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INTRODUCTION

TO STUDENTS

The information in this handbook will acquaint you with the policies governing the Newell-Fonda High School. It is important that each student read and understand the contents of this booklet.

It is our goal to offer to the students at Newell-Fonda the best education possible. It is equally important for you the student to apply yourself to the fullest. It is important you understand that what you get out of school is directly related to what you put into it. The skills you acquire here will be a big asset throughout your life. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations and convert every challenge into an opportunity. Enjoy your days in school, but work hard. A good education is being offered, work hard and it's yours. . . for the rest of your life.

THE PARENTS

You know that you cannot confidently launch your children into today's world unless they are of strong character and well educated in the use of language, science, and mathematics. They must also seize the opportunity to become a well-rounded student by exploring subjects like business, agriculture, history, industrial arts, music, and foreign languages just to name a few. Through this exploration, they will hopefully gain a deep respect for intelligence, achievement, and learning.

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first steps. But, your right to a proper education for your children carries a double responsibility. As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor and to emulate. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says "let it slide"; monitor your child's study, encourage good study habits; encourage your child to take more demanding rather than less demanding courses; nurture your child's curiosity, creativity and confidence; and be an active participant in the work of the schools.

PRINCIPAL'S COMMENTS

I believe your student will receive an excellent education at Newell-Fonda CSD. As a school community, we have worked diligently to provide as many learning opportunities as possible for your student to ensure he/she will be well prepared for life after high school. Our school community values creativity, communication, professionalism, relationships, and respect, and we work to incorporate these values into our daily interactions with the students of Newell-Fonda High School.

It is the school's goal to create information seekers, analyzers, and evaluators. We also want our students to be problem solvers, decision makers, communicators, collaborators, publishers, and producers. We shall continuously strive to meet this goal. We welcome your involvement in this venture, and we especially invite parents and other patrons to visit our school and discuss issues with us.

It is also the goal of the staff and the administration that every child succeeds. We look forward to working with your student and will work hard to ensure that he/she is a contributing member of society. I am definitely looking forward to an outstanding school year! Please feel free to contact me if you have questions or concerns.

Sincerely,

Mynn Coppock

Newell-Fonda High School Principal

This school does not discriminate on the basis of sex in the educational program or activities, which it operates.

AFFIRMATIVE ACTION COORDINATOR

The Board of Education of the Newell-Fonda Community School District has appointed Alynn Coppock, as the District's Affirmative Action Coordinator. The office is located at the Newell-Fonda Community School, 205 Clark Street, Newell, Iowa 50568. Telephone: 712-272-3324

The coordinator may be called upon for the following:

- . to provide technical assistance to the administration and Board members
- . to provide program development services related to non-discrimination
- . to provide training to service delivery staff and others regarding legislation
- . to provide information services to students and staff
- . to administer grievance procedures
- . to develop and administer record keeping systems related to various aspects of civil rights compliance
- . to develop and administer equity compliance evaluation and monitoring systems
- . to work with the curriculum director in developing and monitoring MCGF fair curriculum efforts
- . to develop and monitor equal employment opportunity and affirmative action efforts
- . to maintain records of Affirmative Action Advisory Committee meetings, information gathered, and efforts made to carry out the goals of the plan

ASBESTOS NOTICE TO PARENTS, STUDENTS, AND EMPLOYEES

In accordance with EPA regulations, the Newell-Fonda Community School has been inspected for friable (easily crumbled) materials, which contain asbestos. Friable asbestos-containing material may cause health problems.

An asbestos management plan has been adopted that identifies areas of asbestos containing materials in the school buildings.

It is important to note that not all friable asbestos-containing material need be removed from the school. Once such material has been identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

In the Newell-Fonda Community School much of the asbestos-containing material has been encapsulated and is no longer exposed. Encapsulation, when done properly, is an acceptable way of containing asbestos fibers according to E.P.A. guidelines. In addition, a substantial amount of asbestos containing material has been removed.

A record of the inspection, a diagram of the locations of the friable asbestos-containing materials, and a copy of relevant E.P.A. regulations are available in the Superintendent's Office of the Newell-Fonda Community School. For further information, interested persons should call 1-800-424-9065 (Washington, D.C.).

CHILD ABUSE REPORTING

The board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the high school principal, who shall be the alternate designated investigator for such complaints.

Complaints reported to a designated investigator shall be handled by the designated investigator in a timely manner, and no later than five days. Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing and to the student's parent or guardian if different from the person filing. In cases where a complaint has been filed against a school employee, the school employee named in the report shall receive a copy of the report at the time the employee is initially interviewed by any investigator. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

If, in the opinion of the designated investigator, the complaint is unfounded and further investigation is not warranted, the designated investigator shall file a written report with the person making the complaint and the student's parent or guardian if different than the person making the complaint, within fifteen days after receiving the complaint. In cases where a complaint has been filed against a school district employee, the designated investigator shall also give a copy of the report to the employee.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to the designated level two investigator(s). In cases where a complaint has been filed against a school district employee, the designated investigator(s) shall give a copy of the investigative report to the employee's supervisor and document all action taken.

In cases of founded abuse involving a school district employee, upon receipt of the level two investigator's report, the designated investigator shall forward copies of the level two investigator's report to the student's parent or guardian, the person filing the complaint, if different from the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor.

In cases involving a school district employee and a student of the school district, a report must be filed with the Teacher Professional Practice Commission in proven cases of abuse. Counseling services for the student must be arranged upon the request of the parents. Compiled information regarding unproven cases shall not be placed in the employee's personnel file.

The designated investigator shall use prudent discretion in handling the information received and regarding an investigation of child abuse by a school district employee, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Persons found in violation of this policy will be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension or termination, or other sanction as determined appropriate by the board.

LEVEL ONE INVESTIGATOR

Name: Superintendent, Jeff Dicks

Office: Newell-Fonda CSD

Telephone Number: (712) 272-3324

Office Hours: 8:00-4:00

Alternate: Principal, Alynn Coppock/Principal, Dick Jungers

Office: Newell-Fonda CSD

Telephone Number: (712) 272-3324

Office Hours: 8:00-4:00

LEVEL TWO INVESTIGATOR

Name: Buena Vista County Sheriff

Office: Buena Vista County Court House

Telephone Number: (712) 749-2530

Office Hours: 24 hours daily - Monday through Sunday

EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the Newell-Fonda Community School not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

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 age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. 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.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Alynn Coppock, Newell-Fonda Community School, Newell, Iowa, Phone (712) 272-3324 or to the Office for Civil Rights , US Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204.

**EDUCATIONAL PHILOSOPHY - SERIES 100
TITLE VI, TITLE IX, AND SECTION 504 GRIEVANCE PROCEDURES**

Any student, parent, or employee of the Newell-Fonda Community School shall have the right to file a formal complaint alleging non-compliance with regulations outline in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

Level One - Principal or Immediate Supervisor

Any employee or parent with a grievance of discrimination on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status may discuss it with his/her teacher, counselor building administrator, or Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at level one and the employee 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 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 that 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 within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent

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 grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer

NAME	Alynn Coppock
OFFICE ADDRESS	Newell-Fonda Community School
PHONE NUMBER	(712) 272-3324
OFFICE HOURS	8:00 a.m. - 4:00 p.m. Monday through Friday

GRADUATION REQUIREMENTS

In order to receive a Newell-Fonda High School diploma, a student must successfully meet all credit and course requirements defined by the School Board.

The class of 2016 must earn a minimum of 49 credits to graduate.

All students must take **at least six full-time** subjects each semester, excluding Physical Education. At least five of the six must be from academic areas.

In addition, the following subjects must be completed with at least a passing mark:

English	8 credits
Math	6 credits
Science	6 credits
History	6 credits
Physical Education	4 credits
Freshmen Seminar	1 credit
Personal Finance	1 credit
Electives	17 credits

Students receive:

- One credit per semester for full time classes
- One credit per year for Physical Education
- One credit for Driver's Education

It is the student's responsibility to see that these requirements are met. It is advised that you work closely with your counselor and/or principal to assure that your academic program does, in fact, qualify you for graduation.

For a student to graduate from Newell-Fonda Community School he/she must attend at least one semester at Newell-Fonda, that being the semester preceding graduation. Credit earned will only be accepted from accredited schools.

ADD/DROP POLICY

Students will have 5 days from the beginning of each semester to add or drop a class. In order for a student to change a class, parent, teacher, and student signatures are required. Students will not be allowed to drop year-long classes at semester.

EARLY GRADUATION

Students may graduate prior to the completion of 12th grade if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled. Students who graduate early may participate in May commencement exercises if they choose to do so. In such cases, the student must have the approval of the board and a recommendation by the superintendent and principal.

EDUCATIONAL PROGRAM-SERIES 600

Policy Title: VOCATIONAL EDUCATION POLICY STATEMENT Code No. 601.4

It is the policy of the Newell-Fonda Community School that all vocational programs of the school will be offered without regard to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Vocational offerings of the Newell-Fonda Community School include:

Business Education
Freshmen Seminar
Intro to Business
Photoshop
Web Design

Introduction to Accounting
Sports Management
Multimedia Productions 1 & 2
Personal Finance
Everyday Law
Human Relations

Family Consumer Science

Freshmen Seminar
Foods & Nutrition
Advanced Foods & Nutrition
Child Growth and Development
Early Childhood Education
Fashion Design
Advanced Fashion Design
Interior Design
Family Living
Health and Life Management

Industrial Tech

Freshmen Seminar
General Tech
Cabinetmaking
Construction
Metals
Auto-Body Repair
Basic Electricity
Small Engines
Welding

Agriculture Science Education

Freshmen Seminar
Introduction to Agriculture, Food, & Natural Resources
Animal Science
Landscaping & Turfgrass Management
Fish, Forestry, and Wildlife
Vet Science
Ag Leadership
Survey of Animal Science Industry
Plant Technology
Principles of Crop Production
Intro to Agriculture Business
Agriculture Occupation Early Experience

Iowa Central Community College Programs

1. Building Trades
2. Cosmetology
3. Engine Mechanics I
4. Engine Mechanics II
5. Marketing
6. Health Occupations I
7. Health Occupations II
8. CISCO
9. Auto Body
10. CNA

Inquiries regarding vocational education compliance activities under Title VI, Title IX, and Section 5094 should be directed to the Alynn Coppock, Newell-Fonda High School Principal, Newell, Iowa Phone (712) 272-3324.

RESPONSE TO INTERVENTION

Any staff member can refer any student experiencing difficulty in his/her classes to the Response to Intervention Team. After a referral has been made, the principal will work with the student's guidance

counselor, teachers, and parents to develop a measurable accommodation plan to help increase the likelihood for academic success. This action plan will be frequently reviewed and updated.

SPECIAL EDUCATION/504

The special education staff provides a full range of instructional and support services to students in accordance with their individual educational plans. Generally, all special education students receive their primary services through the “inclusion model.” Support services may include study and organization skills, appropriate modifications in the regular education program, reinforcement and re-teaching of basic skills and behavior management strategies. Goals for all students may include growth in personal, social, emotional, and academic development, awareness and acquisition of positive work attitudes and skills, improvement in the abilities to work independently and cooperatively, and successful transition from high school to post-secondary education and/or work. Any questions should be directed to the Special Education Staff.

Any questions about 504’s should be directed to the High School Guidance Counselor.

FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school premises or under the jurisdiction of the school district, or as part of a school-sponsored activity may be attributed to the school; therefore student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an education purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures

NOTIFICATION OF RIGHTS UNDER FERPA

The family Educational Rights and privacy Act (FERPA) affords parent and students over 18 years of age (eligible student’s) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want to change and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights 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 school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education

400 Maryland Avenue, SW
Washington DC 20202-4605
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

Family Educational Rights and Privacy Act (FERPA) **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires education records. However, Newell-Fonda Community School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information from your child's education records in certain school publications. Examples:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition list
- Graduation programs; and
- Sports activities sheets, such as football, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. 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 numbers - unless parents have advised the LEA that they do not want their students information disclosed with out prior written consent.

If you do not want Newell-Fonda Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually. Newell-Fonda Community School has designated the following information as directory information; Student Name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended.

Code No. 104.2

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;

- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

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

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

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

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

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

The board will annually publish this policy and a copy shall be made to any person at the central administrative office at 205 S. Clark Street, Newell, IA.. The policy may be publicized by the following means:

- Inclusion in the student handbook

- Inclusion in the employee handbook
- Inclusion in the registration materials

***Anti-Bullying/Harassment Complaint form found at the end of this Handbook and in all main offices.**

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the certificated personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level.

If the complaint cannot be resolved by the teacher, the student may discuss the matter with the principal within a reasonable time. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within a reasonable time after speaking with the principal.

If the superintendent cannot satisfactorily resolve the matter, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

STUDENT CONDUCT

Inappropriate student conduct cause material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of student, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participation; conduct that is violent or destructive, 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally pointing a firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities. A restriction from activities will not exceed ninety days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Following suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension.

If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Other student conduct rules may be contained in the student handbooks which are adopted annually by the Board.

TOBACCO - ALCOHOL - DRUGS

The board prohibits the possession, the use, or being under the influence of beer or alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer or alcohol or controlled substances by students on school district property or at any activities sponsored by the school district (on or off school district property) or in vehicles used in the transportation of students. Tobacco products include cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco.

Violation of this policy will result in disciplinary action including possible suspension or expulsion. Use or purchase of cigarettes, tobacco, or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession or use of beer or alcohol, for those under legal age, and/or a controlled substance may be reported to the local law enforcement authorities. Possession or use of tobacco, alcohol, or drugs is also a violation of the Good Conduct Policy. Please see policy for consequences.

STUDENT HONORS

Students who have not attended accredited schools for all their high school years, and who have not attended Newell-Fonda High School full-time for the most recent two semesters, will not be eligible for valedictorian or salutatorian awards and scholarships given by the school.

Students dual-enrolled into extra-curricular activities will be eligible for honors and awards in those activities given by the school.

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 school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep the locker assigned to him/her clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect all or a random selection of lockers. An inspection shall either occur in the presence of the student whose locker is being inspected or the inspection shall be conducted in the presence of at least one other person. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Students must realize that the school is not responsible for personal property taken from lockers or locker rooms. It is recommended that no money or valuables be left in lockers or locker rooms.

All students will be provided with a means of locking their locker. Combination padlocks will be provided with a \$1.00 deposit fee. This fee will be refunded at the end of the year when the padlock is returned in good condition. Any problem with a lock or locker should be reported to the office immediately. The school district is not responsible for student's personal belongings, including Band Instruments.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. A reasonable suspicion may be formed by considering such factors as an eyewitness observation by employees, information received by a reliable source, suspicious behavior by the student, or the student's past history and school record (although this factor alone is not sufficient to provided the basis for reasonable suspicion).

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be grounds or reporting to local law enforcement officials.

Illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises or property within the jurisdiction of the school district.

TRANSFER STUDENTS

The superintendent and high school principal shall determine the amount of high school credits to be transferred. The school district will not accept high school credits or grades from a non-accredited school.

WEAPONS

Weapons, other dangerous objects, and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons, other dangerous objects, and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon that is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

HOMELESS CHILDREN AND YOUTH

The District shall make reasonable efforts to identify homeless children youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as it provided to other children and youth. Please contact the school nurse with any questions.

BUS DISCIPLINE POLICY

The Bus driver's job is to transport students safely from one point to another. This cannot be done when students are disorderly or acting in an unacceptable manner. Some examples of unacceptable behavior might be swearing, fighting, obscene gestures, opening emergency door, tearing seats, insubordinate towards the driver, hands or arms out of windows, standing on seats, moving from seat to seat and making excessive noise.

By law, any student causing a disturbance on a school bus may be suspended from riding that bus permanently. The following disciplinary procedure will be followed by the Newell-Fonda High School.

1. First Offense - Warning by bus driver, parent notified or called by Principal.
2. Second Offense - 1-5 day suspension from bus. Parent notified by Principal.
3. Third Offense - 10 day suspension from bus. Parent notified by Principal
4. Fourth Offense - 30 days to rest of school year suspension from bus. Parent notified by Principal.

Depending on the seriousness of the violation, the Principal may find it necessary at times to deviate from the specific order of discipline procedure to either shorten or extend the bus suspension.

BUS VIDEO CAMERAS

The Newell-Fonda Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be treated accordingly. Videotapes will only be retained if necessary for use in student disciplinary proceedings or other matters as determined necessary by the administration.

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

STUDENT COUNCIL 2015-2016

STUDENT COUNCIL PRESIDENTNate Jesse

STUDENT COUNCIL VICE-PRESIDENTKendra Sifuentes

12th Grade

President	Jordan Wilken
Vice-President	Abby Smith
Representative	Maddi Morenz

11th Grade

President	Carli Grau
Vice-President	Kate Christiansen
Representative	Kate Imming
Representative	Tiffany Foley

10th Grade

President	Jake Davis
Vice-President	Jesse Haack
Representative	Jacob Carlson
Representative	Jenna Coppock

9th Grade

President	Haley Snedeker
Vice-President	Michael Melohn
Representative	Cole Craft
Representative	RJ Rojas

ADVISORY PROGRAM

The purpose of this program is to create a more personalized learning environment where all students are well known by at least one adult. Moreover, it will help provide a structure and a set of practices for monitoring and supporting students' academic progress and college and career readiness throughout their high school career. All students will meet with an advisory teacher one time a week.

CONDUCT AT SCHOOL ACTIVITIES

Students are asked to conduct themselves as young adults at all school activities whether at Newell-Fonda or away from home. Remember that at these events, you not only represent our school, but also yourself, your family, and your community.

Inappropriate behavior would include such things as excessive shouting, talking, laughing, booing or catcalls, swearing and other actions that would disrupt the activity and show poor taste. Offenders will have the Discipline Policy applied.

CLASSROOM – FOOD AND DRINK

Students will not be allowed to eat in the high school classrooms (except study hall), unless given special permission by the classroom teacher or unless a student has extenuating medical reasons.

All beverages will be allowed in the classroom as long as they are in compliance with the "Heathy KidAct" for Iowa (except milk) and are in transparent, spill-proof cups or bottles.

Drinks such as regular or diet sodas, coffee/tea/hot chocolate, energy drinks, lemonade, or milk are not allowed in classrooms.

Teachers have the discretion to change/modify this rule at any time for reasons such as safety, garbage, spills, individual behavior etc.

DAILY ANNOUNCEMENTS

Announcements will be made each day via the School Web Page by 9:00 a.m. each day. Only announcements approved by the administration will be added.

School related announcements should be in writing and approved by 8:25 a.m. to make the morning posting. ALL ANNOUNCEMENTS SHOULD BE DATED.

Announcements concerning activity groups should be signed by the sponsor. Announcements concerning non-school events will normally not be added, but notices of this type may be posted on the bulletin board outside the high school office.

DAILY SCHEDULE

1. Students are not to be in the school before 8:00 or after 3:35 unless they are involved in a school sponsored activity or have an appointment with a staff member.
2. Classes will begin at 8:30 a.m. and end at 3:15 p.m. The high school will follow this schedule:

Regular Schedule:

- 1 - 8:30 - 9:14
- 2 - 9:17 – 10:02
- 3 - 10:05 – 10:49
- 4 - 10:52 – 11:36
- 5 - 11:39 - 12:27
- Lunch- - 12:27 – 12:52
- 6 - 12:55 - 1:39
- 7 - 1:42 - 2:26
- 8 - 2:29 - 3:15

Friday's Advisory Schedule:

- 1 - 8:30 - 9:14
- 2 - 9:17 – 10:02
- 3 - 10:05 – 10:49
- 4 - 10:52 – 11:36
- 5 - 11:39 - 12:27
- Lunch- - 12:27 – 12:52
- Advisory - 12:55-1:15
- 6 - 1:18 - 1:55
- 7 - 1:58 - 2:35
- 8 - 2:38 - 3:15

2 Hour Late Start Schedule:

- 1 - 10:30 - 10:50
- 2 - 10:53 - 11:13
- 3 - 11:16 - 11:36
- 4 - 11:39 - 11:59
- 5 - 12:02 - Lunch Release
- 6 - 8 - Regular Times

1:15 Dismissal Schedule:

- 1 - 8:30-8:59
- 2 - 9:02-9:31
- 3 - 9:34-10:03
- 4 - 10:06-10:35
- 5 - 10:38-11:07
- 6 - 11:10-11:44
- 7 - 11:47- Lunch Release
- 8 - 12:55-1:15

DAMAGE TO SCHOOL PROPERTY

Students who damage or destroy school property (this includes laptops) shall be expected to repair, replace, or pay for it as the damage dictates. Failure to do so may result in some other form of discipline.

DISASTER-EMERGENCY EVACUATION PROCEDURE

Superintendent/Principal/Designee:

- . Call 911, if necessary.
- . Issue evacuation procedure.
- . Determine if students and staff should be evacuated outside of building or to emergency shelters.
- . Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
- . Close all windows and doors.
- . Designated Staff will take emergency hand-held radios.

Staff:

- . Direct students to follow normal fire drill procedures unless principal alters route.
- . Take class roster.
- . Close classroom windows, door and turn out lights.
- . When outside building, account for all students. Inform principal immediately if missing any student(s).
- . If students are evacuated to emergency shelter, stay with class. Take roll again when you arrive at emergency shelter.
- . K-4 students and Staff will evacuate to St. Peter's Lutheran Church using their designated emergency exits. The teachers will supervise moving the students to the church and take attendance.
- . Grades 5-12 and Staff will immediately walk to the Allee Building on Main Street using their designated emergency exits. High School Staff will supervise the transition with class sponsor's being responsible for grade level. When all students have entered the building, roll will be taken.
- . Teacher Associates will be responsible for the evacuation of students with special needs that would impair them from taking shelter. Staff will offer assistance if needed.
- . Students and staff will stay in the safe area until the ALL CLEAR is given by administration, fire or police personnel.
- . Students will only be allowed to leave emergency shelters with their parents or with a teacher.
- . The SUPERINTENDENT will be the spokesperson for any media. Channel all questions and statements to the Superintendent.

Secretary:

- . The PK-4 Secretary/Designated Staff will bring class rosters and the blue emergency bag to the church.
- . The High School Secretary/Designated Staff will bring the key, class roster and the blue emergency bag to the Allee Building.

LOCATION OF EXIT ROUTE POSTS

Each office, classroom and work area in the building will have a poster that clearly explains the exit route and exit door to use in case of a fire emergency.

LOCATION OF FIRE ALARMS AND THEIR USE

Fire alarms are located at either end of each hallway in the building. Our alarms are the pull-down type. Pulling the switch on the front of the alarm automatically activates the siren, which is a continuous horn.

LOCATION OF FIRE EXTINGUISHER

Each main hallway in the building has a fire extinguisher clearly marked with a sign. In addition there is a fire extinguisher in the art room, Family Consumer Science room, Industrial Tech, Shop, kitchen and custodian's room.

DISASTER-FIRE EVACUATION PROCEDURES

- Pull fire alarm. The warning will be a continuous sounding of a horn.
- Notify the office of the location of the fire.
- The office will call 911 to notify the fire department.
- Follow normal fire drill route. Use alternate route if normal route is too dangerous.
- Evacuate students and staff to a safe distance outside of building.
- Teachers will take class roster.
- Designated staff will take hand-held radios & emergency bags (if possible).
- Upon reaching safety, check and account for all students in your class.
- Once outside, the Principal/Designee may move students to other areas/buildings if weather is inclement or school building is damaged.
- Superintendent will be notified as soon as possible.
- Students and staff will stay in the "safe area" until the ALL CLEAR is given by administration, fire or police personnel.
- The SUPERINTENDENT will be the spokesperson for any media. Channel all questions and statements to the Superintendent. Superintendent will report incident to State Fire Marshal.

GRADE	PRIMARY EXIT	ALTERNATE EXIT
Rooms 1 & 2 (Kindergarten)	Out Main entrance facing West	Out fire window in room
Rooms 4 & 5 (1st Grade)	Out Main entrance facing West	East door of room, then right out South hall door.
Room 3 (TK)	Out Main entrance facing West	Out fire window in room
Room 6 (Preschool)	Out Main entrance facing West	East door of room, then out South hall door
Nurse's Office	Out door, turn right, out main entrance	Out door, across hall to fire window
Room 125 (Book room/AEA)	Down main stairs out center front doors	Turn right, down stairs, turn right, out main doors by main office
Rooms 126, 127, 128, 129 (Elem Art, Special Ed Music, MS/Elem Office, PE office)	Down main stairs out center front doors.	Down stairs to small gym, out front gym doors

Rooms 135-139 (2nd, 3rd, Elem Title)	Down main stairs out center front doors	Fire Escape Hallway
Competition Gym	Out East doors in Commons	Out North exit
Small Gym	Out West front doors	Out weight room doors
Practice Gym	Out main doors by main office	Through media center, turn left then right out commons doors
MS Boys Shower	Up stairs and straight out North doors	West exit
MS Girls Shower	Same as if in small gym	Same as if in small gym
FCS Room	Out main front doors facing West	Out fire window or room
Band Room	Out main front doors	Out fire window of room
HS Boys Shower	Out North gym exit	Out South exit
HS Girls Shower	Out into hall, left to exit	Out North exit facing South
Rooms 315, 316, 317, 318 (ELL, SS, 5th)	Down East stairs and out South doors in Commons	Down hall, down West end stairs, through new Commons & out main office doors
Rooms 311, 312, 313, 314 (TAG, Success Center, 4th)	Down West end stairs and out South doors in Commons	Down hall, down West end stairs through new Commons & out main office doors
Room 308, 306, 304, 302 (Clay, Spec Ed, SH, Guidance)	Out of room, turn right down hall, out South doors in Commons.	Out of room, turn left, out new commons & then main doors
Rooms 303, 301 (Art, Psych/Soc, Teacher Workroom, CNA)	Out of room, turn left down out South doors of Commons	Out of room, turn right, out new Commons & then out main doors
Rooms 105 & 106 (History/Business)	Out of room, turn right, out East doors in Commons	Out of room, turn left, out South doors in Commons
Rooms 101 & 102 (Spanish/English)	Out of room, turn left, out East doors in Commons	Out of room, turn right, out South doors in Commons
Lunch Room	Out South or East doors of Commons	Out South or East doors of Commons
Rooms 129 & 130 (Shop)	Out doors, turn left, out South stairwell exit	Out doors, turn right, out East stairwell exit
Rooms 132 & 133 (HS English, HS Math)	Out doors, turn right, out East stairwell exit	Out doors, turn left, out South stairwell exit
Rooms 125, 122 (HS Science)	Out doors, turn left, out East stairwell exit	Out doors, turn right, out South stairwell exit

Room 126 (Ag)	Out doors, turn right, out South stairwell exit	Out doors, turn left, out East stairwell exit
Room 214 (MS Spec Ed)	Out doors, turn left, out South stairwell exit	Out doors, turn right, out East stairwell exit
Room 211, 210, 209 (MS Math, English)	Out doors, turn right, out South stairwell exit	Out doors, turn left, out East stairwell exit
Rooms 208, 207 (MS SS, English)	Out doors, out East stairwell exit	Out doors, turn right, out South stairwell exit
Room 215	Out doors, turn right, out East stairwell exit	Out doors, turn left, out South stairwell exit
Library	Out new Commons & main entrance	Out East end of library, turn left, then out Commons doors
Weight Room	Out either exit	Out either exit

DISASTER-TORNADO AND EMERGENCY ALERT PROCEDURES

If Tornado **WATCH** has been issued in an area near school:

Office:

- Monitor weather alerts via county communications.

Staff:

- Mentally review tornado drill procedures and location of safe areas.
- Have class roster readily available.
- Designated staff have emergency hand-held radios, flashlights, and blue emergency bag readily available.

If Tornado **WARNING** has been issued in an area near school or tornado has been spotted near schools:

Warning System:

- Intermittent ringing of the bells or sounding of a foghorn.

Custodian:

- Shut off gas.

Principal/Staff:

- Move students and staff to safe designated areas.
- Take class roster.
- Designated staff take emergency hand-held radios, flashlights, and blue emergency bags if possible.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel or administration have issued an all-clear signal.
- Teacher Associates will be responsible for the evacuation of students with special needs that would impair them from taking shelter. Staff will offer assistance if needed.

Secretary/Designated Personnel:

- Bring class rosters & the blue emergency bag if possible.
- Elementary Students are to report to the small gym locker rooms.
- Middle School Students are to report to their designated location in either the high school locker rooms or the kitchen hallway.
- High School Students are to report to their designated location in either the commons bathrooms, high school locker rooms, or the kitchen hallway.

- Cooks, Custodians, and Secretaries are to go to their designated location in either the high school locker rooms or the kitchen hallway.

The SUPERINTENDENT will be the spokesperson for any media. Channel all questions and statements to the Superintendent.

DISCIPLINE

I. School Philosophy

The Newell-Fonda High School believes that acceptable student behavior is one of the most important ingredients in a successful school environment. Every effort will be made to maintain that environment wherever students are under the schools jurisdiction, whether it be in the school itself, on the school grounds, or while on any activity trip representing the school.

II. Forms of Discipline

Depending upon the seriousness of misbehavior or violation of school rules in any area of the school or while under the jurisdiction of the school, the student may face any of the following forms of discipline:

- A. Conference or Reprimand - The student's behavior problem may be discussed between the student and the staff member or among any combination of student, staff member, administrator, and parents to resolve the problem.
 - B. Detention
 - 1. Detention may be assigned as deemed appropriate by a teacher or administrator for misbehavior or violation of school rules.
 - 2. A detention report will be filled out whenever detention is assigned. One copy will be kept by the school and one will be mailed to the parents. The report will contain the date, nature of the problem, and the name of the staff member assigning the detention.
 - 3. Detentions may be required to be served with the individual staff member involved or in the general detention room.
 - 4. If a student skips detention, the detention will double.
 - 5. All detentions are 30 minutes and may be served before or after school.
 - 6. Accumulation of several detentions may lead to more serious discipline.
 - C. Loss of student privileges, such as student lounge, study hall check-out, or co-curricular activities.
 - D. Saturday School
 - E. In-school suspension
 - F. Suspension
 - G. Expulsion
- ### **III. Suspendible Offenses**
- A student may be suspended for violating any school rules including:

1. Smoking, chewing, or other use or possession of tobacco on school property, or at a school function.
2. The consumption or possession of alcoholic beverages on school property or at a school function.
3. The use or possession of any controlled substance on school property or at a school function.
4. The use of profanity or obscene gestures on school property or at a school function.
5. Profanity directed at a staff member or building administrator.
6. Disrespecting a staff member or building administrator.
7. Defacing, destruction, or deliberate damage to the school, its contents, or property.
8. Fighting or creating any potentially dangerous or unlawful conduct or action on school property or at a school function.
9. Threatening remarks or gestures made toward a staff member or administrator.
10. Insubordination and/or defiance of a reasonable request made by any staff member or administrator.
11. Truancy or an accumulation of other unexcused absences or tardies.
12. Leaving of a classroom while class is in session or leaving the school building during the school day (other than lunch time) without proper permission.
13. Any action to intentionally disrupt the classroom or school environment.
14. Repeated violations of everyday classroom rules.
15. Carrying of dangerous weapons
16. Any other reasons, which may be deemed necessary by the administration.

*In the event that any of the above offense is sanctioned a serious breach of the Student Handbook, Discipline Policy, Administrative rules of the District, or Iowa Criminal Code, may result in notification of authorities.

IN-SCHOOL/DETENTION EXPECTATIONS

Students will only be allowed to use computers for educational purposes. Students will not be able to play games, watch YouTube videos or any visit any other site that is not deemed educational. Students will not be able to listen to music. Students are expected to complete homework or read during this time.

APPEAL PROCESS

Disciplinary action may be appealed to the Superintendent. These appeals must be submitted in writing and must be made within 24 hours of notification of the disciplinary consequence. The appeal letter should summarize the incident being appealed, explicitly present the grounds for the appeal, as well as the desired outcome of the appeal.

STUDENT SUSPENSION AND EXPULSION PROCEDURES

- I. School Policy

The principals and persons in charge of attendance centers in the Newell-Fonda Community School District shall have the authority to suspend students temporarily. Upon recommendation of the superintendent, the board of directors, by a majority vote, may expel a student for a period of time not to exceed the end of the current school year. Due process shall be observed.
- II. Administrative Action
 - A. In-School Suspension
 1. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal or other person in charge of the attendance center for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
 2. The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not necessarily be limited to, written or

oral notice to the student of the allegations against him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than five (5) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents or legal guardian, the Superintendent and the President of the Board no later than the school day following the day in-school suspension was imposed.

B. Suspension

1. Suspension is the removal of a student from the school environment for periods of short duration.
2. A student may be suspended for up to ten school days by a principal or Other persons in charge of an attendance center for a 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. The principal or other person in charge of an attendance center may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student.
 - b. The basis in fact for the charges, and
 - c. The opportunity to respond to those charges.
3. Should the principal or other person in charge of the attendance center find it advisable, the student may be allowed to confront witnesses against the student, or hear witnesses in behalf of the student.
4. The notice to the student and investigation must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's 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 suspension, a hearing will be conducted within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process envisioned above. In the event the suspension occurred prior to the hearing, the person responsible shall document the basis of the necessity for such actions.
5. Notice of the suspension shall be mailed no later than the end of the school day following the day of discovery of alleged misconduct, to the student's parents or legal guardians, Superintendent and the President of the Board of Directors. A reasonable effort shall also be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents or legal guardians shall include the circumstances involving the student which led to the suspension and a copy of the Board Policy and rules pertaining to suspension.
6. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts giving rise to another suspension.

III. Board Action-Expulsion

- A. Board expulsion for lengthy periods of time are extreme measures of discipline to be employed only when available school resources are unable to cope constructively with pupil misconduct.
- B. Upon the recommendation of the Superintendent or his designee, the Board of Directors may expel a student for commission of gross or repeated infractions

of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

- C. A Board decision to expel 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.
- D. The Superintendent, student, or his/her 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 (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling as to override the general public policy in favor of public meetings, and hold the hearing in closed session. The student, his/her parents, and their representative may be present. A vote taken on the issue of whether to expel a student shall be an open public meeting and shall be by roll call vote.
- E. Hearing Procedure
 1. A written statement of the alleged misconduct given as grounds for the proposed Board Expulsion will be given to the student's parents or legal guardians at least five (5) 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 Expulsion. The written statement will be accompanied by a copy of the Board policy and rules pertaining to procedures for Board Expulsion of students.
 2. 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 (3) days before the hearing. This provision may be waived by written agreement of the parties.
 3. If the parents or legal guardians of a student cannot be notified or cannot be present at the hearing because of extenuating circumstances, and request a postponement, it should be made at least forty-eight hours prior to the scheduled hearing time.
 4. If the student has reached age 18 at the time the alleged acts took place, he/she is then authorized to make decisions, sign documents and obtain representation on his/her own behalf and may elect to be represented by his/her parent or guardian. However, notice shall also be given to the parents as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.
 5. If the student, his/her parent or guardian, or representative does 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 an event, the record will show a factual determination by the Board of Education that sufficient and proper notice was given the parties and no postponement was requested.
 6. The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the amount of time his/her representative needs to discuss the matter with administrators, teachers, and other witnesses.
 7. The superintendent or his/her designee shall present evidence in behalf of his/her recommendation.
 8. 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 it's necessary for a full and true disclosure of the facts.

9. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she shall not be punished for refusal to testify, nor shall refusal in any way be construed as an indication of guilt.
10. The Board's decision will be based solely upon evidence introduced at the hearing.
11. Within ten (10) calendar days of the hearing the Board will mail or have delivered to the student and his/her counsel a written statement of the Board's decision and the factual basis for it.
12. 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 and his/her representative upon request and at a reasonable cost.
13. Nothing contained in paragraphs 1-12 shall prevent the immediate Board expulsion 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 expulsion, a hearing will be held within ten (10) days to determine future action of the Board. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs 1 through 12.

F. Conditions for Readmission

1. The Board may consider, and by a majority vote of those present grant, readmission to a student expelled by Board action at any time and upon any condition it may determine.
2. In no event will a student be expelled beyond the school year in which the Board expulsion hearing occurred.

- G. A decision may be appealed under Chapter 290, Code of Iowa. If a student is expelled from school by Board action during the first semester of any given school year, the student's expulsion must be automatically reviewed by the Board of Directors before the beginning of the second semester unless the Board expulsion originally took effect during the last three calendar weeks of the first semester. This review may lead to a recommendation that the student shall be reinstated in school for the second semester.

III. Notice to Educational Community

- A. Rules regarding student suspension and expulsion shall be published on a regular basis in appropriate school publications.
- B. Copies of the rules regarding the suspension and expulsion of students shall be maintained in each attendance center of the school district and shall be distributed upon request at no cost.

Legal Reference: Code of Iowa 279.8
 282.4
 282.5

Goss V. Lopez 95 S Ct. 729 (1975)

DISMISSAL FROM CLASS

If a student is asked to leave class because of behavior, **HE/SHE MUST REPORT TO THE SECONDARY OFFICE AT ONCE**. As soon as possible, the teacher responsible for removal will fill out a referral and discuss the problem with the Principal. A conference may be held with the student, Principal, and/or the teacher and appropriate discipline will be applied. A copy of the teacher's report and the discipline administered will be mailed to the parents.

PLAGIARISM AND CHEATING

Plagiarism and cheating entail the taking or copying of ideas, writings, etc. from another and passing it off as one's own either in or out of class. This is particularly true of information copied directly from a web source and pasted into a document you are working on. This represents a serious breach of the academic standards at Newell-Fonda High School. *Any student found guilty of plagiarism or cheating will be penalized up to a complete loss of credit for the assignment that was plagiarized and subject to formal disciplinary action. More serious consequences will be imposed for subsequent offenses.*

DISPLAY OF AFFECTION

Indiscriminate display of affection between students is not considered appropriate in the school setting. Therefore, it shall be limited to hand holding in the hallways between classes or during lunch time. Any other forms of affectionate bodily contact within the school or on school grounds may lead to some form of discipline which could include:

- A. Reprimand and/or conference
- B. Parental notification and/or conference
- C. Detention
- D. Loss of school privileges
- E. Suspension

DRESS CODE

The school takes pride in the appearance of its students. Your dress reflects the quality of the school, your conduct, and your school work. All students are expected to dress and groom themselves neatly in clothes suitable for school activities, including shoes. Clothing which is deemed offensive or which detracts from the learning process will not be tolerated. Examples of this type of clothing include but not limited to, muscle shirts, hats or caps, drug, alcohol, or obscenely worded or pictured apparel, tops with: spaghetti straps, open back, no straps, single straps, tube, halter, or tops that show the midriff, when standing or reaching. Skirt length must be mid-thigh or finger tip length. The guideline for the length of the shorts is approximately mid-thigh or finger tip length. The principal will make the final decision on what constitutes appropriate attire.

MEDICATION

Any student taking medication must do so with approval of parents and school nurse. Any prescription medication should be kept in school nurse's office.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other causes which would close school, an announcement will be made on three radio stations.

- KAYL - Storm Lake - 101.7 FM or 990 AM
- KKEZ - Fort Dodge - 94.0 FM
- KTLB - Twin Lakes - 105.9 FM
- KKIA - Storm Lake - 92.9 FM

Every effort will be made to cancel school prior to 6:30 a.m. Occasionally, however, school may be delayed for an hour or more to better assess conditions. Similarly, early dismissal may be needed at times when conditions warrant. This also will be broadcast on the two radio stations as soon as a decision has been reached. When school is dismissed early because of inclement weather there will be NO activities, practices, or rehearsals held for students.

It is the responsibility of the parents to listen for radio announcements.

EXTRA-CURRICULAR ACTIVITIES

A. Student Eligibility

In order for a student to be eligible to participate in any sport (including cheerleading and drill team), he/she must be a full-time student (one carrying at least six academic classes) and pass ALL classes according to IHSAA, IGHS AU and Iowa Dept. of Education 361.15 (2) - (**No Pass No Play Rule**). The Iowa Music Association and the Iowa Speech Association also states that if a student is not passing a class at semester time, he/she is ineligible for 30 days. The semester grades each year will be used for determining eligibility (P.E. is not counted toward student eligibility). If a student fails a class at semester, he/she will be ineligible to participate in any extra-curricular activity for 30 calendar days, beginning with the first legal playing date designated by the State, the first day of second

semester, or the last day of the school year. These activities include: Football, Volleyball, Basketball, Track, Golf, Softball, Baseball, Speech, Drill Team, Cheerleading, Band, and Choir.

- B. The student must be in attendance at school by at least 12:55 p.m. to be able to participate in an evening school activity and/or practice, unless an excused absence has been approved through the Principal's office.

Good Conduct Policy Newell-Fonda CSD

PHILOSOPHY

It is the philosophy of the administration, coaches, Boy's and Girl's Athletic Unions, and faculty advisors that students representing the school in extra-curricular activities have a responsibility to themselves and the school district. It is reasonable to expect each Newell-Fonda student to conduct himself/herself at all times in a proper and legal manner because this behavior is reflective of Newell-Fonda CSD. Students also serve as a role model for peers and younger students; therefore, their attitudes and actions have an impact on others.

We believe that participating in any extra-curricular activity is a privilege. Those who choose to participate are expected to maintain a high standard of behavior. In short, when a student volunteers for an extra-curricular activity in school: (1) he/she is asking for the privilege to be chosen; (2) he/she agrees to conform to the requirements and rules adhered to by that activity; (3) foremost in importance, he/she agrees to represent the school. Directly or indirectly, the conduct of students reflects on the standards, attitudes, and philosophy of the school. Thus, schools obtain reputations (good or bad) by the conduct of their students. Society judges by what it sees. Perhaps this judging power of our society is unfair, but it is a fact that cannot be ignored. Therefore, as long as this is a fact and as long as students are representing their school, Newell-Fonda will have a code of conduct that will affect all students in extra-curricular activities.

CONDUCT RULE

Students who participate in extra-curricular activities are representing their school and are therefore expected to conduct themselves in a manner that represents the ideas, principles, and standards of Newell-Fonda CSD. Students who fail to represent the school in an acceptable manner will be subject to disciplinary procedures as set forth in the guidelines below. This policy is in effect and applies to student conduct 365 days a year for all students beginning the summer after their 6th grade year through the summer of their 12th grade year. From the time of the infraction of the rule, the penalty may be enforced for one calendar year from that point in time.

A student may lose eligibility under the policy for any of the following behavior:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages as defined by Iowa Code 123.3;
- Being in a car or in attendance at a function/gathering/party where alcohol or other drugs are being consumed illegally by minors**;
- Possession, use, or purchase of illegal drugs, prescription drugs not prescribed to the student, or look-alike drugs (such as, but not limited to, salvia, K2, spice, etc);
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses and misdemeanor hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (stealing, damage to school property or that of school personnel, etc).

**If a student finds him/herself in a situation (vehicle, room, function, gathering, party, etc.) where alcohol or other drugs are being consumed illegally by minors, the student's options are:

1. Leave the situation immediately
OR
2. Stay and risk the loss of eligibility as determined by the Good Conduct Policy

CONSEQUENCES

A student who is found to be in violation of the Good Conduct Policy, whether he/she is involved in an extra-curricular activity or not, will be deemed ineligible for a period of time described below. Ineligibility means that the student who is declared ineligible will be prohibited from making any public appearances on behalf of the school. This includes all athletic competitions, any extra-curricular performances, and any recognition of organizations or honorary offices (including Queen/King candidates and attendants).

1st Offense - 1/3 of the season (athletes)

4 week restriction from all activities in front of the public

2nd Offense - 1 sport season's contests (athletes). If the penalty carries into more than one season, the athlete will be removed from the first season but be required to practice from the beginning of the next season until the penalty of one sport season is completed. The administration and coaches may determine the best interest of the individual to remain with the team.

Example: Violation during the basketball season but before the first contest.

Penalty: Removal from the entire basketball season

Example: Violation after 9 varsity games of the basketball season.

Penalty: Removal from the basketball season. During the next sport season the athlete will be required to practice from the beginning of the season and will miss half of that season's contests.

8 week removal from all activities in front of the public

3rd Offense - Removal from all activities for a full year (365 days)

4th Offense - Removal from all activities for the remainder of high school career

****The student must begin participation on the first day of practice and complete the season in good standing or the penalty carries on to the next activity season.**

IN ADDITION TO THE CONSEQUENCES LISTED ABOVE:

1. The student will not receive a letter for that particular sport/activity if the violation occurs during the season.
2. The student will not be nominated for any post-season honors if the violation occurs during the season.
3. The student will lose all Commons Study Hall privileges and open campus lunch privileges (if concurrent) during the consequence period.
4. The student will be allowed to attend Prom and Graduation if the violation is concurrent; however, they will not be allowed any special responsibilities or privileges, such as speaking at Graduation, ushering at Graduation, recognition of special awards, Grand March at Prom, serving at Prom, speaking at the Prom banquet, etc. The student will receive diploma, but no scholarships or awards (including the wearing of the NHS stole) will be recognized.
5. The student will not be allowed to attend any school sponsored trips other than class required trips.

INELIGIBILITY

Ineligibility begins immediately for any student currently engaged in any extra-curricular activity in violation of this policy. If a student is not currently in an activity, or if the discipline can not be completed during the current activity, the discipline will be carried over and completed in the next activity. **An ineligible student MUST attend all practices and rehearsals at the direction of the coach/sponsor, but will not be allowed to participate or wear team uniforms in competition or performances.** However, if a student drops out of an activity prior to completion of the period of ineligibility, the discipline will be applied to the next available activity. If a student is involved in concurrent activities, the student will be deemed ineligible from all activities until he/she has regained eligibility. Eligibility begins at the completion of 6th grade and extends through the summer after graduation.

TRANSFER STUDENT

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of the Good Conduct Policy in the previous district, the student shall be ineligible until the full period of ineligibility has been completed. The full period will be based on the previous school's policy with consideration given to the Newell-Fonda CSD policy. The administration has the authority to determine the length and the severity of ineligibility when the policies do not correspond. The determination shall not be a shorter time period than the shortest time period stated between the two schools.

REPORTING VIOLATIONS OF GOOD CONDUCT POLICY

The effective date for starting the penalty for extracurriculars due to a violation of the Good Conduct Policy will be determined by the earliest day that one of the following occur:

1. A direct observation of the student committing a violation by a teacher, coach, or sponsor. The student and the administration should be immediately informed of the observation by the teacher, coach, or sponsor.
2. The student admits his/her own guilt to an administrator, teacher, coach or sponsor.
3. A teacher or administrator confronts a student for reasonable cause and the student admits to a violation.
4. The date the student pleads guilty or is proven guilty by a court of law.
5. The date that Juvenile Services or Law Enforcement notifies the school by telephone or mail.

DUE PROCESS

The following procedure is set to ensure that all students are afforded due process:

1. The Activities Director and/or Administrator will meet with the student and listen to his/her possible involvement.
2. If a student admits to being involved, the student and the parents will be notified of the appropriate discipline.
3. Parents will be notified by phone and/or by letter sent to the student's home address.
4. If a student denies involvement, a committee consisting of the coach/sponsor, activities director, and the building administrator will meet with the student and the student's parents, when possible, to further explore the violation. If the committee decides that it can be reasonably determined that the student was involved in behaviors that violate this policy, administration will notify the student and parents of the decision regarding the discipline.

APPEALS PROCESS

1. Any student who is found by the committee to have violated the Good Conduct Policy may appeal by contacting the Superintendent within 3 business days of being advised of the violation. The discipline will be in effect pending the Superintendent's decisions.
2. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session. The grounds for the appeal to the school board are limited to the following; (a) the student did not violate the policy; (b) the student was given inadequate due process in the investigation and determination; (c) the discipline is in violation of the Board Policy. The discipline will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the committee, the student shall be immediately eligible and have any record of the ineligibility period and violation deleted from the student's record.

ACTIVITIES TABLE

EVENT	TOTAL NUMBER OF PERFORMANCES	1ST INFRACTION (1/3 OF SEASON)	2ND INFRACTION	3RD INFRACTION
Football	9	3	Full Season	Full Year
Volleyball	14	5	Full Season	Full Year
Boy's Basketball	21	7	Full Season	Full Year
Girl's Basketball	21	7	Full Season	Full Year
Boy's Golf	12	4	Full Season	Full Year
Girl's Golf	12	4	Full Season	Full Year
Boy's Track	12	4	Full Season	Full Year
Girl's Track	12	4	Full Season	Full Year
Baseball	25*	8	Full Season	Full Year
Softball	40*	13	Full Season	Full Year
Football Cheerleading	9	3	Full Season	Full Year
Basketball Cheerleading	21	7	Full Season	Full Year
Dance Team	Varies	*Before Dec. - State Drill Team *After Dec. - Drill Team Night	Full Season	Full Year

***Consequence determination is based off the current year's Varsity schedule and may be subject to change.**

Not all conduct or circumstances can possibly be covered under a good conduct code. Extenuating circumstances may be dealt with in an individual manner prescribed by the Principal and Activities Director. Each situation will be dealt with in a consistent manner in accordance with the Newell-Fonda Good Conduct Policy.

Revised - 2014

**HUMAN GROWTH AND DEVELOPMENT
STUDENT EXCUSE FORM**

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal

relationships, emotional and social health, health resources, prevention and control of disease, and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request may include a proposed alternate activity or study acceptable to Principal. The Principal shall have the final authority to determine the alternate activity or study.

Student Name _____ Grade _____

Parent/Guardian _____ Telephone _____

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

OBJECTIVE	CLASS/GRADE
Ex: To understand the consequences of responsible and irresponsible sexual behavior.	Health Education/6

- 1.
- 2.
- 3.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed _____ Date _____
(Parent or Guardian)

Signed _____ Date _____
(School Administrator)

INTERROGATION BY OUTSIDE AGENCY

1. As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator may attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

LUNCH PERIOD POLICY

- A. Students in Grades 9-12 may **not** be permitted to leave school property during the lunch period.
- B. Violations of lunch period regulations may lead to disciplinary action.

OPEN CAMPUS POLICY

- A. Semester/Final Tests – Students are required to be in school ONLY when they are testing. If a student remains in the building, he/she must be in study hall. Students will NOT be allowed Open Campus if they have over-due books, un-served detentions or have other disciplinary issues, unpaid bills, or are on the Down List.
- B. Seniors – Seniors will have Open Campus during the last 6 weeks of the school year if they have a cumulative GPA of 3.25, have met IEP goals, are maintaining all “C’s” in their classes, and do not have disciplinary issues during the Open Campus period. Seniors will have Open Campus during the last 2 weeks of school if they have all “C’s” in their classes, have met all IEP goals, or do not have any disciplinary issues during the Open Campus period. Just a reminder, this is a privilege and can be revoked at any time.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent’s office on or before March 1st.

PARTIES IN THE CLASSROOM

At the secondary level, it is felt that there is not a need for parties in the classroom when our class periods are of rather short length anyway. Therefore, NO parties are to be held in any class, nor should pop, candy, or other food be consumed during class time. (Exception with the approval of the principal).

PERMISSION TO LEAVE SCHOOL

Students must obtain a "Permit to Leave the Building" form before they may leave the school grounds during the day. These slips may be obtained at the high school office and will only be issued:

1. If the student becomes ill, parents will be notified first before the student is allowed to leave.
2. Upon presentation of a note or a call from a parent:
 - a. For a professional appointment that cannot be scheduled outside the school hours. Any appointment known about one day in advance. requires an advance admit to be signed by all teachers prior to leaving.
 - b. For emergency family and personal situations.
3. Teacher requests if approved by administration.
4. Other justified reasons, if during a study hall and approved by the administration.

POST SECONDARY ENROLLMENT OPTIONS ACT

Any 11th or 12th grade student is eligible to enroll in a college class for credit while still attending high school. These college classes taken cannot be offered in the local school as a high school class and must be taken for credit. The parent and/or student is responsible for transportation. The local school can provide up \$250.00 for tuition and books per class. The student cannot take summer school college credit, as there is a requirement that the student must also be at least a part time high school student at the time of taking the college class.

SCHOLARSHIP INFORMATION

All scholarship information is sent to seniors through their school email and also to senior parents who provide the school with their email address.

The applications, criteria, and deadlines are included or attached in these emails. There are also paper copies of all scholarship applications and information in the counselor office.

SCHOOL DANCES AND SOCIAL EVENTS

All school sponsored dances and parties will be held in a location approved by the sponsors and administration. Only Newell-Fonda High School students and their dates will be admitted, and students are responsible for the actions of their date. All high school functions of this type will end by 12:00 midnight regardless of starting time. (exception may be Homecoming Dance). All students attending must be a high school student. If a graduate, the visitor must receive approval in advance from principal. No person 21 or older will be allowed to attend a high school dance, including Prom. High School Principal reserves the right to refuse any non-high school student.

SECONDARY STAFF

Administration

Rob Olsen – Superintendent
Alynn Coppock - Principal
Brian Wilken – Athletic Director

Faculty

Justin Barber
Nathan Baron
Sabrina Booth
Ryan Burkhart
Crystal Carlson
Shad Coppock
Craig Davis
Samantha Frehse
Larry Greenfield
Marcia Kay
Kari Limbert
Crystal Nieland
Beth Olsen
Lee Plummer
Laurie Rasmussen
Nikki Schubert
Jen Tovar
Katrina Thomas
Amanda Mefferd
Jennifer Wells
Kellie Wells
Brian Wilken
Marlise Witham

Math
Success Center Coordinator
Vocal
Social Studies
Business Ed./Comp. Tech
TAG, PE
Special Education/History
English
Industrial Technology
Guidance Counselor
Psychology/Sociology
Vo Ag
Family & Consumer Science
Band
Science and Math
Social Studies/Tech Integration
Foreign Language
Art
English
Science
Librarian
A.D. and P.E.
ELL

**2015-2016
SPONSORS**

SENIORS

Mr. Barber
Ms. Tovar
Mrs. Schubert

JUNIORS

Mrs. Rasmussen
Mrs. Mefferd
Mr. Burkhart

**Mrs. Carlson - Freshmen Fundraiser

SOPHOMORES

Mrs. Wells
Miss Frehse
Mrs. Olsen

FRESHMEN

Mr. Wilken
Mrs. Nieland
Mr. Davis

ACTIVITIES

Cheerleader Sponsor
Silver Stars Drill Team
FFA
FCCLA Club
Instrumental (Jazz Band, Drumline)
Vocal
Play Director
Speech

Student Council
Newspaper
Yearbook
National Honor Society

Trisha Johnson
Trisha Johnson
Mrs. Nieland
Mrs. Olsen
Mr. Plummer
Ms. Booth
Mrs. Schubert/Ms. Reiners
Miss Fjerstad/Mr. Burkhart/Mrs.
Schubert
Mr. Burkhart
Mrs. Mefferd
Mrs. Carlson
Mrs. Wells/Mrs. Carlson

SPORTS

Football

Baseball

Softball

Basketball (Boys)

Basketball (Girls)

Golf (Girls)
Golf (Boys)
Track (Girls)
Track (Boys)
Volleyball

Mr. Wilken, Head Coach
Mr. Baron, Asst. Coach
Mr. Darrow, Head Coach
Mr. Seaman, Asst. Coach
Mr. Gauley, Head Coach
Miss Vaughn, Asst. Coach
Mr. Coppock, Head Coach
Mr. Bucholtz, Asst. Coach
Mr. Jungers, Head Coach
Miss Vaughn, Asst. Coach
Mr. Larsen, Asst. Coach
Mr. Barber
Mr. Baron
Mr. Davis
Mr. Wilken
Mrs. Murra, Head Coach

****ALL DECISIONS** made by Class or Activity groups, will be made by the Class or Activity Sponsor on approval by the Administration.

STANDARDIZED TESTING PROGRAM

1. IOWA ASSESSMENTS

The Iowa Test of Educational Development is administered to all students in grades 9-12 every year. The following areas are tested: vocabulary, ability to interpret literary materials, correctness and appropriateness of expression, ability to do quantitative thinking, analysis of social studies materials, analysis of science materials, and use of sources of information.

2. Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is an excellent vocational interest and ability assessment. It is administered to the entire sophomore class. Academic composites in verbal ability and math ability are given as well as in the areas of general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto & shop information, mathematics knowledge, mechanical comprehension, and electronics information.

3. SAT

This test is offered to any interested junior; it is required for any student who might be eligible for the National Merit Scholarship Program. It is also a forerunner to the SAT. Verbal ability and mathematical ability are tested.

STUDENT ATTENDANCE POLICY

Compulsory Attendance

A child who has reached the age of five and is under sixteen years of age by September 15th is of compulsory attendance age. All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent and student have filed for competent private instruction (home schooling) by August 26th. If a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15th, the child remains of compulsory age until the end of the regular school calendar. Any child who fails to attend school without reasonable excuse for the absence shall be defined as truant. The building principal or designee may report each child of compulsory attendance age who is truant to the County Attorney. It is the responsibility of the County Attorney to take appropriate action.

Excused absences may include: 1. Illness 2. Funeral 3. Medical appointment (Parents are encouraged to set appointments outside of the school day.) 4. Required court appearance 5. Absences to attend a religious service or to receive religious instruction 6. Other absences excused by the administration.

A school administrator may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused.

The principal may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal, but shall be generally defined as interfering with the child's educational progress.

1. Philosophy:

Students will be expected to attend class regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make-up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Your attendance record is important and every effort should be made to develop good attendance habits during your years of school.

2. Absence Procedures:

- A. Parents are requested to call the school at 272-3325 by 8:30 a.m. (if possible) on the day of an absence of which the school has no prior knowledge.
- B. Parents who do not notify the school may be called as to the reason for their son/daughter's absence.
- C. A student will not be dismissed from school for any reason unless a parent or someone from the student's emergency contact form is notified.
- D. A student must be in school by 12:55 in order to attend any evening extra-curricular activities, unless an excused absence has been approved by the Principal.
- E. When students return to school after an absence:
 1. The student shall be given one day for every day of absenteeism to complete make up work. For example, if a student is absent on Monday and Tuesday, all work must be completed by Friday. If a project was assigned before the absence, the due date remains the same unless given special permission by the classroom teacher.
 2. The teacher may give you a special make-up assignment or test which may be equivalent in work, but different in form than the one given to other students while you were absent.

3. More than 10 absences in one or more classes per semester will result in loss of credit unless the Saturday School option is used and work for the semester is of passing quality.
3. Leaving During the School Day:
 - A. Students must report to the High School Main Office with a note from a parent/guardian. Or, a parent/guardian must call the High School Secretary with information about the dismissal.
 - B. Student must pick up an "Permit to Leave Building" from High School Secretary
 - C. Student must sign out when leaving and sign in when returning.
 4. College Visits

All juniors and seniors will receive two excused college visit days per year.
 5. Attendance Letters

After a student misses 7 days of school, or 7 days of a particular class, a letter will be sent to the parents informing them of the absences as well as an explanation of Saturday School, which may become an option after 10 absences. Parents are welcome to call and set up a conference if they so desire. After 10 absences from one or more classes, another letter will be sent home. At this time parents may request an appeal to the Principal.

SATURDAY SCHOOL

1. Time: 9:00-12:00 on identified Saturdays during the semester.
2. Open to any Newell-Fonda High School student
3. After 10 absences, the student will have the option of making up class time in Saturday School, OR lose credit in all classes for the semester.

IN ALL EXAMPLES, SATURDAY SCHOOL *DOES NOT GUARANTEE CREDIT*. THE STUDENT MUST BE DOING PASSING WORK IN THE CLASS (ES) FOR WHICH SATURDAY SCHOOL WAS AN OPTION.

- E. Advance Admits for Anticipated Absences
 1. Whenever students know of an impending absence they must present a note to the secondary office **AT LEAST ONE DAY IN ADVANCE**. The note must be signed by a parent stating the need for the absence and the date(s) and/or time of the absence. It will be the responsibility of the student to get all teacher's assignments and signatures prior to the absence.
 2. The teacher may require the make-up work to be turned in prior to the absence or immediately upon the return to school, but the student will not be given additional time following the absence to make up the work unless they have made arrangements with the teacher.
- F. Absence for a School Sponsored Activity
 1. When a student must miss school for any school sponsored activity, it will be the sponsor or coach's responsibility to get a list of all students involved to each teacher. The student does not need a white admit slip, but must see that all assignments are received in **ADVANCE** of the absence.

2. The teacher may require work to be turned in prior to the absence. If the student does not complete such work on time, the teacher may inform the sponsor or coach and that student will not be allowed to go to the activity.
 3. In all cases, the student will be expected to have school work completed when they return to class.
 4. Absences of this type will not be marked on the student's absentee record.
- G. Truancy-Intentional Missing of School Without an Acceptable Reason
1. On the first truancy, the student will be required to make up all missed time outside the regular school day. The student must make up all work missed for credit, and the parents will be notified.
 2. A second truancy could result in a short-term suspension from school, loss of credit, and a conference with the parents.
 3. A third truancy may result in a recommendation to the Board of Education that the student be expelled from school.
- H. Student Tardiness
- After 3 unexcused tardies, a student may be subject to any one or combination of the following disciplinary measures for each additional tardy.
1. Detention
 2. Removal of school privileges
 3. In-School Suspension
 4. Short term suspension from school

STUDENT CONDUCT RULES FOR HOME FOOTBALL GAMES

1. Students will not be allowed to congregate in the parking lot just beyond the west end zone. The only exception would be students who are sitting or standing with their parents and watching the game. Students using the restroom facilities located in this area should go directly to and from those facilities without reasonable delay.
2. No wrestling, football, or other activities involving running or contact will be allowed by student spectators. Remember, you are there as Newell-Fonda fans to watch the games. A simple rule to follow would be: **IF YOU DO NOT WANT TO WATCH THE FOOTBALL GAME, DO NOT ATTEND.**
3. Good sportsmanship is a goal for all Newell-Fonda Students whether it be players or spectators. Rude or profane shouting or gesturing is uncalled for and will not be allowed.
4. Violators of these rules may be either sent to sit with their parents or escorted out the main gate and not allowed to return. In addition, parents will be notified of their son's/daughter's actions, and the students may be barred from attending one or more future extra-curricular activities.

STUDENT CONDUCT RULES FOR BASKETBALL SEASON

1. When you attend a basketball game, the assumption is that you intend to come in and enjoy the game. If you are in grades 6-12, you will be expected to sit in the student section. Third grade or younger you will sit with your parents or another responsible adult. 4th and 5th grades may sit on their own unless poor behavior dictates otherwise.
2. Be Positive!! Whether winning or losing, give our team the support and respect they deserve for representing Newell-Fonda High School.
3. Students will not stand in doorways into the gymnasium or hallways.
4. The time to "move around" at a basketball game comes at three different times during the evening; halftime of each game and between games. If you do not stay seated during the ball game, but prefer to loiter in the hall while the ball game is in session, you may be asked to leave.
5. There will be absolutely NO student traffic across the gym floor anytime during the evening.
6. Once you are in the building for the ball games, you must stay. If you leave and wish to return, you will be required to pay the admission price for being readmitted to the games. Activity tickets are not honored for second admission.
7. Good sportsmanship is a goal for all Newell-Fonda students, whether it be players or spectators. Rude or profane shouting, gesturing, or throwing an object is uncalled for and will not be allowed.
8. Students are not to be in the old gym. Students who loiter there will be asked to leave.
9. NO caps will be worn in the gym.

STUDENT GRADE REPORTING

Report cards will be issued each nine weeks and do not have to be returned to the school. The grades will be given on the letter system with the following meanings:

A SUGGESTED FIVE POINT DIVISION OF MARKING AND A WORD STATEMENT OF WHAT THE LETTERS STAND FOR AND WHAT THE TEACHER SHOULD HAVE IN MIND USING THEM.

GRADE A - SUPERIOR

- A. Scholarship - Strong, exceeding the requirements of instructor.
- B. Initiative - Contributions exceeding the assignment, showing independent resourcefulness.
- C. Attitude - Positive benefit to the class.
- D. Cooperation - Forwarding all activities, consistent and spontaneous.
- E. Individual Improvement - Marked and growing

GRADE B - ABOVE AVERAGE

- A. Scholarship - Accurate and complete, meeting all requirements of instructor.
- B. Initiative - Good when stimulated by some desirable achievement.
- C. Attitude - Proper and beneficial to the group.
- D. Cooperation - Good in group work
- E. Individual Improvement - Showing marks of progress and responding to stimulation.

GRADE C - AVERAGE

- A. Scholarship - Barely meeting assignments and showing evidence of need of encouragement.
- B. Initiative - Uncertain and apparent only at times
- C. Attitude - Generally neutral but not objectionable
- D. Cooperation - Not positive nor very effective and regular

- E. Individual Improvement - Very ordinary, definite marks lacking

GRADE D - BELOW AVERAGE, YET PASSING

- A. Scholarship - Not meeting all assignments and requirements of instructor
- B. Initiative - Lacking
- C. Attitude - Indifferent
- D. Cooperation - Just fair at time, lacking at other times
- E. Individual Improvement - Not Noticeable

GRADE F - FAILING, NO CREDIT

Work unsatisfactory and is failing grade and hence not defined.

GRADE I - INCOMPLETE

Incomplete grades (I) must be made up within two weeks or as arranged by the instructor. Failure to do so may result in an "F" being given. Parents will be informed at approximately the mid-point between issuance of report cards when a student's grade is low or failing, or has changed rather severely. Of course, either positive or negative information may be sent out at any time if the instructor feels the need.

STUDENT HONOR ROLL

The honor roll will be made up of those students who have a grade point average of at least 3.0. The student must also have no grade lower than a C.

In figuring the grade point, grades for driver education and P.E. will not be used. However, students must have a minimum of a C grade in those areas to be eligible for the honor roll. PSEO (college credit) grades will be included in calculating the student's grade point average at semester.

STUDENT PARKING REGULATIONS

- A. Students are to park in the designated student parking lots north and east of the school.
- B. Students may not drive motor vehicles during the day without permission from parents and the principal's office.
- C. Bicycles are to be parked in the racks provided outside the lower elementary area and are not to be used during the school day.
- D. Anyone found blocking another vehicle could be ticketed, have their vehicle towed away, and assigned detention.
- E. Cars parked in the school parking lot or driven on school property come under the supervision of the school and the following regulations apply when this is the case. Any student who violates any or all of the following regulations may be suspended from school.
 - 1. There will be no loitering or eating of lunches in, on, or around parked cars.
 - 2. Cars will park in the proper manner and only in the lots provided.
 - 3. The speed limit on school property shall be 5 miles per hour.

STUDENT RECORDS

The Newell-Fonda High School maintains an accurate record for each student. The district abides by the "Family Educational Rights and Privacy Act of 1974". Records of the student are reasonably accessible to the parents of a student or to the student if the student is 18 years of age or older.

The following information may be released to the public in regard to any student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the Principal or other person in charge of the school. It is necessary 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, DATE OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

STUDENT COMMONS/MUSTANG ALLEY STUDY HALL

The student commons is viewed as a privilege open to those students who can exhibit mature behavior as well as maintain their academic standing in school. The following rules will serve as guidelines for the commons area and will be strictly enforced.

1. The commons area & Mustang Alley will be open only to students in grades 10-12 who request it, meet the academic requirements, and whose parents have given written consent.
2. A student may elect to be in the commons/Mustang Alley area only during their one assigned period per day. You do not have to go to the commons area if you wish to remain in the study hall or library during the period.
3. Assignment of a commons period will be based on the student's choice of study hall periods with a maximum of 20 students during any one period. Preference will be given upper classmen when sign-up exceeds 20.
4. The commons area will not be available over the noon lunch period.
5. The commons area will be under the supervision of the administrative staff; however, any staff member or administrator may supervise or enforce rules at any time. Violators of rules are to be reported by Student Council or staff members to the Principal as soon as possible.
6. The commons area/Mustang Alley will be open to sophomore through senior students who maintain 3.0 cumulative grade point average (GPA). Freshman will not be eligible for commons privileges.
7. Any student receiving 2 "D" letters or 1 "F" letter at Mid-Term and quarters will be ineligible for commons privileges until the end of that Mid-Term period/quarter. If the 9-week report card shows no more than 1 "D", that student will be eligible for the commons area again. Report cards showing 2 "D's" or 1 "F" will make a student ineligible for commons privileges until the next mid-term at which time no more than 1 "D" letter may be received if the student is to regain the privilege.
8. Students must report to study hall at the beginning of commons period and must sign out to the commons after roll has been taken. You must then stay in the commons area for the remainder of the period. You may not come and go as you wish.
10. Commons/Mustang Alley Area Rules:
 - A. Noise must be kept at a reasonable study level.
 - B. No defacing of any part of the room or furniture
 - C. Litter must be placed in the proper receptacles. Keep the commons area neat and clean.
 - D. No gambling or card playing of any kind.
 - E. No fighting, scuffling, or profanity.
 - F. No showing of affection between sexes.

G. Any student may be removed from his/her commons period, by any staff member, when the student is not meeting the requirements set down by that particular class.

STUDY HALLS

All high school study halls will be held in room 304. All study halls will have these general guidelines:

1. Assigned seats and a seating chart will be utilized to take roll.
2. Student commons and library check-out sheet will be provided and checkout will be allowed in an orderly fashion only after the study hall has quieted down and roll has been taken. Once a student has checked out to the commons or library, he/she must stay there for the remainder of the period.
3. Students should bring all books and supplies that they need to study hall with them. There should be NO checkout to the locker during study hall.
4. Restroom check-out sheets will be provided. Only one boy and one girl may check out at a time. If students checked out to the restrooms are found in other areas or use excessive time, they will lose their restroom checkout privilege.
5. Only students with pink passes signed by a teacher or administrator will be allowed to leave to see that teacher or administrator.
6. The study hall teacher may issue a pink pass to the student to go to the office if a justified reason is presented. The pass must be signed by the person in the office and returned to the study hall teacher.
7. The study hall atmosphere must be conducive to study. Students must be quiet and will be constantly monitored by the teacher in charge.

SUCCESS CENTER

The mission of the Newell-Fonda Success Center is to provide a safe and relaxed learning environment all students.

Goals of the Success Center:

1. To help students recover lost credits while utilizing the Edgenuity Program. (E2020)
2. To keep high school students “on track” to graduation.
3. To provide middle school students with the necessary “school skills” needed for success.
4. To help all students become independent and efficient learners.
5. To provide all students with the support needed for success at Newell-Fonda.

TALENTED AND GIFTED PROGRAM

The high school (9-12) talented and gifted program consists of college level classes that are available to all TAG students grades 9-12. We also have a wide variety of elective classes that are also available to TAG students to enrich their learning in many different areas. Enrichment activities and independent study opportunities are available to TAG high school students upon request. All high school TAG students receive this information in a meeting during course registration periods (August, January, and April).

WEDNESDAY EVENING

Wednesday evening has been set aside as church night. No school activities will be scheduled on Wednesday nights after 6:30 p.m. The only exceptions may be when agencies outside the school's control schedule tournaments or meets for Wednesday evening. This rule applies through May 15.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS

All students MUST use the transportation provided by the school when participating in any school-sponsored activity out-of-town. If extenuating circumstances arise, a student may ride with their parents provided that a written request is made to the activity sponsor by the parents.

USE OF SCHOOL TELEPHONES

Telephones in the Superintendent's outer office and in the high school office may be used by students after obtaining permission.

Students will not be called out of class to answer the phone unless it is an emergency. Let your parents know the times when you have study hall in case they need to contact you during the day.

Students will not be allowed to use telephones unless there is some type of special need, clothes for a particular activity, illness, books left at home, etc., unless this becomes habitual. The reason for the call will be given to the Administrator or Secretary and at that time permission will be given or denied.

CELLULAR PHONES AND HAND-HELD COMMUNICATION DEVICES

Cell phones or any other hand-held computing devices used as a communication device are to be turned off or set on silent and kept in a student's car, assigned locker, backpack, pocket, or similar enclosure, and are not to be used during the instructional (time of the school day) hours of the school day from 8:30 a.m. until 3:15 p.m.

If a student violates this policy while using another student's Handheld Technology Device ("Student Borrower"), school staff will return the device to the student who owns or whose relatives or guardians own the device ("Student Owner"), and give the Student Owner one warning. However, if the Student Owner knew that the Student Borrower was violating or intended to violate this policy, or the Student Owner previously received a warning regarding another student's use of his/her device, school staff will discipline the Student Owner under the appropriate Discipline section of this policy. School staff will discipline the Student Borrower under the Discipline section of these rules.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students authorized to video capture, photograph, or audio record others in the school building, on school property, or at school activities (unless recording a public performance, such as a school play, game, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

The school district will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

DISCIPLINE FOR USE OF CELL PHONE DURING SCHOOL HOURS:

1. First Offense: Cell phone will be confiscated and kept for remainder of the day. The student will also receive a warning for the first violation.
2. Second Offense: Cell phone will be confiscated for remainder of day and student will serve one detention.
3. Third Offense: Cell phone will be confiscated for remainder of day, parents will be notified, and penalties will be determined.

USE OF THE LIBRARY

The library is a place for the student to go to make use of its many resources. Student library usage is considered a privilege and, as such, may be taken away upon violation of library rules.

A quiet atmosphere must be maintained in the library and all books and other materials handled with respect and care. Reasonable rules will be made and posted as necessary to maintain the library and its

atmosphere. All students who violate library rules will lose their library checkout privilege according to the following schedule and may be subject to further discipline:

- 1st violation: Loss of library checkout for two weeks.
- 2nd violation: Loss of library checkout for four weeks.
- 3rd violation: Loss of library checkout for the remainder of the year.

Students who are on down slip lists will be allowed only 1 period per day in the library and will not be allowed to use Internet Explorer, e-mail, or other computer use without a pass from a teacher indicating the use.

FINES

1. Written notice will be posted on all overdue books.
2. For a book that is 2 weeks overdue, a fine of one dollar per book will be charged.
3. For a book that is 4 weeks overdue, a fine of one-half the cost of the book, replacement cost, will be charged.
4. For a book that is 6 weeks overdue, the fine of the replacement cost of the book be charged.
5. Any student who does not follow the above rules will not be allowed to use the library until the fines are paid.

1:1 LAPTOP INITIATIVE

We believe our laptop initiative supports our core values at the high school.

CREATIVITY – We believe that creativity is a necessary skill for our students to be successful in the 21st Century. Students will be expected to use their computers to find creative ways to solve problems, synthesize information, design new products, communicate globally just to name a few. We believe with a creative mind, the opportunities are endless!

COMMUNICATION – We expect our students to communicate and collaborate using their computers. We also expect that this communication will not only be with students and teachers in our building, but also across Iowa, the United States, and even the world. Computers give our students the opportunity for a global audience and we fully believe that this will not only empower our students, but also enhance their learning.

PROFESSIONALISM – We expect our students to use their computers to not only create more professional documents and products, but to also conduct themselves in a professional manner whenever using technology. Being a responsible and professional digital citizen is a top priority.

RELATIONSHIPS – We expect our students to use the computers to build professional relationships with a global audience. Although we want our students to broaden their audience, we also recognize the importance of teaching our students the importance of developing safe relationships using technology.

RESPECT – We believe that an essential part of our 1:1 Initiative is becoming a good digital citizen. Respecting others and always using the computer to build relationships, not demean or deface other users, is essential. We also believe that we are extremely privileged to have this opportunity, and we must treat our computers with respect.

Newell-Fonda Community School District Acceptable Use Agreement and Network User Agreement (Including Internet Safety And Appropriate Use Policy)

I. Introduction

This Acceptable Use Agreement is intended to provide Internet and computer access to students and staff of the Newell-Fonda Community School District and is to encourage educational excellence through use of electronic resources and breed familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades 5-12. Students in Grades K-4 will use a shortened version of this agreement as well as direct supervision by a district employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The district recognizes many sites have educational uses, while others do not. The district wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using district network computers, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the district. A user has access to his/her account and hardware. The district owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The district trusts assigned users to make responsible use of computing resources. Approved visitors who use the district's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use district technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. Newell-Fonda Community School District reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using district technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the Newell-Fonda School district resources and Internet access.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h) Iowa Code 279.8(1999)

II. Ownership

Newell-Fonda School District provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the district. These resources include the access and use of the district's e-mail system and computer network.

The district owns all hardware, software, user accounts, and e-mail accounts. The district allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school e-mail accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if district hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the district and to promote educational excellence in the school. The district has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track computer usage, system information, and remotely observe and manage network technology.

III. User Rights and Responsibilities

1. The district provides students, staff and other users with access to the district's technologies. However, this use is a privilege and is not to be considered a guaranteed right.

2. Each user assumes full responsibility for their actions while using school–owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.
3. Students should never use teacher computers without that teacher’s permission and supervision.
4. Each user is to notify the District Technology Coordinator if he/she believes others know their password and if any user files have been altered. A student that shares their passwords will be considered responsible for any results of such use.
5. A Network User Form needs to be read and signed at the beginning of each school year for grades K-12 before students will be allowed to use district’s resources. . All new students to the district will need to sign a Network User form and have it on file with the school prior to network access being granted. Each student’s parent/guardian must read the district’s Acceptable Use Agreement and sign the Internet Use Agreement form before use is allowed. . Access can be removed at any time and a new Network User Form will need to be submitted.
6. For 5-12 grade students who are receiving a laptop, a signed borrower’s agreement must be on file prior to that student receiving their assigned laptop computer.
7. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person’s consent.

IV. District Rights and Responsibilities

1. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
2. All software/hardware purchases need approval of the District Technology Coordinator.
3. Newell-Fonda Community School District reserves the right to monitor all activity and use of the network. This includes, but not limited to, monitoring downloads, files, and documents stored in users’ folders, check Internet histories and cache files, observe users screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.
4. Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.
5. The district technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school’s technology resources.
6. If routine maintenance and monitoring of the district’s system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.
7. Students are not to bring software from home to install on district hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Any software on district computers, not owned by the district, will be removed. The district provides all reasonable software. Students are not to download or install software without the knowledge and approval of the District Technology Coordinator.

V. District E-mail Accounts

1. School e-mail accounts will be accessed using the district supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the district. The district purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the District Technology Coordinator.

2. The Newell-Fonda Community School District will grant e-mail accounts to staff members and specified students as needed. This account is owned by the district and can be closed at any time. Staff and other users leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.
3. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use, or allow others to use their e-mail account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.
4. Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.
5. With regards to personal e-mail use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate district agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.
6. E-mail use should reflect professional standards at all time. School email accounts should only be used for school related correspondence.
7. All e-mail generated on system equipment, created using a Newell-Fonda district e-mail account, or residing on a school district computer or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
8. All e-mail content is understood to represent the author's point of view and not of the school district.

VI. Appropriate Use

All computer services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Any form of cyber bullying or harassment will not be tolerated.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. We expect all users to obey Federal, State, and Local laws.
- e. Do not use the network in such a way that disrupts the use of the network by other users.
- f. All users are expected to know and follow all copyright laws.
- g. Do not bypass the school's Internet filter or proxy.

**Violation of these expectations will lead to consequences determined by the building administrator. Newell-Fonda Schools reserve the right to administer additional consequences at the discretion of the administration.

The Newell-Fonda Community School district uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web and e-mail communications as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in K-12th. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. Newell-Fonda Community School District will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator or the technology coordinator.

VII. Network Access and Personal Storage on the Server

Individual student access to on-line resources and network services is a privilege granted to students at Newell-Fonda High School. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their network storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

INTERNET SAFETY AND APPROPRIATE USE POLICY

(Developed by E-Rate Central)

Introduction

It is the policy of Newell-Fonda CSD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Newell-Fonda CSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Newell-Fonda CSD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;

- appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act

Adoption

The Board of Newell-Fonda CSD adopted this Internet Safety Policy at a public meeting, following normal public notice, on June 11, 2012. Code No. 605-1.7

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.