

FARRAGUT CSD

K-12 Student Handbook

2008-2009



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WELCOME

Welcome to the 2008-09 school year. We provide this handbook as an informational guide and tool to use throughout the year. If you have questions or comments about the handbook please contact the school. Farragut Community Schools strives to provide all our students the best educational experience possible and we hope that your year is full of new and rewarding learning experiences.

Mission Statement

“The Farragut Community School District is committed to building a solid foundation for our children’s future.”

Mission: The Farragut Community School District strives for excellence in producing citizens who have mastered basic grade level skills, can effectively communicate, can gather and use information, and can make responsible decisions in order to reach their highest potential. A child’s success in school and in life depends more upon attitude, motivation, and perseverance than upon anything else. If a child does their best, they will succeed. The telephone number at Farragut Community School is (712) 385-8131. Please call if you have questions regarding education.

2008 – 2009 FARRAGUT COMMUNITY FACULTY AND STAFF MEMBERS

JUNIOR HIGH AND HIGH SCHOOL

- | | |
|---|--|
| Mr. Jay Lutt - Superintendent | Mr. Dave Nelson – Vo Ag |
| Mr. Sam Swenson – 7-12 Principal | Mr. Marty Paper - Science |
| Mrs. Patty Bredensteiner - Art | Mr. Tom Ramsey - PE |
| Mrs. Carla Erickson – Junior High | Mrs. Sheryl Sanders – Media Center |
| Mrs. Tammy Johnson - English | Mrs. Nicole Zavadil – 7-12 Vocal Music |
| Mr. Blaine Maher – Resource | Mr. John Kerr - Math |
| Mrs. Stacy Maxine - Business | Mr. Terry Weldon - Science |
| Mrs. Cindy McCall – 5-12 Instrumental Music | Mr. Doug Wilson - Social Studies |
| Mrs. Martha McMahan – Family Consumer Science | Mr. Toby Young- At Risk Coordinator |
| Ms. Deana Swenson – 7-12 Guidance Counselor | |

Auto Tech Building-----385-8681 VoAg Building-----385-8134

ELEMENTARY

- | | |
|---|--|
| Mrs. Penny Bredensteiner - PK-6 Principal | Mrs. Greta Iles - 4 th Grade |
| Mrs. Wendy Gardner - 6 th Grade | Mrs. Denise Jardon – 5 th Grade |
| Mrs. Tasha Eldridge– Elementary Vocal Music | Ms. Dawnette Leslie- Kindergarten |
| Mrs. Evelyn Gardner – Title and Tag | Mrs. Kris Martin – 1 st Grade |
| Mrs. Melissa Irwin – 3 rd Grade | Mrs. Tammy Schaaf - Resource |
| Mrs. Linda Hoefing – 2 rd Grade | Mrs. Mary Ann Stuart - PreKindergarten |

TEACHER AIDES AND HEALTH ASSOCIATE

- | | | |
|----------------------|-----------------------|-------------------|
| Mrs. Shalee Laughlin | Mrs. Janet Shough | Mrs. Tammie Goltz |
| Mrs. Joe Phillips | Mrs. Chris Blank (HA) | |

SECRETARIES

- | | | |
|-------------------|----------------|---------------------|
| Mrs. Becky Hughes | Mrs. Pam Nebel | Mrs. Denise Stevens |
|-------------------|----------------|---------------------|

COOKS

- | | | |
|----------------------|--------------------|---------------------|
| Mrs. Alma Bishop | Mrs. Kris Stacy | Mrs. Mary Burkhiser |
| Mrs. Jane Heitshusen | Mrs. Sharon Weston | |

BUS DRIVERS

- | | | |
|------------------|-----------------|------------------|
| Mr. Larry Head | Mr. Don Laumann | Mrs. Becky Shull |
| Mr. Neil Lashier | | |

CUSTODIAL SERVICES

- | | |
|----------------|-------------------|
| Mr. Pat Rucker | Mrs. Kelly Hilger |
|----------------|-------------------|

BOARD OF EDUCATION

**Mrs. Kelly Carey
Mrs. Monica Whitehead
Mr. Bob Lynn**

**Mr. Jeff McQueen
Mr. Rob Lightfoot**

**Mrs. Dee Owen
Mrs. Staci Scroggie**

School Song

Hail to the Admirals, Hail White and Blue
Hail Sons and Daughters Loyal, Fighting for the White and Royal
We'll boost our Ads to fight, On to Victory
We'll boost our alma mater, Hail the Mighty Admirals of the Sea RAH-RAH-RAH!
F-A-R-R-A-G-U-T

Equal Educational Opportunity

The Farragut Community School District does not willfully or knowingly discriminate on the basis of sex, race, religion, color, national origin, marital status, or disability in the educational programs or activities that it operates. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district's Affirmative Action and Equity Coordinator. The Affirmative Action and Equal Opportunity Coordinator is the Superintendent. Please call (712) 385-8131 for affirmative action equal educational opportunity inquiries. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64253-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook 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, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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, regulations and student handbook provisions 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 school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Registration and Fees: School registration is held several days prior to the first day of school. This registration period is published and broadcast over the local media. All students are assessed a \$15.00, with a maximum of \$60.00 per family, materials fee upon registration. Program fees, pupil insurance, athletic insurance, hot lunch, and other fees associated with extracurricular activities should be paid upon registration. **Students whose families meet the income guidelines for free and reduced lunch need to pick up a free/reduced lunch form from the office or complete the forms included in the August school newsletter.** Free/reduced lunch guidelines are published annually; therefore, forms must be filed in our office annually as well. Parents or students who believe they qualify for some other program need to contact Mrs. Becky Hughes, Mrs. Pam Nebel or the Superintendent.

Lunch Prices for the 2008-2009 school year are as follows

Secondary School Lunch	\$1.70
Elementary School Lunch	\$1.65
Adult Lunch.....	\$2.30
Reduced Lunch Price.....	\$0.40
Extra Milk.....	\$0.35

Breakfast Prices for the 2008-2009 school year are as follows

Elementary School Breakfast.....	\$1.10
Secondary School Breakfast.....	\$1.15
Adult School Breakfast.....	\$1.35
Reduced Breakfast price.....	\$0.30
Extra Milk.....	\$0.35

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 on the emergency form changes during the school year.

STUDENT ATTENDANCE

Daily Period Schedule

Regular Schedule

1 st period	8:20 – 9:08
2 nd period	9:11 – 9:58
3 rd period	10:01 – 10:48
4 th period	10:51 – 11:39
JH Lunch	11:40 – 12:05
5 th period	11:42 – 12:56
HS Lunch	12:31 – 12:56
6 th period	12:59 – 1:47
7 th period	1:50 – 2:38
8 th period	2:41 – 3:30

1 Hour Late Start

1 st	9:30 – 10:10
2 nd	10:13 – 10:53
3 rd	10:56 – 11:36
4 th	11:39 – 12:19
JH Lunch	12:19 – 12:44
JH 5 th	12:47 – 1:25
HS 5 th	12:22 – 1:00
HS Lunch	1:00 – 1:25
6 th	1:28 – 2:06
7 th	2:09 – 2:47
8 th	2:50 – 3:30

2 Hour Late Start

1 st	10:30 – 11:03
2 nd	11:06 – 11:39
3 rd	11:41 – 12:15
JH Lunch	12:15 – 12:38

1 Hour Early Dismissal

1 st	8:20 – 9:00
2 nd	9:03 – 9:43
3 rd	9:46 – 10:26
4 th	10:29 – 11:09

JH 4 th	12:41 – 1:12	5 th	11:12 – 11:52
HS 4 th	12:18 – 12:49	JH Lunch	11:52 – 12:12
HS Lunch	12:49 – 1:12	JH 6 th	12:15 – 12:54
5 th	1:15 – 1:47	HS 6 th	11:55 – 12:35
6 th	1:50 – 2:22	HS Lunch	12:35 – 12:55
7 th	2:25 – 2:56	7 th	12:58 – 1:38
8 th	2:59 – 3:30	8 th	1:41 – 2:30

2 Hour Early Dismissal

1 st	8:20 – 8:53
2 nd	8:56 – 9:29
3 rd	9:32 – 10:05
4 th	10:07 – 10:40
5 th	10:43 – 11:16
6 th	11:19 – 11:52
JH Lunch	11:52 – 12:15
JH 7 th	12:18 – 12:51
HS 7 th	11:55 – 12:28
HS Lunch	12:28 – 12:51
8 th	12:54 – 1:30

Student Attendance

Regular school attendance is an important factor in a child's academic progress. Unless a child is ill, he/she should be in attendance. In Iowa, children between ages six (6) and 16 must receive an education. It is the responsibility of the school district to offer a free public education to all children between the ages of five (5) and 21; however, it is the parent's responsibility to see that their child receives an education, either private or public. Students that arrive an hour after the start of school or leave an hour before the end of school will be counted one half day absent.

If a student is going to be absent, parents are asked to phone the school prior to 9:00 A.M. regarding their child not being in attendance. **When students return to school, they are to present a note signed by the parent stating the date, time, and specific reason for the absence.** Please keep in mind that the Administration determines if an absence is excused or unexcused. **Students will be allowed ten (10) excused absences per class per semester.** Examples of excused absences include verified doctor or dentist appointments, bereavement, or scheduled court dates. If the absence is undocumented the school may call home to talk with a parent. *Unexcused absences may include, but are not limited to tardiness, shopping, hunting, concerts, sleeping, babysitting, preparation or participation in parties and other celebrations.* Unexcused absences may have immediate consequences including one or more of the following: detention, Saturday school, suspension, and expulsion. Students who exceed the ten (10) excused absences in one semester will be asked to provide proof of illness, appointment or emergency.

All students, including athletes, performers and spectators must be at school one-half day (four full class periods) in order to attend or participate in the event. Exception is a verified doctor/specialist appointment or other emergency.

Excessive Absenteeism

The **Ten-Day Policy** - the interaction between teacher and students is extremely important and can never be exactly duplicated. In order for the Farragut Community School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. The **Ten-Day Policy** is for each semester. The policy is as follows:

1. **First-Fourth Absence:** Recorded in office.
2. **Fifth Absence:** Formal notification of the parent requiring parental signing and returning of notice. When notified that the student has missed five days or class periods, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.
3. When notified that the student has exceeded fifteen absences and that the student will be dropped from a class or school, the student and parent may file a written appeal with the Principal within 5 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Principal.
4. Written appeals will be referred to the Principal.
5. The student will remain in the class or in school pending completion of the appeals process.
6. The informal appeals hearing will be scheduled within 10 school days after the appeal is filed. The Principal will consider the following in reaching a decision.
 - a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
 - b. attendance history of the student;

- c. extenuating circumstances particular to the student;
- d. educational alternatives to removal from class or school; or
- e. the total educational program for the individual student.

School Day

School begins at 8:20 AM each day. Students who walk to school, ride bicycles, or are brought to school by their parents, should not arrive at school before 8:00 AM. Earlier arrival makes the supervision of students difficult in the mornings. As elementary students arrive at school in the morning, they are to line up according to grade level on the playground just south of the elementary building. Elementary students enter the building at 8:15 AM. At the end of the day, Elementary students are dismissed at 3:25 PM. Junior High and High School students are dismissed at 3:27 PM. When leaving the classroom, students riding buses should go directly to the bus area (not stopping off at the office, restroom, pay phone, or another classroom). Students meeting their parents should wait south of the building for their parents to pick them up. Students are not to be in the building before 8:00 A.M. or after 4:00 P.M. unless they are participating in a **supervised** activity.

Makeup Work

A student has two days for make-up for each day missed, which begins on the day the student returns to school. If a request is made for homework to be sent home, the student has one day to make up the work missed. If the work is not requested, it is the responsibility of the student to approach his/her teachers to obtain make-up work once they return to school. This should be done the first day the student comes back to class. When returning to school after an absence, please obtain an admit slip from the Jr./Sr. High Principal, have each instructor of classes missed sign it after providing make-up assignments, and return it to the office secretary at the end of the day. Failure to obtain an admit slip and to receive missed assignments from the teachers may result in a loss of credit for the work missed.

Tardiness

Being punctual ensures that a student has the opportunity to receive all of the information that the other students are receiving. Being punctual also allows the student to settle into a routine of learning as well as reflecting a stronger work ethic. **Please make every effort to be at school on time and to your next class on time.**

The **Tardy Policy** is for each semester. The policy is as follows:

1. **First-Fifth Tardy:** Recorded in office.
2. **Sixth - Eighth Tardy:** Formal notification of the parent requiring parental signing and lunch detention will be spent in the office.

Students that exceed the maximum eight (8) tardies will be required to spend 1/2 hour detention after school for each tardy exceeding eight (8) tardies.

High School Work/Family Help Days

The Farragut Board of Education allows two days of excused absence per semester for work *to help family*. Please plan ahead by making sure that all work is made up in advance of the planned absence. A written excuse from the parents and administrative approval is required before work days are granted. **Remember, these days will count against your 10 allowed excused absences.**

Extended Trips

Family vacation trips during regular school years are discouraged because of the number of days students are absent during that time. When families decide to take vacations during the academic school year and days at school will be missed, a written request of absence must be made. It must be signed by the parents and given to the Jr./Sr. High Principal at least five (5) school days prior to leaving. This allows teachers to prepare for work to be made up in advance.

Truancy

A student is truant when the student is absent from school or an assigned class or classes without school permission. A student who skips or leaves a class without permission (after reporting to school) is truant.

First Offense: two days in-school suspension (ISS) or Saturday school, contact parents

Second Offense: two days out-of-school suspension (OSS), contact parents, and loss of credit, contact local authorities

Third Offense: five days out-of-school suspension (OSS), contact parents, loss of credit, contact local authorities

Fourth Offense: ten days out-of-school suspension (OSS), recommend expulsion

Change in Daily Routine

The elementary teacher or the elementary office must be informed if a student deviates from his/her regular routine. Examples of a change in the daily routine may include but are not limited to: riding a different bus, going home with a friend or someone other than the person they usually go home with, riding the bus home rather than walking to a babysitter's house, going to a birthday party, or staying overnight with a friend. If a change in the daily routine of your child is necessary, please notify the school in writing. If it is not possible to notify the school in writing, please call the elementary school at 385-8131 as early in the day as possible.

Leaving School

Any student leaving school before dismissal time must check out of the building at the respective office. Junior and Senior High students must sign out in the High School office before leaving. This procedure helps to insure that staff and drivers know that your child is out of the building and will not be riding the bus.

Preschool

The 3 year-old preschool will be offered on Monday and Thursday afternoons from 1:30-3:20 PM. This year's Farragut 4 year-old preschool will be held Tuesday, Wednesday, Thursday, and Friday from 8:20 AM to 11:30 PM. On a 4-day week, Farragut Preschool will be in session everyday unless there is staff development.

College Visits

Seniors will be allowed two days to visit post-graduate institutions of their choice. Because this day will count as a school day, it will be recorded as an excused absence if the college visitation form has been completed and returned to the office. The following criteria must be met in order to be granted a visitation day.

1. Advance make-up form completed
2. Guidance office approval (signed on the visitation form)
3. A college official must sign the visitation form
4. A parent/guardian should accompany the student on college visits, otherwise a college official must sign the visitation form verifying the visitation on campus.
5. Approval of principal.

Closed Campus

The Farragut Community School District has a closed campus. No student is allowed outside of the building except for school-related activities. All students are required to eat lunch in the cafeteria.

Incident Weather

Radio stations in Shenandoah and Red Oak carry school cancellations and early dismissal announcements of Farragut Community School. KMA radio in Shenandoah (960 AM/99.3 FM) and KCSI radio in Red Oak (95.3 FM) announce that information for our district. The information is also given on TV channels 3, 6, and 7. It is also posted on the school's website. Generally, if school is cancelled, that decision is made by 6:00 AM. Occasionally, roads become treacherous after 6:00 AM and a later decision becomes necessary. Please, be reminded that when school begins in the fall, early dismissal due to the extreme heat is not uncommon.

We ask that all parents carefully plan the options available to them in the event school is dismissed early in the day. (For example, will the children wind up home alone if school is dismissed early? Will your child have a key to get into the house? Is there a friend, relative, or neighbor that will check on them? Do your children know how to conduct themselves if they are home alone for several hours?) Planning ahead for an early dismissal helps to avoid confusion for all involved and helps to avoid communication problems in transporting your child where he/she needs to go.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

HAWK-I Insurance for Children

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) Program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

Immunizations

There are immunization requirements all children must meet before entering school in the state of Iowa. These requirements are set up by Iowa state law, the Department of Education, and the Department of Public Health and Welfare. It is unlawful for any student to attend school unless he/she has been immunized or exempted against poliomyelitis, measles, rubella, rubeola, tetanus, pertussis, diphtheria, and other immunizations as required under the rules and regulations of the Iowa Division of Health. If your child can provide satisfactory evidence of having begun the process of immunization, they may continue to attend school as long as the immunization process is being accomplished in a prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have their child immunized unless the child is properly exempted. (Proper exemption refers to exemptions for medical or personal reasons, and the proper form must be signed by the physician or parent and be on file in the nurse's office.)

Homeless Education Assistance

If your family lives in any of the following situations, then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school your child(ren) attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

For more information from the Farragut Community School District, contact [Jay D. Lutt](#), 712-385-8131.

Physical Examinations

School board policy # 507.1 requires that students enrolling in kindergarten for the first time shall have a physical examination by a licensed physician and provide proof of such an examination by the first day of school.

Emergency Drills

Periodically the school holds emergency fire and tornado 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.

The difference between the fire alarm and the tornado alarm is easily distinguished. The fire alarm is a constant sound, and the tornado alarm is an intermittent sound. Drills also may be announced via the phone system. Proper procedure for these drills will be practiced throughout the school year.

Students are expected to remain quiet and orderly during a drill or 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.

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.

Tornado or Another Disaster

In case of a tornado or another disaster at Farragut Elementary, children will be dismissed to their parents only (or to another adult having written permission from the parents of that child).

Administration of Medication

The storage of large amounts of medicine in our building is difficult due to limited space in the health room and the nurse's hours of employment. Also, the dispensing of prescribed drugs is time consuming and complicated. Because of the complications, we ask that students not take medicine at school. If medication must be given on a regular basis and/or at a prescribed time during school, the medication should be sent to school in the original prescription bottle with the child's name and directions for issuing the prescription marked clearly on the label. Also, a school form (Request for Medication) must be filled out and on file before the medicine can be administered. Forms are in the back of the handbook.

There have been concerns about athletes and teens in general who want to lose weight or build muscle or get more energy. There are safe ways to meet these goals, but some teens want to take shortcuts and turn to over-the-counter drugs such as ephedra. The U.S. Department of Health and Human Services found that ephedra can be dangerous. There are healthy choices of food and exercise for losing weight and building muscle. Talk with your teen about this drug. Check the label of any pill your teen is taking. Stress the danger of using this drug. If your athlete has other goals, like weight loss or muscle building, talk about healthy choices to make instead.

Weight loss or muscle building drugs like Ephedra are under the same consideration as any other over-the counter medication at Farragut. They should be used only with parent permission and given to the nurse to be administered at school.

Student Illness or 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 illness or 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 will be released to the student's parents or, with parental permission, to another person directed by the parents. Please see Exhibit D for a chart on Communicable Diseases.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Head Lice: Students enrolled in the Farragut Community School district that have been diagnosed as having head lice will have parents contacted to treat the student. Proof of treatment is to be brought to school and the nurse will recheck the student.

When To Stay Home: A student should not attend school when their temperature is 99 degrees or higher in the morning. A temperature at night is a fair indication that your child may need to stay home the next day since temperatures often drop in the morning and rise during the day (a condition often seen in viral illness). A student running a temperature should not be in school because of their susceptibility to other infections as well as the danger of exposing others to infection. When a student registers a temperature of 100 degrees at school, they will immediately be sent home. An accurate temperature (not one influenced by Tylenol or other fever reducers) should be taken.

Common Illness: For *strep throat*, a student may return to school 24-48 hours after beginning antibiotic treatment. *Stomach aches* or *earaches* that have interrupted sleep at night are generally organic in nature and often signify infection. *Vomiting* that occurs, followed by a *fever* usually indicates intestinal flu. Please keep your child at home to restrict the diet. Generally, intestinal flu is accompanied by *vomiting*, *diarrhea*, or both.

Student Insurance

The school does not carry insurance on the children who attend. That kind of coverage is cost prohibitive. However, we do offer each family the opportunity to insure their child with *Student Assurance Services*. Student Assurance Services offers a limited accident insurance at a relatively low cost per child. Please be reminded, it is limited (in the amount covered) accident (not health) insurance. Accidental dental coverage is also available. Forms will be sent out when school begins.

Student Athletes

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular activities. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parent stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford accident insurance, should contact their coach.

Health Associate

A health associate serves Pk-12 students from 8:30 – 3:30 each school day. The health associate's office is located at the southeast corner of the concourse (directly across from the gymnasium). When the health associate is not present, students must go to the building principal's office for assistance. The health associate serves the health needs of students related to all aspects of human growth and

development. Sudden or chronic illness is another reason to visit with the health associate for treatment, monitoring, or consultation. The health associate serves to evaluate infectious or communicable health problems and advises the administration and parents on recommended actions. Parents are contacted for serious health concerns. Other roles of the health associate include health screening and health education.

Miscellaneous Information

Check your child's book bag daily for information regarding daily school activities, immunization notices, visits to the health room due to illness, accident reports, etc. Special health problems such as asthma allergies, and/or chronic illness should be reported to the health associate.

Communicable and Infectious Diseases

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 chicken pox.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

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 Sandy Hilding at 385-8131 as its Level I investigator.

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

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

Asbestos Notification

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of the asbestos management plan for each school building is available for review in each facility. A complete set of management plans is available for review in the district administrative office. Asbestos related activities include inspections, response actions, periodic re-inspections, and surveillance activities that have occurred, are planned, or are in progress. The district implemented its management plan on July 9, 1989. A three-year inspection was completed on June 25, 1998. The asbestos plan and updated information is open to public review. If you have questions, please contact the district asbestos program manager at 385-8131.

Physical Education, Recess, and Planned Activities

To excuse a child from physical education, we must receive a note from your child's doctor recommending he/she not participate. Please have included in the note, the length of time that your child should be excluded from PE and the reason for the excuse.

(Elementary) Because regular exercise is important for the physical development of children, all students are expected to go out for recess (one twenty-minute period in the morning, a twenty-minute recess at noon, and one twenty-minute period in the afternoon). Upper elementary classes have a 15-minute morning break, a 20-minute noon recess, and an afternoon recess depending on schedule of other special activities. When the weather becomes cold, please make certain that your child is properly dressed for recess. If the temperature falls below twenty degrees, students will be kept indoors for recess. *Please make certain that your child has a hat and gloves during cold weather!*

Balloons, Candy, Gifts

Occasionally, parents or friends will order or send balloons, candy, or other gifts to school to be delivered to a student at school. At the elementary level, because many students ride the bus, we ask that parents please consider having those gifts delivered to their house and give those gifts to their child at home. Our intent is not to spoil the fun or surprise element of the gift; these gifts often wind up causing distraction, conflict, or can be lost, broken, or stolen.

For secondary students, gifts (flowers, candy, etc.) sent to the school for students' birthdays and other special occasions will be kept in the office until 3:27 P.M. on that day. Students will be notified that they have received a gift; however, items cannot be taken from the office until school dismisses.

STUDENT ACTIVITIES

Assemblies

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

Field Trips

At times, field trips are planned for students. Field trips will be either related to classroom and curriculum, and be educational, or excursion type related to extracurricular activities. All students will be allowed to participate in classroom field trips for the educational experience, but may be ineligible for excursion and extracurricular trips. On both types of trips, students will be expected to conduct themselves in an appropriate manner. Before going on any field trip, students are required to bring written permission from their parents to go on the trip. For secondary students trips related to clubs, activities, or general interest, students must:

1. Be eligible under the academic eligibility policy;
2. Have all regular classroom teachers sign an advanced make-up form. Students will receive their assignments for the day that they will be absent at least three days prior to their trip and are responsible for handing in completed assignments before leaving.

School-Sponsored Student Organizations

Each class will elect officers. All classes, organizations, and council members need to conduct business as a group. Faculty sponsors are assigned to each class/activity and must be present at all class/activity meetings. Student council members will be elected by their class. Students may belong to a variety of clubs at Farragut High School. These include FFA, FCCLA, Math and Art Club.

CLASS OFFICERS AND STUDENT COUNCIL 2007-2008

Seniors – Class of 2009

President – Kayla Riaski
Vice President – Colby Bredensteiner
Secretary – Jasmine Smith
Treasurer – Clint Griffith
Student Council Reps:
Guthrie Farmer
Clair Lynn

Juniors – Class of 2010

President – Jordan Laughlin
Vice President – Leah Burkhiser
Secretary – Emily Hartman
Treasurer – Rebecca Jardon
Student Council Reps:
Jacob Blevins
Megan Lightfoot

Sophomores – Class of 2011

President – Chelsea Nebel
Vice President – Mariah Voyles
Secretary – Janae Shough
Treasurer – Amanda Griffith
Student Council Reps:
Kasee Kalkas
Nichole Blank

Freshmen – Class of 2012

President – Courtney Leslie
Vice President – Breanna Dyche
Secretary – Jody Shough
Treasurer – Alex Johnson
Student Council Reps:
Clara Heitshusen
Kelsey Poe

8th Grade – Class of 2013

President – Molly Goltz
Vice President – Alexia Blank
Secretary – Ellie Lutt
Treasurer – Alec Kalkas
Student Council Reps:
Charrose Ward
Johnny Wood

7th Grade – Class of 2014

President – Devin Laughlin
Vice President – Christa McCall
Secretary – Essie Stiverson
Treasurer – Cole Ward
Student Council Reps:
Cierra Voyles
Blake Thibodeaux

National Honor Society

Membership in National Honor Society is a high honor, meaningful and significant. Membership is a strong reference to a student's character and provides an impetus for consistent academic achievement and service to the school. The Farragut Chapter of the National Honor Society is composed of juniors and seniors who are selected on the basis of scholarship, leadership, character, and service. A five member Faculty Council will conduct the selection process. Their decision is final. Examples of the NHS Application forms are located on the school website under the National Honor Society tab.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE GUIDELINES

1. All juniors and seniors who have obtained a cumulative grade point average of 3.25 on a 4.0 scale during the spring semester previous to the fall induction are eligible for membership in the National Honor Society.
2. Students who are eligible scholastically may complete the Student Application Information Form for further consideration for selection to the Farragut National Honor Society.
3. The Student Application Information Form will be completed in person by the applicant in order to be considered. The time and place of the application writing will be announced at least ten days prior to the actual writing.
4. Notes may be brought to the application writing and should include only those activities during grades 9 – 12. Included in the notes for application writing should be groups – school, church, 4-H, and community – with which the student is affiliated. Any extra-curricular activities, awards or achievements earned, volunteer activities, and offices held in any organization should be noted. Other activities which would favor eligibility for the National Honor Society should also be included.
5. Students should be aware that any violation of the Good Conduct Rule may discourage election to the National Honor Society.
6. A sample application with examples and a scoring sheet is included in the Student handbook.
7. The applications will be scored by the Faculty Council and only the highest scoring candidates will be considered for selection.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Activity Bus

Student participants are to ride the bus to and from events when a bus is provided. If an emergency or extreme inconvenience warrants the parents taking their child with them **after** a contest or performance, the **parents** must speak directly to the sponsor of the activity and sign a sign-out sheet indicating their taking responsibility of their child. This is to provide a checklist to insure that no participant is overlooked or lost in the process and important enough that anyone not following this procedure will face consequences possibly including ineligibility. The Jr./Sr. High Principal must approve any other arrangements in advance. Students are responsible for assisting in cleaning the trash and litter out of the bus after an event.

Student Funds and Fund Raising

Students and sponsors may raise funds for school-sponsored events with the permission of the Principals. All fund raising must have prior approval of the administration before beginning the project or ordering materials. Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

The cost per student for Junior Prom and Senior Trip events during their 4 years of high school is \$200. Traditional fund raisers like pizza or magazine sales net the students 40% of gross sales. If a student sells \$100 worth of items the class receives \$40 toward the \$200 each student needs to raise. There are fund raisers each of the four years while students are in high school. Juniors who do not raise \$150 before they attend prom, will have to pay the balance as a ticket to prom. Seniors who do not raise their \$200 share must pay half of their balance as a ticket to prom and the remainder of their balance in order to go on senior class trip. Students that move into the district are responsible for \$50 per academic year they attend school in Farragut. Students who move out of the district are not eligible to take any fund raising profit with them.

Junior Prom Ticket	\$100.00
Senior Trip Ticket	\$100.00
Fundraiser Deducted	

Use of School District Facilities by Student Organizations

School district facilities are available during nonschool hours to school-sponsored and nonschool-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Church Night

As a school, we try not to schedule anything on Wednesday evenings that involves students who need to attend church activities. If a student needs to attend a church-related activity, he/she may leave practice early in order to do so.

Dances

All school-sponsored dances will be held on school grounds. No junior high dates at high school dances. Out-of-town dates must be pre-approved by the principal. No re-entry after leaving the dance. Student must be present before doors are closed except for pre-approved reasons from the principal. All school dances are to be dismissed by 12:00 midnight with the exception of Prom and Homecoming dances.

Guidelines for Prom:

1. Class officers will work in conjunction with class sponsors and the administration on making a timely plan and workable budget.
2. Decorating the old gym may start after school on Friday prior to Prom.
3. Sponsors will work in conjunction with junior and senior parents to establish a workable supervision plan for Prom (in particular, between Prom and After-Prom activities).
4. The dance will immediately follow the Promenade.
5. The sponsors may dismiss any person from the Prom activities who displays inappropriate behavior.
6. Students who leave the dance (prior to checkout time) may not return to the dance or the After-Prom activities. Sponsors will attempt to call parents.
7. Students wanting to attend the After-Prom activities must remain at the dance until one hour prior to the start of the After-Prom activities.
8. All Juniors and/or their parents are required to be a clean up on Sunday after Prom. Failure to help clean up will result in a \$30 fee which will be applied to the Senior class trip.

Student Records

Student records contain only personally identifiable information and achievement information. Except for directory information, records are considered confidential. Only persons who have an educational need to know are allowed to access a student's records without the parent's permission. Student transcripts contain: name, date of birth, sex, parents' names, address, grades, cumulative grade point average, credits, class rank, attendance, ITED scores, as well as other standardized test scores that the student has taken (ACT, PSAT, SAT, etc.). Parents registering students at the Farragut Community School for the first time must fill out a *Request of Records* form. The Farragut Community School will then mail the formal request to the former school district.

Release of Information

Any student over the age of 18 or parent not wanting this information released to the public must make an objection in writing by September 1 each year to the building principal. Directory information may include: name, address, telephone listing, date and place of birth, participation in school activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

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 and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent 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 misleading.

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 or misleading.

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 parent 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 to the extent that FERPA authorizes disclosure without 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 law enforcement unit personnel and certain volunteers); 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 a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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 school district 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 objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(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, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

STUDENT RIGHTS AND RESPONSIBILITIES

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 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 a reliable source;
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 a 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:

1. the age of the student
2. the sex of the student
3. the nature of the infraction; and
4. the emergency requiring the search without delay.

A student's body and/personal effects (e.g., purse, backpack, etc.) may be searched when a school official has 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 or a 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, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors is threatened. Such a search can only be conducted in private by a school official of the same sex as the student, with an adult of the same sex unless the health or safety of students will be endangered by the delay which may be caused the following these procedures.

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

Student Desks and Locker Inspections

Student lockers and desks are property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk cleaned and undamaged. The expenses to repair damage done to the student's locker and desk are charged to the student. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections for all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion and can articulate the 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.

Each student will be assigned a locker to use that belongs to the school district. Obscene or lewd pictures are not allowed in school lockers. Food and drink are not to be stored in lockers because of sanitation and health concerns. Food and drink must be kept in designated food service areas.

The physical education teacher and/or coach may assign students a physical education locker. School padlocks for these lockers are available from the physical education teacher. Use only school locks on school lockers and do not tell others the combination to your padlock. If locks are not returned at the end of the school year, the student will be assessed \$5 for the lock.

If students choose not to use padlocks, theft from lockers is a possibility. The school cannot be responsible for items stolen from an unlocked locker.

School officials may conduct periodic inspections of all lockers or a randomly selected number of lockers at any time without prior notice. Students do not have to be present during a locker inspection. Inspections may be made for cleanliness, missing school property, school property, contraband and/or evidence of vandalism. Contraband may include non-prescriptive drugs and alcohol, pornographic material, tobacco, weapons, explosives, stolen property, drug paraphernalia, inhalants, or items or look-alike items that may disrupt the educational setting. A locker search may be conducted at any time without notice if there is a reasonable suspicion that contraband may be present.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet

Students will be able to access the Internet through supervision from their teachers in grades 3-12. Research on the internet shall be on approved search engines or approved proxy servers deemed appropriate for students by the administration and faculty.

Students in grades 3-8 shall be strictly supervised by their teachers with all sites personally monitored. Individual student accounts will be issued to students in grades 9-12. Individual accounts allow the administration to check sites visited for each account holder. Therefore, students in grades 9-12 will be semi-supervised with an instructor present in the room checking sites visited randomly. Students generally will not be allowed to hold an email account. Holding such accounts will be considered rare and limited to pre-approved academic reasons and strict monitoring. Examples include email required by an off-campus instructor to complete assignments or to complete assignments with others taking ICN classes. Instant messenger and chat rooms are not allowed without approval from the principal and strict monitoring from the classroom teacher.

It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks. **Parental consent forms must be on file for students to**

use the internet on their own for any reason. Forms for internet use are available in the principal offices. This rule is void for internet instruction in computer education classes.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Use district approved proxy servers and search engines only.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.

Other general rules:

- Others may be able to read or access the mail so private messages should not be sent.
- Students are not to change settings on the computers. This includes any screen savers, desktops, icons, cursors, and colors.
- Students are not to play games unless teacher expressly grants permission. The games permitted by teachers will be educational in nature.
- Students may not use email at school except for Gaggles account assigned for college classes.
- Students may not use MSN Messenger, or any other type of instant messenger at school.
- Students may not use other students' password and user names.
- Always acknowledge receipt of a document or file.
-

Restricted Material – Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs – If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- **First Violation** – A verbal and written “Warning” notice will be issued to the student. The student may lose Internet access for a period of a week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student’s parent and a copy provided to the building principal.
- **Second Violation** – A verbal and written “Second Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 30 days.
- **Third Violation** – A verbal and written “Third Violation” notice will be issued to the student. A copy of the notice will be sent to the student’s parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Guidelines for proper Attire-

1. When shorts are worn, they need to be mid-thigh or longer in length.
2. Halter-tops should not be worn to school.
3. Bicycle shorts are not permitted as outer garments.
4. Shirts with pictures or words that are inappropriate for students should not be worn. This includes but is not limited to shirts or pants advertising beer or tobacco and using profane, sexual, or violent language. Students should not wear clothing with pictures, words, or slogans that are racist, or infer, suggest, hint, or imply an

- obscenity or sexual innuendo. Students will be required to turn the shirt inside out or change into something more acceptable. A second offense may result in suspension.
5. The midriff for both boys and girls must be covered.
 6. Mesh shirts and tank tops should not be worn to school as the only shirt worn.
 7. Students are not to wear shoe-skates for safety reasons.
 8. For safety, shoes that are open-toed and slip on are not recommended for elementary students because of the stairs.
 9. Students are to wear tennis shoes for P.E.
 10. Chains, collars with spikes and safety pins are not allowed at school.
 11. Hats are not to be worn in the building during the school day.

The administration/staff reserve the right to determine what is acceptable and what needs to be changed.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, 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.

Driving and Biking to School

Students riding bicycles to school need to proceed with caution. Again, streets are narrow and some cars travel at a high rate of speed while others are parked on the streets. Buses are coming to school and there are pedestrians on the sidewalks and on some roadways. All of these things combined may make bicycle travel hazardous. When students arrive on school grounds, they are to immediately get off the bicycle and walk the bike up the sidewalk to the area where bicycles are kept. Students should not ride bicycles on the playground while other students are playing, coming to school, or boarding the buses.

Senior, junior, and sophomore students are to park on the west and northwest sides of the gym. Freshmen and school permit drivers are to park in the south lot. Students should park appropriately so other drivers can come and go as needed. Please do not park on property that does not belong to the school. All driving students are asked to avoid those areas reserved for school buses. Students parking in the west lot are asked to avoid pulling out in front of the buses after school. Please use the north exit only.

Students who drive recklessly in or out of the lots may lose parking privileges.

Washington Street and Essex Street are one-way only when designated during the beginning and end of the school day. One-way traffic is necessary to accommodate parents and buses loading or unloading students in a safe manner.

Students using the south parking lot must enter from the east and exit to Washington Street heading west.

Students may only drive their own vehicle over to the Vo-Ag building. This should be done before school with the permission of the Auto Tech or Vo-Ag instructors.

Consequences for disobeying the traffic pattern and parking rules range from: (1) warning, (2) detention, (3) suspension, (4) report to law enforcement, (5) loss of parking privileges.

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. The hall passes are located in the back of the student planner.

Illegal Items Found in School or in Students' Possession

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, 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.

Cheating

Students are expected to do their own work and complete their own assignments to the best of their ability. Work submitted by a student for credit or recognition is to be done by that student. Cheating by looking at another student's work, copying from other sources, or copying from the internet is not tolerated. Cheating or plagiarism may result in a loss of credit for the test or assignment. Parents will be notified if their child is caught cheating in school.

1st offense: loss of all credit on the test, paper or assignment. The teacher will notify the parent and the administration in writing that the offense occurred.

2nd offense: suspension from school and/or removal from the class with loss of credit from the class.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Mrs. Hilding.

Interferences in School –Electronic Equipment

Students who bring electronic equipment or “toys” must understand they run the personal risk of those items being broken, lost or stolen. A good rule is, “don’t bring anything to school that you personally cannot or do not want to replace.” All electronic equipment: radios, CD players, televisions, cell phones, mp3 players and other similar items must be turned off during the school day. If they are found on without permission, items are taken away from the students and returned at a later date. Children in the lower grades may bring items for show-and-tell; however, there always exists a risk that it might be broken, lost or stolen.

Students are not to use the office phones unless it is an emergency. The pay phone near the main entrance of the school is to be used. Please plan accordingly to have any change needed to use the phone. The phone is not to be used to call friends, boyfriends/girlfriends, or make prank calls. Cell phones are to be turned off and out of sight between 8 AM and 3:30 PM. If a student needs to make an emergency call they then must get approval from the principal. Appropriate discipline measures will be determined by the principal for any misuse of the telephone. If a cell phone is used without permission, it will be confiscated and returned to the student at the end of the day. If a second offense occurs, the cell phone will be confiscated, parents will be called and invited to pick the phone up from the principal. Any occurrence thereafter will result in confiscation, parental pick-up, either after-school detention or In-School Suspension (ISS), and the cell phone must be brought to the office during school hours anytime it is brought to school in the future.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Detention

Detention is sometimes used as the consequence for violating class rules or a portion of the code of discipline. The purpose of detention is not to punish students; rather, it is to help school personnel manage behavior. The guidelines for detention are as follows:

1. The instructor must tell the student directly that he/she has a detention.
2. Parents will be notified through the teacher, student, or detention report form that the child was placed on detention.
3. Students cannot serve more than one detention per day.
4. *When a detention is assigned, the student is ineligible until it is served.*
5. *A student who receives a detention and has an activity that same night, faces the choice of serving the detention that night or not participating in the event.*
6. Students who have detention have the option to serve the detention that same night or before school the next morning.

Occasionally students skip detention after being notified that they are to be in attendance. If a student deliberately misses detention, the following action will be taken:

First Offense: detention doubled, notification of parents, loss of eligibility for next event

Second Offense: two days in-school suspension (ISS), notification of parents, loss of eligibility for the next event, or two Saturday Schools.

Third Offense: two days out-of-school suspension (OSS), notification of parents, and loss of eligibility for one week

Due Process/ Student Suspension

The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power on members of the district administrative team. The principal may suspend a student for a period not to exceed five days for disciplinary reasons by following the due process procedures which include the right of the student to

1. Be given oral and/or written notice of charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the Superintendent of Schools of his/her decision to suspend the student explaining the basic facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the Superintendent of Schools that may be relayed to the Board of Directors.

The superintendent may extend the suspension upon the Principal’s request, for a total of no more that ten days. An informal hearing may be called to determine the most appropriate educational program for the student. It may also be used to consider an administrative recommendation to the Board of Education for expulsion. The superintendent, principal, shall attend the informal hearing with any student, parents, and any other persons deemed appropriate by the superintendent or requested by the parents or student.