

***West Sioux Middle  
School***

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***Student Handbook***

***2011-12***



***“You Can’t Hide That Falcon Pride”***

# WEST SIOUX MIDDLE SCHOOL STUDENT HANDBOOK

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\*This Student Handbook has been designed to provide information about West Sioux Middle School (W.S.M.S.). Our primary goal is to provide a safe and positive learning environment so all students can learn effectively and become productive citizens in our society. After reading this handbook thoroughly, students should be aware of many key facts about the operation of our school. W.S.M.S. needs an informed, concerned student body that will take pride in its school. Remember, your success at W.S.M.S. will be directly proportionate to your efforts.

## Schedules

### Regular Schedule

|                 |             |
|-----------------|-------------|
| 1 <sup>st</sup> | 8:10-8:54   |
| 2 <sup>nd</sup> | 8:57-9:41   |
| 3 <sup>rd</sup> | 9:44-10:28  |
| 4 <sup>th</sup> | 10:31-11:15 |
| 5 <sup>th</sup> | 11:18-12:30 |
| 6 <sup>th</sup> | 12:33-1:17  |
| 7 <sup>th</sup> | 1:20-2:04   |
| 8 <sup>th</sup> | 2:07-2:51   |
| 9 <sup>th</sup> | 2:54-3:24   |

### Lunches

|        |             |
|--------|-------------|
| A (HS) | 11:15-11:40 |
| B (MS) | 11:40-12:05 |
| C (HS) | 12:05-12:30 |

### 2-Hour Late Start

|                 |             |
|-----------------|-------------|
| 3 <sup>rd</sup> | 10:10-10:37 |
| 4 <sup>th</sup> | 10:40-11:07 |
| 5 <sup>th</sup> | 11:10-12:22 |
| 1 <sup>st</sup> | 12:25-12:52 |
| 2 <sup>nd</sup> | 12:55-1:22  |
| 6 <sup>th</sup> | 1:25-1:52   |
| 7 <sup>th</sup> | 1:55-2:22   |
| 8 <sup>th</sup> | 2:25-2:51   |
| 9 <sup>th</sup> | 2:54-3:24   |

|        |             |
|--------|-------------|
| A (HS) | 11:07-11:32 |
| B (MS) | 11:32-11:57 |
| C (HS) | 11:57-12:22 |

### Early Dismissal

|                 |             |
|-----------------|-------------|
| 8 <sup>th</sup> | 8:10-8:45   |
| 1 <sup>st</sup> | 8:48-9:23   |
| 2 <sup>nd</sup> | 9:26-10:02  |
| 3 <sup>rd</sup> | 10:05-10:41 |
| 4 <sup>th</sup> | 10:44-11:20 |
| 5 <sup>th</sup> | 11:23-12:35 |
| 6 <sup>th</sup> | 12:38-1:13  |
| 7 <sup>th</sup> | 1:16-1:51   |

|        |             |
|--------|-------------|
| A (HS) | 11:20-11:45 |
| B (MS) | 11:45-12:10 |
| C (HS) | 12:10-12:35 |

**Pep Rallies** MS/HS - Miss 15 minutes of that particular period.

**Assemblies** – Will attempt to shorten AM or PM classes.

**Unplanned Early Dismissal** – Run normal schedule – will miss classes that are after dismissal time.

## **CORE CURRICULUM VISION STATEMENT**

**The West Sioux community will provide every student with diverse opportunities to obtain the essential skills and concepts reflected in the Iowa Core Curriculum to become lifelong learners in the 21<sup>st</sup> century.**

### **ACADEMICS:**

W.S.M.S. offers a great variety of both basic academic and exploratory courses. Science, Math, Language Arts, Reading, Social Studies, Health, Physical Education, Art, Band and Chorus are offered at all three grade levels. Art, Skills and Computer are offered in sixth grade. Computer, Home Economics, Art, and Problem Solving are offered in seventh grade. Industrial Arts, Careers, Art, and Spanish are included in the eighth grade curriculum. Algebra is made available to 8th grade students who rank highly on I.T.B.S. scores, report card grades, and work ethic.

**I. Driver Education / Failing Classes:** Eighth grade students who fail any semester class during their eighth grade year will not be able to take driver education the summer following their eighth grade year. The only exception will be students on I.E.P.'s (Individual Education Plans, goal areas only [ie: Math goal]) being served through the resource room program.

**II. Grading Scale:** The following scale will be used for all graded classes:

**94-100 A**

**93-90 A-**

**89-87 B+**

**86-83 B**

**82-80 B-**

**79-77 C+**

**76-73 C**

**72-70 C-**

**69 or below - Incomplete**

### **III. Modified Grades**

#### **Middle School**

- Middle School students can earn both regular and modified letter grades.
- Modified grades can be used for many students, including but not limited to special education students.
- A special education student's IEP must indicate if grades will be modified.
- A team, including the general education teacher(s), school administrator,

parents and special education teacher, determines the adaptations and modifications necessary for the student's success.

- The general education teacher, with consultation from the school administrator and special education teacher(s), determines if the degree of curricular modification required will meet the minimum standard for earning a regular grade. If it is determined that the degree of modification does not meet the minimum standard, the student will earn a modified grade.
- Modified grades must be coded with a “()” on report cards.

### **Definitions:**

#### “Accommodations and Modifications”

Accommodations and modifications are individualized adaptations and changes in instruction, environments, testing, assignments, and timelines that provide special needs students an equal opportunity to participate in the educational process and advance appropriately toward attaining the annual IEP goals.

“Accommodation” means an alteration in how instruction and assessment are presented to or responded to by the student; it includes a variety of alterations in presentation format, response format, setting, timing or scheduling, among others. The alterations do not substantially change level, content, or performance criteria. The changes are made in order to provide a student equal access to learning and equal opportunity to demonstrate what is known. Accommodations are appropriate for many students, including but not limited to students on IEPs.

“Modification” means changes in what a student is expected to learn and or demonstrate. The changes are made to provide a student opportunities to participate meaningfully and productively in learning experiences and environments. They include changes in instructional level, content, and performance criteria. When substantial modifications are made, students are to be awarded a modified grade. This is the only situation where a modified grade is to be used, even though the JMC system will accept this grade from any teacher in any class for any student.

#### Modified Curriculum

Curriculum is considered modified when the individualized changes made to the curriculum are substantial, falling below the minimum content area standard for which a student can earn a regular grade. These substantial modifications are made to provide a student opportunities to participate meaningfully and productively in general education learning experiences and environments.

**IV. Honor Roll:** Students who have a "B" (3.00) or higher grade point average (G.P.A.) in all core classes qualify for the Honor Roll. The only classes not included in Honor Roll are Skills, Physical Education, Health, and Problem Solving. Students with any incomplete or unsatisfactory grades will be ineligible for the honor roll.

**V. Reports:** A quarterly report will be sent home to parents mid-way through each semester, informing them of their child's grades. Parents are asked to review the reports with their child and to consult with the teacher if a problem exists. Some teachers require the reports to be returned signed by a parent, indicating that the reports were discussed at home. Grades will be calculated at the end of each semester. Exceptions will be for exploratory classes.

**VI. On-line Parent Access:** At registration, parents will be issued a user name and password to access their student's lunch account status, attendance, and grades. The on-line parent access can be accessed through the Internet on the school's web site at [www.westsixschools.org](http://www.westsixschools.org).

**VII. Parent-Teacher Conferences:** Conferences are scheduled at the end of the first quarter and mid-term of the third quarter. They are scheduled at these times so parents and teachers can discuss ways to help students before they fall behind. All parents are encouraged to attend.

**VIII. Retention/Repeating a Class/Alternative Placement:** If a student fails one or more subjects for a semester, a recommendation will be made to either have him/her: 1) receive needed help in an alternative educational program [Special Education, Transitional Classroom, etc.], 2) repeat that subject the following school year, 3) continue working on subject during summer school or 4) be retained to repeat the entire grade level over the following year. In all cases of possible student failure, parent meetings will be set up by respective teacher teams at the earliest possible times to help prevent students from failing.

**ACCEPTABLE USE POLICY (Policy 603.15):**

The West Sioux Community School District is taking bold and innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, the West Sioux Community School District will become a model for K-12 education in the 21st Century. Technology is an integral component in the lives of students; technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning.

The District retains control, and supervision of all technology including computers, networks and Internet services owned or leased by the school. The District reserves the right to monitor all use of technology.

**Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and information received via the district technology shall be considered the property of the district.**

**Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.**

### **Acceptable Uses**

Access to the District's technology is provided for educational purposes and research consistent with the school district's educational mission, curriculum and instructional goals. The same rules and expectations which govern conduct and communication shall also govern individual use of technology. Individuals are further expected to comply with these rules and all specific instructions utilizing the school district's technology. Technology use is a privilege, not a right.

### **Unacceptable Uses**

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Inappropriate Use of Technology (24/7)** - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. **Inappropriate Use of Technology During the School Day** - Accessing sites for personal financial gain (i.e. online gambling), commercial transactions (i.e. online shopping, eBay, etc.), or gaming software or sites except with direct teacher authorization;
3. **Unauthorized access to Social Networking/Chat Rooms/News Groups During the School Day** - Accessing social networking sites or software, chat rooms or news groups without specific authorization;
4. **Inappropriate Use of Cameras or Other Recording Devices** - Computers and other technology are not to be used to take pictures or video without the consent of all persons being photographed or recorded;
5. **Illegal Activities** - Using the District's technology, including computers, networks, Internet services and other technology equipment for any illegal activity or that violates other Board policies, procedures and/or school rules;
6. **Violating Copyrights** - Copying or downloading copyrighted material without the owner's permission (i.e. using copyrighted music in a project);
7. **Plagiarism** - Representing as one's own work any material obtained from other sources (such as term papers, articles, etc). When Internet sources are used, the author, publisher and Web site must be identified;
8. **Copying Software/Media Files** - Copying or downloading unauthorized software; illegally downloading music, photos, movies, games or other such files;
9. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;
10. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the District's computers, networks, Internet services, and technology resources, including but not limited to hacking activities and creation/uploading of computer viruses;

## **Consequences**

The use of the District's technology, including laptops, Internet access, is a privilege, not a right. Compliance with the District's *Acceptable Use Policy for Technology* is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The building principal or his/her designee shall have the final authority to decide whether a user's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the user's prior disciplinary record and any other pertinent factors.

It is the sole responsibility of the user to backup data as necessary.

The security of the school's technology resources including computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify his/her teacher or network administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

The District has purchased insurance coverage subject to a \$250 deductible per damage or loss. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by administration.

## **ANNOUNCEMENTS:**

All school related announcements will be read by the classroom teachers during the designated time period each day. Messages for individual students will be posted on the message board in the office window. If needed, other announcements will be made over the intercom at the end of the school day. It is the student's responsibility to listen carefully to all announcements. Office personnel will avoid interrupting the school day with intercom announcements as much as possible.

## **ASSEMBLIES:**

Everyone is expected to be attentive and respectful during all assemblies. Improper behavior will not be tolerated. When in the gym, the 6th grade students are to sit on the east end, the 7th grade will sit in the middle section, and the 8th graders will sit on the west end of the bleachers. When in the auditorium, the 8th grade students are to sit in the back rows, the 7th will sit in the middle section, and the 6th graders will sit in the front rows.

## **ATTENDANCE (Policy 501.10R1):**

Regular attendance is important in maintaining continuity in the students' learning. Absenteeism is one of the major causes of low grades, which often result in failure. The

school laws of the State of Iowa and the policies of West Sioux Community Schools require regular attendance.

**I. Entering/Leaving The Building:** Students are expected to come into the building before school and wait in the middle school commons area until 7:55. After 7:55, students may stay in the commons or go to breakfast. At 8:00, students may stay in the commons or report to their first period classroom. Students are to report to the office if they arrive at school after 8:10. They must have a parent/guardian call or present a note explaining the reason for the tardiness. No one will be admitted to class without a pass from the office. Students who have to leave school during the day must sign out in the office. Anyone not doing so will be regarded as truant.

**II. Excused Absences (Policy 501.9):** Students are required to be in attendance for 155 days per school year unless their absences have been excused by the principal for illness (absences for five or more consecutive days due to illness require a doctor's note), family emergencies, doctor or dental appointments, recognized religious observance and school sponsored or approved activities. This means students are allowed to miss a maximum of eight days per semester. Any additional absenteeism beyond those days will require a doctor's note to be considered excused. They must also be approved in advance with make-up work to be completed before the absence, if possible. Home visits and/or parent-student conferences with the counselor, nurse, and/or principal will be arranged when absences become excessive. School personnel may also do home visits and transport students to school (with parent's permission) if they miss school excessively.

**III. Make-Up Work:** After an absence, it is the student's responsibility to get a make-up slip in the office immediately upon returning to school, and then to ask each teacher for make-up work. School work missed because of absence must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Make-up work may also be requested through the office before returning to school, for any length of absence. We encourage parents to request absent students' homework through the office.

**IV. Notifying Office Of Reasons For Absence:** Parents are asked to call the office between 7:30-8:15 to report an absence (**551-1022**). If an absence is not reported, school personnel will attempt to call parents either at work or at home. If a call cannot be made, the student is responsible for bringing a note explaining the absence upon their return.

**V. Tardy Rule:** Students are expected to come to school on time and be in their seats ready to learn when the bell rings. Anyone who is late for school needs to report to the office for a tardy pass. Students are allowed two tardies per quarter and will have to serve a 30 minute detention for every tardy after the second.

**VI. Unexcused Absences (Policy 501.10R1):** Absences that do not fall within the categories listed above under “excused absences” will be considered unexcused unless approved by the principal. Absences for working for others, hair appointments, shopping, etc. will be considered “unexcused”. In all cases of excessive unexcused absences, the parents, truancy officer (Chief of Police), and County Attorney will be notified. Any student who accumulates nine unexcused absences per semester will be placed on “Attendance Probation” with the following steps being taken:

- a. A conference with the principal will be held to discuss the provisions of this policy.
- b. The student’s absences will be reviewed to see if any of the absences are waived for this policy (The principal may request doctor notes to excuse past illnesses).
- c. If the absences do not fall into one of the exceptions, the student under probation will make up a thirty (30) minute time period for each class period missed. This time is not detention time; it is to be spent with the student’s teachers receiving help to catch up on what he/she missed during their absence.
- d. The student will have eight (8) days to make up their 30 minutes per class period.
- e. The student is responsible to go to the teacher and request the time; it is not the teacher’s responsibility to see that the make up time is assigned.

**BICYCLES:** Students who ride bikes to and from school need to park them on the west end of the middle school complex and leave them there until they are ready to go home. Under no circumstances are students to borrow anyone's bike without permission. For safety reasons, students are also asked to walk their bikes when on school property both before and after school.

**BUS INFORMATION:**

**I. Activity Bus:** Students who participate in after school activities may ride the activity bus to Ireton. Anyone not participating in school-sponsored activities must get an activity bus pass from the principal. Students who stay after school to serve detentions will be allowed to ride the activity bus only once. Individuals who cause repeated behavior problems will lose Activity Bus privileges. The departure time is 5:30 from the east side of the building.

**II. Behavior:** All students who ride the bus are reminded to follow the rules below: 1) Follow the individual driver's rules the first time they are given. 2) Stay seated when the bus is moving. 3) No profanity, yelling or throwing of objects. 4) Keep all arms and legs to yourself. 5) Don't litter (No sunflower seeds allowed), write on, or damage the bus in any way. 6) Meet the bus on time and do not keep it waiting. 7) Ride only the bus, which you have been assigned. 8) Sexual harassment will not be tolerated.

\* Parents and the building principal will be notified as needed if the above rules are broken. The first violation will result in a verbal warning and a note sent home, the second violation will result in a phone call from the bus driver, and the

third violation will result in the student losing all bus privileges for three school days.

### **CARE OF THE BUILDING / EQUIPMENT / ETC.:**

Students are expected to take care of all school and personal property. Both accidental and deliberate damage (i.e.: textbooks) will be paid for by the responsible parties. Individuals who willfully destroy school property will be suspended either in or out of school. Everyone is expected to dispose of litter and refrain from marking on furniture, walls, restrooms, etc. In order to keep the building clean, gum will not be allowed in the classrooms. Students who make messes in the school will clean them up after school. School pride includes a neat, well-kept building.

### **DISCIPLINE / STUDENT CONDUCT (Policy 502.1):**

All students are expected to behave according to school policy, have self-control and show respect to everyone at all times. Student behavior must not cause a disruption in the school's learning environment, making it hard for others to learn and enjoy coming to school. Disciplinary measures include, but are not limited to, removal from the classroom, calling or writing parents, detention, suspension, probation, and placement in alternative educational programs (Transitional Classroom or Special Education Classroom). Counseling and teaching self-discipline are also considered major components of most discipline situations. "Zero Tolerance Behaviors" will also be reviewed with all students during the first week of school.

- I. **PBIS:** WSMS has developed a Positive Behavior Intervention System that is implemented throughout the building. Students are acknowledged for positive behavior. The expectations for behavior are taught and reinforced during the school year.

# Expectations by Settings

(Defining Expectations Across Locations)

| Expectations: | Areas:<br>Classroom  | Commons/<br>Lunchrooms   | <u>Hallways</u>  | <u>Bathroom/<br/>Locker rooms</u>                  | <u>Gym/<br/>Auditorium</u>                    | <u>All Settings</u>                                   |
|---------------|--|--|--|--|---|---|
| Perseverance  | *Finish assignments on time<br>*Ask questions<br>*Learn from your mistakes<br>*Keep trying | *Use positive behaviors<br>*Wait patiently in your place in line<br>*Return to learning area quickly and quietly | *Be aware of others' needs and feelings                        | *Return to learning area quickly and quietly       | *Use positive behaviors<br>*Encourage others  | *Be good citizens                                     |
| Respect       | *Be attentive<br>*Follow classroom rules   | *Use level 2 voice<br>*Use good table manners  | *Use level 1 voice<br>*Walk on the right side                  | *Use level 1 voice<br>*Use, flush, wash, and leave | *Be attentive<br>*Stand quietly for anthem    | *Wear proper attire                                   |
| Integrity     | *Do your own work well<br>*Attempt new things  | *Honor personal space and personal belongings  | *Honor personal space and personal belongings                  | *Honor personal space and personal belongings      | *Honor personal space and personal belongings | *Honor personal differences                           |
| Discipline    | *Be on time<br>*Attend regularly<br>*Come prepared   | *Walk<br>*Remain seated  | *Be on time<br>*Take quickest, shortest, and most direct route | *Get in, Get out                                   | *Be on time<br>*Enter areas quietly           | *Be on time<br>*Use technology appropriately          |
| Excellence    | *Celebrate achievements<br>*Offer assistance<br>*Always do your best                       | *Keep area clean<br>*Push in chairs under tables   | *Keep hallways clean and clear                                 | *Keep areas clean                                  | *Demonstrate good sportsmanship               | *Demonstrate school spirit<br>*Expand your boundaries |

## II. Cheating:

**1st offense of cheating in a class:** Student receives a “0” for that quiz, test, etc. and teacher notifies parents in writing immediately following the incident.

**2nd offense of cheating in a class:** Student receives a “0” for that quiz, test, etc. and a conference is held with the student, teacher, parent, and principal before the student is allowed back in class (to clearly explain consequences if this happens again).

**3rd offense of cheating in a class:** Student receives an “IU” for the semester grade in that class and the principal notifies the parent in writing immediately following the incident.

- III. Detentions:** Detentions are most commonly held from 7:30 to 8:10am, and from 2:51 to 5:00pm daily. Students must be on time, bring materials to work on, and be quiet. Students will be given 48 hours to complete a detention. Detentions not completed within 48 hours will be doubled. If not completed the following day, students will be placed on ISS (In School Suspension). Students may be assigned detention for late work, excessive tardies, truancy or other acts of misconduct, at the discretion of the teachers and principal.
- IV. Hallway Behavior:** Everyone is expected to act like ladies and gentlemen in the hallways. Running, yelling and horseplay will not be tolerated. Students are expected to be in the classrooms not in the hallways. They will be issued a “Falcon Token” to give them access to the restroom, locker, etc. two times per period per quarter. If there are circumstances that require more frequent trips from the classroom, please notify the school nurse, 6-12 secretary or principal. Exceptions can be made.
- V. Suspensions (Policy 503.1R1):** In or out of school suspensions (ISS/OSS) are used if continual inappropriate behaviors do not change through detentions and counseling efforts or for major offenses such as fighting or showing disrespect to a teacher (behaviors listed on the Office Discipline Referral form). ISS will be served in the office. OSS is used as a last resort. When this happens, a conference will be required with the child, parent, guidance counselor, and principal (and sometimes the superintendent) before re-admittance. Placing a student on ISS or OSS is up to the discretion of the principal.
- VI. Student Assistance Team (SAT):** The mission of the Student Assistance Team (SAT) is to identify the learning needs of the students who are having trouble and provide them with the type of academic, behavioral, and/or social support needed to succeed in school. After needs have been identified, strategies are developed and implemented by the team to assist the student.
- VII. Transitional Classroom Placement:** Transitional Classroom placement may be pursued for some individuals who are failing academically, have poor attendance, and/or exhibit behaviors, which continually impact the learning environment of other students. The Transitional Classroom is located at the Middle School. This classroom environment is not a punishment but rather a place for students to receive help. Once the students complete the program they will begin returning to the regular classroom. Parents must visit the classroom and sign a “placement contract” before a student will be placed there.
- VIII. Learning Center:** The learning center will be open daily from 7:30 to 8:00 am and from 2:51 to 4:00 pm. The learning center staff will assist any student with assignment completion, organization, tutoring, and/or quiz and test make-ups.

### **DRESS CODE:**

Students at West Sioux are expected to wear clothing that does not in any way offend other students or school employees. No clothing promoting the use of drugs, tobacco, alcohol, sex related pictures or topics will be allowed. All clothing is to be clean, and appropriate for school. Chains and other materials that can be considered weapons are not to be worn or brought to school. Shirts and/or tops and pants, skirts, or shorts, must meet and cover the waist. The length of shorts and skirts must be the length of the student's fingertips when arms are extended at their side or reach the middle of the student's thigh, whichever is longer. No undergarments should be showing. The top of shirts should be above a line drawn from the student's armpit to armpit. Thin strapped tank tops and halter tops are prohibited. Slippers and pajama pants are not permitted to be worn. Students are expected to wear reasonable footwear, appropriate to the activity. Coats are not to be worn in the classroom. Hats, and/or bandanas, are not allowed from the time students enter the building in the morning, until 3:24. All final decisions on appropriate dress will be at the discretion of the middle school principal.

### **ELECTRONIC DEVICES**

The learning environment is one that should be free of distractions. To ensure this, electronic devices, such as, but not limited to, cell phones, iPods, MP3 players, are not allowed to be used in the building during the school day (8:00-3:24). Cell phone usage includes, but is not limited to, making a call, answering a call, checking messages, text messaging, checking for a signal, using a picture phone, and having the phone ring (or noticeably vibrate). It is strongly suggested that student's cell phones and other electronic devices be left at home. Electronic devices will be confiscated by staff members and brought to the office. The first time a student's electronic device is confiscated, a parent can pick up the device at their convenience, during school hours, Monday through Friday. The second time a student's electronic device is confiscated, they will serve a one-day in-school suspension and a parent can pick up the device at their convenience, during school hours, Monday through Friday. The third time, and incidents beyond the third offense, a student's electronic device is confiscated, the student will serve a one day in-school suspension and the device will be returned to parents upon development of mutual agreement.

### **DRILLS/EMERGENCY PROCEDURES (Policy 507.5):** **(FIRE, TORNADO, AND BUS EVACUATION):**

All three drills are rehearsals for possibly serious situations. Always treat them as the real thing. Emergency disaster procedures will be listed near the door of each classroom and explained by the teachers on the first day of school. Everyone will be expected to become familiar with this information. Tampering with fire protection or alarm equipment will result in an automatic three-day in-school suspension. Two fire drills and two tornado drills will be scheduled for each semester of the school year.

- I. **Fire Drills:** A continuous blast of the alarm bells is used for Fire Alarms / Drills.
- II. **Tornado Drills:** The intercom is used for Tornado Alarms/Drills.

**III. Bus Evacuation:** Individual bus drivers will do evacuation drills during the first month of school. The drivers will review specific procedures at that time.

**TOBACCO, DRUG AND ALCOHOL POLICY (Policy 502.7):**

The use or possession of tobacco (in any form), alcohol, and other controlled substances or "look-alike" substances by students is forbidden. Any student violating this policy on school grounds and at any school activity, home or away will be reported to the police, with the police doing the searching and questioning when possible. Charges will be pressed and the student will pay all assessed fines.

**Tobacco:**

The first offense will result in one-day in-school suspension.

The second offense will result in three-day in-school suspension. In both instances the parents will be notified.

**Drug and Alcohol:**

The first offense will result in a three-day suspension and participation in appropriate counseling sessions offered through the Sioux County Alcoholism and Drug Abuse Center. Activity participants will also be ineligible for one-half of the current season's games. If less than one-half of the season is remaining, the additional games or performances shall be taken from the next activity or sport.

The second offense will result in a five-day suspension, participation in appropriate counseling sessions offered through the Sioux County Alcoholism and Drug Abuse Center, and a meeting with the student, parents, principal, and superintendent (as needed) before being readmitted to school. Activity participants will be ineligible for any type of school activities for eighteen weeks. Repeated offenses will be taken to the superintendent and/or the school board as needed. Parents will always be notified as soon as possible of any in-school violation.

**NINTH PERIOD:**

The school day will be from 8:10-3:24 Monday-Thursday. The school day on Friday is 8:10-2:51. Students who have grades at a C- or above and all assignments have been handed in get to leave early Monday-Thursday. Their school day is from 8:10-2:51.

If students have a grade below a C- in any class or have missing work, they will be assigned to 9<sup>th</sup> period. Students will be notified by Friday of their academic obligation and will report to the assigned classroom by 2:54 and be dismissed at 3:24 beginning on Monday and continue to receive assistance through Thursday. A new 9<sup>th</sup> period list will be posted each week. It is the student's obligation to check the 9<sup>th</sup> period list each week. A bell will ring at 3:24 to indicate dismissal from 9<sup>th</sup> period. Student athletes are expected to report to practice at 3:30.

If a student or staff member feels this policy is being implemented in an unfair manner, they may request a meeting with a Hearing Committee by contacting the principal who will set up the meeting.

### **EXTRA-CURRICULAR ACTIVITIES:**

**I. Activity Philosophy:** All students are encouraged to participate in as many sports and/or activities as possible (as their schedules allow) to see if they like or dislike them. The main focus of middle school athletics/activities is participation, fun, good sportsmanship, and the development of good fundamentals. Everyone is reminded that, as a member of a team, you are a representative of the school and your behavior and appearance should reflect pride in yourself, your team and your school. Anyone who behaves in a way that reflects poorly on the school may be removed from that team. Everyone is also encouraged to attend as many events as possible to support your classmates.

**II. Academic/Behavioral Standing:** 1) Any time a student falls below a C- in any course or has missing work, the teacher will assign the student to 9<sup>th</sup> period for academic assistance. The student will attend 9<sup>th</sup> period from Monday through Thursday from 2:54-3:24. A bell will ring at 3:24 to indicate dismissal from 9<sup>th</sup> period. Student athletes are expected to report to practice at 3:30. Incompletes will be recorded as an incomplete satisfactory (IS) or incomplete unsatisfactory (IU). An IS indicates a student is passing and IU will indicate the student is not passing. Students with IS or IU can still participate in practice and attend games or events with the team unless a violation of the eligibility policy occurs. 2) Students serving detentions or placed on in school suspension may continue to participate in scheduled lessons, rehearsals and practices after 4:00, but will not participate in performances, group activities, trips or games during the duration of their detention/suspension time. 3) Students who are ineligible to participate in contests for academic or behavioral reasons will not be able to attend or participate in games or events with their teammates. 4) Students suspended out of school will be unable to participate in or attend any type of school-sponsored activity during the time of the suspension.

**III. Activities Offered:** The seventh and eighth graders have opportunities to participate in football/volleyball/cross country, basketball/wrestling, track, and baseball/softball. All middle school students will also have opportunities to participate in various scheduled activities during the school day.

**IV. Eligibility Policy:** After semester grades are issued, any student given an “I” or “IS” will have two weeks to raise the grade. Once the two weeks are complete if the student has not raised the grade, the teacher has the option to place the student on a contract. To issue a contract between a teacher and student a contract must:

- a. Be approved by the principal
- b. Must be signed by the parent

Students may be ineligible for two events if the contract is not fulfilled. The student will still be expected to practice during the period of ineligibility.

**V. Family Night:** Family night will be Wednesday nights. No activities or practices are to be scheduled by the school after 5:30 on this night of the week.

**VI. Game And Practice Participation Rules:** 1) Students who wish to participate in school-sponsored activities must attend school one-half day of the day of the activity unless permission has been given by the principal for the student to be absent (**Policy 501.9**). 2) Any student missing two practices or events for unexcused reasons will be suspended from the activity in which engaged. 3) Any student retained after school for misconduct or failure to do their assigned work for that day will, with the coach or supervisor's approval, be permitted to practice on that day. 4) Any student whose action, while involved in an activity at home or away, reflects negatively on the team or school's credibility, will be suspended from that activity, and in the case of property damage, will be liable for said damages. 5) Any student going out for an activity who remains in that activity for two weeks or more will be expected to stay out for that activity until the end of the season. Students will be allowed to quit for medical, physical, financial or family limitations and with the consent of the coach/sponsor and principal. No matter what the reason may be for quitting a sport or activity, it is the student's responsibility to meet with the head coach to discuss the issue and reasons for wanting or needing to quit. 6) Any student receiving out of school suspensions for any number of days may be suspended from all activities for a period of time. 7) Any student suspended from an activity will not be awarded a West Sioux Award for participation in any activity affected by the suspension.

**VII. Injuries:** Students are responsible for reporting all injuries to the head coaches immediately. The coaches of all serious injuries will notify parents immediately with doctor visits being recommended as needed.

**VIII. Physical / Insurance:** No student shall participate in any athletic practice or contest without a completed athletic physical and a signed parent permission form. Some type of accident insurance is highly recommended. Insurance may be purchased through the school at the beginning of the year at a very low cost.

**FUND RAISING:**

All middle school students are encouraged to participate in the two annual building fundraisers. Profits go primarily toward athletic events and to help cover the costs of the many student activities.

**GUIDANCE COUNSELOR:**

Students are encouraged to seek the assistance of the guidance counselor for any personal, social, or educational concerns. Students may visit the counselor during study hall if they have obtained a pass prior to coming to study hall. If a student does not have a study hall, they may be allowed to see the counselor the last 10 minutes of class if they have obtained a pass prior to class. Students will not be dismissed from a regular class to

see the counselor, except for emergency situations. The counselor's schedule will be explained at the beginning of the school year.

### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulation and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

**HOMELESS STUDENTS** The McKinney-Vento Act is a federal law designed to identify students whose families are homeless and provide those individuals with a consistent, quality education. Title I services, transportation and school lunches are available to children who are homeless. Legal Services of Iowa ([www.iowalegalaid.org](http://www.iowalegalaid.org)) is also available as a source of legal assistance for homeless students.

**Homeless Definition** (from McKinney-Vento Homeless Assistance Act of 2001, Title VII, Subtitle B, Section 725)

**The term “homeless children and youth”-**

Means individuals who lack a fixed, regular, and adequate nighttime residence; and

A. Includes-

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human being;
- Children or youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (c).

**INTERNET - APPROPRIATE USE (Policy 605.6):** The Internet Policy will be explained in detail during the first week of school as it relates to possible student violations and is printed toward the back of this booklet.

**LATE STARTS/CANCELLATIONS/EARLY DISMISSALS:**

Sometimes due to poor weather conditions, it is necessary to start school late or cancel school on short notice. All schedule changes will be broadcasted over KLEM (99.5 FM-1410 AM), KVDB (93.9 FM-1090 AM), or WNAX (570 AM). There is a school-closing link on the school’s web site at [www.westsixschools.org](http://www.westsixschools.org) that has timely late start, early dismissal or cancellation announcements due to weather. Please do not call the school or the home of a teacher or principal. On unscheduled early dismissal days, due to heat or winter conditions, students will be allowed to use the office phone for personal reasons.

### **LOCKERS (Policy 502.5):**

Each student is assigned one locker. The student is responsible for the locker and the appropriate care thereof. The school is not responsible for stolen items. Students who wish to use a lock may purchase one in the office for \$5.00 and will be reimbursed the \$5.00 if the lock is returned to the office at the end of their senior year of high school or when they leave the district. Students are not to provide their own padlocks. Tape is not to be used on any part of their lockers. Pictures can be placed on the insides of lockers only by using “stick’um” or “hold it”. Office personnel need to have access to all lockers to get materials if someone is sick or to do periodic inspections. Lockers, desks, and other school areas are the property of the school, are provided as a courtesy to students, and will be subject to periodic inspections (without prior notice) by authorized school personnel. Gum, candy, and food items are not allowed during the school day and anything other than sack lunches need to be kept out of the lockers. Food items other than sack lunches will be thrown away if found. Cough drops are allowable with permission from classroom teachers. Students may go to lockers between classes.

All athletic bags and backpacks are to be stored in the student’s locker. Bags will not be left in the hallway.

### **LUNCH/CAFETERIA:**

**I. Behavior:** Disrespect to the cooks or lunchroom supervisors, making a mess in the lunchroom, or poor behavior will not be tolerated. Students not acting appropriately may lose lunchroom privileges for a period of time, be placed at the end of the line, or be required to eat in the office or bring a sack lunch. Anyone making a mess on or around the tables will be helping the cooks/custodians clean the lunchroom tables and/or floors for a period of time.

**II. Breakfast:** Breakfast will be served from 7:50 to 8:05 in the morning. Students eating breakfast will be expected to leave the cafeteria by 8:05 and be in their first period classroom before the 8:10 bell.

**III. Depositing Money:** Money should be deposited in the lunch accounts between 7:50 a.m. and 4:00 p.m. in the office (early in the morning is preferred), not during lunch hour in the lunchroom. The student's name needs be placed on the front of all deposit envelopes. Students are expected to keep money in their lunch accounts. They will not be able to eat breakfast or lunch after accounts reach -\$5.00. Low balance notices will be emailed each Monday and Thursday to those people who share their email address with us. Low balance notices will also be printed on Thursday and given to those students who do not have an email address. We would encourage parents to share their email address with us so that we can easily contact them.

**IV. General Guidelines:** Each student will have a lunch account. Students bringing their own lunches may purchase milk (pop is not permitted at any time during the school day). All students must report directly to the lunchroom during their designated lunch

period and must eat their meals at the school in the cafeteria - - no one is permitted to leave the school grounds during the noon hour, unless accompanied by a parent. No outside food is allowed except homemade sack lunches. Nonpaying students eating food purchased by a legitimate lunch participant will be assessed the full cost of a regular meal.

### **NURSE/MEDICATION:**

**I. Nurse:** The nurse's schedule and office location will be explained at the beginning of the school year. W.S.M.S. does not have a nurse in the building all the time. Students are asked to report to the main office and the nurse can be contacted. All injuries are to be reported to the principal's office at once. Students who feel ill will be required to get permission from the school nurse or office personnel before calling parents and going home.

**II. Medication (Policy 507.2):** 1) All medication, including aspirin, should be left in the office. 2) Parent's written consent to take medication must be given. 3) Medication must be in original container. 4) An individual health plan must be on file if a student's need for medication is ongoing.

### **OFFICE USE:**

**I. Copy Machine:** Students requesting to have copies made on the copy machine will be charged 10 cents (\$.10) per sheet if the material is not requested by a classroom teacher.

**II. Telephone:** Telephone usage needs to be limited at school. Arrangements for rides, etc., should be made before coming to school. Long distance calls are not permitted.

**III. Web Site:** The school's web site is [www.westsioxschools.org](http://www.westsioxschools.org). This will be used as a communication tool to ensure parents and students are informed of school events and activities.

### **STUDENT COUNCIL:**

The Student Council will consist of members from all three grade levels, with elections being held at the beginning of the school year. Our goal is to provide as many students as possible with opportunities for leadership. The Student Council will work under the direction of the principal and a classroom teacher and/or counselor.

### **GENERAL RULES:**

1. **Teacher Work Room:** Students are not allowed in the faculty room or storage areas unless with a teacher.
2. **Flowers / Gifts:** The school will not accept or deliver flowers or gifts for any occasion to any students.
3. **Lost and Found:** Lost & Found items are reported to the main office. Students who lose either library or text books are required to pay for them.
4. **Parking Lot:** Students cannot sit on cars parked on or near the school grounds, or play in the immediate area of parked cars. Students coming to school in cars are to report directly to designated areas.
5. **Passes:** Everyone is expected to get a pass from a teacher if they need to go to another classroom, restroom, drinking fountain, office, etc.
6. **Juice & Snack Machines:** Students may use the juice machine before school but the containers must be kept in the commons areas. It may also be used with permission from a teacher or office personnel for special occasions. Beverages must also be kept out of lockers, hallway areas and classrooms. The machine is not to be used during lunch hour & will be shut off for any time periods if needed. The snack machine is off limits to middle school students until after the school day is over at 2:51.
7. **Radios / Headphones / Games:** Students are to leave their radios, cell phones, cassette/c.d.players, video games, and ipods, at home. This is because of the value of these items and the school does not assume responsibility if they are misplaced, damaged, or stolen.
8. **Snow Ball Throwing:** For safety reasons, snowball throwing is not allowed on school property and will result in a detention.
9. **Study Hall Rules:** It is the student's responsibility to become familiar with the study hall rules. The enclosed rules will be gone over during the first week of school.
10. **Substitute Teachers:** Everyone is expected to show respect to all substitute teachers (and classroom visitors/guests speakers). They have the same authority as the regular teachers.
11. **Visitors:** If a student is having someone visit our school for a day, they need to get prior permission from the principal at least one day in advance. All visitors and their escorts must report to the office at the beginning of the day. Students are expected to show respect to everyone either visiting for the day or stopping into the office.
12. **Weapons / Threats:** Students will be made aware of the district's weapons policy on the first day of school. All violations of this policy will be reported to law enforcement officials and parents immediately. Anyone intending to hurt themselves or others will also be recommended to receive appropriate counseling services.

## **WEAPONS**

The West Sioux Board of Education believes weapons and other dangerous objects in school facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school premises or property within the jurisdiction of the school district.

School facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto school 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 a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the students will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and 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 which 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 or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **INTERNET POLICY (Policy 605.6)**

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 that may not be of educational value.

Equal Opportunity - The Internet shall be available to all students within the school district through teacher access.

On-Line Etiquette -

1. The use of the network is a privilege and may be revoked for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

#### Restricted Material -

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

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

#### Internet Access

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will have individual accounts on the district server.
  1. It is a goal to allow employees and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  2. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, which require efficient, ethical and legal utilization of network resources.
  3. Transmission of material, information or software in violation of any board policy or regulation is prohibited.

4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teachers.

The school district makes no guarantees as to the accuracy of information received on the Internet.

### Student Violations

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

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose network access for a period of 2 weeks at the discretion of the supervising teachers. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit network access for a minimum period of 6 weeks.
3. Third Violation - A verbal and written "Third Notice" will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit network access for 18 weeks or for the balance of the school year.

### **STATEMENT OF NONDISCRIMINATION AND MULTI-CULTURAL NON-SEXIST (M.C.N.S.)**

It is the policy of the West Sioux 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 educational 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 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 the above mentioned traits and characteristics. 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 multicultural, nonsexist society.

Complaints or inquiries regarding compliance may be directed to:

Supt. West Sioux Comm. School District  
1300 Falcon Dr

Hawarden, IA 51023  
(712) 551-1461