

CALAMUS-WHEATLAND SECONDARY SCHOOL

STUDENT & FAMILY HANDBOOK



2023-2024

**CALAMUS-WHEATLAND
SECONDARY SCHOOL
110 EAST PARK ROAD
WHEATLAND, IOWA**

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WELCOME TO CALAMUS-WHEATLAND SECONDARY SCHOOL

Welcome back Warriors for the 2023-2024 school year! The start of the new school year gives you the opportunity to set goals, plan a course of action for achieving those goals, and to reflect on the successes you have had so far in your school career.

As a student at Calamus-Wheatland, you have every right to be proud of your school and community. As a Warrior, we expect you to show your Warrior Pride by Being Safe, Being Responsible, Being Respectful and Doing Your Best!

The purpose of this handbook is to familiarize you and your child with the routines and expectations at Calamus-Wheatland Secondary. Some items are general information you will need to know and other items are expectations to be aware of. It would be impossible to have a pre-arranged policy to cover all of the situations that may arise. We ask that all personnel involved realize that in most situations, good common sense will solve most problems. To avoid misunderstandings, please read and refer to this handbook.

The high school staff is ready to serve you in any way that we can to ensure every student has a successful experience at Calamus-Wheatland. Do not hesitate to contact us. It is our goal to build the best positive environment for our students and staff. We are most appreciative of your support.
GO WARRIORS!!

SCHOOL MASCOT

Warriors

SCHOOL COLORS

Silver & Navy

WARRIOR FIGHT SONG

We are the Warriors
Mighty is our name
We will raise our colors high,
until we win this game!
Rah, Rah, Rah!
Go mighty Warriors
Proud of you are we
Give us a cheer and help us add,
another glorious victory!
Rah, yeah Warriors!!!
Fight, Fight, Fight!!!
Music to "Go U Northwestern"
Lyrics by Rebecca Kell, Class of 1988

The mission of the Calamus/Wheatland Community School District is to educate our students in a secure and positive learning environment, based on the values of our rural heritage, assuring that our students acquire the knowledge, skills and motivation to become life-long learners and responsible, caring citizens in an ever changing global environment.

ADMINISTRATION

Superintendent: Lonnie Luepker
Principal: Andrea Howard
Board Secretary: Marika Pewe

Secretary: Diane Bousselot
School Resource Officer: Deputy Zach Lange

FACULTY AND STAFF

Savanna Bachus	Family Consumer Science
Brooke Balichek	Art
Adam Brown	Math
Scott Burke	Physical Education/Activities Director
Erin Dickman	Associate
Pam Dierickx	Special Education
Glenn Drowns	Science
Teresa Eschbach	Cook
Lori Forret	Science
Dawn Gannon	Instructional Coach
Dana Goerd	Associate
Allison Gray	Language Arts
Holly Hansen	College & Career Readiness Counselor
Brenda Hayes	Special Education
Sue Heilig	Teacher Librarian & STEM
Corynn Henry	Talented and Gifted
Brian Higgins	Social Studies
Kim Hill	Associate
Jenna Kingsley	Agricultural Science
Keitha Kjergaard	Math
Ethan LeBeau	School Counselor
Lisa Linville	Language Arts
Stacie Luepker	Business Education
Mark McCutcheon	Custodian
David Mickelson	Custodian
Barb Muhs	Teacher
Mary Jo Petersen	Transitions, Internships, Apprenticeships
Trinette Richardson	Cook
Ashley Riedesel	Cook
Laura Roberts	Language Arts
Sharon Rounds	Spanish
Sarah Roepke	At-Risk, Math
Bethany Seedorff	Instrumental Music
Taylor Spain	School Nurse
New Someone	Associate
Austin Tenley	Junior High PE
Tom VanBlaricome	Social Studies
Ally Ziegenfuss	Vocal Music

GENERAL INFORMATION

THE SCHOOL DAY

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

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

CLASS SCHEDULE TIMES

WINN

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

Early Outs – 12:30

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

Assembly

	8:05-8:15
1	8:15-8:52
2	8:55-9:32
3	9:35 - 10:12
4	10:15 - 10:52
WINN	10:55 -11:20
5	11:23-12:29
	A – 11:23-11:45
	B – 11:45-12:07
	C – 12:07-12:29
6	12:32-1:09
7	1:12-1:49
8	1:52-2:29
	Assembly 2:30-3:12

2 Hr. Late Start

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

ADVERSE WEATHER & DELAYS

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

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

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

DISASTER PROCEDURES

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

Fire Alarms

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

Tornado Alarms

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

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

COMMUNICATION TOOLS

Calamus-Wheatland provides communication to students, parents, and community members through these means. We encourage you to access them regularly to stay informed.

School Website: <https://www.cal-wheat.k12.ia.us/>

Student e-mail system: All students are assigned a school email address

Daily announcements: E-mailed to students and read daily to students

Phone (voicemail): 563-374-1292

CW Facebook page: <https://www.facebook.com/Calamus-Wheatland-Community-School-District-123399217732743/>

Calamus-Wheatland App: Download by searching CW District

Calamus-Wheatland Twitter page: https://twitter.com/CalWheatCSD?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

JMC Notifications: You can sign up to receive automated notifications through JMC or call Diane to sign up

FOOD & BEVERAGE

No food or beverages are allowed outside of the cafeteria. Water may be allowed in the classroom with the classroom teacher's permission. Carbonated beverages and energy drinks will not be allowed in the building.

LUNCH

Breakfast and hot lunches are available daily. All students will be assigned a lunch number. Extra milk and ala carte items are also available on a daily basis. These extra items are NOT included in the free/reduced lunch program. Students will not be allowed to charge meals or ala carte items if the account reaches -\$10. The district may provide an alternate meal that meets Federal and State

requirements to the student who has charged the maximum allowance of \$10 and cannot pay out of pocket for a meal.

To apply for either free or reduced meals, students are to secure an application from the main office or the district website. This form is to be completed by the parent/legal guardian and returned to the office. Information provided on the application is confidential. This is limited to one free breakfast and one free lunch per day.

Calamus-Wheatland does NOT have an OPEN LUNCH policy; students must remain in school and are not permitted to eat lunch elsewhere. Students and parents are discouraged from bringing vendor food during lunchtime (Subway sandwiches, food from McDonald's, local restaurant food, etc). We would encourage everyone to make healthy choices for lunch. Federal guidelines state students cannot have any beverage other than the one provided with the purchased meal.

During the lunch periods, students are expected to be in the lunchroom unless other arrangements are made with a teacher or administrator. No students are to be in the halls during the lunch period. No food or drink is to be taken outside the cafeteria. The only food or drink that may be kept in student lockers is a sack lunch for the day. During designated breakfast and lunch time, there will be no vending machine access.

School personnel will provide supervision in the cafeteria. All students are expected to follow cafeteria expectations which will be posted, taught, and reviewed throughout the school year. Students are to proceed to lunch in an organized manner. Students who do not follow expectations may receive an assigned seat, be required to clean the lunch room, or be required to eat breakfast or lunch in an alternative setting.

MEDICATION

The following procedures will be followed if a student needs to take medication at school:

1. The medication must be in the original container with directions as prescribed by a physician or dentist. If medication must be given during school time, ask the pharmacist for an extra container.
2. Written permission from a parent or guardian is required before medication will be dispensed from the office. The permission form also requires a doctor signature. The medication form is available in the office.
3. All medication is required to be kept in the office. Students are not to have prescription medications on their person. The only exceptions to this are inhalers and epi-pens; students are allowed to have inhalers and epi-pens on their person.
4. Parental consent is needed in order to administer acetaminophen and ibuprofen. Parents can give consent during registration, or contact the office to fill out the appropriate forms.

TRANSPORTATION

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

Regulations Governing Students Riding School Buses to and from School:

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

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

PARKING LOT

Students driving to school should enter and leave by the north entrance making sure to follow speed limits. Cars and motorcycles are to be parked in the lot east of the high school avoiding the visitors' area and in front of the activity center. There are designated spots for the spare buses; please do not block them in. The parking on the west side of the building, behind the building, and under the water tower is designated for staff only. Please observe the handicap parking spaces. No student cars are to be parked on any city street, the church parking lot, or in front of the Activity Center.

Cars are not to be moved until dismissal time unless special permission is obtained from the office. Students should not be around the cars during the school day. Students who do not come to or leave school in cars should not be in the parking lot. Students are encouraged to lock their cars while in school. The school is not responsible for any items stolen from cars.

The principal or superintendent may withdraw the privilege of driving to school if a student fails to comply with state law or rules and regulations established by the administration.

See [Student Behaviors & Expectations](#) matrix below.

VISITORS/PARENTS

Parents are welcome to visit the school at any time and should feel free to do so. They should report to the office to inform us they are in the building. All visitors will need to check in the office and will be given a visitor pass. Student visitors are not allowed in school.

If a parent-teacher conference is desired, an appointment should be made. Teachers will not be expected to leave their classrooms for an unscheduled conference.

LOCKERS

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

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

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and

provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

In the interest of maintaining the health and safety of the school environment, an administrator, having reason to believe that a locker contains items of contraband, may conduct an unannounced search of the lockers for location and discovery of such items. Items of contraband include, but are not limited to, weapons, controlled substances, and any other item that would be disruptive to the educational process. Students who place such items in their lockers are subject to school discipline. See [Student Behaviors & Expectations](#) matrix below.

BOOKBAGS

For safety reasons, students are not allowed to carry book bags or purses into the classrooms. The only bag students may carry is their school provided laptop bag.

VALUABLES IN SCHOOL

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

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

CARE OF COMPUTERS

Students are responsible for proper care, storage, and use of the school provided laptop & charger. The cost to repair or replace the laptop or charger is the sole responsibility of the student/family. The school reserves the right to have computers repaired by its personnel with parts ordered from our distributor.

See [Laptop Computer Use Policy](#) and [Acknowledgement Form](#)

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements, which are emailed out to students and read daily at the beginning of second hour. Students who wish to have an item included in the announcements must have permission from the principal.

FIELD TRIPS

All field trips will be cleared and scheduled with the principal in advance. Students will conduct themselves on these trips in the same manner as they would in the classroom. Parents will sign a permission form at the beginning of each school year for all field trips. Field trips are an extension of the classroom and attendance is required. Students attending a school activity will not be counted absent or tardy, however, arrangements for making up the missed work must be made with each teacher PRIOR to the activity.

DANCES (including Homecoming, Prom)

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

Dances will have at least one faculty sponsor present for junior high dances or two faculty sponsors for high school dances. In addition, at least two parent chaperones will supervise junior high dances or four parent chaperones for high school dances. Class events must be scheduled through arrangements with the respective class sponsors and getting approval from the administration.

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

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

Students who leave a school-sponsored function may not return. Students are expected to conduct themselves in the same manner as they would in school.

Homecoming

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

Selection of King and Queen: The senior class will (by closed ballot) nominate four king and queen candidates from their class. Students in grades 9-12 will vote for homecoming king and queen. The Homecoming King & Queen will be crowned by the previous year King & Queen. If the previous King & Queen are not available, the highest ranking Student Council officer who is not a Homecoming candidate will do the crowning.

Junior-Senior Prom

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

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

SILVER CORD HOURS

In an effort to provide students with opportunities to develop to their fullest potential and to become valuable contributors to society, Calamus-Wheatland High School has implemented the Silver Cord Service Program. It is our belief that students who interact positively in the community not only will benefit the community but will also develop their own leadership and citizenship skills.

Students who have completed 100 hours of approved volunteer service during their 4 years at CWHS will be awarded a silver cord and recognized at the graduation ceremony. Students should strive to do hours throughout their 4 years at Calamus Wheatland School. There is no set amount of hours per year, but all 100 hours should not be done in one year. Additional information including the recording sheet can be found via the following link: [Silver Cord Hours](#)

STANDARDS BASED GRADING

Calamus-Wheatland uses standards based grading at the junior high level (7th and 8th grade). This grading system reports what students know and are able to do within each content area. Students in 7th and 8th grade will see the following on JMC: E = Exemplary, P = Proficient, CP = Close to

Proficient, FP = Far from Proficient. More information about standards based grading can be found in this [handout](#).

In the Calamus Wheatland Junior High Standards Based Grading (SBG) curriculum, the extra curricular eligibility of Junior High students will be determined by school administrators, with recommendations and input from the Junior High PLC. Students who are not considered to be making adequate progress towards academic goals, as reflected with a rating of Far from Proficient (FP), in a core course on their mid-term report or report card at the end of each quarter or semester will not be eligible to participate in any extra curricular activity for the following 2 weeks. Extra Curricular activities are considered to include: athletics, instrumental and vocal music performances, drama productions, FFA, FCCLA, Student Council, all co-curricular clubs, or any other activity where the student represents the school outside of the classroom.

In accordance with Iowa Administrative Code 281-36.15(2)"d", special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress towards the student's goals and objectives on the student's IEP or 504 plan, as determined by school officials.

JMC

Calamus-Wheatland has a student information program (JMC) that is web-based. Teachers will make every attempt to update grades on a weekly basis. Parents are provided a password for accessibility to this information. If a parent or student does not have a user ID or password, please contact the office at 563-374-1292.

CONFLICT RESOLUTION/QUESTIONS

We believe that effective communication and teamwork must exist among student, family, and school. In the event that a question or conflict arises, we request that parents bring it to our attention in a respectful manner and utilize the following chain of command:

1. Teacher/Coach/Sponsor/Staff member
2. Building administrator/Athletic Director
3. Superintendent
4. Board of Education

Faculty and staff members will make every effort to respond to you in a timely manner.

RELEASE OF INFORMATION

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

Name
Address
Telephone Listing
Date and Place of Birth
E-mail Address
Grade Level
Enrollment Status
Major Field of Study

Participation in Officially Recognized Activities and Sports
Weight and Height of Members of Athletic Teams
Dates of Attendance
Degrees and Awards Received
The Most Recent Previous School or Institution Attended by the Student
Photograph and Other Likeness and Other Similar Information

STUDENT RECORDS

Family Education Rights & Privacy Act of 1974 (FERPA)

Parents or eligible students have the right to:

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

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

From Board Policy 501.11

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

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

If individuals know of someone who is homeless, please contact the high school guidance counselor. Information for students and parents is available in the high school office.

NOTICE OF NONDISCRIMINATION

From Board Policy 103.E1

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

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

to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code § 280.3 (2007).

CONFIDENTIALITY WITH COUNSELOR

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

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

ATTENDANCE

STUDENT ATTENDANCE

Good attendance is very important for student success at school. There may be situations that would require a student to be absent. In such cases, the key to good home/school relationships is communication. We ask that in all cases of absence you notify the school at the earliest opportunity. In return, we pledge to be as cooperative as possible with regard to your individual needs. If a student will be absent for a period of time (family vacation, trip, etc), the parent/guardian should contact the office in advance. Students should work with teachers to get appropriate classwork in advance.

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

Students are expected to be in attendance and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Learning loss due to an absence can never be replaced. Regular attendance and being well prepared for class makes school success more likely. These habits also prepare students to become productive citizens.

All students are reminded that you come to school on time regardless if you have study hall 1st period. Only students who participate in internships or apprenticeships are allowed to come to school late or leave early according to internship or apprenticeship hours. Senior release is only for 8th hour. Internship students are required to sign out.

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

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

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

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

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

Due to the importance of attendance on a student's education, the [Student Behaviors & Expectations](#) matrix will be followed when students have unexcused absences. These guidelines will also be followed for students skipping a class without prior parental and office notification.

Attendance at school will be monitored on a weekly basis with the following guidelines:

- 6 absences - an attendance letter will be sent to the parent/guardian
- 9 absences - a 2nd letter or phone call home which may include an attendance contract as well as required doctor's documentation of continual absences
- 12 absences - parent/guardian meeting with school staff
- 15 absences - possible mediation with the Clinton County Attorney's office
- 6 accumulated tardies is equivalent to an unexcused absence

A student enrolled in school who fails to attend school without an acceptable excuse as stated above will be considered truant. If unexcused absences exceed the board policy Code No. 501.1, the building principal and/or school counselor shall investigate the cause for a student's truancy. If the building principal is unable to secure the truant student's attendance, the building principal should discuss the next step with the superintendent. After a meeting with the superintendent and a violation of the attendance contract, if the student is still truant, the principal shall refer the matter over to the county attorney for students in grades 7 to 12. The school will participate in mediation if requested by the county attorney. The superintendent and/or the building principal shall represent the school district in mediation agreement and with the assistance of the intervention team will report violations of the mediation agreement to the county attorney.

MAKE-UP WORK

When students are absent it is their responsibility to get their work from the teacher or classmates. Parents and students must recognize that, following an absence, the primary responsibility for obtaining and completing assignments belongs to the student. Students are encouraged to get assignments prior to absences, if able. Students will get two days for each day absent to turn in missed assignments. If the work (assignments or tests) is not made up within two weeks, it will result in a 0.

Students will be expected to make up all tests missed during an absence within the one day allotted time for make-up. If a student is in attendance on the day a test is announced, he/she will be expected to take the test the day of return. Whenever a student is absent from school on the day a test is given, the teacher may have the option of giving the student an alternative test.

TRUANCY

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

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

TARDIES

Students are expected to arrive at class on time, which means being in the classroom when the bell rings. If a student arrives late to a class, they must provide a signed pass to be considered not tardy. After a tardy, a student will be required to conference with the teacher to discuss strategies for better attendance and repercussions of not attending on time. On the 3rd and subsequent tardies, students will be required to serve a detention. If the student skips the detention, the students will be assigned an in-school suspension.

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

If a student accumulates six unexcused tardies in all classes, it will be considered an unexcused absence. These unexcused absences will count towards truancy consideration.

LEAVING SCHOOL GROUNDS

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

COLLEGE VISITATION

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

ACADEMICS

CLASS LOADS

All students in grades 9-12 are required to enroll in six solid subjects. Solids subjects are all courses offered except PE and teacher's aide. Students must also participate and pass PE each semester (8) they are enrolled in school.

See the [Registration Handbook](#).

GRADE PLACEMENT

Classification of students' grade level is based on the number of credits earned. Following is the minimum number of credits a student may earn to be placed at the various grade levels

Grade Level	Credits as of 1st day of fall semester	Credits as of 1st day of spring semester
9th grade	0 credits	0 credits
10th grade	9 credits	13 credits
11th grade	18 credits	22 credits
12th grade	27 credits	36 credits

The Board of Education of the Calamus-Wheatland CSD requires each student to accumulate a minimum of 42 credits to graduate.

See the [Registration Handbook](#).

REPORT CARDS

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

HONOR ROLL

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

DROPPING/ADDING ACADEMIC CLASS

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

SENIOR RELEASE

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

GRADUATION REQUIREMENTS

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

EARLY GRADUATION

Students who meet the graduation requirements set by the Board prior to the end of the year may apply to the counselor and the principal for early graduation. In order to graduate early, students must have the approval of the superintendent and principal.

- For students wanting to graduate in December of their senior year, they should make verbal notification to the counselor and principal no later than March 31 of their junior year. By August 31, they will complete a form to apply for early graduation from the school board.
- For students wanting to graduate in May of their junior year, they should make verbal notification to the counselor and principal no later than May 1 of their sophomore year to ensure they will meet graduation requirements. Written notification will need to be submitted by December 1 of their junior year to confirm graduation status.

Students who graduate early become alumni of the school district and may be allowed to participate in senior activities. Refer to Board Policy 605.4b, "Classes After An Early Graduation."

EARLY BIRD PE

Early Bird PE is available to students in 10th-12th grade. The class is held from 7:00-7:45 on Monday, Wednesday and Thursday. classes, (b) excused from 1st hour or (c) excused from 8th hour. Timely attendance is required for the course. If a student has 3 or more unexcused absences, they will be involuntarily moved to a PE class within the 1st-8th hour schedule or withdrawn for the course. If they are withdrawn from early bird PE and not placed in another PE class, they will need to make up the PE credit.

CONCURRENT ENROLLMENT (College Courses)

Students must meet the academic requirements of both the school district and postsecondary institution. At the college level, students must meet any assessment requirements of the postsecondary institution including any placement exam requirements of the institution. At the high school level, students must test proficient in reading (English-language arts), mathematics and science on the most recent administration of the statewide assessments in order to access arts and sciences courses through concurrent enrollment. Students enrolling in a career and technical course under the concurrent enrollment program are not required to meet established proficiency requirements. Administration may use their discretion to allow alternative but equivalent qualifying performance measures to determine proficiency and readiness for taking college level courses. This may include alternative testing, review of student transcripts, coursework portfolio, or GPA. Students wanting to enroll in concurrent classes must meet with the school counselor to apply and fill out appropriate registration materials.

Concurrent enrollment courses will receive dual credit (both high school and college credit). These courses do not count toward the student's high school GPA. Only the semester grade will be shown on report cards. College courses do count toward a student's eligibility at semester. If a student

fails (F) or withdraws (W) from a college course, they will be ineligible for 30 days of the next sport they participate in (see Athletic Handbook for further details).

As a reminder, teachers cannot give out grades or progress on college courses to parents. If they would like to be able to discuss grades, the student will need to sign appropriate authorization paperwork with EICC.

GRADING PERIODS

The dates for the 23-24 school year are:

1 st 9 Weeks:	Mid-term Report September 22, 2023 End First Quarter October 20, 2023
2 nd 9 Weeks:	Mid-term Report November 17, 2023 End Second Quarter December 20, 2023
3 rd 9 Weeks:	Mid-term Report February 2, 2024 End Third Quarter March 8, 2024
4 th 9 Weeks:	Mid-term Report April 19, 2024 End Fourth Quarter (End of School Year) May 22, 2024

MULTI-TIERED SYSTEMS OF SUPPORTS

The state of Iowa requires schools to have a Multi-tiered Systems of Supports (MTSS) program in place. Calamus-Wheatland has put the following procedures in place to follow the requirements.

TIER I MTSS

The Calamus-Wheatland High School has implemented measures to help support all students to be successful within their classes. Students are expected to attend and complete all instruction and assignments within their scheduled classes. Students may use their regular scheduled study halls to support their needs in understanding and completing the assignments from their classes. Students in need of assistance may also voluntarily attend a Structured Study Hall (SSH) for assistance or group/partner work with a student assigned to SSH. They are also required to follow all SSH classroom expectations while present.

TIER II MTSS

Students who do not have a strong understanding of the material, or are failing any class will be supported/scheduled into a Structured Study Hall (SSH). The Structured Study Hall Program is designed as an intervention to assist all students with “just in time” help when failing a class. The SSH will be during the students regular study hall time. They will be required to report to a SSH classroom where they can have additional support in reteaching, or other support to complete their assignments. All 9-12 grades are checked by 7:30 each morning and an email will notify the student and their parent/guardian they are on the SSH list. Any failing grade will put the student on the SSH List. A teacher may also request a student attend Structured Study Hall for additional assistance regardless of



course grade. Students will be excused from SSH when their classroom teacher excuses them and after they have completed the necessary learning.

TIER III MTSS

Students who need continued support may be permanently assigned to a SSH for all of their regular study hall periods to obtain extra support for their classes. This intervention can be made at any point during a semester, including when scheduling for the next semester or school year.

If a student does not attend SSH when assigned, this falls under the [behavior matrix](#) as Unexcused Absence/Skipping class and will be dealt with appropriately. Students who continually skip the SSH will be reassigned to a SSH teacher instead of the regular study hall for the remainder of the quarter.

WINN

What I Need Now(WINN) is a special class that meets everyday after 4th hour. The program looks to work with students of every level, giving extra help to those who need it, and enrichment to those who need something more. If a student has been requested by a teacher, they will receive an e-mail notification. Students need to check their e-mail daily by 4th hour to see if they have been requested by a teacher.

SPECIAL EDUCATION

STUDENTS WITH DISABILITIES

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

RESOLUTION OF CONFLICTS THAT ARISE RELATED TO SPECIAL EDUCATION

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

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

SPECIAL EDUCATION STUDENT RECORDS

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

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

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

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

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

It should be noted that special education student records are reviewed annually and materials no longer relevant to the provision of educational services are removed and destroyed. Every attempt will be made to notify the student prior to the removal and destruction of the records.

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

STUDENT EXPECTATIONS & BEHAVIOR

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

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

Administration has final discretion on disciplinary actions.

MAJOR Behaviors MINOR Behaviors

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Teasing	Student	Student	Immediate Plus	Staff & parents

(name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Conference with Referring Staff Member	Conference with Staff Member and Administration Detention Parent Notified	One-Day Suspension (ISS) Parent Notified	will meet to discuss an individual plan for the student. 4th Offense may lead to possible expulsion. (Student ISS/OSS until plan is developed with parents)
Harassment (threatening, racial, ethnic, or sexual name calling)	Immediate Plus 1 day ISS Parent Notified	Immediate Plus 2 day ISS Parent Notified	Immediate Plus 3-5 day ISS or OSS Parent Notified	
Harassment (using social media, digital formats or texting or other severe harassment) *SAVE EVIDENCE*	Conference with Administrator; possible detention Electronic Device held in Office for the day for a period of 5 days Parent Notified	Immediate Plus 1 day ISS or OSS Electronic Device held in Office for the day for a period of 4 weeks Parent Notified	Immediate Plus 3-5 day ISS or OSS Electronic Device held in Office for the day for the remainder of the school year Parent Notified	
Abusive or Inappropriate Language (see Abusive/Inappropriate Language)	Student Conference with Referring Staff Member Detention may be issued	Student Conference with Administration Detention Parent Notified	Student Conference with Administration and Parents Detention	1 Day ISS Parent Notified
Defiance/Insubordination/Noncompliance	Student Conference with Referring Staff Member Detention may be issued	Conference with Referring Staff member and Administration Detention Parent Notified	1 Day ISS Parent Conference	2 Day ISS Parent Conference
Sexual	Immediate Plus 1	Immediate Plus	Immediate Plus	

Harassment (making of unwanted sexual advances, obscene remarks, or requests of a sexual nature)	Day ISS Parent notified Law Enforcement may be notified Re-entry Conference with Administration and Counselor	3-5 Day ISS Parent notified Law Enforcement may be notified Re-entry Conference with Administration and Counselor	3-5 Day ISS or OSS Parent notified Law Enforcement may be notified Re-entry Conference with Administration and Counselor	
Verbal Threats/ Vulgar Language directed towards student or staff	Immediate Plus 1 Day ISS	1 day OSS plus 1 day ISS	1 day OSS plus 2 days ISS	2 day OSS plus 2 day ISS
Horseplay (pushing, slapping, grabbing, punching, kicking, similar behavior that may injure others)	Detention Parent Notified	Immediate Plus 1 Day (ISS or OSS) Parent Notified	Immediate Plus 2 Day (ISS or OSS) Parent Notified	Immediate Plus 3 Day (ISS or OSS) Parent Notified
Physical Assault on Student or Staff (see Fighting & Physical Violence)	Administrative Discretion, possible 1-3 day OSS Parent Conference Re-entry Conference with Administration and Counselor	Administrative Discretion, possible 3-5 day OSS Possible Expulsion Parent Conference Re-entry Conference with Administration and Counselor	Administrative Discretion, possible 3-10 day OSS Possible Expulsion Parent Conference Re-entry Conference with Administration and Counselor	
Tardy to Class (see Tardies)	Student Conference with Referring Staff Member	Student Conference with Referring Staff Member	Detention (Student has 3 detention days to serve detention. If student skips student will be assigned as ISS)	Detention (Student has 3 detention days to serve detention. If student skips student will be assigned as ISS) Note: Six accumulated tardies is

				equivalent to an unexcused absence
Unexcused Absence, including Skipping of Classes (see Attendance)	Detention Parent Notified	3 Detentions Parent Notified	1 Day ISS with assigned staff Parent Notified	2 Day ISS with assigned staff Parent, Teacher, Student, Admin Conference
Inappropriate Display of Affection (see Displays of Affection)	Conference with Referring Staff member	Student Conference with Administration Parent Notified	Detention Parent Notified	Administrative Discretion, possible ISS Parent Notified
Inappropriate use of Cell Phone or electronic device during class time, including school computer (ie. games) (see cellphones/electronic devices)	Conference with Referring Staff member Possible Detention	Conference with Referring Staff member and Administration Detention Parent Notified Electronic Device held in Office for remainder of day	Conference with Administration Detention Parent Notified Electronic Device held in Office for 5 days	Conference with Administration Detention Parent Notified Electronic Device held in Office for 4 weeks (could be longer based on administrative discretion)
Recklessness with school provided laptop and/or school property	Conference with Referring Staff member Possible loss of technology privilege for the day	Conference with Administration Detention 1 week loss of Tech usage Parent Notified	1 Day ISS 2 week loss of Tech privileges Parent Notified	1 Day ISS Permanent Ban Parents Notified
Inappropriate use of Technology in Locker Room or Rest Room •SAVE EVIDENCE*	Administrative Discretion, possible 1-3 day ISS Parents Notified Law Enforcement	Administrative Discretion, possible 3-5 day ISS Parents Notified Law Enforcement	Possible Expulsion	

	<p>notified</p> <p>Re-entry Conference with Administration and Counselor</p>	<p>notified</p> <p>Re-entry Conference with Administration and Counselor</p>		
<p>Possession or Under Influence of Illegal Substance or Alcohol (see Substance Abuse Policy)</p>	<p>Immediate plus 5 day ISS/OSS</p> <p>Parent Conference</p> <p>Possible Expulsion</p> <p>Law Enforcement Notified</p>	<p>Administrative Discretion, Possible Expulsion</p> <p>Law Enforcement Notified</p>		
<p>Possession or use of tobacco products or look alike products regardless of the students' age (see Substance Abuse Policy)</p>	<p>Immediate plus 1 day ISS</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>	<p>Immediate plus 2 day ISS</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>	<p>Immediate plus 3 day ISS</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>	<p>Immediate plus 5 day ISS</p> <p>Parent Conference</p> <p>Law Enforcement Notified</p>
<p>Vandalism (see Vandalism)</p>	<p>Immediate plus 2 day ISS/OSS</p> <p>Parent Conference</p> <p>Replacement Costs paid by student</p> <p>Law Enforcement Notified</p>	<p>Immediate plus 5 day ISS/OSS</p> <p>Parent Conference</p> <p>Replacement Costs paid by student</p> <p>Law Enforcement Notified</p>	<p>Administrative Discretion, Possible Expulsion</p> <p>Replacement Costs paid by student</p> <p>Law Enforcement Notified</p>	
<p>Theft</p>	<p>Immediate plus 1 day ISS</p> <p>Parent Conference</p> <p>Replacement Costs paid by student</p>	<p>Immediate plus 2 day ISS</p> <p>Parent Conference</p> <p>Replacement Costs paid by student</p>	<p>Administrative Discretion, Possible Expulsion</p> <p>Parent Conference</p> <p>Replacement</p>	

	Law Enforcement Notified	Law Enforcement Notified	Costs paid by student Law Enforcement Notified	
Possession, distribution, or solicitation of pornography	Administrative Discretion, at least 1 day ISS Parent Notified Law Enforcement Notified	Administrative Discretion, at least 3 day ISS Parent Notified Law Enforcement Notified	Immediate plus 5 day OSS, Possible Expulsion Parent Notified Law Enforcement Notified	
Possession, use or threatening to use any instrument is that generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, or imitation weapon or explosive (see Weapons)	Administrative Discretion, Long term suspension which may result in expulsion. Parent Notified Law Enforcement Notified			
Reckless driving or reckless behavior in parking lot	Detention Loss of school parking lot privileges for one week Parent Notified	1 day ISS Loss of school parking lot privileges for six weeks Parent Notified Law Enforcement may be notified	2 day ISS Loss of school parking lot privileges for six months Parent Notified Law Enforcement may be notified	2 day ISS Loss of school parking lot privileges for remainder of year Parent Notified Law Enforcement may be notified
Improper Parking	Student Conference	Detention Parent Notified	Detention Loss of school parking privileges	Loss of school parking privileges for time period determined by

			for one week	administrator
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DISPLAYS OF AFFECTION

Relationships are an important part of one's high school years. It is also important for one to learn proper restraint in the display of those affections. While at school, it is unacceptable for students to fondle, caress, hold hands, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner will follow the matrix above. The first offense will result in a conference with the teacher. The second offense will result in a conference with administration and parents notified. The third offense will result in a detention and parent notification. The fourth offense will result in a possible in-school suspension.

See [Student Behaviors & Expectations](#) matrix

ELECTRONIC DEVICES/CELL PHONES

Electronic devices have become a common means of communication and information access in today's society; however, these devices have the potential to disrupt the learning environment. Calamus-Wheatland School extends to students the privilege to possess, display and use cellphones (or other electronic devices) between classes, during meal times and before and after school, provided the electronic devices are not displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as a part of instruction. Electronic devices include, but are not limited to, cell phones, headphones, mp3 players, iPods, etc. Students are discouraged from receiving, checking, or making calls or texts during class. Students are expected to respect and adhere to each teacher's classroom policy regarding electronic devices without question. At no time are students authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party. Use of phone cameras or cameras in restrooms or locker rooms will result in suspension.

All electronic devices may be used in the study hall and hallways and at lunch as long as they are not distracting to other students, adults, or the educational environment. Immediately after entering a classroom, students are to put them out of sight and turn off all music. It is up to each student to respect and adhere to each classroom teacher's policy regarding the above devices without question.

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

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

For students who do not follow these expectations, see the [Student Behaviors & Expectations](#) matrix for consequences. If an electronic device has to be held in the office for the school day, students will be expected to turn it in before 8:15 and may pick it up after 3:12.

DRESS CODE/STUDENT APPEARANCE

1. No midriffs exposed. The student's hem of the upper garment must touch the waistband of the pants/shorts/skirt while the student is standing.
2. Shorts/skirts should meet your fingertips when standing.

3. No outdoor winter coats or blankets are allowed in the classroom.
4. Book bags and gym bags are not allowed in the classrooms without permission from the office.
5. Bandanas, sweatbands, or hoods will not be allowed in the building at any time.
6. Hats should be removed when entering the building and stored in your locker during school hours.
7. Bras and underwear must not be visible.
8. While tank tops are acceptable, those with spaghetti straps, tube tops, halter-tops, and one shoulder tops are not acceptable. Revealing “cut-off” shirts and see-through apparel are not permitted.
9. Slippers of any type are not allowed. Shoes must be worn at all times for health and safety.
10. Costumes are not permitted except on assigned spirit or dress up days. Face paint is not acceptable at any time.
11. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
12. No clothing or apparel is to promote products illegal for minors, display obscene material, sexual remarks, profanity or make reference to prohibited conduct.

The principal makes the final determination of the appropriateness of a students' appearance. If a student violates the dress code, the principal will have a discrete conference with the student and request the change of dress immediately. If the student refuses, the consequences for Insubordination/Defiance/Non-compliance will be followed from the [Student Behaviors & Expectations](#) matrix.

ABUSIVE OR INAPPROPRIATE LANGUAGE

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

WEAPONS IN SCHOOL

A student found to be in possession of a weapon on school grounds or at school-related activities will be expelled for one year. (*Iowa Code 280.21B*)

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

See the [Student Behaviors & Expectations](#) matrix.

VANDALISM

Vandalism is the malicious destruction of someone's personal property or school property by any means. Any vandalism reported to a law enforcement agency will be dealt with by the court system. Vandalism not reported to a law enforcement agency will be handled using the terms in the [Student Behaviors & Expectations](#) matrix.

FIGHTING & PHYSICAL VIOLENCE

Any time a student is determined to be a danger to himself/herself or others during the regular school day or at school sponsored events the Physical Assault section of the [Student Behaviors & Expectations](#) matrix will be followed.

DETENTIONS

Detention means the student's presence is required during non-school hours for disciplinary purposes. Detentions will be served in the library on Tuesday mornings 7:30-8:00 or Thursday afternoons 3:15-3:45. The staff member assigning the detention will notify the student of the date and time of the detention. Assigned detentions take precedence over extra-curricular practices and/or performances, school social events and work. Failure to serve a detention on the assigned day will result in an additional detention. Second offense may result in one-day in-school or out-of-school suspension as determined by the building principal.

The detention expectations are:

- Strict starting time of 3:15 and 7:30.
 - If arriving a few minutes late, the student will serve 30 minutes from the time of arrival.
 - If arriving after 3:20 or 7:35, the detention will be canceled and the student will be assigned two detentions.
 - If the student skips two detentions, then they will have an in-school suspension.
- Phone should be turned in at the beginning of the detention period.
- Students are expected to bring work. Only one timely trip to a locker will be allowed - if the student wastes time, they may be given a 2nd detention. If the student does not have something to work on, the student is expected to pick a book to read.

IN-SCHOOL SUSPENSION RULES (ISS)

In-school suspension is the temporary isolation of a student from one or more classes while under supervision. Written notice of the in-school suspension and the reasons therefore shall be sent to the student and the student's parents.

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

- Report to the office before school begins to collect work from teachers.
- Turn in all electronic devices including cell phones and mp3 players.
- Do not listen to music, sleep, or violate the school's Acceptable Use Policy.
- Laptops are allowed to work on specific assignments. If computer use is not appropriate, it will be confiscated.
- Remain quiet and do not disrupt the school secretaries.
- Bathroom breaks will be approved by office staff so as to not interfere with others.
- Eat in the in-school room after the third lunch shift or when told by the principal or secretaries.

If a student is uncooperative for the in-school suspension, parents will be called to pick up the student.

A student who serves an in-school suspension of any type will automatically be ineligible for all extracurricular activities for one week. The ineligibility will start from the day the suspension is issued. In the case of a multiple day suspension, the student will be ineligible for one calendar week after the final day served.

OUT-OF-SCHOOL SUSPENSION RULES (OSS)

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct. It is the student's responsibility to contact each of his/her

instructors to get all work that is missed during the time of the suspension. A student will be allowed credit for work if it is made up in the specified period of time, that being the end of the suspension period.

Written notice of the suspension shall be mailed to the student and the student's parents no later than two school days following the imposition of the suspension. Written notice of the suspension shall also be given to the board president. A reasonable effort shall be made to notify the student's parents of the suspension by telephone or in person and such effort shall be documented by the person making or attempting to make the contact.

All out-of-school suspensions result in four weeks of ineligibility for extra curricular activities. The ineligibility will start from the day the suspension is issued. In the case of a multiple day suspension, the student will be ineligible for four calendar weeks after the final day served.

CHEATING AND PLAGIARISM

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

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

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

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

You are plagiarizing or cheating if you:

- a) Present the ideas of others as your own without giving credit to the source
- b) Use direct quotations without quotation marks and without giving credit to the source
- c) Paraphrase without crediting the source
- d) Participate in a group project that presents plagiarized materials
- e) Fail to provide adequate citations from materials obtained through electronic research
- f) Download and submit work from electronic databases without citation
- g) Submit materials written by someone else as your own. This includes purchasing a term or research paper.
- h) Allow someone to copy or submit one's own work as his or her own
- i) Copy someone else's exam, graded homework, or laboratory work
- j) Submit the same paper in more than one course without the knowledge and approval of the instructors
- k) Using notes or other materials during a test or exam without authorization
- l) Not following the guidelines specified by the instructor for a "take-home" test or exam or accepts credit for a group project without doing one's share

Artificial Intelligence

Calamus-Wheatland CSD recognizes that we live in an ever-changing world. Generative Artificial Intelligence (AI) is part of this cutting-edge technology. To effectively prepare our students for their futures, we acknowledge that AI is likely to play a role in their daily lives. This technology is rapidly changing so expectations and consequences regarding AI will be on a case by case basis with consultation from the teacher and administration. Classroom teachers are expected to have clear expectations on assignments and assessments regarding AI. Students are expected to adhere to the classroom teacher's expectations.

SUBSTANCE ABUSE POLICY

From Board Policy 502.4

The use, possession, distribution or giving the impression of possession or distribution of alcohol, tobacco, and nicotine products; including but not limited to products such as dissolvable, spitless, snus, chewing and electronic cigarettes, and illegal drug look-alikes, and/or prescription, including steroids, and apparatus used or the administration of controlled substances by students is prohibited.

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

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

1. Principal using due process, after substantiating possession or use of alcohol, tobacco or other drugs shall take the following actions:
 - a. Notify parent(s)/guardian(s) and request their presence. If unable to locate parent(s)/guardian(s), will document the attempt.
 - b. Notify law enforcement.
 - c. Notify school's Counselor's Team of circumstances.
 - d. Make recommendation for a professional assessment and follow-up on any recommendation. The Counselor's Team will provide a list of state approved agencies for substance abuse treatment for the family and student involved. The school will not assume liability for any cost that might be incurred through assessment or participation in recommended treatment.
 - e. Receive a five-day in-school suspension, and twelve weeks for ineligibility; six weeks if the possession or use is substantiated by student admission and the student goes for substance use assessment and participates in a recommendation program. If the recommendations are not completed the ineligibility will revert back to twelve weeks.
 - f. Ineligibility will begin the day that the Principal substantiates by due process, that there was possession or use of alcohol, tobacco, or other drugs. The ineligibility of the in-school suspension and of violation of this policy will not be served concurrently.

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

1. Principal using due process, after substantiating possession of use of alcohol, tobacco, or other drugs shall take the following actions:
 - a. Notify parent(s)/guardian(s) and request their presence. If unable to locate parent(s)/guardian(s), will document the attempt.
 - b. Notify school Counselor's Team of circumstances.

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

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

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

II. Second Offense

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

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

III. Third or More Violations

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

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

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

B. Notify law enforcement

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

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

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

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

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

V. Self-Referral for Chemical Use

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

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

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

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

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

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

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

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

D. Other options may include:

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

ACTIVITIES

CLUBS/CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

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

Art Club	Musical	Student Council
FCCLA	Quiz Bowl	Speech
FFA		
Cross Country	Volleyball	Football
Soccer	Dance	Basketball
Cheerleading	Golf	Track
Baseball	Softball	

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

See Activities Handbook.

NATIONAL HONOR SOCIETY SELECTION OF MEMBERS

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

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

STUDENT COUNCIL REPRESENTATIVES & CLASS OFFICERS

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

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

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

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Education of the Calamus-Wheatland Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal/activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, FCCLA, all co-curricular clubs (e.g., Art Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, or any other activity where the student represents the school outside the classroom.

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school
- have earned passing grades in at least five full-time classes the previous semester
- have received NO "F's" on the previous progress report or report card. (Eligibility will be based on grades on progress reports and report card grades for each quarter/semester.)
 - For SBG classes, students must be showing adequate progress toward proficiency as determined by the principal, AD and course instructor
- have received NO "W's" on the previous progress report or report card. (W stands for withdrawn from a college online courses.)
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less

- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

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

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

If a student has receives a failing grade on the mid-term report card or quarter report card, then they will not be eligible to participate in any extracurricular activity at Calamus-Wheatland School. If a student is ineligible at the end of the 4th grading period (end of school year) he/she will be ineligible for the next 30 calendar days. Students are expected to participate in practice during ineligibility but will not be able to participate in competitions or performances. Academic eligibility based on mid-term reports or quarter grades begins at the start of each school year. Ineligibility starts three school days after the grading period ends- Students, who have in-completes on the days of mid-term reports or quarter grades, will be allowed to make-up assignments/classes within the prescribed time.

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

In the Calamus Wheatland Junior High Standards Based Grading (SBG) curriculum, the extra curricular eligibility of Junior High students will be determined by school administrators, with recommendations and input from the Junior High PLC. Students who are not considered to be making adequate progress towards academic goals, as reflected with a rating of Far from Proficient (FP), in a core course on their mid-term report or report card at the end of each quarter or semester will not be eligible to participate in any extra curricular activity for the following 2 weeks.

GOOD CONDUCT RULE

From Board Policy 503.9

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

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

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

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

AUTHORITY IN CHARGE OF PUBLIC DURING SCHOOL ACTIVITY

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

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

GRIEVANCES

PARENT, GUARDIAN & COMMUNITY CONCERNS

If parents, guardians, and community members have concerns about public school districts or their governing boards, they can visit the Department of Education at

<https://eduateiowa.gov/pk-12/parent-guardian-and-community-concerns>.

TITLE VI AND IX AND SECTION 504 GRIEVANCE PROCEDURE

From Board Policy 103R.1

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional – may be bypassed by the grievant)

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity, socioeconomic status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two – Compliance Officer (Secondary Principal)

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three – Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an

impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Complaints that remain unresolved at the first and subsequent levels may be moved through the chain of authority to the employee immediate supervisor(s), and finally to the superintendent.

REPORT PROCEDURES FOR ABUSE ALLEGATIONS OF STUDENTS BY SCHOOL EMPLOYEES

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

The designated investigator is the Superintendent.

The alternate investigators are the building principals.

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

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY SCHOOL EMPLOYEES

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

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

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

RESOURCES FOR SEXUAL HARASSMENT

Iowa Sexual Abuse Hotline

1-800-284-7821

Child Abuse Reporting Hotline

1-800-362-2178

Harassment Free Hallways: How to Stop Sexual Harassment in Schools

<http://www.aauw.org/ef/harass/index.cfm>

ANTI-BULLYING/HARASSMENT POLICY

From Board Policy 104

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

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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

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

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

It also is the responsibility of the superintendent, in conjunction with the building principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with

students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
and a copy shall be made to any person at the superintendent's office at 110 E Park Road, Wheatland, IA 52777.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

From Board Policy 104.R1

Individuals who feel that they have been harassed should:

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

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

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

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

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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