suspended students may arrange to have assignments picked up by a parent or other responsible person. Credit will be granted for properly completed work. However, any assignment or portion of an assignment based on classroom participation shall be recorded as a zero (no credit). All assignments submitted for credit are due on the school day following the conclusion of a suspension term.
6. Principals reserve the right to substitute In-School Suspension terms for out of school suspension terms where the education needs of the student and institution warrant such substitutions.

**EXPULSION:** (Permanent dismissal from school for violation of regulations and rules.)

1. Whenever the superintendent or any principal deems the presence of student as detrimental to the best interests of the school, they may temporarily dismiss him/her and recommend to the Board of Education that the student be expelled.
2. When any student is being considered for expulsion, they will be sent/given a copy of the portion of the Wapello School District's Board Policy explaining this procedure, which will explain to them the guidelines and their rights pertaining to such actions. They may also request this information from the Superintendent's office at any time.

**SCHOOL VISITATION POLICY:** The Wapello Schools welcome all visits by parents. Visitors to the school grounds must check in at the principal's office. Student visitors are not allowed unless they are part of a formal school-sponsored visit. School-sponsored student exchanges are acceptable if based on sound educational grounds.

**YOUTH LAW HOTLINE:** Statewide legal advice, information and referral services are now available to school personnel through a toll-free hotline made available through the Youth Law Center. The Youth Law Hotline provides persons under age 18 and professionals and concerned individual with free and confidential legal advice, information, and referral. Experienced attorneys on issues such as runaways, physical, staff the hotline and sexual abuse, paternity and other matters may be discussed.

The toll-free number is 1-800-728-1172 or contact:  
Youth Law Center, 405 Shops Building, and 800 Walnut Street, Des Moines, IA 50309

**PHYSICAL EDUCATION (NON-PARTICIPATION):** A student may miss one class for reasons of injury or illness by presenting a written excuse from the parent, plus the school nurse's evaluation to the P.E. teacher. However, to be excused from two or more classes for the same injury or illness would require an excuse from the student's doctor.

Failure to bring P.E. clothes is not an acceptable reason for non-participation in the class. Each time a student does not participate due to this reason will result in loss of the participation grade for that day.

Towels should be brought from home so that each student can take a shower after strenuous P.E. activities. Students should use these towels and launder them after use.

**SCHOOL INSURANCE:** If you purchase school insurance at the beginning of the school year, you may acquire claim forms from the school nurse or the building secretary to collect on an injury. This policy is with a private company. If you have any questions, you may contact the Superintendent's office or the insurance company agent.

**ILLNESS AND INJURY:** Students who become ill during the day are to consult the school nurse upon notification of the classroom teacher or the principal. The nurse is available in the secondary building from 9:30 to 10:00 a.m. and 1:30 to 2:00 p.m. daily. She is also available at any time before 10:00 a.m. for emergencies when contacted by the office.

If the nurse is not available, students are to notify the office that they are ill. The school will not send a student home unless a parent or designee is notified and accepts the responsibility. The principal or his/her designee must give permission for a student to go home ill at all times. Students who do not follow the above procedures will be assigned detention.

If during the school year the student has any communicable diseases, serious illnesses or accidents, he/she must notify the schools nurse so this may be added to the health record.

A "Return to School" form completed and signed by a doctor must be returned for the following conditions: pink eye, scabies, impetigo, staph infections, strep infections, and any injuries. If a student is absent from school or will be absent from school for several days, a note from the doctor stating the reason is requested to be returned to the school nurse.

**SCHOOL MEDICATION POLICY:** Students may be required to take medication during the school day. Medication shall be administered by the school nurse or by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners.

A parental signature on a statement requesting and authorizing the school nurse or certified school personnel to administer the medicine, in accordance with the prescription or parents request, shall be filed at the school. Prescribed medicine shall be maintained in the original prescription container which shall be labeled with: the name of the student, name of medicine, directions for use, name of physician, name and address of pharmacy and the date of the prescription.

Over the counter medication, in its original container, may be given by a registered nurse, when accompanied by a parent's note which includes the name of the medication, the child's name, date and times the medication should be given and a signature and phone number where the parent can be reached in case questions arise concerning the medication. The registered nurse may determine that the use of the over-the-counter medication, ordered by the parent, could be detrimental to the child, and may refuse to administer the medication. Reasons for refusing to administer over the counter medication will be stated in writing to the parent.

Students may carry medication only with the approval of the parents, nurse and building principal of the student's attendance center.

**IMMUNIZATION:** No person shall be enrolled in any licensed childcare center, preschool, elementary or secondary school in Iowa without evidence of adequate immunization. The local board of health shall report to the State Department of Health within thirty days of the first official day of school regarding immunization records of children enrolled in elementary and secondary schools. Your child will not attend Wapello Community School or any school without these records. It is highly recommended that any students who have been out of the United States within 1 year prior to attending school to obtain a TB Mantoux test. This also pertains to students traveling outside the U.S. during the school year. Wapello Community School reserves the right to require any student we feel is at risk or exhibits signs and/or symptoms to obtain a TB Mantoux test at anytime during the school year regardless of travel.

**PROPER DRESS/ATTIRE:** Student dress at Wapello high School needs to be in good taste at all times and appropriate to the educational atmosphere. Although dignity, self-respect, and common sense will assist in determining appropriate dress, the final determination will be made by the school administration.

- Appropriate footwear must be worn. **No shoes with rollers may be worn to school.**
- **Midriffs must be covered with clothing. Make sure that the bottom of your shirt reaches at least the bottom of your belt loops. If the midriff can be seen when a student is walking, they are in violation.**
- **Tube tops, halter-tops, tank tops, muscle shirts, spaghetti strap tops/dresses, or other similar items of clothing are not permitted.**
- Clothing or other apparel promoting products such as alcohol, tobacco, or drugs, which are illegal for use by minors, is not permitted.
- Clothing displaying obscene material or profanity is not permitted. This would preclude wearing any Co-Ed Naked, Big Johnson, Hooters, or other such suggestive t-shirts or other articles of clothing bearing such slogans or advertisements.
- Sunglasses or dark tinted glasses may be worn only when prescribed for school by a physician or optometrist.
- **Hats or head coverings are not to be worn. Upon arrival at school, students MUST put their hats in their lockers and leave them there until the end of the school day. (IF HATS ARE NOT LEFT IN YOUR LOCKER THEY WILL BE CONFISCATED AND KEPT UNTIL THE END OF THE SCHOOL YEAR)**
- Shorts, skirts, and skorts must measure no higher than fingertip length. A slit in a skirt must also meet that standard.
- Pants that reveal a person's under garments, sitting or standing will be in violation of the dress code. Undergarments include but are not limited to underwear, boxers, shorts, and sweat pants. Students are not to wear pants to school that have huge holes in the knees, thigh area, and seat of the pants.
- **Cell phones and iPods may be brought to school, but they must be left off and out of sight once the school day begins.**
  - 1<sup>st</sup> offense - cell phone/iPod confiscated and student may retrieve it from the office at the end of the school day.
  - 2<sup>nd</sup> offense - cell phone/iPod confiscated and a parent must come to the school to retrieve the item.
  - 3<sup>rd</sup> offense - cell phone/iPod confiscated and a parent must come to the school to retrieve the item and the student will be assigned to one day of in-school suspension.

It is noted that students have access to telephones in the building. If there is an emergency and a student must be notified simply call the high school office and the school secretary will get the information to the party involved.

- Laser pointers are banned from Wapello High School. Any pointer found in the possession of a student will be confiscated and not returned.

Any student who chooses to wear an article of clothing, which violates any of the standards listed above, will be required to change the article of clothing. Any time missed from classes when changing prohibited attire will be considered unexcused absence.

Proper student dress and grooming is primarily a responsibility of the student and his or her parents. However, a student's appearance must be in the best interest of the school in respect to the health, welfare, and safety of the individual and the student body and must not interrupt the orderly process of education in the school.

**BOOK BAGS ARE BANNED:** Students are not to bring athletic or book bags to classrooms, as such bags may present a safety hazard.

**FOOD AND DRINK:** No food or drink will be allowed in any of the school buildings except the lunchroom area. Allowable exceptions to this rule are at the discretion of the building principal.

**BOOK RENTAL:** All students shall be charged a book rental fee as determined by the Board of Education. Students are responsible for all school materials issued to or checked out by them. Students will also be responsible for replacement costs if school materials are lost or damaged. The following fines will be assessed for lost or damaged books:

1. Lost/major damage - replacement fee.
2. Lesser Damage (i.e. torn page, soiled, broken cover, etc.) - \$10.00
3. Vandalism will result in replacement costs being assessed.

**ANNOUNCEMENTS AND POSTERS:** School announcements will be emailed to students at the beginning of 4<sup>th</sup> period each day. All announcements will affect you and your school program. Under any circumstances, it is your responsibility to know what is in the announcements that pertains to you. The building principal must approve all announcements. Please have all posters approved by the building principal or designee prior to posting. Please date and initial all posters. Those that do not adhere to this policy will be removed. Posters should be word-processed and grammatically correct. Posters consisting of original artwork are acceptable if designed and executed properly.

**SCHOOL LUNCH/ BREAKFAST:** An account and card has been issued to each student at the secondary school. The card is to be presented each time the student wishes to eat breakfast and/or lunch at school. Students will be allowed to charge no more than one week's worth of meals. Once a week's worth of charged meals has been reached, the student will not be allowed to charge any more meals until their account is paid. **Any account with a negative \$10 or more will result in the family members being served peanut butter sandwiches for lunch.**

Student meal prices - Breakfast \$2.25; Lunch \$3.20

Adult meal prices - Breakfast \$2.50; Lunch \$4.13

Milk: - \$0.45 per carton

**LUNCH BREAK:** Lunch breaks open for juniors & seniors who meet the requirements. Lunch breaks will last approximately 25 minutes. Students eating at school are requested to keep all food and food related items in the lunchroom. Do not go to your locker or be in the hallways as some classes are in session and the noise and disruption makes it difficult to concentrate in class. Students are also not allowed to congregate in the school parking lot during lunch break.

Students who violate closed campus regulations will receive a warning and/or detention. Any repeated incidents will be regarded as truancies.

Students may be released to go home only if a dietary condition exists, verified by the school nurse or the family physician.

**COUNSELING:** The counseling services provided by Wapello Schools are designed to assist the students to make the most effective use of their assets and set reasonable and attainable goals. Two general functions of our guidance program are to give personal counseling and to offer academic advice.

The counselor's role concerns helping students obtain valid information about themselves, their aptitudes and abilities, thereby enabling them to use this information in making their own decisions. The counselor does not judge the students, or make choices for the student.

Rather, the counselor assists the student to make choices by helping him/her to consider alternatives to any course of action. Frequently, counselors are asked to advise the student with regard to what choice the student should make. When advice is given, the student is not bound to that advice, but rather to decide from the available information what he/she shall do in the light of what the counselor believes to be best.

The counselor will be on duty from 7:45 a.m. to 3:30 p.m. for those students unable to find time to come to the counselor's office during the actual school day.

**CHILD ABUSE:** It is the policy of the Wapello Community School District that any employee who believes or has reason to believe that a student under the age of 18 years has been abused, as defined by law, shall see that such child abuse or suspected abuse is reported to the Department of Social Services.

**MINIMUM GRADUATION REQUIREMENTS:** The Wapello Board of Education requires 52 credits for graduation. Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and senior activities. It is possible, however, that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate. **Students who do not meet the minimum requirements for graduation will not be allowed to participate in graduation activities.** The minimum requirements are as follows:

English	8 credits	Phys. Ed.	4 credits
Mathematics	6 credits	Health/Fine Art	1 credit
Science	6 credits	Vocational	2 credits
Social Science	7 credits	Electives	17 credits
Computers	1 credit	*Foreign Language	4 credits

\*Recommended for all students planning to obtain a post-secondary baccalaureate degree.

Physical Education Requirement: required of every student in grades 7-12, unless excused by a physician. Students in grades 9 - 11 would be allowed to waive one quarter of P.E. if they are involved in an athletic activity during that time. Students in grade 12 would be allowed to waive 1 quarter of P.E. for the same reasons.

Students in grades 9 through 11 will be required to enroll in 7 credits per semester unless by special permission of the principal. If a required course is failed, it must be repeated as soon as possible.

Students may import no more than two credits from other institutions' correspondence courses for use towards graduation. Students who wish to use a correspondence course to meet a specific graduation requirement (e.g. government) must have attempted the course initially at Wapello High School.

**\*All graduates are required to have made up any time owed (e.g., detention) and all fees and fines owed to the school district paid in full in order to participate in the graduation ceremony.**

**GRADE CLASSIFICATION:** In order to be considered a sophomore, students must have earned 14 credits. In order to be considered a junior, students must have earned 28 credits. In order to be considered a senior, students must have earned 42 credits. Students are assigned class membership based on the number of credits earned. Classifications may change at semester.

#### **REQUIRED COURSEWORK FOR ALL HIGH SCHOOL STUDENTS BY GRADE LEVEL:**

Freshmen: English 9  
Science 9  
Mathematics Elective  
World Geography or World History  
Applications (with the instructor's permission)  
Physical Education

Sophomores: English 10  
Biology  
World History Elective  
Mathematics Elective  
Financial Literacy  
Physical Education

Juniors: U.S. History  
English 11  
Physical Education

Seniors: Government/Economics  
English 12  
Physical Education

For a complete list of course offerings, credit offered, department, prerequisites, etc. see the Curriculum Guide Handbook. These are available in the guidance office.

**EARLY GRADUATION:** Students who meet the graduation requirements set by the board prior to the end of their 16th quarter of high school may apply to the counselor for early graduation. Students are expected to apply at least one quarter prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the parent (if applicable), counselor, principal and the Board of Education.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for prom, awards ceremonies and graduation ceremonies.

**TRANSFER STUDENTS:** High school students who transfer into the Wapello Community School District may be awarded a high school diploma based on credits/coursework from previous school(s) with a bona fide transcript in combination with credits/coursework completed at Wapello High School. Students who are in good standing at previous high schools will enter at the same place/level in the Wapello system.

**MIDDLE SCHOOL CLASSES (Grades 6, 7, & 8):** All middle school students are required to take: English, Social Studies, Science and Health, Mathematics, Physical Education, and Exploratory Classes.

All students will be expected to attend regularly and make satisfactory progress in a majority of the subjects. Students failing any of the four basic core courses of English, math, social studies, and science may be required to retake these classes until a passing grade is acquired.

**POST-SECONDARY ENROLLMENT OPTIONS ACT:** The Post-Secondary Enrollment Options Act (Chapter 261C, Iowa Code) was approved by the Iowa Legislature and allows seniors and juniors to attend a local college while still in high school. This option is available to Wapello High School students with the following stipulations:

1. Enrollments are available only to juniors, seniors and TAG participants.
2. Eligible post-secondary institutions for enrollment are Southeastern Community College, Muscatine Community College, and Iowa Wesleyan College
3. By July 1 of the school year prior to post-secondary enrollment, all students must notify the home school district of their intent to enroll in in post-secondary course(s) in the following school year.
4. All Students must meet the standards of requirements set by the college for entrance into a course. The college may require a pre-requisite.
5. Students must take the course for credit and must meet all of the requirements for the course that post-secondary students must meet.
6. Eligible courses will be determined using the following guidelines: courses must be non-sectarian, not comparable to courses offered by the school district, credit-bearing and will lead to an academic degree in the disciplines of math, science, social sciences, humanities, or those centered around a career option. Other courses may be approved subject to committee approval.
7. After leaving high school, a student who chooses to enroll at the same college will be given credit for those courses successfully completed. Other colleges may award credit consistent with their credit transfer policies.
8. Wapello High School will accept two credits to meet high school graduation requirements.
9. Payment for tuition, books, fees, etc. will not exceed \$250 per course.
10. The school district does not pay for summer classes.
11. Anyone interested in pursuing this option should contact the guidance counselor for further information and enrollment procedures.

**ATTENTION!!**

**Please be aware that opportunities abound in the so-called “non-traditional” areas.**

**Students are strongly encouraged to explore electives in all curriculum areas.**

**SENIOR COLLEGE VISITS:** All senior students are entitled to use two school days for parent or guidance counselor arranged college/trade school visits. Students must have their work made up ahead of time. Students who take more than the allowed two college days will be given excused absences, assuming parental consent is given for the absence. All college days require prior approval from the guidance counselor or administration.

**INCOMPLETES:** Any student who has an incomplete has two weeks from the date grades were computed to complete their work without penalty. If the incomplete work is not done after two weeks the grade automatically reverts to a failure. Any other arrangements must go through the principal's office after consulting with the teacher involved.

**PASS/FAIL:** High school students may choose to take one class per semester on a pass/fail basis. The class must be an elective course, and the decision to take it on a pass/fail basis must be made prior to the end of the second week of the semester. You may pick up the appropriate forms in the guidance counselor's office. Any deviations of this section must have the principal and parent's approval. Students are cautioned that the pass/fail option may have a small negative effect on GPA and class rank.

**SCHEDULE CHANGES (DROP/ADDS):** Students who wish to change their schedules must see the guidance counselor for a drop/add form. These forms must be completed and returned to the guidance counselor within three (3) days of the beginning of the semester or the student will be expected to return to his/her original schedule. **Semester classes: students must remain in the class the entire time.** Changes become effective only after the return of this form, which must include a parent's signature.

**LOCKER ASSIGNMENTS:** In order to decrease theft and vandalism of lockers, students will be required to remain in assigned lockers. You may come to the office and ask for reassignment if you prefer a change. However, this change will only be made as long as you remain within your class assigned area. Students who move from their assigned locker without going through the proper procedure may have their things removed and a fine levied for their return. The school will assume no financial responsibility for lost or stolen items.



Lockers may be checked periodically for cleanliness and sanitary condition. Please do not keep food, drink, or containers for these items in your locker. This may cause health concerns. As the locker is the property of the school district, there may be times when it is necessary to check/search lockers for illegal items, stolen articles, or contraband. This will be done with a witness available. All illegal or stolen contraband will be turned over to proper authorities. Random searches may be conducted.

**WORK RELEASE PROGRAM:** The work release program is established under the following provisions:

- It is restricted to juniors and seniors.
- For those who have bona fide jobs.
- Any student who is failing any course at the end of the grading period will be dropped from the program. It is understood that dismissal for work is a privilege that can and will be denied to those who abuse it or whose educational progress is being impeded by it.

**PEP ASSEMBLIES:** Pep assemblies may be held upon the request of cheerleaders and sponsor. Evidence of planning must accompany the request. The request must be submitted to the principal at least three days prior to the date of the assembly. For the most part, they will be held during 9th period. Only in special circumstances will they last for more than 15 minutes. Attendance is expected of ALL students. Those students not possessing school spirit will spend this time under supervision elsewhere.

**CLASS MEETINGS:** Students are to attend all class meetings and other functions of the class to which they are assigned.

**FUND-RAISERS:** Any fund-raising project or activities must be approved first by the Activities Director. An effort is being made to schedule fundraisers to minimize duplications and non-productive ventures. Fund raising is usually not looked upon as fun. However, if everyone does their part, we can keep the number of fundraisers to a minimum. We also do not want to compete with local businesses whenever possible. **Students who sell fund-raising products are responsible for the total amount of money due to the organization they have sold products for.**

**DRIVER EDUCATION:**

1. Students will be admitted to driver education on the basis of age. The oldest student will be given preference.
2. Students must have a valid learner's permit by the first day of class.
3. A \$375 fee for Drivers' Education will be collected.  
Students who qualify for free or reduced lunch prices are eligible for waiver or reduction of the \$375 fee.
4. Driver's Education classroom hours will start in the Spring, with driving to start once the classroom hours are completed.

**STUDENT DRIVING:** High school students, with the exception of open campus seniors, shall not drive or enter any motor vehicle on the high school grounds (except before and after school). Students who drive to school, do so with permission of the school. Your driving is a privilege, not a right. **Students must park all vehicles in appropriate and assigned areas. This includes refraining from parking in handicapped areas and in the driveway. Students are expected to park in the east parking lot. All other parking areas are reserved for staff and visitors.**

Any student who drives recklessly or in any way that endangers the safety of students, teachers, or the public while in transit to or from school, may be suspended from school or lose their driving privileges to school. All traffic violators will be turned over to the proper law enforcement agency for handling. The posted speed limit in the parking lot is 10 mph.

We ask that parents and students provide vehicle identification information such as license plate numbers and vehicle make and model in order to efficiently enforce parking and driving regulations.

**SCHOOL DRIVING PERMITS:** Students under the age of 16 must successfully complete an approved driver education course prior to obtaining a school permit to drive back and forth to school. The holder of a school permit may drive to and from school between the hours of 6:00 a.m. and 10:00 p.m. The student must provide the school with their direct route to the school to be put on file, the make and model of car, and license plate number. **In order for a student to be considered for this permit he/she must live at least one mile from school. Violators of this policy risk having their school permits revoked.**

**SCHOOL LIBRARY:** Library hours are 7:45 AM to 3:15 PM. All books, with the exception of reference books, may be checked out of the library for a period of two weeks. Fines for overdue materials are 5 cents per day. Students with excessive unpaid fines may have their library privileges revoked until the fines have been paid in full. Students should plan to pay any library fines annually to avoid large charges their senior year.

Books placed on hold by students will remain on hold until the student is able to check out the item. Exceptions to the hold policy will be based on a student's library fines and/or the popularity of the material.

You are responsible for lost or damaged library materials that are checked out in your name. Costs assessed for lost articles will include replacement costs of the materials. If you find the article at a later date, the cost of the article will be refunded to you. The cost of damage to library materials will be based on the extent of damage as estimated by the librarian.

If you have fines or materials overdue in the library, you may be restricted to using library materials in the library under supervision only. In the event of an abbreviated illness (one to five days) you will be expected to return books immediately upon return. You must present a slip from the office verifying an excused absence. In the case of a prolonged illness, we would appreciate your making arrangements to have the materials returned by a responsible person.

Students should be aware that taking library materials from the library without proper processing is a violation of the law. Students found guilty of such theft will be denied further use of the facility for the remainder of the semester, or for a period of nine weeks, whichever is longer. If you are suspected of stealing or attempting to steal library materials, school personnel may conduct a search of your locker and all book bags.

**OPEN CAMPUS FOR JUNIORS/SENIORS:** Students who are classified as juniors/seniors and have met the necessary criteria, may have an open campus privilege upon filing a request for this privilege with the principal. Each student must present a signed and notarized contract to the principal before he/she can take advantage of the privilege. The signature of the parents indicate that they are familiar with and approve of the guidelines of the open campus plan and agree that those who do not observe these guidelines should have the privilege taken from them.

**ACADEMIC GUIDELINES:** To be eligible for Junior/Senior Open Campus a junior/senior must:

1. Carry a minimum of 7 credits per semester.
2. Earn a 2.00 GPA for the 4th quarter of his/her sophomore/junior year.
3. Maintain a 2.00 GPA for each quarter of his/her junior/senior year.
4. If a student is failing in one or more subjects at the end of any quarter or semester, his/her privileges will be automatically suspended for the next quarter and the student will be required to make up the credits.
5. Score at the proficiency level in reading and math on their Iowa assessments according to the N.S.S.

**ATTENDANCE GUIDELINES:** A student must maintain regular attendance in order to be eligible for the open campus privilege. To be eligible a student must:

- Appear for all classes on time. If a student has more than one tardy following an open period, he/she will lose open campus privileges for a 4½ week period.
- Have no unexcused absences or trancies. A student having an unexcused absence or truancy will lose open campus for the next quarter.

**GENERAL GUIDELINES:**

1. No loitering in the hallways or disruption of classes in progress.
2. Students leaving or returning to school are to check in and out through the office.
3. Students must drive in a safe and responsible manner on the public streets and highways. Reports to the contrary will be considered a serious infraction of these guidelines.
4. Cars may only be driven to a predetermined destination that must be recorded in the principal's office.
5. Students on open campus privilege shall stay away from other schools, the vicinity of other schools and surrounding communities.
6. Students who return from open campus under the influence of alcohol or the influence of drugs shall lose open campus for the remainder of the school year.
7. The principal will judge offenses and penalties will be determined by the severity of the violation.
8. Students on open campus who, during the school day, permit students who are not open campus seniors to accompany them away from the building without authorization to do so are violating their open campus privilege and as a result it will be terminated.
9. Students will only be granted open campus at the beginning of a quarter.
10. Students are expected to attend advisor-advisee meetings, class meetings, and assemblies.
11. Students are expected to refrain from senior skip day type activities.

**FIRE AND TORNADO DRILLS:** Fire and tornado drills are held at irregular intervals throughout the school year. It is important that you be aware of the routes you are to use to evacuate each classroom. Guides are posted in each room giving directions on which doors to use and where to go. Remember to follow teacher instructions, and proceed quietly and quickly as directed. Follow these rules as your life may depend on them. For both fire and tornado drills, stay with your class. Your teacher is responsible for you until class resumes.

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

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

- obscene;
- libelous;
- slanderous; or
- encourages students to:
  - commit unlawful acts;
  - violate school district policies, rules or regulations;
  - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - disrupt or interfere with the education program;
  - interrupt the maintenance of a disciplined atmosphere; or
  - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

**STUDENT COMPLAINTS:** Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 2 days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 2 days of the employee's response to the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 2 days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within 5 days of the superintendent's response. The board determines whether it will address the complaint.

**SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES:** The Wapello 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. The procedure requires the school district to designate an independent investigator to look into the allegations. **The school district has designated Ms. Kelci Eakins and Mrs. Ann Moore (523-3241) as its Level I investigators.**

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 either 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.

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

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation

- in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student 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 students said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

#### Code No. 106

#### **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 other students, by school employees, and by volunteers who have 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 the employee's race, color, creed, sex, sexual orientation, gender identity, 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.

If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or 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 which may include 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 that may include exclusion from school grounds. "Volunteer" means an individual who has regular,

significant contact with students.

When looking at the totality of the circumstances, 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:

1. Places the student in reasonable fear of harm to the student's person or property
2. Has a substantially detrimental effect on the student's physical or mental health
3. Has the effect of substantially interfering with the student's academic performance or
4. Has the effect of substantially interfering with the student's ability to participate in or
5. 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.

Code No. 106

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

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

1. Repeated remarks of a demeaning nature;
2. Implied or explicit threats concerning one's grades, achievements, property, etc.;
3. Demeaning jokes, stories, or activities directed at the student; and/or
4. Unreasonable interference with a student's performance.

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

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. 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:

1. 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
2. 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.

Code No. 106

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

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 Level I investigator 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 school district.

#### Code No. 501.16

#### **HOMELESS CHILDREN AND YOUTH**

The Wapello Board of Directors will make reasonable efforts to identify homeless children and youth of school age 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 coordinators for identification of homeless children and for tracking and monitoring programs and activities for these children are the School Nurse and Junior/Senior guidance counselor Instructor.

**PARENTAL CONCERNS:** On occasion an incident or matter at school creates concern for parents. Communication is invaluable. If you will follow the steps outlined below, the matter will hopefully be mutually resolved to the satisfaction of all parties. Recommended procedure:

- Step 1: Please discuss the matter with the staff member(s) involved.
- Step 2: If the matter is not resolved to your satisfaction, visit with the building principal.
- Step 3: If the matter is not resolved to your satisfaction, discuss the matter with the Superintendent of Schools.
- Step 4: If the matter is not resolved to your satisfaction, request and file a complaint form.

The matter will be presented to the School Board for their consideration. These forms may be secured at the Wapello Superintendent's Office, 406 Mechanic Street, Wapello, IA 52653.

**SCHOOL BUS RIDING POLICIES AND RULES:** If you desire information about a bus route, driver, etc. call the bus garage at 523-5561.

In case you desire a youngster to ride a different bus or ride a bus for some reason, although you live in town, please send a note to the principal as to where he/she is going and what bus he/she will ride. The principal, in turn, will notify the driver.

If you move, and your bus route must be changed, or if you desire information about a route or driver, call the bus garage.

If you wish information passed on to a child about returning home in the evening, call the school secretary no later than 2:30 p.m. This allows enough time for the messages to be delivered before school dismisses for the day.

We hope that you will discuss the bus riding rules with your child. Bus drivers have a tremendous amount of responsibility in providing a safe means of transportation to and from school. Because the responsibility of driving is a full-time job, we are forced to set up rules and regulations for the students to obey so the driver can concentrate on driving. If there are continuous disruptions on the bus that distract the bus driver from driving, we have a situation that could be very dangerous.

A ticket system for the bus drivers is used. The first ticket is simply a warning, which is given to the student. This is to be taken home and signed by the parent. The ticket must be returned (signed) to the driver within 48 hours or the student may not be allowed to continue riding. If the student breaks another rule, another ticket is issued and it states that the student will meet with his/her principal to discuss the rules and the violation. If cooperation is not forthcoming, it could possibly result in suspension of transportation privileges for a period of two days. This ticket must be signed by the parents and returned to the bus driver. The third ticket will require a parent/administrator/bus driver conference relative to the problem with consideration of suspension from riding the bus for a period of three (3) days or longer.

#### **RULES FOR RIDING THE BUS:**

1. Be on time each morning. By state law, buses are not to wait.
2. Cross in front of the bus.
3. No pets or animals on the bus unless they are small and contained in a box or a jar.
4. Students are to remain seated unless the driver gives permission to move.
5. Students are not to wrestle, hit, kick, throw things, spit, etc.
6. Students are not to put anything out the window including arms, head, etc.
7. Students are not to use abusive language and are not to physically or verbally abuse the driver or other students.
8. Students must present the driver a note from home, signed by a parent, if they wish to get off in the evening at a place other than their regular stop.
9. Complete silence must be maintained at all railroad crossings and stop signs.
10. Parents are asked to call the bus driver if their children are not going to ride in the morning. The call should be made before 7:00 a.m. This will eliminate an unnecessary stop. If you cannot reach the bus driver, call the stop ahead of your stop.
11. Students riding the bus to school will be expected to attend school that day.
12. Use or possession of tobacco, alcohol, or drugs on the school bus is strictly forbidden.

13. Beverages, food, gum, and candy (especially suckers) are not allowed. This is cause for a ticket.

14. If you don't want your possessions touched or stolen, keep them in your book bag.

15. Cosmetics are not to be applied while on the bus.

#### **CERTIFIED STAFF**

<b><u>STAFF NAME</u></b>	<b><u>EXT.</u></b>	<b><u>RM#</u></b>	<b><u>POSITION</u></b>	<b><u>E-MAIL ADDRESS</u></b>
BOHLEN, STEVE	1105	105	HS & MS Principal	<a href="mailto:steve.bohlen@wapellocsd.org">steve.bohlen@wapellocsd.org</a>
Blitch, Joyce	1204	204	K-12 ELL	<a href="mailto:joyce.blitch@wapellocsd.org">joyce.blitch@wapellocsd.org</a>
Bostian, Jane	1107	107	HS English	<a href="mailto:jane.bostian@wapellocsd.org">jane.bostian@wapellocsd.org</a>
Brockway, Ashley	1203	203	MS Resource	<a href="mailto:ashley.brockway@wapellocsd.org">ashley.brockway@wapellocsd.org</a>
Brown, Brandon	1204	204	Instructional Coach	<a href="mailto:brandon.brown@wapellocsd.org">brandon.brown@wapellocsd.org</a>
Brown, Megan	1109	109	HS Math	<a href="mailto:megan.brown@wapellocsd.org">megan.brown@wapellocsd.org</a>
Chapman, Cassi	1113	113	MS & HS Agriculture	<a href="mailto:cassi.chapman@wapellocsd.org">cassi.chapman@wapellocsd.org</a>
Dunham, Barb	1201	201	TAG	<a href="mailto:barb.dunham@wapellocsd.org">barb.dunham@wapellocsd.org</a>
Dunham, Bill	1114	114	Ind. Technology	<a href="mailto:william.dunham@wapellocsd.org">william.dunham@wapellocsd.org</a>
Eakins, Kelci	1120	120	MS & HS Counselor	<a href="mailto:kelci.eakins@wapellocsd.org">kelci.eakins@wapellocsd.org</a>
Eichelberger, Hannah	1127	127	MS & HS Vocal Music	<a href="mailto:hannah.eichelberger@wapellocsd.org">hannah.eichelberger@wapellocsd.org</a>
Gerot, Jeanna	1123	123	K-12 Art	<a href="mailto:jeanna.gerot@wapellocsd.org">jeanna.gerot@wapellocsd.org</a>
Hellberg, Samantha	1208	208	MS Social Studies	<a href="mailto:sam.hellberg@wapellocsd.org">sam.hellberg@wapellocsd.org</a>
Humiston, Aundrea	1311	311	HS Resource	<a href="mailto:aundrea.humiston@wapellocsd.org">aundrea.humiston@wapellocsd.org</a>
Hyde, Olivia	1205	205	MS Language Arts	<a href="mailto:olivia.hyde@wapellocsd.org">olivia.hyde@wapellocsd.org</a>
Kral, Maribel	1108	108	HS Spanish	<a href="mailto:maribel.kral@wapellocsd.org">maribel.kral@wapellocsd.org</a>
Kruse, Stephen	1302	302	MS Science	<a href="mailto:stephen.kruse@wapellocsd.org">stephen.kruse@wapellocsd.org</a>
Mace, Jacob	1102	102	HS Social Studies	<a href="mailto:jacob.mace@wapellocsd.org">jacob.mace@wapellocsd.org</a>
Mairet, Karin	1112	112	MS & HS FCS	<a href="mailto:karin.mairet@wapellocsd.org">karin.mairet@wapellocsd.org</a>
Marshall, Jason	1308	308	HS Resource	<a href="mailto:jason.marshall@wapellocsd.org">jason.marshall@wapellocsd.org</a>
Marshall, Kristen	1309	309	HS Math	<a href="mailto:kristen.marshall@wapellocsd.org">kristen.marshall@wapellocsd.org</a>
Parsons, Todd	1119	119	HS Strength	<a href="mailto:todd.parsons@wapellocsd.org">todd.parsons@wapellocsd.org</a>
Rompot, Andrew	1101	101	HS Social Studies	<a href="mailto:andrew.rompot@wapellocsd.org">andrew.rompot@wapellocsd.org</a>
Salazar, Shannon	1209	209	Director of Instruction	<a href="mailto:shannon.salazar@wapellocsd.org">shannon.salazar@wapellocsd.org</a>
Simpson, Michael	1106	106	HS English	<a href="mailto:michael.simpson@wapellocsd.org">michael.simpson@wapellocsd.org</a>
Spielbauer, Karen	1304	304	HS Science	<a href="mailto:karen.spielbauer@wapellocsd.org">karen.spielbauer@wapellocsd.org</a>
Swopes, Jennifer	1127	127	MS & HS Band	<a href="mailto:jennifer.swopes@wapellocsd.org">jennifer.swopes@wapellocsd.org</a>
Ungerer, Annette	1307	307	HS Science	<a href="mailto:annette.ungerer@wapellocsd.org">annette.ungerer@wapellocsd.org</a>
Vandenberg, John	1201	201	MS Leadership/MS PE	<a href="mailto:john.vandenberg@wapellocsd.org">john.vandenberg@wapellocsd.org</a>
Yotter, Kristin	1207	207	MS - SCI	<a href="mailto:kristin.yotter@wapellocsd.org">kristin.yotter@wapellocsd.org</a>
	1206	206	MS Math	<a href="mailto:@wapellocsd.org">@wapellocsd.org</a>

**STANDARDS FOR SPORTSMANSHIP:** These standards apply to students, parents, visitors, teachers, athletes, and coaches. Disregarding these standards may result in an administrator asking you to leave the activity.

1. We believe it is possible to be competitive without being hostile.
2. We believe in cheering on our athletes - not booing others.
3. We believe in using positive comments - not using profanity.
4. We believe in wild enthusiasm and spontaneous applause - and in not using rude gestures or behavior.

**TRANSPORTATION TO ACTIVITIES:** The school will provide transportation when needed to all school sponsored activities. Every student participating in these activities must go and return with the group unless the parents in person and in writing make other specific arrangements with the sponsor prior to departure or in person at the scene of the activity by directly speaking with the coach/sponsor. As a general rule, students will be expected to ride to an activity on the school transportation. Students who do not follow this procedure may not be eligible to participate in that activity. Students, who do not follow the guidelines to ride home from an activity on school transportation, may not be allowed to ride again for a length of time determined by the principal/AD and coach/sponsor.

**INTERSCHOLASTIC ACTIVITIES ELIGIBILITY FOR ALL SECONDARY STUDENTS:** Extra-curricular activity is defined as any activity that requires student time outside the normal school day or involves public appearances on behalf of the Wapello Community Schools. Activities include volleyball, football, cross country, basketball, wrestling, track, golf, softball, baseball, soccer, FFA, FCCLA, speech, quiz bowl, drama, jazz band, pep band, marching band, concert band, swing choir, chorus, art show, and cheerleading.

**36.15(2)**

- a.) All contestants must be enrolled and in good standing in a school that is a member of associate member in good standing of the organization sponsoring the event.
- b.) All contestants must be under 20 years of age.
- c.) All contestants shall be enrolled students of the school in good standing. *They shall receive credit in at least four subjects, each of one periods or "hour" or the equivalent thereof, at all times.*

To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. *No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.*

*(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.*

*(2) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant of 20 consecutive school days. For purposes of this sub rule, a "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.*

*(3) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball 30 consecutive days following the end of the final grading period.*

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

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

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

g. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

h. A student who is eligible at the close for a semester is academically eligible until the beginning of the subsequent semester

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



## **CODE OF CONDUCT**

### **I. STATEMENT OF PHILOSOPHY**

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

### **II. GOOD CONDUCT CODE**

A. The good conduct code will apply to the following:

1. All students' grades 7-12 who participate in one or more co-curricular activities shall be subject to the Good Conduct expectations.
2. Co-curricular activities covered shall include all athletic and non-athletic programs and all other similar co-curricular activities that might be added to the program that represent the school/community in competition or public performance.
3. Students are responsible for Good Conduct expectations year-round once they have completed the 6th grade. The Junior High Good Conduct Policy will cover students to the end of the 8th grade year. The High School Good conduct Policy eligibility.
4. Students who are involved in more than one group of activities (athletics and non-athletic) will be held accountable for each area – example a student who is in both vocal and baseball would serve consequences in each.
5. **A student determined to have committed a felony shall be ineligible for one calendar year A student found to be using steroids without medical supervision shall be ineligible for one calendar year.**
6. **When a student is absent from school and part of the day because of sickness or truancy, he/she will not be eligible to attend any practice or extra-curricular (co-curricular) activity that day.**
7. **Students who are suspended out-of-school or in-school are ineligible for practice or contests until the suspension is completed.**

B. Good conduct Rule – To retain eligibility for participation in Wapello Jr. /Sr. High School extracurricular/co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Conduct prohibited by the Good Conduct Code includes:

1. Possession, use, or purchase of tobacco products, regardless of the student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath)
3. Being in a car or in attendance at a party or social function where minors are consuming alcohol or other drugs illegally. ("Mere presence rule")
4. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
5. ***Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).***
6. ***Inappropriate or offensive conduct such as fighting (more than 2 fights per school year), hazing, bullying or harassment of others. Such harassment and bullying do not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about other, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites. Examples of such harassment include, but is not limited to, threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of other without permission. NOTE: This could include group conduct. This rule is not intended to prevent a student from expressing his/her religious or political beliefs.***
7. ***Gross insubordination (talking back or refusing to cooperate with authorities) and repeated classroom misconduct. A student will be considered for a strike if they exceed 3 office referrals per quarter (or exceed 6 per school year).***
8. If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is a general knowledge in our school (district) of the fact of the student's violation

9. in the previous district.

**10. If a student is “caught” at a school event or by a teacher/coach – no reduction is allowed**

**11. Students that do not participate in athletic or co-curricular activities or school clubs will be ineligible for participation in school social functions (dances, spectator at events) for 45 days or a minimum of one activity, whichever is the longer period of time.**

C. Coaches/Sponsors may establish rules and regulations for their activities pertaining to expectations not covered by the Good Conduct Code. Such expectations might include practice policies, attendance, general behavior or dress, curfews, etc. These rules/regulations must be submitted to and approved by the building principal and/or athletic director prior to the beginning of an activity.

### III. CONSEQUENCES OF VIOLATION

#### A. Junior High

**1. First Violation** - when the school becomes aware that an individual has violated the Conduct code, a meeting shall be scheduled involving the student, his/her parent(s)/guardian(s), and the Code of Conduct review committee (administrator, coach/sponsor and member of the Board of Education). The determination of violation shall rest with this committee. The number of activities a student would be withheld from is listed below:

<b>Basketball</b>	<b>3 (out of a total of 12 games)</b>	<b>Track</b>	<b>2 (out of a total of 7 games)</b>
<b>Cross Country</b>	<b>2 (out of a total of 7 meets)</b>	<b>Volleyball</b>	<b>2 (out of a total of 9 games)</b>
<b>Football</b>	<b>1 (out of a total of 5 games)</b>	<b>Wrestling</b>	<b>2 (out of a total of 9 meets)</b>

**2. Second Violation** – Double the consequences of the first violation and the student must enroll in a substance abuse evaluation program, and/or some other program designed to meet the student’s needs.

**3. Third Violation** – Students must follow similar procedures as those prescribed in the second violation, but the Activities Director will require a more intensive program than that of the second violation. Dismissal from participation in contests/performances for one calendar year.

#### B. High School

**First Violation** - When the school becomes aware that an individual has violated the Code of Conduct, the administration will meet with the student and coach/sponsor to determine if a violation has occurred. A student shall be suspended for the number of activities listed below to be served consecutively including tournaments and state sponsored activities.

Baseball	5	Golf	2	Show Choir	1	Vocal/Concert Choir	1
Basketball	4	Jazz/Pep Band	2	Soccer	2	Volleyball	3
Cross Country	2	Marching/Concert Band	2	Softball	5	Wrestling	4
Football	2	Pom Squad	1	Track	2		

**Reduction in Penalty:** If a student voluntarily agrees to meet with the Code of Conduct Review Committee (administration, Coach/Sponsor, Board Member, parent/guardians) the suspension may be reduced by 50%, the balance to be fulfilled by a retribution program consisting of 10 hours of community service. The honesty provision will apply only to first offenses. By their nature, activities, such as plays, academic contests, yearbook, quiz bowl, speech, art shows (conference), mock trial, FFA, FCCLA, and Student Council are not well served by suspension. Therefore, students shall be subject to increased retribution and loss of specific privileges and responsibilities as designated by the sponsor. Increased retribution shall consist of:

1. 20 hours of community a school employee must supervise service performed at school.
2. Community service must be completed prior to being reinstated.
3. Application of the Reduction of Penalty provision (first violation only) shall result in the reduction of five hours of community service.
4. Participation in these activities may not be used to fulfill consequences in those activities that involve suspension.

**Second Violation** – Double the consequences of the first violation and the student must enroll in a substance abuse evaluation program, and or some other program designed to meet the student’s needs. The student and his/her parents/guardians will submit a written plan to the administration describing the nature and intent of the program. If accepted, the student will be required to successfully complete the program no matter how long it takes. All costs of the program, including transportation

shall be borne by the student.

Third Violation – Ineligible for all activities for one year.

Fourth Violation – Permanent loss of eligibility.

#### IV. ADMINISTRATION

1. If the building principal and/or activities director receives word of a possible violation from a faculty member or from law enforcement, that student will be called in and advised of the allegation. He/She may be asked to return the following day with a parent. The building principal and/or activities director will investigate the allegations.
2. If, after the investigation, a student proclaims innocence and the building principal and/or activities director has a preponderance of evidence otherwise, the full consequence shall be enforced. If the student is innocent, the case will be considered closed.
3. A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident, which involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.
4. If a student is currently active the consequence shall apply to all activities, he/she is currently active in. If this should involve the application of multiple community services, only one, which being greatest shall apply to the first activity(s) he/she is active in thereafter.
5. A student may choose to become involved in a new activity in order to fulfill a consequence, but must complete the activity in good faith. Allowance of the student to participate after the initial starting period (as determined by the sponsor) will be left up to the discretion of the sponsor of the “new” activity.
6. When an individual is unable to complete the suspension in an activity, he/she is currently involved in, the remainder of the suspension shall be served by the following methods:
  1. If the length of suspension in the activity currently involved in is greater than the next activity in which the individual chooses to participate, the percentage of not served suspension shall apply to the next activity.
  2. If the length of suspension in the activity currently involved in is less than the next activity in which the individual chooses to participate, the number of contests not served shall apply to the next activity.
7. If a student drops from an activity the consequences will be tabled until the next activity the student participates in.
8. Students who are declared ineligible are required to continue to practice/rehearse and remain a member in good standing in their activity.
9. The determination of a violation will be reached by the Wapello School District process and may include rulings from the juvenile court system.

#### V. NOTIFICATION

1. The coach/director/sponsor shall conduct an informational meeting at the beginning of each year/season, to be attended by all students and parents who are anticipating participation in any covered activity. Students and parents shall, at that meeting, or prior to their activity each year, sign a statement indicating they have received the code.
2. Record of this shall be on file in the Activities Office, as well as a record of violations.
3. It shall be the responsibility of each coach/director to check rosters against the file to make sure all participants have signed a statement indicating they have received the code. It shall be their responsibility to review behavior expectations of the code at the start of each activity.
4. The code will also be published in the student handbook.

#### VI. APPEAL PROCESS

1. A student and his/her parents may appeal a decision by the building principal and/or activities director.
2. The appeal process is as follows:
  1. Must be within 24 hours of the decision to the superintendent, **the appeal must be in writing**
  2. A student and his/her parents may appeal the decision by the superintendent. This appeal must be made within 24 hours of the decision to the Board of Education, **the appeal must be in writing**

#### VII. MERE PRESENCE RULE

- A. Students and parents need to be very well informed about the “mere presence” rule. They need to be told that if a student finds him or herself in a situation where minors are consuming alcohol or other drugs illegally, the student’s options are:
1. Leave immediately. An *intention* to leave is not a defense. Nor is being the “designated driver”.
  2. Apply “reverse” peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.

3. Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
4. Stay and risk loss of eligibility for extracurricular/co-curricular activities.

### **SUBSTANCE ABUSE EDUCATION CENTERS**

1. Alcohol & Drug Dependency Services of Southeast IA, 1340 Mt. Pleasant St, Burlington, 52601  
Phone: (319) 753-6567 or South Harrison Suite 4, Mt. Pleasant, 52641 Phone: (319) 385-2216 or  
304 HWY 61 N, Wapello, 52653 Phone: (319) 523-8436
2. Alcoholics Anonymous, 701 Houser or 211 Walnut St., Muscatine, 52761  
Phone: (319) 263-4407 or Phone: (319) 264-2263

### **TECHNOLOGY AND NETWORK USAGE**

#### Wapello CSD Acceptable Use Policy

The purpose of technology at Wapello CSD is to enhance the educational environment. All users are expected to use these resources in a manner that is respectful of others and in accordance with all laws governing electronic communications and all rules of the Wapello CSD.

#### Violations of Use

Use of the technology at Wapello CSD is a privilege dependent on agreement to and compliance with Wapello CSD Acceptable Use Policy. When a user is found in violation of this policy, one or more of these actions may occur through individual instructors, technology director, and/or administration: official reprimand; cancellation of privileges; legal action and/or district disciplinary actions.

#### Technology Acceptable Use Guidelines at Wapello CSD

A user is considered as one who has had instruction of such technology and has signed appropriate use forms. This includes any employee, student or adult.

1. All use of technology must be consistent with the mission and purpose of the Wapello CSD.
2. If user is a student, he or she has appropriate parental permission forms signed
3. Wapello CSD technologies are not to be used for illegal purposes.
4. Wapello CSD technology is not to be used to access or transmit threatening, obscene harassing, sexually explicit, fraudulent, or embarrassing materials.
5. Users of Wapello CSD technology are not to disrupt or interfere with other users, services, or equipment. Disruptions include but are not limited to the use of unsolicited advertising, propagation of computer worms or viruses and using the technology to make unauthorized entry into other machines accessible at Wapello CSD.
6. Users of Wapello CSD technology will respect the intellectual property rights and privacy rights of others; therefore, it is unacceptable for users to access information and resources unless permission to do so has been granted by the owners or holders of the rights for the information and resources.
7. Users of Wapello CSD technology accept the rights and responsibilities of individuals and institutions.
8. Users of Wapello CSD technology may not use such for personal gain or profit.
9. Users of Wapello CSD technology accept that the district's technology administrator and/or instructors may review usage to maintain quality of service and ensure that users are using technology responsibly.
10. Users of Wapello CSD technology should not expect such use would be private and agree to not reveal personal information regarding themselves to others.
11. Users of Wapello CSD technology accept responsibility for their actions and will accept the decision of the district on what is appropriate as final.
12. Users of Wapello CSD technology agree that the district is not responsible for damages they suffer, including financial obligations incurred through unauthorized use.
13. Users will not intentionally mistreat, fix, add to, or delete software or hardware without the system's administrator's approval.

### **NON-DISCRIMINATION NOTICES:**

#### Federal

"In accordance with federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, creed, marital status, sexual orientation, gender identity, social economic status, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer

#### Iowa

"It is the policy of Wapello Community School not to illegally 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 grievances related to this policy, please contact the district's Equity Coordinator, Kelci Eakens, School Counselor, 901 State St, Wapello, Iowa, 319-523-3241, [kelci.eakens@wapellocsd.org](mailto:kelci.eakens@wapellocsd.org). You may also contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E, 14<sup>th</sup> Street, Des Moines, IA 50319-1004; phone number (515) 281-4121, or (800) 457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

#### *Iowa Code Section 216.9*

It is an unfair or discriminatory practice for any educational institution\* to discriminate on the basis of race, creed, color, sex, national origin, religion, or disability in any program or activity. Such discriminatory practices shall include but not be limited to the following practices:

1. Exclusion of a person or persons from participation in, denial of the benefits of, or subjection to discrimination in any academic, extracurricular, research, occupational training, or other program or activity except athletic programs;
2. Denial of comparable opportunity in intramural and interscholastic athletic programs;
3. Discrimination among persons in employment and the condition of employment;
4. On the basis of sex, the application of any rule concerning the actual or potential parental, family or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions dependent upon the physician's diagnosis and certification.

\* "Educational Institution" includes any preschool, elementary, secondary, or community college, area education agency, or postsecondary college or university and their governing boards.

**EQUITY STATEMENT:** It is the policy of the Wapello Community School District not to discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, in its educational programs, activities, or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Equity Director Rena Philp at 501 Buchanan, 523-3241. She will discuss the situation with you and, if you wish, help you file a grievance.

**PRIVACY ACT:** In compliance with the "Family Educational Rights and Privacy Act" of 1974, the Wapello Community Schools' administrative staff has announced that the following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection, in writing, to the principal in charge at the beginning of the school year. Information which may be released will include: name, address, telephone listing, date and place of birth, participation in officially recognized activities and statistical results of said participation, weight and height of members of athletic teams, grade level, dates of attendance, awards and honors received, the most recent previous school attended by the student, the date of graduation, and photographs.

Public law requires the school to cooperate with armed forces recruiters to the extent of name, grade, age, phone number, and parent's name. The counselor's office will provide this information for students in grades 11 and 12 unless specifically requested that the school not include your name to those branches of the armed services requesting it.

**HUMAN GROWTH AND DEVELOPMENT:** As required by Iowa law, all students of the Wapello Community Schools will be taught human growth and development. Parents may review the Human Growth and Development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. A written request form is available in the office.

**OPEN ENROLLMENT:** There are no restrictions at this time do to legislation is still being progress.

**ASBESTOS NOTIFICATION:** Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

A certified asbestos inspector as required by AHERA has inspected the Wapello School District's facilities. 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 certified management planner has developed an asbestos management plan for the school district facilities which includes:

notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

**SECTION 504 STUDENT AND PARENTAL RIGHTS:** The Wapello Community School District does not discriminate in its educational programs and activities. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, as a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination, based upon the student's disability and at the same level as students without disabilities.
- Receipt of free educational services to the extent they are provided students without disabilities
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a reevaluation of your child;
- Inspect and review your child's educational records if you feel the information in the records is misleading or inaccurate. Should the school district refuse to amend the records, you have right to a hearing and to place and explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Section 504 of Iowa Code 280.3 should be directed to: the guidance counselor at 319-523-3241, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing ADA Section 504 and Iowa Code 280.3.

**NOTICE CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION:** State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine a detained a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## BELL SCHEDULES:

### REGULAR DAILY SCHEDULE 2021-2022

#### 7:50 – 8:10 School Breakfast

Period 1	8:10 - 8:57	(47 MIN)
<i>Passing</i>	8:57 - 9:00	
Period 2	9:00 - 9:47	(47 MIN)
<i>Passing</i>	9:47 - 9:50	
Period 3	9:50 - 10:37	(47 MIN)
<i>Passing</i>	10:37 - 10:40	
Period 4	10:40 - 11:27	(47 MIN)
<i>Passing</i>	11:27 - 11:30	
Period 5	11:30 - 12:45	(75 MIN)
AAT/Lunch		
Lunch A	11:30 - 11:55	(25 MIN)
<i>Lunch A Report to 5<sup>th</sup> Period by 11:58</i>		
Lunch B	11:55 - 12:20	(25 MIN)
<i>Lunch 5 Report Back to 5<sup>th</sup> Period by 12:23</i>		
Lunch C	12:20 - 12:45	(25 MIN)
<i>Passing</i>	12:45 - 12:48	
Period 6	12:48 - 1:35	(47 MIN)
<i>Passing</i>	1:35 - 1:38	
Period 7	1:38 - 2:25	(47 MIN)
<i>Passing</i>	2:25 - 2:28	
Period 8	2:28 - 3:15	(47 MIN)

DISMISSAL - 3:15

### 1:10PM DISMISSAL SCHEDULE 2021-2022

#### 7:50 – 8:10 School Breakfast

Period 1	8:10 - 8:44	(34 MIN)
<i>Passing</i>	8:44 - 8:47	
Period 2	8:47 - 9:21	(34 MIN)
<i>Passing</i>	9:21 - 9:24	
Period 3	9:24 - 9:58	(34 MIN)
<i>Passing</i>	9:58 - 10:01	
Period 4	10:01 - 10:35	(34 MIN)
<i>Passing</i>	10:35 - 10:38	
Period 7	10:38 - 11:12	(34 MIN)
<i>Passing</i>	11:12 - 11:15	
Period 6	11:15 - 12:30	(75 MIN)
Lunch A	11:15 - 11:40	
<i>Lunch A Report to 6<sup>th</sup> Period by 11:43</i>		
Lunch B	11:40 - 12:05	
<i>Lunch B Report Back to 6<sup>th</sup> Period by 12:06</i>		
Lunch C	12:05 - 12:30	
<i>Passing</i>	12:30 - 12:33	
Period 8	12:33 - 1:10	(37 MIN)

No AAT On Early Out Days

DISMISSAL - 1:10

### 2-HOUR LATE START SCHEDULE 2021-2022

#### NO School Breakfast

Period 1	10:10 - 10:46	(36 MIN)
<i>Passing</i>	10:46 - 10:49	
Period 2	10:49 - 11:25	(36 MIN)
<i>Passing</i>	11:25 - 11:28	
Period 3	11:28 - 12:42	(71 MIN)
<b><u>LUNCH A</u></b>	11:28 - 11:53	
<i>Lunch A Report to 3<sup>rd</sup> Period by 11:56</i>		
<b><u>LUNCH B</u></b>	11:53 - 12:18	
<i>Lunch A Report to 3<sup>rd</sup> Period by 12:21</i>		
<b><u>LUNCH C</u></b>	12:18 - 12:42	
<i>Passing</i>	12:42 - 12:45	

Period 4	12:45 - 1:21	(36 MIN)
<i>Passing</i>	1:21 - 1:24	
Period 6	1:24 - 1:59	(35 MIN)
<i>Passing</i>	1:59 - 2:02	
Period 7	2:02 - 2:37	(35 MIN)
<i>Passing</i>	2:37 - 2:40	
Period 8	2:40 - 3:15	(35 MIN)

No AAT On Late Start Days

DISMISSAL - 3:15