

**What is PAWS?  
Parent Alliance With School**

We chose to change our name to PAWS to emphasize a renewed focus on our goals and to distinguish the middle school group from the elementary groups. PAWS will strive to support the education of our students by being involved in the process when our help is needed, support the teachers in their roles, understand and encourage our middle schoolers, and provide mutual parent support that enhances the educational process.

**School Attendance**

Success in school requires regular attendance. Attendance relates to academic success, and you will be rewarded for this time and energy for many, many years.

A student who is absent misses valuable classroom instruction and continuity. A major part of your education comes from the give and take of the classroom, exposure to the daily program, and the subject presentation by your teachers. Failure to be in attendance unless excused by the school constitutes truancy or an unexcused absence.

**Compulsory Attendance**

Parents, students who are under 16 years of age are required to attend school on a regular basis. Students must attend a minimum of 37 days per quarter and a minimum of 148 days per year in order to be considered in regular attendance. If a student must be absent in excess of the number of days outlined above, the parent/guardian has the responsibility of contacting the school to discuss these absences. Violations of the compulsory attendance law will be reported to the Clay County Attorney.

**Absences**

An absence will be classified as **excused** or **unexcused**. An absence due to the illness of the student or illness or death in the family will be excused. Absences for vacation, work, and similar reasons will be excused **if** an advance excuse is obtained and the class work is made up prior to the absence.

When a student is ill, parents are asked to call the school at 262-3345 and send a note when the student returns. If parents do not call, an attempt will be made to contact the parent.

- Any student who misses one or more periods of school must bring a written excuse/phone call from his/her parents. ***It is the student's responsibility to see the teacher and complete the make-up work in the designated time frame.***
- Students who have an excused absence, need to make arrangements with their teachers for make up work. ***The teacher and student will set the due date for any assignments that need to be completed.*** Arrangements may need to be considered for students who are unable to complete classroom requirements by the end of a quarter. In the case of a chronic or ongoing absence, the parents, school counselor and

grade level team will establish the due date for required make up work.

- An unexcused absence may cause detention time. If make-up work is not completed in the designated time, a grade reduction may occur. If absent from school due to a truancy, said absence will be classified as unexcused.

**Health Services**

The school nurse is available to Spencer Middle School students on a daily basis. Ill students will be sent home, with parent permission. Students who must take medication at school need written authorization from the parent(s). ***All medications*** must be in their original container.

Medication must be properly labeled and must be prescribed by a physician. The school nurse or other authorized personnel must administer the medication. Iowa law requires that immunization records of all students be kept on file. ***All prescription medication must be in the actual prescription container.***

Students may be excused from PE classes with a physician's request. Students requiring full medical exemption from PE must obtain a doctor's authorization outlining the condition requiring the exemption at the beginning of each semester.

**Leaving School Grounds**

*Students are not permitted to leave the school grounds at any time during the school day without signing out in the school office. In order to sign out, a student must have permission from the office or a note from their parent(s). Failure to follow the proper procedure may be considered truancy or at least an unexcused absence.*

Students should not request to go downtown to purchase personal items during the school hours. Permission will not be granted. When students arrive at school in the morning, they are encouraged to remain on school grounds. Likewise, if students ride the bus home after school, they must remain on the school grounds if they wish to board the bus.

**Parents Please Note:** This guideline is for your child's safety. When students arrive at school, they become our responsibility.

**Withdrawal or Transfer**

Any student who is leaving the school system for any reason must bring a written request signed by the parent to the guidance office at least two days in advance of your leaving school. You will be given a withdrawal form which must be signed by the librarian and all your teachers, then returned to the guidance office.

**Grading**

Report cards are issued four times a year. The following grading system has been suggested to reflect the student's scholarship, initiative, attitude, cooperation, and individual improvement.

**A**----Superior: The student is more than meeting the requirements of the course; the work is of superior quality and demonstrates mastery of subject matter.

**B**----Above average: The student meets the requirements of the course and the required work is well done.

**C**----Average: The student meets the requirements of the course and the required work is done on time.

**D**----Below average: Work that is completed below normal standards.

**F**----Failing work: Work of this quality cannot be counted toward promotion.

### **Promotion**

\*\*Based on 5 core courses\*\* these classes include English, Math, Reading, Science, Social Studies

#### **8<sup>th</sup> grade:**

1. If student fails one core subject, student is promoted to High School. High School is notified as to what area the student failed.
2. If student fails 2 core classes, they will repeat 2 periods at the Middle School.
  - a. Students can attend summer school and STEP program to earn credit for one subject.
  - b. If summer school is attended and completed successfully, student will be promoted to High School.
3. If student fails 3 or more courses the student will be retained at the Middle School.
  - a. Progress is evaluated at the end of the first quarter.
  - b. Student will be promoted to High School if passing grades are achieved.

#### **7<sup>th</sup> grade:**

4. Student failing at the 7<sup>th</sup> grade will be removed from an exploratory to repeat 7<sup>th</sup> grade area.

Failing is determined by receiving a failing grade for the year.

### **Unified Arts Program**

The Unified Arts Program will include:

**Grade 7...** Spanish, art, music, computer education, family and consumer education, and industrial technology.

**Grade 8...** German, art, music, computer education, family and consumer education, and industrial technology.

Band and choir are available on an elective basis, meeting every other day. Physical education, art, and computer education classes meet on an every other day basis according to our Day 1 Day 2 designation.

### **Progress Reports**

In addition to the quarterly report cards, progress reports are sent home during the middle of each quarter to inform the parents of the student's academic progress.

**Parents please note:** It is the policy of Spencer Community Schools that no student should receive a

failing grade on his/her report card if a progress report was not sent home to the parent. You may request progress reports at any time by contacting the guidance office at 262-3345.

### **Academic Honor Roll**

There will be an academic honor roll at the end of each quarter. The following academic criteria must be met:

1. No F's
2. No D's
3. No incompletes
4. A 3.0 academic grade point average.

P.E., band, choir, art, and computer education will be included in the determination of the quarterly honor roll and are given appropriate credit. Band, choir, and all swing classes have a .5 credit weighting. P.E., art, and computers receive a 1.0 credit.

### **Extra Help Before School**

Teachers arrive at school at 8:00 A.M. If students need help from a teacher in the morning, they must pick up a pass and go directly to that teacher's room. **When possible, students should obtain a pass from that teacher the day before the pass is needed.**

The school library is also open at 8:00 A.M. Students may pick up a pass from the duty teacher located on 1<sup>st</sup> floor.

On nice days, students are to remain outside in the morning until the 8:15 bell. A study hall is available in the lunchroom; however, students are required to have a book to read or unfinished work which needs to be completed.

**Parents please note:** Extreme weather conditions may warrant additional changes by the principal or supervisor. In these instances, signs will be posted on the west and northwest doors with special instructions.

### **Discipline Policy**

School discipline is the guidance of the conduct of pupils in a way which permits the orderly and efficient operation of the school; that is, the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all pupils. Breach of discipline is any conduct of pupils that interferes with the maintenance of effective schools.

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students cannot be tolerated. Insubordination and gross misbehavior are incompatible with student learning and good citizenship.

### **Classifications of Breach of Discipline:**

Temper tantrums that disrupt class.

Open defiance involving refusal to conform to the rules and regulations, profane or obscene language; loud, boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operations of school; refusal to comply with the reasonable request or direction of teachers, administrators, or other school personnel; or similar actions.

Physical attack on, or threat of physical attack to, teachers, pupils, or other personnel.

Personal misbehavior, such as extortion, intimidation, or possession of a dangerous object.

Harassment in any form, physical, verbal, or mental, is totally unacceptable in the lives of any middle school student or staff member. This breach of discipline, whether in or out of school, will receive immediate attention by the school principal. Problems of this type should be brought to the attention of your teacher, the counselor, or the principal.

### ***Threats of Violence***

All threats of violence, whether oral, written, or symbolic, against students, staff, 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.

When comments are made by students that can be viewed as a potential threat to others, even if they are made jokingly, they must and will be taken seriously by the school. The following steps will be taken.

1. Administrators will conduct a full investigation.
2. Parents will be notified and asked to assist with the investigation.
3. The police may be called to conduct their investigation.
4. The student's locker and possessions may be searched.
5. The police, as part of the investigation, may search the student's home and vehicle to determine if he or

she has any intentions of following through with the threat and to help determine if he or she has access to any weapons.

6. Charges may be filed by the school or police department.
7. The student may be suspended for a period of time and may be referred to an outside agency for an evaluation.

### **Areas of Control for which School Authorities are Responsible:**

The school's jurisdiction covers all school grounds and includes school activities both at home or away. Areas near the middle school where activities that may have a detrimental effect on the student are also within the school's jurisdiction.

\*While on school premises

\*While in proximity to school premises

\*While on school-owned and operated premises

\*While engaged in school-related activities

\*Conduct of pupils away from school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school.

### **Dealing With Behavioral, Educational, or Emotional Difficulties:**

***Classroom teachers may exclude from class any student who has become a discipline, chronic absence, or tardy problem, and the classroom teacher will be given the right to refuse to accept back into class any such student until the problems are resolved.*** The problems shall be referred for resolution in the order set out as follows within a reasonable period of time for each step:

\*Suitable arrangements for re-admission have been established during a teacher-student conference.

\*Suitable arrangements for re-admission have been established during a teacher-student-parent conference. Other personnel may be involved upon request by either party. A summary report in writing will be prepared by the teacher.

\*Students who have documented cases of incorrigible conduct within the classroom or school premises shall be subject to In/Out of school suspension by the principal and/or referred to the superintendent.

### **Recommended Actions in Disciplinary Cases:**

The following possible actions are authorized to be taken in all cases of breach of school discipline regulations:

\*Detention after school

\*Denial of privileges, exclusion from class or activity

\*Suspension of pupil to his home or within the school.

Suspension of the pupil is intended to acquaint the parents with the seriousness of the disciplinary problem and to secure their cooperation in solving it. The suspended pupil will not be re-admitted to school unless a parent confers with the principal or his representative.

\*Suspension of the pupil to the superintendent's office. When a suspension to the home and the required conference at the school does not result in positive action, the pupil may be suspended to the superintendent's office.

The parent accompanied by the child must meet with the superintendent or his representative when a decision will be made regarding the pupil's educational program.

\*Expulsion from school by the Board of Education

The second authorized action to be taken in cases of a severe breach of school discipline is the denial of privileges, or the exclusion from class or activities. *Athletics and extra-curricular activities are a privilege for those students whose grades are in good standing and for students who present few if any breach of discipline problems.*

Restraint, which is considered the act of controlling the actions of a pupil when such action may inflict harm to him/herself or to others, is not considered physical punishment. Teachers and administrators must feel free to use whatever reasonable means are appropriate at the moment if it is necessary to prevent a pupil from harming themselves or others.

Breaches of discipline vary in kind and degree. For that reason, the principal will determine the procedure to follow and the reasonable and appropriate means to be taken in a given case to deter a repetition of the breach of discipline.

### *Truancy*

When a student is absent from school without the permission of the parents or the school, they are considered truant.

**First Truancy:** Notification of parent by phone and/or letter. Detention for up to six hours.

**Second Truancy:** Notification of parent and county attorney by phone and/or letter. Detention for up to twelve hours.

**Third Truancy:** Three days in-school suspension, a letter of notification to the county attorney, and a parent-student-principal conference with the suggestion that any further truanancies will be referred to the superintendent with recommendation for expulsion.

### **Board Action**

- I. Board suspensions for lengthy periods of time are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any long period of time is viewed as a severe form of punishment to be used sparingly.
- II. Upon the recommendation of the superintendent or his designee, the Board of Directors may suspend a student for commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.
- III. A Board decision to suspend must be made by an absolute majority of the Board and not merely a majority of those in attendance. The vote shall be

by roll call.

- IV. The superintendent, student, or their representative may request the hearing before the Board be held in closed session. After due consideration, the Board may determine by an affirmative roll call vote of two-thirds of its members present, that the matter before it involves the possible suspension of the student is an exceptional reason so compelling as to override the general public meetings and hold the hearing in closed session. The student, the parents, and their representative may be present. A vote taken to suspend a student shall be an open public meeting and shall be by roll call vote.

### **Hearing Procedure – Disciplinary Action**

- A. A written statement of the alleged misconduct given as grounds for the proposed Board suspension will be given to the student's parents or legal guardians at least five calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the proposed reasons for Board suspension. The written statement will be accompanied by a copy of the Board policy and rules pertaining to procedures for Board suspension of students. The student will not be removed from school until after a hearing has been held and a decision made whether s/he should be suspended by Board action.
- B. A written notice of the date, time, and place of the hearing will be given to the student's parents or legal guardians at least three days before the hearing. This provision may be waived by written agreement of the parties.
- C. If the parents or legal guardians of a student cannot be notified or cannot be present at the hearing because of extenuating circumstances, a request for postponement should be made at least forty-eight hours prior to the scheduled hearing time.
- D. If the student has reached the age of eighteen at the time the alleged acts took place, they are then authorized to make decisions, sign documents, and obtain representation on their own behalf and may elect to be represented by their parent or guardian. However, notice shall also be given to the parents as outlined above unless the student knows that they are no longer dependent upon or residing with the parents and does not want them notified.
- E. If the student, their parent or guardian, or representative do not request postponement for cause and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such case the record will show a factual determination by the Board that sufficient and proper notice was given the parties and no postponement was requested.
- F. Permission will be granted for the appearance of counsel or other representation.
- G. The opportunity will be granted prior to the hearing for the student or their representatives to examine copies of documents to be used as evidence.

Permission will be granted for the student or their representative to discuss the matter with administrators, teachers, and other witnesses.

- H. The superintendent or his designee shall present evidence in behalf of his recommendation.
- I. Witnesses at the hearing or persons whose testimony has been submitted in written form if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.
- J. The opportunity will be granted for the student or their counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.
- K. The Board's decision will be based solely upon evidence introduced at the hearing.
- L. Within ten calendar days of the hearing the Board will mail or have delivered to the student and their counsel a written statement of the Board's decision and the factual basis for it.
- M. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one year and shall be made available to the student or their representative upon request and at a reasonable cost.
- N. Nothing contained in paragraphs A through M shall prevent the immediate Board suspension of a student when the student's continued presence on the school grounds would endanger his/her safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate Board suspension, a hearing will be held within ten days to determine future action of the Board. Such hearing will be conducted in the spirit of due process envisioned in paragraphs A through M.

### ***Detention***

Institutions such as schools have rules and regulations suited to their particular needs so that they can function efficiently.

Pupils will be assigned detention time for such things as:

- 1. Being on time for classes and study hall is an expectation for all students. Passes will be written when a student is late due to a conference with a teacher, counselor, or administrator and will be deemed excused. Students that show up to class without a pass will be given an unexcused tardy. Students that arrive to school late must check into the office. A 3<sup>rd</sup> unexcused tardy in any one class or in the office during a semester will result in detention. Each subsequent tardy will result in a detention. (Verbal verification of the second tardy will be given to the student.)
- 2. Lack of cooperation

- 3. Infraction of school rules
- 4. Situations where assigned detention time may help to correct an academic or behavior problem and bring into focus student responsibilities

The faculty, staff, and administration at the middle school feel the most effective way to address academic and behavior problems is for the teacher and student to attempt to resolve the problem. However, there are times when it may not be feasible or practical for this to happen and in these instances, a student may be referred to the detention room or building principal.

The Detention Room is a structured learning environment which has set procedures in place to effectively work with students who are referred to it. Students who find themselves referred to detention will be expected to:

- A. Set a work completion goal.
- B. Work quietly and independently without distractions or interruptions.
- C. Offer solutions to effect a positive change in their behavior.

The half-hour time is from 3:30 to 4:00 P.M. The one-hour time is from 3:30 to 4:30 P.M. Each student is to have sufficient materials and books to study from and is to cooperate with the detention supervisor.

***Students are expected to serve their detention time within two school days.*** If the student does not report to the detention room on the assigned day, the assigned time will double. Any detention time assigned after school will cause the student to miss any activity or athletic practice scheduled during the after school period. ***Students should not attend the practice or game for any reason without their coach's prior approval.*** Students are to call parents and ask to be picked up at school after any detention, or go directly home. In a very serious case of misconduct, where detention time must be assigned, the principal will notify the parent.

Each student is to have sufficient materials and books to study from and is to cooperate with the detention supervisor. Any student who does not abide by the regulations of the detention period may be placed on suspension.

All members of the middle school staff have the right and the responsibility to request students to report to them, either before or after school, for:

- 1. Lack of proper deportment
- 2. Additional assistance (Extended Learning Time)
- 3. Make-up and completion of past assignments.

***Parents Please Note:*** Extended Learning Time at the teacher's or student's request is not considered by coaches as an "unexcused" absence. We want to encourage students to seek academic assistance first.

### ***Cassette Players, Headsets, and other Electronic Devices***

Any of these devices brought to school need to remain in the student locker. The school is not responsible for any lost items. Therefore, bringing devices to school is not recommended.

### ***Cell Phones***

Cell phones that are brought to school are to be put in the student's locker before school and left in the locker until school is out. Cell phones will be taken if they are found not in the locker during school hours. If found on person:  
**First Offense:** Student will be given phone at the end of the school day.

**Second Offense:** Parents will need to come in and phone will be given to them.

**Third Offense:** Conference with student and parent.

### ***Student Substance Abuse--Possession and/or Use of Tobacco Products***

Possession and/or use of tobacco products by students is prohibited in all areas of the Spencer School buildings and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students, regardless of age, are considered members of the school body and are subject to this regulation. Students using or possessing tobacco products will be reported to administration for disciplinary action. Parents will be notified and law enforcement will be contacted.

Any student found to be smoking or having possession of tobacco while under the jurisdiction of the school will:

1. For the first such incident, be suspended for one (1) school day.
2. For the second such incident, be suspended a minimum of three (3) school days.
3. For the third and subsequent incidents, students are subject to a suspension beyond three (3) days and up to 10 days. Suspensions beyond 10 days must be approved by the superintendent.

### ***Drug and Alcohol Use***

A student shall not use, possess, sell, distribute or be under the influence of any alcoholic beverage, illegal drug, controlled substance, or controlled substance look-alike. Students who violate this rule are subject to suspension from school, the school's eligibility policies, and possible expulsion from school. Parents will be notified and law enforcement officials will be asked to continue the investigation. The following procedures will be used when a violation occurs.

### ***Student Users and Possessors***

**First Offense:** Students shall be suspended from school by the building principal for a minimum of three (3) days and a maximum of ten (10) days. Suspensions beyond the ten (10) days must be approved by the Superintendent of Schools. As soon as possible, the student and his/her parent are to contact a chemical dependency service as approved by the school authorities for an evaluation,

which is to include a drug test. The student's compliance with the referral and an agreement to participate in recommended remedial programs, as well as treatment prescribed, shall be completed prior to the student's readmittance to school. The outcome of the evaluation reports shall be made available to school authorities. Failure to continue the recommended treatment program will result in a suspension until the student complies with the prescribed treatment.

**Second Offense:** Students shall be placed on suspension by the building principal for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days if necessary. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for consideration for long-term suspension or expulsion.

### ***Student Distributors***

The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules and a safety threat to other students. Students having in their possession drugs, alcohol, or controlled or look-alike substances in a quantity determined by school authorities to be for distribution purposes, or if through investigation is found to be selling or distributing these items, shall be placed on suspension for up to ten (10) days, with a request to the Superintendent of Schools to extend the suspension beyond the ten (10) days. Following an investigation of all available facts and information, a recommendation for the student's expulsion or long-term suspension from school shall be forwarded to the Board of Education.

### ***Eligibility Policy***

**Philosophy:** We believe that participation in co-curricular and extra-curricular activities by the students of the Spencer Community Schools is part of a well-rounded educational experience. We believe that participation in activities can have a positive impact on the development of responsible and productive citizens.

The Spencer Community School District believes that participation in any extra-curricular or co-curricular activity is a privilege and those students who participate in activities represent our school and our community. We also believe that certain types of conduct shall be deemed inappropriate and inconsistent with the generally accepted standards subscribed to by the school district.

Therefore, the Spencer Community School District will enforce the following policies and procedures relative to standards for participation in co-curricular and extra-curricular activities:

**Academic and Attendance Requirements:** *A student shall attend one half-day (PM classes) on the day of a scheduled performance. Any exception must be cleared in advance by the middle school principal or his/her designee.*

*A student may fail no more than one (1) academic course in any given quarter to be eligible to participate in any scheduled performance of any activity during the next quarter. A student who is ineligible at the end of the quarter may become eligible after the following five-week progress report period if he/she is failing no more than one (1) academic course at that time.*

#### **Violation of “Code of Conduct”**

A student is ineligible to participate in any scheduled performance if he/she is under suspension from school (out-of-school suspension) for violating provisions of the “Code of Conduct”, a school board approved set of behavior expectations for all Spencer students. The student shall remain ineligible during the time of the suspension or until reinstated by the principal or his/her designee.

#### **Criminal Law Violations**

Any student who violates any local, state, or federal criminal law shall be ineligible to represent the school in any scheduled performance until reinstated by the principal or his/her designee. Violations shall be determined as described in Section V. The period of ineligibility shall be determined as follows:

- First Offense – Three activity dates
- Second Offense – Six activity dates
- Third Offense – One year suspension from all activities participation
- Subsequent Offense – Suspension from all active participation for 1 year from the most recent violation

**Reduction in Penalty:** Admission Prior to Determination (Self-Reporting). If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy within 72 hours of the violation, the student’s penalty will be reduced by one (1) activity date for a first occurrence. On the second occurrence, a reduction of two (2) activity dates will be granted if the student self-reports, and agrees to perform ten (10) hours of school/community service. The school/community service must be completed satisfactorily within the time frame, site, duties, and conditions that are set by the Activities Director or designee. In the event of a third occurrence, the student may request a hearing before a Review Panel (the panel will consist of the principal, activities director, at risk coordinator or faculty member, and a coach/activity sponsor which the student is not currently working with and the last two panel members will be chosen by the student); the Panel will consider reinstatement after eight (8) months, based upon the student’s attendance, academic effort, behavior, and attitude over the previous eight (8) months. **Note:** If a student participates in a school sponsored activity before he/she self-reports, the student loses the opportunity to reduce their original penalty.

#### **Rules Concerning Alcohol, Tobacco, and Drugs**

Any student who is found to be using, under the influence of, or in possession of, alcohol, tobacco, or any illegal drug or controlled substance at any time during their middle school career shall be declared ineligible to represent the school in any scheduled performance until reinstated by the principal or his/her designee. The period of ineligibility shall be determined as follows:

- First Offense – Three activity dates
- Second Offense – Six activity dates
- Third Offense – One year suspension from all activities

**Reduction in Penalty:** Admission Prior to Determination (Self-Reporting). If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy within 72 hours of the violation, the student’s penalty will be reduced by one (1) activity date for a first occurrence. On the second occurrence, a reduction of two (2) activity dates will be granted if the student self-reports, and agrees to undergo an assessment by a licensed treatment/counseling agency, and agrees to follow the recommendations of that agency. In the event of a third occurrence, the student may request a hearing before a Review Panel (the panel will consist of the principal, activities director, at risk coordinator or faculty member, and a coach/activity sponsor which the student is not currently working with and the last two panel members will be chosen by the student); the Panel will consider reinstatement after eight (8) months, based upon the student’s attendance, academic effort, behavior, and attitude over the previous eight (8) months. **Note:** If a student participates in a school sponsored activity before he/she self-reports, the student loses the opportunity to reduce their original penalty.

#### **Determination of a Violation**

A student is said to have violated Article II or Article IV if a) found so by adult or juvenile authorities or b) after a thorough investigation by school officials, it is determined that a violation has occurred.

#### **Other Related Items**

A. The principal or his/her designee, once a violation is determined, will calculate the number of scheduled performances to be missed by the student with a starting and ending date designated for the period of ineligibility.

B. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity and, if not or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. Students will not be allowed to begin a season in progress in order to serve their ineligibility and a student must complete a season/activity in good standing in order to maintain eligibility.

C. Any student suspended out-of-school for violation of school rules will be ineligible to participate in any extra-curricular or co-curricular practice or performance until reinstated by the principal or activity director. In-school suspensions will be handled administratively.

D. Students who go 365 days without a violation will be dropped back one level. The date of a violation is determined by the date on which the violation actually occurred. Each additional year will reduce the student by an additional step.

E. **Note:** Violations Occurring During Ineligibility: If a student is ineligible (academically or occurrence) at the time of a violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains his/her eligibility.

### **Due Process**

Upon notification by court authorities or upon receipt of reliable information from other sources that a violation has occurred, school officials will meet with the student to verify information and to notify the student regarding implications of eligibility. The student will have the opportunity to share any information about the incident(s), which may warrant further investigation. All information will be considered and a decision rendered by the earliest possible date.

If it is determined that a violation has occurred, the student will be declared to be ineligible. Notification of ineligibility will be given to the student in writing and a copy mailed to the parents/guardians. This notification will include sections of the eligibility policy violated, the period of ineligibility, and conditions of ineligibility.

### **Appeal Process**

A. A student contesting the declared ineligibility shall be required to schedule a hearing with the review panel within five (5) days of receiving notice of the declared ineligibility. It is expected that the student will present his/her objections in writing. The committee shall consider the facts within 24 hours and shall forward its findings in writing to the student.

B. The student may file a written appeal to the superintendent of schools within three (3) days following the hearing process described above. The superintendent shall schedule a hearing and the superintendent shall consider the evidence presented, including statements made by the student, and make a written finding of its decision within three (3) days.

C. If the claimant is dissatisfied with the Superintendent's action, the student shall be required to state the basis of his or her objections in writing and also the request for an oral hearing, addressed to the Superintendent within five (5) week days. The Superintendent shall then schedule a meeting of the Board of Education within twenty (20) week days of receipt of such objections, giving at least five (5) week days written notice of said hearing, unless a shorter time is mutually agreeable. The Board of Education shall consider the evidence presented (including statements by the appellant's legal counsel if appellant chooses to have legal counsel). Written findings of fact and resultant action will be mailed or delivered to said appellant within five (5) week days of the hearing.

D. The student shall remain ineligible during the appeal process.

### **Transfer Students**

Any student declared ineligible at a student's prior school for violating that school's good conduct policies is ineligible to participate in activities at Spencer Schools until the period of ineligibility at the student's prior school has expired or until reinstated by the principal or his/her designee.

Students declared ineligible under the prior school's academic eligibility policy will have the right to a review in accordance with Spencer School's academic eligibility rules. The student's eligibility may be reinstated by the Spencer School principal after such a review.

### **Definitions**

Academic courses - Any course in which a student receives credit which applies toward the student's grade point average, class rank, or graduation requirements at Spencer High School.

Activity - Any extra-curricular or co-curricular activity.

Activity Date - One calendar day event in an activity/sport would be counted as one date (i.e. baseball, doubleheader, volleyball tournament, wrestling double dual or debate tournament, would count as just one date). This does not include scrimmages with other schools, intra-squad games, or dress rehearsals.

Co-curricular activity - An activity directly associated with a credit course offering at Spencer High School (i.e. marching band, chorus).

Fail - Receive an "F" grade.

Good Conduct Policies - A school's eligibility policies related to violations of local, state, or federal laws, possession or use of alcohol, drugs or other controlled substances.

Period of Ineligibility - The length of time a student is withheld from scheduled performances.

Quarter - Nine week period.

Scheduled performance - An event which is part of the regular schedule of an activity, including the first round of state sponsored tournaments. Does not include scrimmages with other school's intra-squad games, or dress rehearsals.

Semester - Eighteen week period.

Student - Any student enrolled as full time student (five credits), part time student, dual enrolled student (home schooling), or student from another district participating through a sharing agreement with the Spencer Community School District.

### **Application**

A. Student participation in the following activities is governed by this document: boys/girls basketball, cross country, track; volleyball, football, wrestling; Band - Concert, Jazz; Choir; Debate, Mock Trial.

B. A student who has violated provisions of this policy shall be declared ineligible to participate in any activities during the established period of ineligibility.

C. During the period of ineligibility, a student is expected to practice and maintain a “good standing” status on the team or organization as per expectations of the coach or sponsor.

D. If an individual is ineligible for any scheduled performance on a given calendar date, the student shall be ineligible to participate in any activity on that date.

E. Individual organizations governed by this document may, at the discretion of the coach or sponsor, with approval by the principal or his/her designee, develop team rules which go beyond the scope of this document, proving these rules are clearly explained to students and parents prior to the first scheduled performance.

F. Violations of any section of this policy count toward the accumulation of first, second, third offenses as described in Sections II or IV of this document.

Revised: April 2005

### ***Eligibility Requirements***

Any student representing Spencer Middle School in an allied activity is expected to meet the following basic requirements:

1. The requirements of the Iowa High School Athletic Association (boys).
2. The requirements of the Iowa High School Athletic Union (girls).
3. Has valid insurance protection.
4. Has an updated physical examination and parent permission form.
5. ***Academically a student must have passed four out of five of their previous academic quarter courses to be eligible.***
6. ***A student must be in school one/half day (by 11:30 A.M.) immediately prior to a performance in order to participate or practice or entire day based on the coaches' discretion.***
7. Be a good ambassador of the school and the community by displaying good conduct.

***Parents Please Note:*** We consider 11:30 A.M. to be the mid-point of our school day.

### ***Middle School Activities***

There are several different activities you may participate in while attending middle school. The activities program is organized so that each student may participate according to his/her interests. There is a place for every student and every student is encouraged to take part in at least one activity.

A student may be denied the privilege of participation at any time his/her conduct or scholastic standing indicates to the administration the need. This is done upon the advice of, or in consultation with, the sponsor of the activity.

If you plan to participate in any school sponsored activity, be sure that you have a complete understanding of the

eligibility rules listed in this handbook. Each individual sponsor may require additional standards.

### ***Homebases***

Students are assigned to small groups, called homebases, which meet daily for 19 minutes at the beginning of each day. Each group has an advisor who will help them with questions or problems.

### ***Athletics***

Various sporting activities are available to all middle school students. These activities are both intramural and interscholastic. The personnel directing these activities will inform all participants what is required as far as insurance, health examination, equipment that you must furnish, and eligibility requirements.

### ***Band***

Middle School students who have met the requirements and successfully auditioned for the band director will be assigned to the band. The band will meet two to three times a week. Lessons are also scheduled on a weekly basis.

### ***Choir***

Seventh and eighth grade choir will meet during the school day two to three days a week. The choir generally takes part in two or three concerts each year. It is strongly recommended those students wishing to take high school vocal music take part in choir. Students may need to audition for participation in this activity.

### ***Student Leadership Council***

The Student Leadership Council is the students' representation in the administration of the school. The student council is also a service body designed to develop student leadership with a sense of responsibility to the students, teachers, each other, and the community.

***Parents Please Note:*** Band and choir are elective courses, which are graded and calculated in the GPA. Student Leadership Council and all clubs are considered “extra curricular activities” and are therefore subject to all eligibility requirements.

### ***Bus Transportation Policies***

The following policies will apply in the use of school-owned buses for the year:

1. Students will ride in the bus assigned by the Superintendent of Schools in the established route for the current school year. Any changes in assignments must be approved by the Superintendent.
2. *The bus driver has complete charge of the conduct of the students while in the bus and has the authority to assign seats to students whose conduct is detrimental to the safety of the group.*
3. Bus drivers will not be requested to wait for student pick-up more than a reasonable length of time. If a student is not riding a bus, the driver should be waved

on by some member of the family or notify Mr. Schultz, Transportation Supervisor, at 262-1118 or recording number.

4. Students are expected to protect the privilege of being a passenger on a school bus by displaying good judgment and exemplary conduct. In cases of misconduct on the bus, the principal may set a period of time that the student who was guilty of misconduct will not be permitted to ride the bus. The driver is to take the offender to the office of the principal if on the way to school and to the student's drop off point if the incident occurs on the way home. In the latter case, the misconduct will be explained to the parent and the student must report to the office before riding the bus again.
5. Any student wishing to ride a bus, who is not a regular passenger, must bring a note from parents to secure permission.
6. Bus drivers will operate on a regular schedule. Deviation from this schedule will be made if weather and road conditions so warrant.
7. Details for setting up bus routes are developed by Dan Schultz, Transportation Supervisor. If you have questions, call Mr. Schultz at 262-1118.

#### ***Bicycles, Skate Boards, Roller Blades, Mopeds***

**Bicycles:** Any student riding a bicycle to school will be expected to park it in the bicycle racks provided. The school provides a place to park your bicycle, but the school is not responsible if your bicycle is damaged or stolen. The administration suggests that each bicycle be locked by its owner. During school hours students are to stay out of the bicycle rack area.

Extreme care must be taken with bikes as you enter and leave the school grounds. ***Walk your bike on school property.*** You are required to stop before you enter a through street. Students must cross only at intersections and in the crosswalks and must obey traffic lights.

**Skate Boards & Roller Blades:** If these items are brought to school, they must be kept in your locker.

**Mopeds:** Any student who is old enough to ride a moped should park in the designated area on the south side of the school building. You are responsible for the safety and security of your moped. Extreme care must be taken with mopeds as you enter and leave the school grounds.

#### ***Student Lockers and Desks***

**Student Lockers:** Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically

inspect the lockers. ***Student lockers may be searched in compliance with board policy regulating search and seizure.***

Legal Reference: Iowa Code 279.8; 280.14; 808A (1995).  
Cross Reference: 502 Student Rights and Responsibilities

#### ***Statement of Rules***

**Search and Seizure:** ***School officials may conduct periodic inspections without prior notice of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student.*** Desks, lockers, and facilities provided for temporary use by students remain at all times the property of the school district, and are subject to the rules of the district, periodic inspection for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials.

Any inspection or search shall be conducted in the presence of at least one other person.

**Lockers and Desks:** Teachers shall assign students desks and gymnasium lockers. The secretary will assign hall lockers. Students must continue to use the desk or locker assigned until approval to use another is secured from the principal.

School desks and lockers are not places for storage of items of a private or personal nature. Students are to use desks and lockers only for the storage of school books, school materials, and possessions ordinarily used in day-to-day activities and outdoor clothing.

Upon request, a student will have his/her locker checked if it needs repairs or if the combination does not work. No locks may be placed on student desks or lockers except those issued by the school. Unauthorized locks may be removed or cut off at the discretion of the principal.

Students at Spencer Middle School are encouraged to utilize a backpack to carry books to and from school. The backpack will not be used to carry books to classes. Students are encouraged to use a pencil case or fanny pack for their supplies, such as pencils, pens, glue, colored pencils, library card, rulers, and whatever other supplies they need. Students should also consider using a trapper keeper to hold all their class folders and notebooks. All students will still be expected to carry a reading book to each class. ***Purses*** need to be kept in lockers. They will not be permitted in class.

#### **Contraband Search of Student's Person and Immediate Possession**

In the interest of maintaining the health and safety of the school environment, students, while in school, on school property, attending school functions, or representing the school shall not have on their persons or in their possessions, items of contraband. Items of contraband include non-prescription controlled substances (marijuana,

cocaine, amphetamines and barbiturates), apparatus used for the administration of controlled substances (alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property). Students who carry or possess such items of contraband while in school, on school property, attending a school function or while representing the school are subject to school disciplinary action including the possibility of suspension or expulsion.

Members of the school administrative staff plus another adult may search the person's clothing and immediate possessions of students when they have reason to believe that the student is in possession of items of contraband. Except in emergency situations or when administrative staff members are not available, other school district staff members should not search the person or possessions of a student.

#### ***Student Dress Code***

Recommended guidelines dealing with students' clothing are an effort by the students and school to define the limits of clothing which we feel are acceptable for wear at the middle school. Conformity to an overly strict dress code is unrealistic and undesirable. However, it is felt that accepting some degree of conformity is a valuable School-to-Work learning experience. The guidelines which have been developed by a student committee and the administration are broad enough to allow a great deal of individual expression. It is the desire of the committee and the administration that all students cooperate with these recommendations.

Shoes must be worn by students at all times while in the school building. Any clothing which can cause damage to the building or furniture is unacceptable. In general, students should not wear clothing or hairstyles that can be a health or safety hazard to themselves or others. Dress or grooming styles that could create a disruption of school and classroom order should not be worn or displayed. For example: pants worn below the belt line.

***Students who wear clothing that is offensive in nature to those around them, or students whose clothing contains vulgarities or obscenities, promotes or advertises alcohol, beer, drugs of any kind, or the symbolism connected with these products, is not allowed as school dress. You will be asked to change to suitable attire.***

Any article of clothing which is excessively revealing (low-cut or see through) or disruptive (halter tops, bare midriff and/or backs, cutoffs, short shorts (no shorter than 3 inch in-seam), running shorts, muscle shirts, undershirts, etc.) is considered improper. Also, sponsors of school activities reserve the right to ask for modes of behavior, citizenship, and dress above that of this dress code when sponsoring and coaching said activities.

Revised by students and staff May  
2005

***Parents Please Note:*** Chains clipped to wallets or belt loops can damage or get hooked on furniture and are therefore not allowed in our building.

#### ***Use Of Student Records***

The following information may be released to the public in regard to any individual student of the Spencer District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

- Name, address, telephone listing, date and place of birth, 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, and other similar information.

#### ***Lost and Found***

Students who have lost any article may inquire at the office to see if the article has been turned in. Should you find an article, you are requested to turn it into the office immediately. Items which are not claimed will be given to charitable organizations by the end of June.

***Parent Please Note:*** The lost and found is located by the main office. Our office closes for the summer the end of June.

#### ***School Insurance***

School insurance is made available by an insurance company selected each year by the school administration. The Iowa Athletic Association states that all athletes should have insurance to participate. This insurance may be either school time insurance or accident insurance purchased by your parents for you.

Any pupil who plans to take part in any sport must turn in an insurance questionnaire form before you can take part in any practices.

#### ***Lunch Period***

The middle school has a closed lunch period. This means that all students must eat their noon lunches at school in the cafeteria only. ***Students may purchase hot lunch or bring a sack lunch. Facilities cannot be provided for potluck dinners, nor should students ask that commercial fast food be brought in.*** Students may bring treats on special occasions if they are kept at their table.

### ***Hot Lunch Program***

Students may place money in their hot lunch account in the morning. A warning is given at any time a student's account shows around \$2.00.

- Students who eat hot lunch are provided with a carton of milk daily and all other students may purchase milk if they desire.
- Students may buy a second lunch if they finish their first lunch by simply going through the line again.

***Parents Please Note:*** Student accounts need to be current at the end of the year. Any money in their account here will automatically be transferred to the high school for use the following year.

### ***Supervised Study***

Study halls are scheduled to provide you with a place to prepare your lessons. Students assigned to their Supervised Study Hall will report in the same manner as classes.

### ***Parties***

The advisor of a homebase may organize activities on special occasions such as Christmas, the end of the year, or on other days they see fit. These activities are to be kept in the homebase room and under the direction of the homebase teacher.

All special social functions not related to a homebase activity must be approved by the principal and are for Spencer Middle School students only.

### ***Gum***

Gum will not be permitted at the middle school.

### ***Textbooks***

The school furnishes textbooks to all pupils for which a rental fee is charged. Reasonable wear and tear will occur, however, every textbook issued to a pupil should have a book cover. Pupils losing books will be asked to pay for them based upon the book's "depreciated" value. Fines will be assessed on damaged books.

### ***Visitors***

Parents, adult guardians, and grandparents are always welcome to visit classes. Prior arrangements with the office for such visits are requested. Friends and relatives wishing to visit must present a note from your parents **and** your guests' parents to the Principal at least one (1) day prior to the desired visit. The length of stay will be determined by the Principal in accordance with the day's events and activities.

***Parents please note:*** Due to class and classroom sizes, it is important that we are notified at least one day in advance should your child want to bring a friend or relative to school.

### ***Physical Education***

The physical education program gives each student the opportunity to participate in physical activities that will

result in improving the student physically, mentally and socially. By state law each student is required to take part in physical education unless physically unable. Any student who needs to miss one physical education class must bring a written note from a parent explaining why it is necessary to miss class. If a student must miss more than one physical education class, he/she must have a note from the family doctor to be excused from class. All written excuses to miss a class must be brought to the main office to be approved. These excuses are all kept on file by the instructor.

The school provides you with your own locker and combination lock. It is your responsibility to keep your locker locked and your gym clothes properly marked. The school is not responsible for lost or stolen items. The school will, however, try to help you recover any missing items.

### ***Snowballing***

Pupils are asked not to participate in snowballing in the immediate vicinity of the school. Offenders will be subject to disciplinary action by the principal.

### ***Fire and Tornado Drills***

Fire and tornado drills are held periodically. Each teacher will explain the exit procedure for their respective classroom when the alarm sounds. It is important that there be NO talking when a drill is in progress. This is very important so that verbal directions by a teacher can be heard.

The signal for a fire drill will be a continuous beeping from the fire alarm speakers. The fire alarm signal may be given at any fire alarm station.

The signal for a disaster or tornado drill will be a 5 x 5 signal from the P.A. system. It will consist of five interrupted rings of the dismissal bell followed by a short pause and then five more short rings. Vocal commands may also be given through the intercom system. Alternate means of communication are available on each floor or level.

### ***Communicable Disease***

The Spencer School District's policy on communicable diseases, as it relates to Acquired Immune Deficiency Syndrome, Herpes Simplex and Cytomegalovirus, is on file in the middle school office and open to any and all parents or students.

This policy has been developed from the model policy and rules in Communicable Diseases and the Enrolled Student as published by the Department of Public Instruction in January of 1986.

### ***Educational Equity Policy***

It is the policy of the Spencer Community School not to illegally discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its

educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 601A of the Iowa Code.

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 for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this district to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries and grievances regarding compliance with Title IX, Title VI Section 504 or Section 601A may be directed to the Assistant Superintendent of Schools for Spencer Community Schools, 23 East 7th Street, Spencer, Iowa 51301, Phone number 712-262-8950; to the Director of Iowa Civil Rights Commission, Des Moines, Iowa ; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

#### ***Waiver Of Student Fees***

***Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or 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 principal's office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

#### ***Discrimination Grievance Procedures***

Any parent, student, or employee of the Spencer Community Schools shall have the right to file a formal complaint alleging non-compliance with regulations

outlined in Title VI of the 1964 Civil Rights Acts, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act 1973.

#### ***Level One -- Principal or Immediate Supervisor***

Any employee with a grievance of discrimination on the basis of sex, race, national origin, or disability may first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin, or disability may discuss it with his/her teacher, counselor or building administrator.

#### ***Level Two -- Title VI, Title IX and Section 504 Compliance Officer***

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

#### ***Level Three -- Title VI, Title IX and Section 504 Compliance Officer***

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent or his/her designee. The superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievance, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX, and Section 504 Compliance Officer: Assistant Superintendent, P.O. Box 200, 23 East 7th Street, Spencer, IA 51301; Phone: 712-262-8950; office hours 8:00 A.M. to 5:00 P.M. (Monday through Friday).

### ***Allegations Of Abuse Of Students By School Employees***

It is the policy of the Spencer Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of the Spencer Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations of any allegations and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The Spencer Community School District has appointed a level-one investigator and alternates, and has arranged for a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternates will be provided training in the conducting of an investigation. The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

*Level-One Investigator:* Pat Quinn (262-1700) *Level-One Alternates:* Margaret Nicks, nurse (262-1700) and Sue Leuer, middle school at risk coordinator (262-3345)

### ***Human Growth and Development***

The Spencer Community School District provides K-12 instruction on human growth and development including instruction on the following topics in accordance with the Iowa Department of Education: human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome (AIDS).

The human growth and development topics are incorporated into the district's K-12 health curriculum, science curriculum, and family and consumer science curriculum. Information about the human growth and development curriculum and procedures used for inspecting and reviewing the instructional materials are available upon request.

Pupils shall not be required to take instruction in human growth and development topics if the pupil's parent or guardian files a written request with the building principal. Forms for this purpose are available at the Central Administrative Office

### ***Dangerous Objects***

The principal or his/her designee must use discretion and in many times immediate decisions are a result of students bringing dangerous objects to school. Objects such as guns, explosives, certain chemicals, knives, etc. are included in the dangerous category list. Any objects capable of causing death or serious injury may be categorized dangerous weapons as determined by administrators and staff.

### ***Dangerous Objects Other Than Guns***

The following actions shall be carried out by the administration when a student brings a dangerous object on to the school premises or transportation system.

1. The object shall be confiscated.
2. The student's parents and/or guardians are to be informed.
3. The police department may be notified to pick up the object and conduct an investigation.
4. The student may be removed from school until such time as the police department and/or the school has completed its investigation.
5. Psychiatric and/or psychological reports may be requested prior to the student's return to school.
6. A recommendation for expulsion may result depending upon the severity of the situation.
7. Notify legal counsel of circumstances and possible litigation if appropriate.

### ***Guns***

The following actions shall be carried out by the administration when the student brings a gun to the school premises or transportation system.

1. The gun shall be confiscated.
2. The student's parents and/or guardians are to be informed.
3. The police department shall be notified to pick up the gun and conduct an investigation.
4. Legal counsel shall be notified of the circumstances and possible litigation.
5. The student shall be removed from school until such time as the police department and the school has completed its investigation and the reports have been reviewed with the assistant superintendent and the superintendent.
6. The student shall be expelled from school for a period of one year from the date of the incident unless the investigation would prove that other action should be taken.

### ***Harassment***

#### **Sexual Harassment**

All members of the Spencer Community School District, including, but not necessarily limited to, the Board, administration, faculty, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board Policy 502.10.

Sexual harassment involving students or staff means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or

- demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Violations of this policy by students will be cause for disciplinary action up to and including suspension and expulsion. School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing sexual harassment within the school setting.

### **Student-To-Student Harassment**

Harassment of students by other students will not be tolerated in the school district and is a violation of Board Policy 502.10. Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students. Student-to-student harassment may include, but is not limited to, the following:

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats
- demeaning jokes, stories, or activities directed at the student
- hazing activities

Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including suspension and expulsion.

### **Harassment Investigation Procedures**

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 does not stop, or the student does not feel comfortable confronting the harasser, the student should:

- tell a teacher, counselor, or principal; and
- write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
  - what, when, and where it happened
  - who was involved
  - exactly what was said or what the harasser did
  - witness to the harassment

### **General Information**

- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students

alleging harassment.

Points to remember in the investigation:

- Evidence uncovered in the investigation is confidential.
- Complaints will 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.

### ***Compliance with Rules of the Asbestos Hazardous Emergency Response Act***

We are by law required to notify occupants of our buildings about the existence of friable and non-friable asbestos in the buildings. The district has had the buildings inspected and has received a management plan from the Institute of Environmental Assessment in Anoka, Minnesota. The district implemented the plan prior to the July 1989 AHERA deadline.

The management plan indicates the location, condition, and response act to minimize the exposure of asbestos to the building occupants. This building's plan is available to the public at the building site or at the superintendent's office. If you have any questions, please call our Assistant Superintendent at 262-8950.

### ***Internet Permission***

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time unless there are classroom projects requiring access. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- 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. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail, so private messages should not be sent.

- b. Delete unwanted messages immediately.
- c. Use of objectionable language is prohibited.
- d. Always sign messages.
- e. Always acknowledge receipt of a document or file.

**Parents Please Note:** Hot mail and chat rooms are Internet sites which are off limits to all students. Again, this is for your child's own protection.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact the Spencer Community Schools Central Office at 712-262-8950.

#### *Administration of Medications*

**Board policy states:** No medication shall be given by unauthorized personnel at any school in the district, except as provided by the written prescription of the physician and the written permission of the parent or guardian of the student receiving the medication.

In the few cases that it may be necessary for a student to have medication at school, the following must exist:

- A. **Medication must be in the original container from the pharmacy.** If requested, the local pharmacies will provide for you a second prescription bottle for use during school hours.
- B. **Over-the-counter medication must be in the original container.** The RN may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the child (i.e. should the dose requested by the parent not agree with the dose recommended on the container).
- C. **Parents must give written authorization for the administration of the medication, over-the-counter or prescription.**
- D. The administrator of the medication must be a school nurse or other authorized person.

If a medication is brought to school:

- A. It should be given to the teacher, secretary, or nurse upon the student's arrival at school.
- B. *No medication is to be kept by elementary or middle school students in their lockers, desks, or on their persons.*
- C. Any elementary student who is carrying on his/her person an over-the-counter medication must notify the nurse. Parents must provide written permission for the child to carry the medication.

Revised: August 1996

#### ***Open Enrollment Notification For the 2005-2006 School Year***

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

**January 1, 2005** -- Last date for regular open enrollment requests for the 2005-2006 school year.

**June 30, 2005** -- Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2005-2006 school year.

## *Girls and Boys Town Social (Life) Skills*

- # 1 Following Instructions**
1. Look at the person.
  2. Say 'Okay'.
  3. Do what you've been asked right away.
  4. Check back.
- # 2 Accepting Criticism or a Consequence**
1. Look at the person.
  2. Say 'Okay'.
  3. Stay calm.
- # 3 Accepting 'No' for an Answer**
1. Look at the person.
  2. Say 'Okay'.
  3. Stay calm.
  4. If you disagree, ask later.
- # 4 Greeting Others**
1. Look at the person.
  2. Use a pleasant voice.
  3. Say 'Hi' or 'Hello'.
- # 5 Getting the Teacher's Attention**
1. Look at the teacher.
  2. Raise your hand and stay calm.
  3. Wait until the teacher says your name.
  4. Ask your question.
- # 6 Disagreeing Appropriately**
1. Look at the person.
  2. Use a pleasant voice..
  3. Tell why you feel differently.
  4. Give a reason.
  5. Listen to the other person.
- # 7 Making an Apology**
1. Look at the person.
  2. Use a serious, sincere voice.
  3. Say 'I'm sorry for...' or 'I want to apologize for...'
  4. Explain how you plan to do better in the future.
  5. Say 'Thanks for listening'.
- #8 Accepting Compliments**
1. Look at the person.
  2. Use a pleasant voice.
  3. Say 'Thank you.'
- #9 Having a Conversation**
1. Look at the person.
  2. Use a pleasant voice.
  3. Listen to what the other person says.
  4. When there is a break in the conversation, ask a question or share your thoughts.
- #10 Asking for Help**
1. Look at the person.
  2. Ask the person if they have time to help you.
  3. Clearly explain the kind of help that you need.
  4. Thank the person for helping.
- #11 Asking Permission**
1. Look at the person.
  2. Use a calm and pleasant voice.
  3. Say 'May I...'
  4. Accept the answer calmly.
- #12 Staying on Task**
1. Look at your task or assignment.
  2. Think about the steps needed to complete the task.
  3. Focus all of your attention on the task.
  4. Stop working only when instructed.
  5. Ignore distractions and interruptions from others.
- #13 Sharing Something**
1. Let the other person use the item first.
  2. Ask if you can use it later.
  3. When you get to use it, offer it back to the other person after you have used it.
- #14 Working with Others**
1. Identify the task to be completed
  2. Assign tasks to each person.
  3. Discuss ideas in a calm, quiet voice, and let everyone share their ideas.
  4. Work on tasks until completed.
- #15 Listening**
1. Look at the person who is talking and remain quiet.
  2. Wait until the person is through talking before you speak.
  3. Show that you heard the person by nodding your head, saying 'Okay,' 'That's interesting,' etc.
- #16 Appropriate Voice Tone**
1. Listen to the level of the voices around you.
  2. Change your voice to match.
  3. Watch and listen for visual or verbal cues, and adjust your voice as needed.