

**West Fork Community School District**  
**Sheffield Campus**  
**Middle School (Grades 6-8)**  
**Student Handbook 2023-24**



*"Warhawk Nation"*

**453 N 5th St**  
**Sheffield, IA 50475**  
**Phone: 641-892-4461**  
**[www.westforkschool.org](http://www.westforkschool.org)**  
**Mike Kruger, Superintendent**  
**Lance Thompson, 6-8 Principal**

**Mission Statement:** West Fork Community School District is dedicated to creating successful learners, citizens, and leaders.

**Vision Statement:** West Fork students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.

## **Portrait of a Graduate For West Fork Students**

To work toward our Mission and Vision, West Fork Community School District believes we must provide sound curriculum and instruction which embeds the following competencies to prepare our students for success as they leave our system.

### **Respect**

The way we treat or think about something or someone.

### **Communicate**

Listening with intent to respond respectfully with an organized message that is appropriate for the audience and situation.

### **Persist**

Continuing to work through a challenge no matter the difficulty. Not giving up.

### **Adapt**

### **Think Critically**

### **Collaborate**

## Welcome to West Fork Middle School

Dear Parents and Students,

Welcome to West Fork CSD – Middle School for the 2023-2024 school year. We look forward to an outstanding academic school year. This handbook is provided to you, our families and students, as a reminder of school procedures and provides general information about our school.

We ask that you read and discuss the information in this handbook, as well as any information provided to you by your child's teachers. Communication is key for all of us to work together to create the best learning opportunities for all our students.

We are continuing to implement our positive behavior support called S.O.A.R. This is an effort to continue to improve our school climate, so our entire staff will work together to implement this initiative.

The Positive Behavior Intervention & Support Committee created this program to promote the core values of (SOAR):

### **SAFE ~ OUTSTANDING CITIZENS ~ ACCOUNTABLE ~ RESPECTFUL**

attributes for all students and the entire West Fork community. We will display posters around the building and in the classroom, and modify our environment to make it easier for students to move safely and efficiently in the building. All of the staff at West Fork will be teaching their students the positive behaviors they are expected to demonstrate at school. We will acknowledge and reward individuals/classes who consistently demonstrate these positive behaviors.

Please take some time to review with your child the positive behavior expectations. Ask your child to make sure they understand the expectations in different environments around the school. Please discuss the importance of these concepts and encourage your child to exemplify the definition of S.O.A.R. With your continued support and involvement, there is no question that West Fork CSD will continue to be a place where students can excel in a safe and stimulating environment. Research shows that when the home and school work together, student learning is more successful. We look forward to working with you as true partners in your child's education!

We want to keep the lines of communication open and should you have any questions regarding the information contained in this booklet, please contact me at 641-450-5831 or via email: [lance.thompson@westforkschool.org](mailto:lance.thompson@westforkschool.org).

For more information about our middle school or West Fork school district in general, look for us on the web at [www.westforkschool.org](http://www.westforkschool.org).

Thanks for your support and we look forward to having a great school year with our students!

Lance Thompson

*Lance Thompson*

MS Principal

### **COMMUNICATING WITH WEST FORK EDUCATORS**

WEST FORK teachers and administrators believe that communication is a vital component of a successful school. Therefore, we encourage students, parents, and citizens to bring their questions, concerns, and suggestions to us.

## **TABLE of CONTENTS**

<b>Announcements 13</b>	<b>Inappropriate Language 20</b>
<b>Assemblies 14</b>	<b>Lockers 16-17</b>
<b>Attendance Policy 13-14</b>	<b>Lunch Guidelines 28-31</b>
<b>Bell Schedules 5-6</b>	<b>Medication Policy 24</b>
<b>Beverages 14</b>	<b>Mission Statement 1</b>
<b>Book Fees 14</b>	<b>Photographs 17</b>
<b>Bullying: Definition 23-24</b>	<b>Posting of Information 17</b>
<b>Bullying/Harassment Complaint Forms 36-41</b>	<b>Publications 17</b>
<b>Cell Phones (Electronics) 14-15</b>	<b>Reunification Procedures 32</b>
<b>Cheating 15</b>	<b>School Calendar 42</b>
<b>Counseling/Guidance Services 23</b>	<b>School Day 13</b>
<b>Dances 15</b>	<b>Semester Tests 11</b>
<b>Disaster Drills 25</b>	<b>Sportsmanship 18</b>
<b>Discipline 20-22</b>	<b>Staff List 4</b>
<b>Dress Code 15</b>	<b>Student Complaints 26</b>
<b>Elective Classes 11-12</b>	<b>Student Conduct 20-22</b>
<b>Equal Educational Opportunity 9</b>	<b>Inappropriate Conduct 20</b>
<b>Equity Policy 9</b>	<b>Student Records 27-28</b>
<b>Expulsion 21</b>	<b>Student Searches 18</b>
<b>Field Trips 16</b>	<b>Standardized Tests 12</b>
<b>Fundraising 16</b>	<b>Suspension 21</b>
<b>Good Conduct Policy 33-35</b>	<b>Tardies 13</b>
<b>Grading 11</b>	<b>Technology 18-19</b>
<b>Grading Scale 11</b>	<b>Transportation 19</b>
<b>Illegal Items 16</b>	<b>Visitors 19</b>
<b>Ineligibility 33-35</b>	<b>Warhawk Time 19</b>
<b>Inappropriate Conduct 20</b>	

**Middle School Staff List**

Jason Andersen - Special Education  
Doug Bacheldor - Special Education  
Liz Bogue - Paraprofessional  
Terry Brood - Paraprofessional  
Eric Burt - Technology Coordinator  
Aly Crum - Science  
Penny Dahl - Special Education  
Jessica Dodge - Art/TAG  
Abbie Emhoff - English  
Autumn Fraser - Paraprofessional  
Ellen Gansen - Math  
Jason Grunklee - Instrumental Music  
Destiny Hagenow - English  
Leah Harsma - Math  
Lori Haxton - Paraprofessional  
Fransisca Heitland - Paraprofessional  
LuAnn Helmers - Paraprofessional  
Caleb Hovenga - Social Sciences  
Lori Hubka - Library/Paraprofessional  
Mike Kruger - Superintendent  
Jeff Kudej - Industrial Tech  
Brennan Laugen - Vocal Music  
Rhiannon Lillquist - Guidance Counselor/Student Services  
Liah Murray - Science/Vo. Ag  
Jennifer Otten - Computer/Business  
Elisha Payton - Family Consumer Science  
Onni Prestidge - Physical Education  
Cindy Rabey - Paraprofessional  
Ashley Sears - Math/Health  
Denise Shreve - Middle School/High School Secretary  
Shelley Sheppard - Nurse  
Lance Thompson - Middle School Principal  
Emily Trewin - Math  
Stacey Ubben - TLC Instructional Coach  
Emily Weeks - Science/Social Studies  
LaVonne Wilson - Paraprofessional

# **Daily Schedule (3:10 Dismissal)**

**Period 1: 8:10-8:54**

**WT: 8:57-9:17**

**Period 2: 9:20-10:04**

**Period 3: 10:07-10:51**

**Period 4: 10:54-11:38**

**Period 5:**

**High School: 11:38-12:03 (Lunch)**

**12:06-12:50 (Class)**

**6th grade: 11:55-12:20 (Lunch)**

**11:41-11:55/12:20-12:50 (Class)**

**7/8th grade: 11:41-12:25 (Class)**

**12:25-12:50 (Lunch)**

**Period 6: 12:53-1:37**

**Period 7: 1:40-2:24**

**Period 8: 2:27-3:10**



## **1:10 Dismissal**

**Period 1: 8:10-8:40**

**Period 2: 8:43-9:13**

**Period 3: 9:16-9:46**

**Period 4: 9:49-10:19**

**Period 5: 10:22-10:52**

**Period 6: 10:55-12:04**

**High School: 10:52-11:17 (Lunch)**

**11:20-12:04 (Class)**

**6th Grade: 11:14-11:39 (Lunch)**

**10:55-11:14/11:39-12:04 (Class)**

**7/8th Grade: 10:55-11:39 (Class)**

**11:39-12:04 (Lunch)**

**Period 7: 12:07-12:37**

**Period 8: 12:40-1:10**



## **2:10 Dismissal (Wednesday)**

**Period 1: 8:10-8:49**

**Period 2: 8:53-9:32**

**Period 3: 9:35-10:14**

**Period 4: 10:17-10:56**

**Period 5: 10:59-12:04**

**High School: 10:56-11:21 (Lunch)**

**11:21-12:04 (Class)**

**6th Grade: 11:17-11:42 (Lunch)**

**10:59-11:17/11:42-12:04 (Class)**

**7/8th Grade: 10:59-11:39 (Class)**

**11:39-12:04 (Lunch)**

**Period 6: 12:07-12:46**

**Period 7: 12:49-1:28**

**Period 8: 1:31-2:10**



## WEST FORK EXPECTATIONS

In order to serve each student effectively a school must have a set of operation policies. If we are to live and learn together successfully, we need some order and organization, which in turn requires rules and expectations.

-We are expected to settle disagreements with others in an appropriate manner, without resorting to loss of temper, argument, harassment, intimidation.

-We are expected to respect other people at all times.

-We are expected to respect property at all times.

-We are expected to follow the "golden rule", to treat others as we want to be treated.

-We are expected to behave in a manner which shows pride in our school, both on and off the campus.

-We are expected to attend classes regularly, on time, prepared with appropriate learning materials and assignments

-We are expected to cooperate with our classmates and teachers, follow regulations, and help maintain a positive learning environment

-We are expected to set goals for ourselves and to work hard to achieve them.

-We are expected to enjoy ourselves at school...to develop friendships, to have some fun, and to laugh as we learn.

\*\*\*\*\*

### Guideline For Success:

...do what you're SUPPOSED to

...do it WHEN you're supposed to

...do it the BEST you can.



## **EDUCATIONAL PHILOSOPHY**

The Board of Education believes the West Fork Community School District should provide the finest administrative, instructional, operating staffs, and physical facilities it can obtain within the limitations of the district's ability to furnish financial support.

The focus of the West Fork School District is on the learner, the student. His or her educational, physical, emotional, mental and social development presents a challenge to school personnel and the community. The Board of Education realizes that an effective public school program must be directed toward common needs of all children, but must also consider the unique differences of individual children. The school shares with the home and community the responsibility for the development of each child into an adult; one who has prepared to be competent, to participate fully, to learn continually, and to contribute meaningfully to the world in relation to his or her abilities.

We believe the highest priority of the West Fork School District is to provide academic instruction. We should seek to provide students with an understanding of the global nature of society and the interdependence of the world's people. We believe our district must help our students understand themselves and their abilities. We must ensure equal opportunities regardless of student abilities and/or social or economic background. We believe learning happens best in a structured environment, which makes allowances for individual differences. We believe attention should be given to higher order thinking and communication skills. Learning activities should be organized around life experiences in ways that will develop students' abilities in many areas. West Fork instructional experiences should be based on thorough curriculum guides and textbooks where appropriate. At West Fork Schools, we believe a balanced pupil activity program is an important component of a well-rounded educational program.

West Fork Board of Education

## **EDUCATION EQUITY POLICY STATEMENT**

West Fork Community School District does not illegally discriminate on the basis of race, color, national origin, sexual orientation, gender, disability, religion, creed, age or marital status in its educational programs or employment practices. Please direct all inquiries about policies and practices to Equity Coordinator, Jacquelyn Parker West Fork Community School District, 504 Park Street, Sheffield, IA 50475 or call 641-892-4160. (*Board Policies, 401.1, 603.4*)

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation of the cultural diversity found in our country and awareness of the rights duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the school principal, PO Box 617, Sheffield, Iowa 50475, 641-892-4461, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Missouri 64153-1367. Phone: 816-880-4200; Fax: 816-891-0644; E-Mail: OCR KansasCity@ed.gov; Website: <http://www.ed.gov/offices/OCR>

## **EQUAL EDUCATIONAL OPPORTUNITY**

West Fork Community School District shall not discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e). Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator, Jen Schmidt, and she can be reached at 641-822-3234. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294. Procedures and levels are outlined in district policy for resolving complaints and are available upon request from the curriculum director's office.

## **PARENTS'/GUARDIANS' RIGHTS NOTIFICATION:**

Parents/Guardians in the West Fork Schools have the right to learn about the following qualifications of their child's teacher; state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 822-3266 or sending a letter of request to the Office of the Superintendent, 210 South 2nd Street, PO Box 60, Rockwell, IA 50469-0060.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and reflects the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guest with respect and courtesy. Students may not use abusive language, profanity or obscene gestures of language, or publicly display affection.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district' while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away

from grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves student or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

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

## Academics at West Fork

### Building Grade Scale

A building wide grade percentage grade scale will be used in high school courses. The exception would be pass/fail classes. Grades will be rounded to the nearest percentage at each grading period. The grading scale is as follows:

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

### Semester Tests

At the end of each semester, final exams of some form may be given in each course. The form of the final exam may vary depending on the subject matter being studied, and the teacher will determine the form to be used. For grading purposes, final exams may carry more value than regular exams, but in no instance may the final count more than 15% of the semester grade.

### Failing a class

Grades will be reviewed weekly beginning the third week of each quarter and if a student is failing a class, the after-school study hall on Tuesday and Thursday will be assigned until a passing grade is earned. Students in extracurricular activities will be ineligible to compete until they are passing all of their classes, and are expected to report to the study hall instead of the activity.

### Incomplete Grades

Incomplete grades will normally not be given unless there are extenuating circumstances. Students who receive an incomplete in a class must complete the class within (2) weeks after the quarter ends. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade or loss of credit.

## Academic Achievement

### Honor Roll

Students with a B or 3.0 average and with no grade below a C will be named to the honor roll each grading period. Students with a 3.5 or above will be named to the Principal's List.

At the Middle School a student's GPA, is calculated using the grades from Literacy, Math, Social Studies, and Science. All four classes each count as one credit.

Letter grades appear on report cards for all classes to indicate level of achievement.

## Elective Classes

### Band & Chorus

6th, 7th & 8th grade students have the option to participate in band and chorus. Changes to enrollment in these two classes may be made at the beginning or end of a semester.

## **Physical Education**

Physical education is required for all students and is regularly scheduled part of the week, all children will be required to participate in these classes unless they have a doctor's written excuse. All students will be expected to participate in activities unless they bring a doctor's written excuse.

## **Exploratory Classes**

In order to expose students to various career paths, various courses are included in the schedule for 7th and 8th grade students. These courses may include courses such as Industrial Tech and Family Consumer Science. Classes will be provided to each student for 6 weeks within the school year. Students may not opt out of these classes.

## **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless excused by the principal. Standardized tests given at WEST FORK includes the ISASP and FAST.

# Student Expectations

## Announcements

School announcements will be sent by email each day to all teachers. Announcements will be posted on the district's Facebook page. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

## Attendance

### School Day

The school day is from 8:10 am to 3:10 pm. Doors open at 7:45. Those who arrive before that time shall remain outside unless they are with a teacher. The cafeteria opens at 7:45 and students in the building are encouraged to eat at that time if they eat school breakfast. The first bell rings at 8:05. Once students arrive at school, they are not to leave the school grounds without parental permission. Students who ride the shuttle bus to Rockwell are dismissed beginning at 3:10 pm. All other students will remain on campus until 3:15.

### Attendance Policy

All students are expected to attend school regularly and to be on time. Students and their parents are expected to make attendance a top priority. Regular attendance and promptness are necessary for getting the maximum value from the instructional program and for developing habits of punctuality, self-discipline, and responsibility. Class participation is vital to learning, and learning lost due to an absence can never be replaced. Students with good attendance records learn more, earn better grades, enjoy school to a greater degree, and

are more successful after leaving school. Good attendance fosters a lifelong pattern of responsibility.

### Notification of Absence

*When a student needs to leave during the day –* The student must receive permission from the office and have one of the following:

- 1) a note signed by the student's parent
- 2) their parent telephone the office
- 3) their parent pick them up

*When a student returns during the day –* The students who return to class after an absence or arrive after the school day has begun must sign in at the office and have one of the following:

- 1) a note signed by the student's parent or note from doctor's office
- 2) their parents telephone the office
- 3) their parents personally present themselves to the office for re-admission.

Failure to comply with checking in/out procedures will result in an unexcused absence.

### Attendance and Participation in School Activities

Students in school activities must be in school at least by 11:30am, 1/2 day on the day of the event, in order to participate in a school activity. This rule may be waived for extenuating circumstances, by the principal.

### Tardies

Tardiness is defined as any unexcused appearance of the student beyond the scheduled time that a class begins. Students arriving after that time will be considered tardy. All tardies are to be addressed in the office. Violations will reset at the end of each quarter.

- 1st Tardy -- **Warning**
- 2nd Tardy -- **Warning**
- 3rd Tardy -- **Warning/Parent Phone Call**
- 4th Tardy -- **60 minute detention**

**MAKE-UP WORK** is extremely critical as the student has missed the class presentation and discussion. It is the student's obligation to request the make-up work from the instructor upon arrival in class the day after the absence. As a general guideline, students will have one day plus the number of days missed to complete work. In unusual circumstances, as determined by the instructor, additional time may be granted.

**Pre-announced tests and/or assignments will be completed upon the student's return.**

#### **Truancy – Board Policy 501.10R1 Truancy**

Excessive absenteeism is any unexcused absence beyond eight days or class meetings per semester. In order to monitor excessive absenteeism, letters will be sent home after 5 absences each quarter.

When a student has 10 **unexcused or excused** absences from school or a class time during a given semester, the student's parent will be contacted to discuss student's attendance, make-up time necessary and how to prevent any further absences and a reminder of the Compulsory Education Law.

When a student has 15 **unexcused or excused** absences from school or a class time during a given semester, the student's parent will be contacted to discuss the student's attendance, the make-up time necessary and a letter may be sent based on the Compulsory Education Law to the Franklin County/Cerro Gordo County Attorney's office.

#### **Assemblies**

Attendance at assemblies is a privilege. Students must behave in an orderly fashion on their way to an assembly, during an assembly and on their way back to the classroom. Students may lose this privilege due to disciplinary action.

#### **Beverages**

To meet the Healthy Kids' Act, no carbonated and/or caffeinated beverages or energy drinks will be sold during the school day, nor brought to school. It is important that empty bottles/cans are disposed of properly. Students may have plain water in clear containers during the day.

#### **Book Fees**

Students pay an annual fee for the use of textbooks and online textbooks. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

#### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, computers, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

#### **Cell Phones / Smart Watches / Non-Issued Devices**

These devices are to be **shut off and put away before entering your 1<sup>st</sup> class.**

These devices can be with the student, but NOT IN USE or taken out during class hours nor during Warhawk Time. 6th graders are not allowed to use cellphones during the school hours. 7th/8th graders are only allowed to use their phones during lunch.

These devices may be used in the building after the completion of the school day.

## Disciplinary Actions for Inappropriate Use

**1st OFFENSE** – Warning + Phone or electronic device held in office.

Student may pick it up at the end of the school day.

**2nd OFFENSE** – 60 minute detention + Phone or electronic device held in office.

Student may pick up device at the end of the school day.

**3rd OFFENSE** – 60 minute detention + Phone or electronic device held in office.

Student may pick up device at the end of the school day.

**4th OFFENSE** – Phone or electronic device held by principal. A meeting will be held with the parent & student.

Discipline upon the discretion of the principal.

## Cheating/Plagiarism/Artificial Intelligence

Students are expected to do their own work. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, use of artificial intelligence, or similar cheating is not tolerated.

## Disciplinary Actions

**1st OFFENSE**-Parents contacted + 1 hour detention. Student may redo assignment for ½ credit.

**2nd OFFENSE**-Parents contacted + 1 hour detention. Student will receive a 0 for the assignment/test.

**3rd OFFENSE**-A meeting will be held with the parent & student to discuss further actions and the possibility of failing the course.

## Dances

School-sponsored dances must have full approval from the faculty advisor(s) of the sponsoring organization before the principal grants final approval. The latest possible closing times for school-sponsored dances are 10:00 on Friday/Saturday nights. Only current West Fork 6th-8th grade students will be allowed to attend.

Students may not bring a guest. Students leaving the dance will not be allowed to return. The same rules of conduct regarding student behavior during the school day will apply at dances. The popular “grind” dances will not be allowed and students who do may be asked to leave the dance immediately.

## Dress Code

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. These specific items of dress will not be allowed to school:

- Clothing which advertises or promotes items or actions illegal for minors including, but not limited to, alcohol and tobacco.
- Clothing which displays obscenity, profanity, vulgarity, racial or sexual remarks, or double meaning sexual references or pictures.
- Headwear (hats, bandanas, sunglasses, or hoods) may not be worn in the building during the school day.
- Undergarments should not be shown.
- Coats are not to be worn in the building. Once you arrive, put them in your locker. Bring a sweatshirt or sweater to wear if cold.
- Slippers of any type are not allowed. Shoes must be worn at all times.
- Clothing may NOT show any private areas.
- Shirts/tops must extend down to the waistband.

If in the judgment of the administration your conduct or personal appearance constitutes a health or safety problem, disrupts the educational process, flagrantly violates community standards and values, or goes against the dress code in the handbook, you will be asked to change your conduct or appearance appropriately, or leave the school.

Under certain circumstances or during certain class or activities a stricter dress code may be appropriate, and students will be expected to comply with the stricter requirement.



## Backpacks

Backpack guidelines for safety and health reasons, no backpacks or duffel bags are permitted in any classroom except for the assigned computer bag. Students bringing backpacks to school must store them in their lockers. As with student attire, backpacks depicting any tobacco, drug or alcohol advertisement or other inappropriate language will not be permitted.

## Field Trips

If a field trip is required for a course, students are expected to attend the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect.

Absences in other classes or school activities due to field trips may require make up work to be completed.

## Fundraiser

Students may raise funds for school activities upon approval of the principal in advance of the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board.

School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

## Illegal Items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, e-cigarettes, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school

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

## Interrogation by an Outside Agency

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

## Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage to a student's locker and desk are charged to the student when damage is due to willful abuse. Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, **magnetic strips** are preferred for posting materials inside and outside of lockers. Students are responsible of cleaning their assigned locker at the end of the year.

Lockers are subject to being inspected without any suspicion of wrongdoing. Such inspections may include the use of drug-sniffing dogs accompanied by law enforcement handlers. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### Photographs

Student photographs are taken in the fall of every school year. Photographs may be used for such things as student identification cards, yearbook pages, or permanent record information. Students are not required to purchase picture packages. Parents who do not want to have their student's pictures taken are to contact the principal's office.

### Posting of Information

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

### Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of

official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal.

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

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

### Safe Schools

There are many things that students can do to help create safe schools. Talk to your teachers, parents, counselor, and principal to find out how you can get involved and do your part to make your school safe. During the school day the school will have one main entrance at the MS/HS office doors located on the NE side. This door is to be used by students whenever entering and exiting the building unless accompanied by a staff member. This door has a push button, and visitors must state a reason for their entrance. All other doors are not to be used as entrances during the school day.

## School Spirit and Sportsmanship

School spirit and sportsmanship often determine whether the students are behind the teams or not. School spirit is valuable; players appreciate the support of other students and the community more than may be imagined. Sportsmanship is as important as school spirit. A good sportsman is considerate of all opponents, shows admiration for top-notch efforts, and is gracious when winning or losing.

## Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- 1) eyewitness observations by employees;
- 2) information received from reliable sources; 3) suspicious behavior by the student; or,
- 4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion. A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g.

purse, backpack, etc.) may be searched when a school official has a reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside

## Technology Access

Access to the Internet is a privilege that is available to qualified users. Students become qualified users by reading and signing the WEST FORK Middle School Internet Use Agreement" form and securing parental signatures on the "WEST FORK Middle School Internet Use Agreement" form. Once a student becomes a qualified Internet user, his/her privilege of continued use is predicated on adhering to the terms of use as found in the "Internet Use Agreement". Students who are found to be in violation shall be subject to the loss of Internet access privileges, school

disciplinary action in accordance with board policy, and/or appropriate legal action.

### **Transportation**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the rules as set forth by the driver, sponsor and chaperones. Violations of these policies will result in disciplinary action.

### **Visitors/Guests**

All visitors to the school grounds must check in at the main office located at the NE doors. Students are not allowed to bring visiting friends or relatives to school. The principal may grant exceptions.

### **Warhawk Time**

#### **MTSS**

Multi-Tiered System of Supports (MTSS) is an every-education, decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of ALL students starting in general education. The goal is to provide all students with additional, smaller group time, and to work with staff members. All students grades will partake in the MTSS process.

#### **Homeroom**

All students are required to attend this time. Each homeroom is a little community which creates a better connection for students. One purpose is to provide an atmosphere that supports academic success by having the teachers checking the student's grades and discussing with individual students that need mandatory guided study time. Another purpose is to foster the relationship between the advisor and student so there will be community building activities.

# Student Conduct

**Philosophy:** Good discipline in the school is vital to learning. The purpose of discipline is to help the student develop self-control, to protect student welfare, and to permit an orderly operation of the school. It is the firm belief of the school board, administrators, and teachers that the majority of students are well-behaved and ready to learn. For a small percentage of students who do not respond to a positive approach, consequences of some kind are sometimes necessary.

- gambling
- display of overt bigotry or intolerance
- personal misbehavior such as intimidation or extortion
- tampering with safety equipment in the school
- demonstrations, disturbances, walkouts, or skipping school en masse
- continued disobedience and/or disrespect for school rules
- exploding firecrackers on school property, tampering with firearms, and bomb threats
- sexual harassment and/or harassment based on race, color, religion, national origin, disability, age or marital status

## Inappropriate Conduct

Behavior which is harmful to the welfare or property of others, and behavior that conflicts with or disrupts the educational program, will not be tolerated. This includes, but not limited to, the following:

- vandalism and/or destruction of school property
- acts of defiance involving refusal to follow school rules, profane or obscene language, refusal to follow directions of teachers or other school personnel, and conduct which disrupts the orderly operation of the school
- physical attack or threat of physical attack to students, teachers or other school personnel
- theft or taking another's property by force
- storing, possessing carrying dangerous weapons on school property or at school activities
- possessing, using, selling, supplying, or distributing alcoholic beverages, tobacco or imitation substances, drugs, or controlled substances on school grounds or at school events
- use or possession of tobacco on school grounds or at school events

## Inappropriate Language

Students are expected to use appropriate language throughout the school day and when representing West Fork. Inappropriate or abusive language (including swearing, socially rude words and disparaging remarks) are not acceptable. Words should not be used to insult or offend another person.

### Disciplinary Actions

**1st OFFENSE**-30 minute detention  
**2nd OFFENSE**-60 minute detention  
**3rd OFFENSE**-Parent Meeting, and possible suspension

## Discipline Jurisdiction

- The school building itself, the school campus and athletic fields, parking lots, and the streets around the school buildings and between campus buildings.
- While on school buses or chartered buses, or while being transported under the supervision of school personnel.
- While attending school sponsored or school related activities.

## Authorized Disciplinary Actions

- Detention before or after school, lunch detention.
- Denial of special privileges which a student may have been given.
- Suspension from school social events and activities.
- Denial of eligibility for extracurricular activities.
- Repair, replace, or pay for stolen property or property damaged or destroyed through careless or reckless behavior or vandalism.
- Suspension from a class or classes.
- In-school suspension.
- Recommendations to the Board of Education that a student be expelled.

### **Suspension:**

\*Upon verifications of the facts, suspension may occur on first offense for any of the breaches of discipline.

\*When suspension occurs, the principal will inform the student's parents in writing.

### **Expulsion: 503.2**

\*Only the board of education may expel a student and such action must be taken at a board meeting. The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school.

\*Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the

board may take action to expel a student and to readmit the student.

\*The principal will inform the student's parents in writing that the student is being recommended for expulsion and the reason(s) therefore.

\*When a student is recommended for expulsion by the board, the student shall be provided with: Notice of the reasons for the proposed expulsion; The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent; An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf; The right to be represented by counsel; The results and finding of the board in writing open to the student's inspection.

\*In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of the meeting should be recorded.

\*If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement procedures used by the school district.

**Student Rights:**

- Before a decision is made to suspend a student or declare a student ineligible for extracurricular activities, the student will be allowed to speak in his own defense, to present the facts from his point of view. The student has the right to call his parents at any time during the initial conference.
- In cases where suspension or ineligibility is declared, or expulsion recommended, the student has the right to a hearing before the administration and school board, the right to have counsel of his own choice at such hearing, the right to have his parents present, the right to hear testimony of witnesses against him, the right to present his own witnesses and testimony, the right to testify in his own behalf, and the right to a fair and impartial decision based on the evidence.

# Student Health, Well-Being, and Safety

## Counseling and Guidance Services

The guidance program provides four categories of service to students including counseling, information services, appraisal services, and placement services. Each service is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The guidance program is designed to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselor. The employees maintain confidentiality involved in the guidance program. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and vocational schools. Appointments can be made by contacting the counselor.

## Anti-Harassment and Bullying

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

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

4. 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."

Harassment and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel 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 student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- \* tell a teacher, counselor, or principal; and
- \* write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

1. what, when and where it happened;
2. who was involved;
3. exactly what was said or what the harasser or bully did;
4. witnesses to the harassment or bullying;
5. what the student said or did, either at the time or later;
6. how the student felt; and
7. how the harasser or bully responded.

Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it meets one of the four criteria listed above.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:

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

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

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

Students are encouraged to file an official bullying and harassment report with the school counselor when necessary. Disposition of Anti-Bullying/Harassment Complaint form, Anti-Bullying/Harassment Witness Disclosure form, and the Anti-Bullying/Harassment Complaint forms are available on the district

website. Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to the enforcement officials. Students who feel that they have been harassed should request a reporting form from the guidance office or principal's office immediately.

### Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medicine is held in the secretary's office or the nurse's office. Medicine is distributed by the school nurse, the high school secretary, or the principal. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **Athletic Physical Exams**

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **Asbestos Notification**

Asbestos Notification: Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide to formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **Communicable and Infectious Disease**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

### **Emergency Drills**

Periodically the school holds emergency fire, tornado, evacuations, bomb, and crisis threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. It is extremely important that students respond both correctly and immediately. Be sure to know the evacuation procedures for each room attended. Students are expected to remain quiet and orderly during a drill or an emergency.

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information of the emergency form changes during the school year.

### **Health Screenings**

Throughout the year, the school district sponsors health screening for such things as vision and hearing. A licensed audiologist through the AEA in regards to hearing follows high school students. Vision checks are done on a referral basis either from the teacher or parent. 9th graders are required to have a dental screening prior to starting school.

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department or Public Health immunization certificate signed by a health care provider stating that the student had received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

### **Sexual Abuse and Harassment of Students by 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 Daren Huisenga at 641-892-4461 as its Level I investigator.

### **Student Complaints**

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

- If an employee is involved, discuss the complaint with the employee within two days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint.

### **Student Illness/Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

### **Student Insurance**

Student's health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the high school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

### **Student Records/FERPA**

Educational Records Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on

student records or the procedure for filing a complaint, contact the board secretary, in the central administration office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are: 1) The right to inspect & review the student's education records w/in 45 days of the day the district receives a request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected. 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure w/out consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has

contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant or therapist); or a parent or student serving on an official committee such as disciplinary or student assistance team, or assisting another school official in performing a task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 4) The right to inform the district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 1. The objection must be renewed annually. 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202-4605.

#### **Procedures for Students Who are Transferring to Another School or School District**

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content to the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous district.

## **Lunch Policies**

### **Lunch Guidelines:**

Lunch / Breakfast: The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase lunch and other items, including milk. All lunches, hot lunch as well as cold lunches brought from home, must be eaten in the lunchroom. Delivery of food from restaurants to students for lunch is not allowed. No bringing in food from outside sources is allowed! All students are restricted to the cafeteria during the lunch break. Students who misbehave will be subject to disciplinary action, which may include having lunch privileges suspended. The breakfast program is operated before the school day begins. All students are able to participate as long as they follow the same basic guidelines as previously outlined for the lunch program.

### **Lunch Ticket Policy**

The middle school uses a computerized lunch accounting program. All students will be assigned a personal identification number (PIN) in order to deposit money in their accounts or purchase food items. You may not charge your lunches.

### **Expectations:**

In the lunchroom you are expected to:

1. Clean up any food you spill.
2. Put all used napkins, straws, empty milk cartons, and uneaten food in trash cans and return utensils and trays to clean-up area.
3. Finish your meal in the lunchroom; you are not to take food out.

## **West Fork Nutrition Account Procedures**

### **Reference: School Board Policy 710.4**

In an effort to eliminate overdue negative balances in our not-for-profit school nutrition program, West Fork CSD will be following the written guidelines posted below beginning with the 2017-2018 school year. These procedures are designed to help families prioritize funding the school nutrition account for their child(ren).  
Guidelines

1. All negative balances must be paid before the start of the school year.
2. Parents can access information to create an online account through JMC our student management system to monitor their account balances.
3. We encourage families to sign up for the JMC parent portal notification that can inform you when your account reaches a threshold you establish.
4. Automated emails will be sent to families on a regular basis making you aware of your balance when it reaches near zero.
5. A letter or email will be sent home when your balance reaches \$-10.00.
6. You will receive a call the next school day as a follow up to the letter.
7. Upon reaching the \$-20.00 balance limit per family, the following rules will apply.
  - Students will not be able to charge breakfast or lunch.(PK-12)
  - A letter will be sent home via US Mail stating that the parent will need to provide a sack lunch for their student(s).
  - The building principal is asked to make contact with parent.
  - If a student has “money in hand” for a meal that student can purchase a meal for that day only.
  - Parents can set up a payment plan but must be making consistent progress toward bringing their account current.

Students who have a \$-20.00 balance ●

No charging is allowed beyond  
\$-20.00

- Student Services become involved with trying to work with the family on filling out a free and reduced meal application if needed.
- If the student has money in hand for a meal that day, they will be served a reimbursable meal.

In accordance with state and federal law, the West Fork CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment Options:**

- Payment can be made online through the PaySchools parent portal link.
- Cash and Checks will be accepted at each building
- Checks should be made out to West Fork CSD and should have your student(s) first and last name on the memo line.

Students who qualify for free meals shall never be denied a reimbursable meal.  
Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

## **West Fork Nutrition Account Procedures**

### **Reference: School Board Policy 710.4**

*Implementation July 18, 2022*

In accordance with state and federal law, the West Fork Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals**

Students will have use of a meal account. **When account balances reach a negative amount students will no longer be able to charge extra entrée, milk or any a la cart items until the account is in the positive.** Parents are strongly encouraged to keep a positive balance in their family lunch/breakfast account at all times. If family accounts are in a negative status the school district prefers that meals be pre-paid for with cash at the time of purchase rather than charging to the meal account. ***NOTE: Preschool snack fees will also be taken from the family account and do not qualify for Free/Reduced status.***

#### **Payment Options**

- Payment can be made online through the JMC Parent Portal – JMC Online Payments
- Credit/Debit card payments can be accepted over the phone using the JMC System
- Cash and Checks will be accepted at each building
  - *Checks should be made out to West Fork CSD and should have your student(s) first and last name in the memo line*
- **NOTE:** Free/Reduced Applications should be filed at the beginning of the school year and at any time your financial status changes

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Employees may use a charge account for meals, but must maintain a positive balance in their account at all times. When an account becomes negative, the employer shall deduct the lunch account balance from the employee's paycheck at the end of the month. A notice will be sent to all employees prior to the pay period deduction.

#### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges.

Parents or guardians will be notified of an outstanding negative balance once the student account is negative. Parents or guardians will be notified by e-mail via the JMC system, a note home in the student's backpack and/or a mailed letter on Friday afternoons. Negative balances of more than **\$100.00**, not paid prior to end of the semester and/or the end of the school year will be turned over to the superintendent

or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law. The school district strongly encourages families to set up a payment plan prior to collection options are enforced. Please contact Paula Monroe, administrative assistant, 641-822-3234 x5812 or [paula.monroe@westforkschool.org](mailto:paula.monroe@westforkschool.org), to set up a payment plan for all outstanding meal account balances.

#### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.



## Reunification Procedures

Student / Family Reunification Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called reunification and may be necessary due to weather, a power outage, hazmat, school bus accident, violence or threats in the surrounding community, or if a crisis occurs at school. The reunification process is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends or another off campus site. If this location is another school, then those students may be subject to a controlled release as well.

### Notification

Parents may be notified in a number of ways. The school or district may use its broadcast text message system and/ or a form of social media to contact parents. In some cases, older students may be asked to send a text message to their parents. A typical reunification message may read something like this: "Due to unique circumstances, we have closed the "X" building and those students are now located at "X". Parents are to come to the "X" door with identification to pick up their child(ren).

### Parent / Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification to streamline things during reunification. Second, be patient because reunification is a process designed to protect the safety of a student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Third, plan to pick up only your children. Neighbor children or relatives will not be

released to anyone other than their parent or guardian.

### What if Parents Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick them up.

### What if a Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from a parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

### How it works for students

The school asks that students be orderly while traveling to the reunification site and while waiting for pick up. Older students may be asked to text a message to their parents or guardians but are also asked not to send other messages to help keep the cellular network usage at the reunification site at a minimum during the reunification.

**Process When Parents Arrive** When parents are driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park only in the designated parking area and not park in other areas so roadways can remain open and the flow of traffic in areas is maintained. Parents should then report to the reunification "Check in" site where lines may be formed based on the first letter of the child's last name or by their grade. While in line, parents may be asked to share identification and to fill out / sign a form. Parents should be advised that in some cases, they may be invited to meet for further information or find that a law enforcement investigation is occurring and may be advised that they will need to join their child for interviews or emergency and medical information.

# Athletics and Extracurriculars

## Student Eligibility for Extracurricular Activities – Good Conduct Rule

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

### I. Eligibility for Extracurricular Activities

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Be earning passing grades in all classes

Special education students shall not be denied eligibility based on scholarship if the student is making adequate progress, as determined by the IEP team, towards the goals and objectives on the student's IEP.

### II. Good Conduct Rule

To retain eligibility for participation in West Fork extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors. These violations may be reported by law enforcement, school personnel or the student and/or his or her parents:

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers, or other electronic nicotine delivery systems, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine
  1. having the odor of alcohol on one's breath is evidence of "use";
  2. possession has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs];
  3. being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, unwelcome touching or harassment of others.

NOTE: This could include group conduct.

A. Alcohol and Drug Penalties – Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

1. **First offense within the student's middle school career** – six (6) weeks of ineligibility.
2. **Second offense within the student's middle school career** – twelve (12) weeks of ineligibility.
3. **Third or more offenses within the student's middle school career** – Twelve (12) calendar months of ineligibility per offense

B. Tobacco – Penalties

1. **First offense within the student's middle school career** – three (3) weeks of ineligibility.
2. **Second offense within the student's middle school career** – six (6) weeks of ineligibility.
3. **Third or more offenses within the student's middle school career** – Twelve (12) calendar months of ineligibility per offense.

C. Administrative Rules for Penalty

1. The ineligibility penalty begins on the day of the next regular scheduled game/activity for which the student is eligible. Eligibility is defined previously in item I. A Good Conduct Penalty will not begin if the student is not academically eligible.
2. Penalties not begun within a full calendar year from the date of the hearing may be suspended at the administration's discretion.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period or does not finish the activity in good standing, the full penalty will attach when the student next seeks to go out for an activity.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

D. Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible is found to have been in possession of tobacco. The Good Conduct Rule penalty begins when a student is again academically eligible.

E. Academic Consequences

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or a grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

### III. Academics - Middle School

- A. Eligibility will be determined on grades posted Friday 4pm and will be in effect Monday through Sunday of the following week.
- B. Ineligibility checks will begin after week 3 of each quarter. Failing any class at this point will make them ineligible for the following week.
- C. If a student has work that needs to be completed, has received a detention, or is receiving a failing grade they will serve their detention or get their work done with the assigned teacher until 4:00pm on the day assigned. They will be able to go to practice at 4:00pm. Coaches will be given notice by the teacher giving the detention. Students who are failing a class (ineligible) may not ride the bus to an event if the bus leaves before 3:15 pm.

If a student fails any class at the end of the First, Second, or Third quarter, that student will be required to serve a three-week ineligibility period that starts on the first day of the next quarter. During this ineligibility period, students will be required to attend an after-school study hall. Students will be allowed to practice in any extra-curricular event but will not be able to participate in any of the events during their ineligibility period.

If a 7th grade student should fail a class at the end of the second semester, that student will serve a three-week ineligibility period that starts on the first day of Summer Break and may need to attend the required summer school to complete assignments to pass. If an 8<sup>th</sup> grade student should fail a class at the end of the second semester, that student may need to attend required summer school to complete assignments to pass and will be ineligible for 30 calendar days per the Iowa HS athletic association.

#### IV. Attendance

- A. **Illness** – Students who miss part of the school day due to illness must be in attendance at school by 11:30 a.m. and stay in class for the remainder of the day in order to participate (in a contest, practice, or event) or be a spectator on that day. To be eligible for weekend events the student must be in attendance on Friday by 11:30 a.m.
- B. A student who becomes ill at school must notify his or her teacher or the school nurse as soon as possible. In the case of a serious illness, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.  
*PARENTS: You will be contacted by the school, and only the school, if your child is ill and needs to leave school.*  
***If you are contacted by your child and they have not seen the school nurse or reported to the office, ask them to do so and the school will contact you regarding your student's illness if they need to leave school.***
- C. **Other reason** – Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as either a participant or a spectator. The principal has the discretion to allow participation the day of the event, without an excused absence from the prior day, only after direct contact with the student's parents.
- D. **Truancy and unexcused absences** – will eliminate students as a participant and as a spectator immediately.
- E. **Activity Involvement** – Students MUST attend school by 11:30am to participate in ANY school related activity that day or evening. If a student leaves school due to illness at any time of the day, the student will NOT be allowed to participate in any evening activity.
- F. **Concussions:** (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity. (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation. (3) Key definitions: "Licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board. "Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

#### V. Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called.

The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the rule. The penalty will remain in effect pending the outcome of the meeting with the board.

**Athletic Code of Conduct-** Because athletics create a special set of circumstances which may result in unique discipline situations, each coach at West Fork has developed an Athletic Code of Conduct which reflects his/her expectations of participants during the individual sport seasons. Coaches must establish their rules at the beginning of each sport season and make them known to athletes at that time.

## Supplemental Materials

### Anti-Bullying/Harassment Policy

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

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 the 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 the 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 message 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 injuring, 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 principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The 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 investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for

students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the district.

The board will annually publish the policy. The policy may be publicized by the following means: Inclusion in the student handbook, inclusion in the employee handbook, inclusion in the registration materials, inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 210 South Second Street, Rockwell, Iowa.

#### Legal References:

20 U.S.C. §§ 1221-1234i (2004)

29 U.S.C. § 794 (1994)

42 U.S.C. §§ 2000d-2000d-7 (2004)

42 U.S.C. §§ 12001 *et seq.* (2004)

Senate File 61, 1st Regular Session,

82nd General Assembly (2007).

Iowa Code §§ 216.9; 280.3 (2007). 281 I.A.C. 12.3(6).

#### Cross References

403.6	Harassment
502	Student Rights and Responsibilities
503	Student Discipline
506	Student Records

## ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser

Or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of harassment or bullying, i.e. letters, photos, etc.  
(attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident  
witnessed: \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal for 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 principal. The alternate investigator is the superintendent. 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 report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and 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 and the investigator will receive notice as 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.

# School Calendar- 2023-2024 School Year

## 2023-2024 School Calendar – Approved 3/20/23

Summary of Calendar:  
Days/Hrs. in classroom:  
First Semester..... 93/572  
Second Semester ..... 87/553  
**TOTAL DAYS/HRS 180/1125**

### CALENDAR LEGEND

Begin/End

Teacher Comp/Work Day

Prof. Dev.

Holidays

Vacation Days

Early Out.

Does not include Professional Development days/hours.

### HOLIDAYS:

Labor Day (9/4)  
Thanksgiving Day (11/23)  
New Year's Day (1/1)  
President's Day (2/19)  
Good Friday (3/29)  
Memorial Day (5/27)

*Inclement Weather days will be e-learning days if the weather is forecasted and staff has time to prepare for e-learning and students can all get devices/needed materials home prior to the day. If that doesn't happen then the day would be treated as a snow day and added to the end of the calendar.*

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2023					Student Days/Hours	
M	T	W	Th	F		
14	15	16	17	18		
21	22	23	24	25	3	13.5
28	29	30	31		7	39.5
September 2023						
				1	8	46
4	5	6	7	8	12	72
11	12	13	14	15	17	103.5
18	19	20	21	22	22	135
25	26	27	28	29	27	166.5
October 2023						
2	3	4	5	6	32	198
9	10	11	12	13	36	223
16	17	18	19	20	41	254.5
23	24	25	26	27	46	286
30	31				48	297
November 2023						
6	7	8	9	10	56	345
13	14	15	16	17	61	376.5
20	21	22	23	24	63	389.5
27	28	29	30		67	414.5
December 2023						
				1	68	421
4	5	6	7	8	73	452.5
11	12	13	14	15	78	484
18	19	20	21	22	83	515.5
25	26	27	28	29	83	515.5
January 2024						
1	2	3	4	5	87	540.5
8	9	10	11	12	92	572
15	16	17	18	19	96	597
22	23	24	25	26	101	628.5
29	30	31			104	647
February 2024						
			1	2	106	660
5	6	7	8	9	111	691.5
12	13	14	15	16	116	723
19	20	21	22	23	120	748
26	27	28	29		124	773
March 2024						
				1	125	779.5
4	5	6	7	8	130	811
11	12	13	14	15	131	817.5
18	19	20	21	22	136	849
25	26	27	28	29	140	874
April 2024						
1	2	3	4	5	145	905.5
8	9	10	11	12	150	937
15	16	17	18	19	155	968.5
22	23	24	25	26	160	1000
29	30				162	1013
May 2024						
		1	2	3	165	1031.5
6	7	8	9	10	170	1063
13	14	15	16	17	175	1094.5
20	21	22	23	24	180	1125
27	28	29	30	31		
June 2024						
3	4	5	6	7		

### 180 Days/1080 Hours Calendar

Aug. 16 New Teacher Orientation  
Aug. 17 Staff Professional Development  
Aug. 18 Staff Professional Development  
Aug. 21 Staff Professional Development  
Open House 4:00-7:00

Aug. 23 Begin 1<sup>st</sup> Semester

Aug. 23-25 2-Hour Early Dismissal for PD

Aug. 28 4-yr Preschool Begins

Aug. 29 3-yr Preschool Begins

Sept. 4 Labor Day (No School)

Beginning September 13<sup>th</sup>, School will dismiss one hour early every Wednesday for the rest of the year.

Oct. 9 No School (Prof. Development)

Oct. 27 End 1<sup>st</sup> Qtr. (46 days/286 hrs.)

Oct. 30 Begin 2<sup>nd</sup> Quarter

Oct. 30 & Nov. 2 2-Hour Early Dismissal P/T Conf 4-8

Nov. 3 Teacher Comp Day

Nov. 22-24 Thanksgiving Holiday (No School)

Dec. 25-Jan. 1 Winter Break (No School)

Jan. 12 End 2<sup>nd</sup> Quarter (47 days/286hrs.)

Jan. 12 End 1<sup>st</sup> Semester (93days/572 hrs.)

Jan. 15 No School (Prof Development)

Jan. 16 Begin 2<sup>nd</sup> Semester/3<sup>rd</sup> Qtr.

Feb. 19 No School (Prof Development)

Mar. 4 & 7 2-Hour Early Dismissal P/T Conf 4-8

Mar. 8 End 3<sup>rd</sup> Qtr. (38 days/245.5 hrs.)

Mar. 18 Begin 4<sup>th</sup> Qtr.

Mar. 11 Teacher Comp Day

Mar. 12-15 Spring Break (no school)

Mar. 29 Good Friday (No School)

May 24 End 4<sup>th</sup> Qtr (49 days/307.5 hrs.)

May 24 End 2<sup>nd</sup> Semester (87 days/553hrs.)

May 27 Memorial Day