

**Allamakee Community Schools**  
**Waukon High School**  
**2018-2019 Student Policies and Information**

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## General Information

### ACSD Vision Statement

The vision of the Allamakee Community School District is to nurture the learning and development of the people it serves. This will encourage our students, staff, parents, and patrons to develop to their fullest potential so they will have the desire for lifelong learning, and develop the skills and work ethic necessary to be a responsible, contributing citizen in a technologically advanced, global society.

### Waukon High School Mission Statement

The instructional staff at Waukon High School is committed to providing an educational program that will encompass the physical, social, emotional, civic, moral, career, aesthetic, and intellectual needs of our students to function in a competitive, technical, and democratic society.

### Accreditation

Waukon High School is accredited by the Iowa Department of Education. Accreditation certifies that high school credit earned is acceptable for admission to colleges and universities throughout the United States.

### School Basics – What Every Student Should Know!!!

- School Colors: Orange and Black
- School Nickname: The Indians
- School Year Book: The Arrow
- School Newspaper: The Tribe-une

### School Song – “Waukon Loyalty”

Oh we're from Waukon High School loyal and true  
Here's to our classmates old ones and the new  
Rah, rah, rah ours will be the victory  
We'll always back in every struggle the Orange and Black  
So here is to our high school old Waukon High  
We'll not forget you as the days go by  
Rah, rah, rah we are always striving  
We'll always fight and boost our high school with all our might!

## Earning a Diploma

### Graduation Requirements

The Allamakee Community School District Board of Education requires that students complete **24** units of credit in order to receive a high school diploma. The required 13 units must include a minimum of four units of English, three units of math, three units of science and three units of social studies. By definition, a unit represents successful completion of two semesters of academic coursework.

### Required Courses

All students in pursuit of a diploma are required to successfully complete the following courses at the recommended grade level:

- Grade 9: English, Physical Science, Math, Social Studies (World Geography recommended) and P.E.
- Grade 10: English, Biology, Math, Computer Applications, Health\*, and P.E.
- Grade 11: English, Math, Science, U.S. History, and P.E.
- Grade 12: English, Government, Economics, and P.E.

\*In accordance with Iowa Code 281:12.5(6), a student is not required to take health if the course conflicts with the pupil's religious beliefs. The pupil's guardian must file a written statement with the principal in order for the health requirement to be waived.

### Early Graduation

The philosophy of the Allamakee Community School District is that students benefit the most by remaining in school for the traditional eight semesters. However, early graduation is possible for students who complete the required units in only six or seven semesters even though diplomas are only awarded at the end of the school (May). Students who wish to graduate early must apply for approval through the guidance office. This application will be presented to the Allamakee Community Schools board of education for final approval at their regular November meeting

### Commencement Exercises

Commencement is held at the end of each academic year (typically on a Sunday in late May). All participants in commencement exercises must have met the graduation requirements prescribed by the Allamakee Community School District Board of Education.

If a student does not attend commencement practice he/she will not be allowed to participate in commencement. All school sponsored activities will be excused. In addition, absences for extenuating circumstances will be considered when verifiable.

Additionally, all fines must be taken care of prior to commencement practice in order to participate.

## The Academic Program

### The Long Range Plan

At the end of their 8<sup>th</sup> grade year, students work with the high school Guidance Counselor to develop a long-range plan for high school course-work. The direction of the plan is simply a basic map of the necessary educational components to prepare for post-secondary interests.

Although the long-range plan is important to the overall academic program, it can be adjusted to meet a student's changing interests. Amendments to a four-year plan must be made prior to course registration each year. The guidance counselor will communicate the timelines for making any necessary adjustments.

### Registration

Course registration is a very important administrative process because it determines the number of authorized sections of each course, which dictates the necessary number of teachers and classrooms. The process of registering students for the next academic year typically begins in late January.

Student schedules will be determined by the individual long-range plans. After registration is complete, changes will only be allowed if they do not negatively impact the necessary number of sections, teachers, or classrooms.

Final registration takes place prior to the start of school in August of each year. The procedure includes payment of enrollment fees, distribution of schedules, and communication of other items important to the efficient operation of the school. Dates and times for final registration will be announced in the *The Standard* and on KNEI radio.

**Students have 3 days at the beginning of each semester to alter their schedules. After the 3 days, schedules may not change. Full time students must take a minimum of 6 classes (plus physical education) each semester.**

### Senior Year Plus/PSEO

Juniors and seniors are eligible for enrollment in nonsectarian courses offered at qualified post-secondary institutions if comparable courses are not offered at Waukon High School. The college credit earned in these courses may also be applied toward the local requirements for receipt of a diploma. Students are responsible for purchasing their own college level textbooks.

Freshmen and sophomores identified as part of the AALP program are also eligible for enrollment in college level classes. Freshmen and sophomores not involved in the AALP program may be eligible for certain college courses as determined by the Allamakee School District (PLTW courses, Introduction to Health Occupations, etc.). Check with the guidance counselor for course availability. If a college course is offered as a contracted course, students may not take the same course as a PICC class.

Further information on post-secondary enrollment can be obtained from the guidance counselor.

### Academic Assessment (Grades & Report Cards)

Student reports of academic progress are emailed/mailed to guardians four times per academic year. The reports are intended to keep guardians informed of their student's academic standing. Parental guardians can obtain student progress reports through PowerSchool which can be found on the school webpage at [www.allamakee.k12.ia.us](http://www.allamakee.k12.ia.us). The letter grades on the reports indicate the following levels:

- A: Superior (A = 4.0, A- = 3.67)
- B: Above Average (B+ = 3.33, B = 3.0, B- = 2.67)
- C: Average (C+ = 2.33, C = 2.0, C- = 1.67)
- D: Below Average (D+ = 1.33, D = 1.0, D- = 0.67)
- F: Failure (F = 0.00)
- I: Incomplete

### Grading scale

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

If parental guardians are concerned with their child's academic performance, they should contact the principal's office at (563) 568-3466. Individual help sessions, success center, structured study halls, and/or other problem solving help can be arranged with a scheduled meeting.

The most critical student reports are issued at the end of each semester. If a student earns an "F" for a semester grade in a given course, no academic credit will be awarded for that course. Failure to earn credit can have a profound impact on completion of the graduation requirements.

### Assignment Completion (AC)

Academics are the first priority at WHS. Students who don't complete an assignment that day in class or study hall, will stay to complete the assignment that day after school, the next morning, or the following day after school. Teachers will email parents explaining students' missing assignment and the need to stay at school to complete the assignment. The student shall make arrangements with the teacher to complete the assignment by the following school day at the latest. AC will be completed with the teacher or with the School Interventionist as a resource. AC will supersede students participating in practice and activities/competitions.

### Semester Tests

Semester tests are given at the end of each semester. The daily schedule is adjusted during the examination days to allow for extended class periods and open campus privileges. Students will not be allowed to take semester tests until all detentions have been served and fines have been paid. **Unserved detentions will be served in the office and any missed**

**tests will be made up during the floater period.** The schedule for semester tests will be communicated to students at least one week in advance of the tests. Please don't schedule vacations/trips within a week of these tests so that students can finish their semester strong.

Students are still expected to follow normal school rules during semester tests. Anyone not in compliance will lose open campus privileges.

### **Late or Incomplete Academic Work**

Instructors have a right to expect assignments to be turned in on the established due date. The only time late or incomplete academic work must be accepted is in the case of an excused absence. Typically, the time allotted for completion of the work is equal to the number of school days missed.

If the absence occurs at the end of a semester, an "I" may be used on the student report. After one week, this grade becomes an "F" if the incomplete work is not made up (unless special permission is granted from the principal). The student is responsible for making arrangements with the instructor for the completion of all late or incomplete academic work.

### **Academic Integrity**

Students are expected to do their own work. Academic honesty is paramount to each student's success and to the integrity of Waukon High School. It is the responsibility of each student to avoid dishonest practices or cheating. Cheating is defined as the unethical and unauthorized means of obtaining a grade for oneself or other students. Teachers have the discretion to administer cheating consequences which may be a student receiving a zero for the assignment/exam or failing the class for the semester. The teacher shall notify the parent/guardian and office immediately as to the action taken. Students found with a cell phone out while testing or working on assignments (without a teacher's permission) will receive an automatic zero.

### **Parent-Teacher Conferences**

It is highly encouraged that all parental guardians attend parent-teacher conferences twice a year. District-wide parent-teacher conferences are typically scheduled around week twelve of each semester. Please note that individual conferences can be arranged any time at the guardian's request.

### **Honor Roll**

The honor roll is compiled by the principal's office after each semester to recognize the academic accomplishments of students. The "A" honor roll recognizes students with grade point averages of 3.67 – 4.00, while the "B" honor roll recognizes students with grade point averages from 3.00 – 3.66 with no grades of "D", "F", or "W" for the semester. Physical education and driver's education are the only grades not included in the calculation of grade point averages for the honor roll.

### **Academic Awards**

Academic awards are presented to students for semester long academic achievement. Students must earn a minimum grade point average of 3.33 without any grades of "D" or "F" for the semester to be recognized. Physical education and driver's education grades are not

included in the calculation of grade point averages for the academic awards. A chenille letter is presented to first-time recipients and a medal is awarded each semester thereafter. Students must have attended Waukon High School the entire semester to be eligible. Students with a cumulative GPA of 3.50 – 4.00 are recognized at graduation.

## Student Attendance

### Philosophy on Regular Attendance

The Waukon High School philosophy on regular school attendance is based on the premise that something important happens in every class every day and the interaction of teachers and students can never be exactly duplicated. Thus, absences can impact student progress in a very direct way. Cooperation from guardians is critical in maintaining a high rate of attendance necessary for students to maximize the opportunities available through the educational program.

We believe that regular attendance is an essential part of academic success. The habit of good attendance is established early and can help a student be successful in school and throughout their life. Experience demonstrates that people are rarely released from their jobs because of a lack of skill; it is almost always the result of excessive absences from work and/or failure to get along with other people. Absences always cause some disruption of educational progress. In order to maintain interest and understanding in a program of instruction, students should not be absent more than is absolutely necessary. Irregular attendance or tardiness by students not only hinders their studies, but also interferes with the progress of those pupils who are regular and prompt in their attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school. Attendance can be monitored by using the parent access link on the school's webpage.

In all instances where a student is absent from school, that student retains the responsibility for obtaining all pertinent information in each class missed. The guardian retains the responsibility for ensuring that absenteeism is not hindering the student's academic progress. Although valid reasons for missing school do exist, it is the responsibility of the student, with guardian and/or medical professional to justify the absence. Students not in attendance with unexcused absences for three consecutive weeks will be dropped/unenrolled from WHS.

**Excused Absences** An excused absence requires communication (telephone call or written note) between the guardian and the high school office. Ideally, the guardian should contact the principal's office by telephone before 9:00 a.m. on the day of the absence. However, a student will have up to **48 hours** after that day's absence to arrange the necessary communication for excusing an absence. **If the communication does not take place within that time frame, the absence will be recorded as unexcused.** Voicemail can be left 24 hours a day at the office by calling 563-568-3466 or by emailing the office at [eplein@allamakee.k12.ia.us](mailto:eplein@allamakee.k12.ia.us).

It is recognized, however, that a student's absence, even though excused, still affects the student's education. Efforts should be made by both students and parents to minimize the number of excused absences.

Students may be excused from attending class for the following reasons:

1. Personal Illness (3 or more consecutive days will require a medical excuse)
2. Professional/Medical Appointments (Pre-absence arrangements need to be made)

3. Court Appearances
4. Parent/Guardian requests when vital to the family welfare
5. Bereavement
6. Religious Observations
7. School Sponsored Activities
8. Prearranged and approved absences (College Visits)
9. Athletics
10. School initiated suspensions
11. NICC class

Absences for reasons other than those listed previously will be unexcused. As defined by Iowa Code (IN re Blaess, 4 D.P.I App. Dec. 118), the final determination of an absence being excused or unexcused rests solely with the school.

### **Unexcused Absences**

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the educational program. Students shall attend school unless excused by the building administrator.

An unexcused absence is any absence that lacks the necessary communication between the guardian and the principal's office on the day of the absence or **within 48 hours** of the student's return to school. The attendance secretary may contact the guardian directly or encourage the student to provide a written note from the parental guardian to verify knowledge of an absence. However, **the student is ultimately responsible** to ensure that the necessary communication takes place. An unexcused absence will also occur when a student leaves school or misses a class period without parent's communication to the office **prior** to leaving. When a student is in school and it is necessary to leave before his/her school day is completed parent's permission is required through a note or phone call to the office.

**An absence classified as unexcused will not be changed to excused once the defined time period has expired.** Each unexcused absence will result in the student being assigned detention, with the duration of the detention to be determined by the principal after consideration of the circumstances of the absence.

Teachers have the flexibility to assign participation points for attending class. Participation points may be earned by being in attendance or turning in makeup work for absences. Lack of attendance with insufficient makeup will result in lowered participation point totals and final grades.

- Upon obtaining **3 unexcused** absences, a building administrator will meet with the student to make them aware of their absences, and a parent/guardian contact will be made.
- Upon obtaining **4 unexcused** absences, a building administrator will meet with the student to make them aware of their absences, and a parent/guardian contact will be made.
- Upon obtaining **5 unexcused** absences, a building administrator will meet with the student to make them aware that they will not receive credit from the class and will stay in the class, a letter will be sent home, and parent contact will be made. When a student reaches or exceeds 5 unexcused absences, they are considered truant and may be referred to the County Attorney for possible legal action.



The student will remain in the class and receive no credit until the time (30 minutes for each unexcused absence 5 or more) is made up with the teacher. To receive credit for the class the makeup time must be completed one week prior to semester tests.

After one unexcused absence in a class, a student's college agreement and work passes will be revoked upon discretion of the administration.

### **Truancy may include:**

When a student is absent from school without parent and/or school permission. Whenever possible, students should discuss these absences and any other questionable situations with the building administrator prior to the occurrence. No student is to leave the building during the day without securing permission from the office.

NOTE: Repeated truancy will result in referral to the courts. Possible outcomes are imprisonment and fines up to \$1,000.

Waukon High School does not authorize a student skip day. Any student participating in a "skip day" will be considered truant. Student safety is our primary concern.

Students who fail to attend school risk losing their driving privileges. Legislation has been adopted to revoke a student's driver's license if the student stops attending school and has not reached the age of eighteen. Students who stop attending school and are not eighteen, may be reported to the Department of Transportation.

### **Arriving at School Late or Leaving School Early**

Any student who arrives or departs at other than his or her regularly scheduled time must report to the office to sign in or sign out. Notification in the form of a written note, telephone call or email from the parental guardian is mandatory for a pass to be issued to excuse a student's late arrival or early departure. **The student is responsible for presenting a note to the high school office to receive a pass to present to the teacher of the class impacted by the abnormal arrival or departure prior to class time.** Office personnel will not disrupt instructional time to dismiss a student if this procedure is not followed.

### **Assignment Requests**

At the high school level, with our 1:1 Initiative and our learning management system Canvas, students are to contact their teachers to request assignment information for any class time missed.

If a student has prior knowledge of an upcoming extended absence from school, that student is encouraged to obtain permission from the principal to receive all make-up work prior to the absence. A phone call from the parental guardian will be necessary for release of the assignments. The student retains the responsibility for completing all of the work within the time frame established with each individual teacher.

## Student Management – The Rules!

### Disciplinary Action and Seriousness of Offense

Solid discipline based on mutual respect is critical to maintaining an appropriate learning environment. Decisions and disciplinary actions are based on what is right (accordingly to school policy) just and consistent. Students who fail to meet the conduct expectations of the school are subject to consequences commensurate with the seriousness of their violation. The following are examples of severe misbehaviors and may result in an immediate administrative referral and possible suspension from school:

- Swearing or verbal abuse toward a student or an adult
- Threatening, fighting, or physical assaults toward others
- Verbal, physical, and/or cyber bullying, harassment, hazing
- Insubordination (refusal, disobedience, defiance) and disrespect
- Vandalism which includes the destruction of school property or another person's property

The following disciplinary actions are guidelines for rule infractions starting at the least serious and elevating to the most serious.

- **Verbal warning**
- **Detention**
- **In-School Suspension (ISS)**
- **Behavior Contract**
- **School Service**
- **Out-of-School Suspension (OSS)** Student will not be admitted back into class after an OSS until a family meeting has been held with building principal.
- **Expulsion:** School Board must approve all expulsions and re-admittance after expulsion has been completed.

Disciplinary action will be determined and assigned by a building administrator depending on the severity of the incident. Many consequences are dictated by various school board policies. Due process rights are guaranteed to all students and guardians that object to assigned consequences. A request for a hearing may be filed with the next level in the school district's chain of command – teacher, principal, superintendent, and board of education.

### Student Announcements

Students are requested to come to the office regarding attendance/detention issues daily via email or overhead announcements - if a student fails to check in to the office before the end of the school day any unexcused absences/detentions will stand. **Students are required to read their email, check PowerSchool and Canvas daily.**

### Illegal Items Found in School or in Student's Possession

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

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

### **Harassment, Sexual Harassment, Bullying, & Hazing**

Harassment, sexual harassment, bullying, and hazing are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. Consequences include, but not limited to, verbal warning, detention, parent notification, suspension, and/or law notification. Harassment is part of our school board policy (104) and can be found in detail under "Summaries of Notable Board Policies" at the end high school policies. All communicated or witnessed harassment, sexual harassment, bullying, and/or hazing will be followed through with appropriate investigation and action.

Person or individuals who feel that they have been harassed, sexual harassed, bullied, or hazed 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 accused did
  - witnesses to the harassment or bullying
  - how the person felt
  - how the accused responded

**Harassment** covers a wide range of behaviors of an offensive nature or behavior intended to disturb or upset, and is repetitive. Harassment is intentional behavior which is found threatening or disturbing. Harassment is based upon factors of verbal, physical, or written harassment or abuse by repeated remarks of a demeaning nature, implied or explicit threats, demeaning jokes, stories, and/or activities.

**Sexual harassment** may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to: 1) Verbal, physical, or written harassment or abuse; 2) Pressure for sexual activity, 3) Repeated remarks to a person with sexual or demeaning implications; and 4) The suggestion of or demand for sexual involvement, accompanied by implied or explicit threats.

**Bullying** is a form of [aggressive behavior](#) manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal [harassment](#), physical [assault](#) or [coercion](#) and directed repeatedly towards particular victims. The "imbalance of power" may be social power and/or physical power. The victim of bullying is sometimes referred to as a "target". Bullying consists of three basic types of [abuse](#) – [emotional](#), [verbal](#), and [physical](#). It typically involves subtle methods of [coercion](#) such as [intimidation](#).

**Cyber Bullying:** any type of harassment or bullying through media or electronic device.

**Hazing** is defined as humiliating or dangerous activity expected of someone to belong to a group, regardless of the person's willingness to participate.

**Harassment, sexual harassment, bullying hazing and/or cyberbullying** on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or family status includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when the behavior:

- Places the person in reasonable fear of harm to the person's person or property
- Is repeated
- Has a substantially detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's academic/school performance; or
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by the school.

### **Appropriate Appearance & Attire**

Waukon High School students are expected to present a personal appearance of neatness and cleanliness. **School personnel reserve the right to determine whether or not appearance and attire are appropriate for school.** Essentially, the school's philosophy asks the simple question of whether the appearance and attire in question disrupts the educational process. If the determination is made that the educational process is negatively impacted, the student will be asked to make an alteration to comply with building expectations. **Anyone attending a school sponsored activity must be identifiable, no masks or face coverings are permitted. This includes the school day, athletic events, activity programs and all other school activities.**

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the education process or constitutes a threat to health and safety, the student may be required to make modifications. (Board of Education Policy #502.1)

Typical violations in the area of appearance and attire result from immodestly worn apparel and/or inappropriate slogans on clothing. Examples of prohibited attire include, but are not limited to, the following:

- shirts that are too revealing: no halter tops, strapless, crop tops, or spaghetti straps
- shorts/pants that are too revealing: shorts & skirts should be mid-thigh length
- clothing that promotes alcohol, tobacco, drugs, profanity and/or sex
- undergarments should not be visible
- clothing that promotes racial/sexual intolerance
- no hats/head coverings/bandanas worn in the building - hats will be removed immediately after entering the building and shall not be carried around during the day, but instead placed in your locker.

A student who is asked to make an alteration to appearance and attire is expected to do so without question. Student refusal to alterations, and/or repeat offenders may face disciplinary action as harsh as an out-of-school suspension.

### **Tardy to Class / Out-Of-Place Student (OOPS)**

Students are expected to be in their assigned classrooms when the bell begins to ring. A student who is tardy to class without an excusable reason shall be assigned a detention; habitual offenders may be assigned extended detentions or ultimately be removed from the class. Tardies that **exceed 10 minutes** of a given period shall be considered an **unexcused absence** from that class. A student will receive **two warnings** for tardies **per semester** issued during any period of the day. Upon the third tardy per semester and any subsequent tardies a detention will be issued.

**Students are not to be in the halls while classes are in session unless they have a hall pass issued and signed by school personnel. This includes homeroom.** Any student found in a restricted area without an authorized hall pass shall be declared out-of-place and be assigned a detention.

### **Detentions**

Students assigned one (1) detention will have two (2) days to serve the detention. If assigned two (2) detentions the student will have three (3) days to serve the detention unless otherwise arranged with the administration. Multiple detentions will be served on consecutive days. Students will be responsible for arranging for transportation on days when detentions are being served. Detentions will be 30 mins. Students and parents will be notified by email. Detentions may be served before school (7:30-8:00 am) or after school (3:30-4:00 pm). If the student does not serve their detention on time:

- Work pass/college pass revoked until served
- Prohibited from library sign out for study halls
- Prohibited from dances/semi-formal/prom/homecoming
- Prohibited from non-academic field trips, Food & Fitness programs, IA Assessment incentive day, FBLA Conference, FFA, college visits & trips for the afterschool program, homecoming activities, Chanhassen, etc. until served
- Ineligible to compete or practice in any extracurricular activities
- Students will be required to stay and serve during the 3 hour early out in the High School office
- No semester tests until served, tests will be made up on the final ½ day floater period

If a student fails to serve their detention after 5 days (**not reading your email is not an excuse or acceptable for not knowing**), a parent meeting or phone call will need to be set up with the High School Principal and/or Assistant Principal. If this does not occur, the student will be placed in an alternative educational placement setting in or out of school until a parent meeting takes place.

If a student has earned a detention and the detention is not served by the due date, they are ineligible to participate in practice and activities/competitions until it is completed.

### **Detention Guidelines for Successful Use of Time**

1. Time is used for academic work or completion.
2. Turn in cell phone to the monitor.
3. Laptop is used for academic completion and educational purposes only. No games or videos.
4. No music.

5. No food or drink.

### **Digital and Electronics Devices**

**Laptops/iPads:** Personally owned laptops/iPads are not allowed in the high school. The Allamakee Community School District's 1:1 initiative has provided a laptop for all students in grades 9-12. These laptops are school property and shall be used only for educational purposes providing 21<sup>st</sup> century digital education. Using laptops for games, especially violent games, or for non-educational videos is strictly prohibited. Please refer the Allamakee Community School District laptop computer use agreement (on our website under forms) for information concerning our laptops.

**Cell phones** can be an extremely valuable educational tool. The use of cell phones in each teacher's classroom is up to the discretion of each teacher. Parents and students should refer to each individual teacher's syllabus for the course. The course syllabus can be obtained by accessing the learning management system. Students are expected to share this information with parents/guardians.

Employers have had issues in the workplace with cell phone distractions. Similarly, while in school, cell phones will be put away, out of sight, turned off or silenced in the classrooms and study halls. In-session school hours is a time to work on your classwork, specifically assignments and projects that are due. You may use them during lunch, between classes, and before/after school times. This all parallels to the real world expectations. Since inappropriate use of cellphones is a behavior issue, not a device issue, you will be held responsible for your behavior. Cell phones are a privilege not a right.

The cell phone expectation in all study halls is to put your cellphone away with it turned off/silenced without being told by your study hall monitor. If monitors have to tell you, you will lose your phone. It will be turned into the office where you may pick it up after school when you have read and restated the cell phone policy to office staff. Any subsequent offenses will result in loss of your phone and your parents will need to pick it up after school.

Refusal to turn in your cell phone is insubordination. In the business world, you would be disciplined, possibly terminated. In school, you will be sent to the office and disciplined accordingly. This behavior is not acceptable and will not be tolerated at any time.

Students found with a cell phone out while testing or working on assignments (without a teacher's permission) will receive an automatic zero.

While cell phone use in the classroom is at the discretion of each teacher, we encourage students to use appropriate phone etiquette.

### **Cell Phone Etiquette**

1. It is disrespectful to text or answer a call during meetings or conversations. Likewise, it is disrespectful to text/call during classroom/study hall time.
2. Do not text during face-to-face conversations.
3. Silence or turn off your cell phone in meetings and/or at work. This applies to classrooms/study halls as well.
4. Do not text while driving. It is dangerous and against the law in Iowa.

**Laser Pointers:** Laser pointers can cause irreparable damage to the eyes when used inappropriately. Student possession of laser pointers will not be permitted during the school day and at school activities. If a student has a laser pointer in his/her possession, the pointer will be confiscated and will not be returned to the student. If the student is using the laser pointer as a weapon by focusing the beam of light in the eyes of another person, the pointer will be confiscated (will not be returned) and the student will be subject to the appropriate discipline.

**Video Games, Digital Cameras, iPods/MP3 Players** and other electronic devices are not allowed in school without prior teacher/administrative approval.

**Recording Devices** – No video/audio devices or cameras can be used to record or take pictures in private areas such as locker rooms, bathrooms, changing rooms etc. Students are prohibited from videotaping staff or other students without their permission. Consequences will include out-of-school suspension and possible expulsion along with any legal charges.

**Consequences for breaking other electronic devices policy** will result in the electronic device being confiscated for a class period/day by educational staff. Electronic devices will be confiscated and returned to parents for continuous disregard of this policy. Failure to abide by these policies can result in detention and/or suspension.

**It is the responsibility of the student, not the school to secure the safety of electronic devices from theft or damage.** It is highly recommended that electronic devices be kept locked in lockers.

## **Lockers**

Although lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The cleanliness of the assigned locker is the responsibility of the student. The school district retains the right to inspect lockers if there is reasonable suspicion that they are being poorly maintained, contain illegal or contraband items, or contain evidence of a violation of law or school policy. Locker inspections may be conducted periodically by a school administrator provided that an adult witness is present. The building principal may also invite locker inspections by law enforcement agencies that utilize canines in the search for illegal items. Any illegal items discovered during locker searches shall be confiscated by the school personnel and turned over to law enforcement officials. Students are prohibited from taping things on the outside of lockers to prevent them from being damaged. Lockers should not be “pennied” or “papered” preventing the locks from latching.

Backpacks/book bags are required to be left in the student's locker while attending classes at the high school.

## **School / Hallway / Classroom Conduct**

Students are expected to demonstrate mature behavior in accordance with general conduct guidelines. Running, boisterous behavior, abrasive language, and inappropriate displays of affection are all considered inappropriate. There should be **no food or drink** outside of the cafeteria. Students should “keep to the right” and avoid gathering in groups that hinder the flow of traffic in the hallways.

## Cafeteria & Cafeteria Conduct

A well-balanced meal is available to students in the cafeteria each school day at a nominal cost. Students may opt to bring a sack lunch from home in lieu of the school lunch. However, all lunches must be eaten in the cafeteria. Students are expected to demonstrate mature behavior in accordance with general conduct guidelines. **Students are responsible for leaving their lunch space clean.** Any student who disrupts the environment of the cafeteria with belligerent or inappropriate behavior shall be subject to disciplinary action, which may include alternative eating placement, detention, ISS, or OSS. Federal rules and regulations prohibit students from bringing or having delivered restaurant items to school.

Tickets are required when going through the line for both breakfast and lunch; if you do not have your ticket you must wait until the end of the line to receive your tray. In addition, if you do not have your ticket or do not have a positive lunch account balance, you are not able to get items from the ala carte options.

## Lunch Money

Waukon High School employs a lunch card system that essentially acts as a debit card for students. Any amount of money can be deposited in an account. The system automatically deducts the cost of the meal from the balance of the account; this includes both regular lunch meals and ala carte items. No charging or borrowing is allowed on other students' or friends' lunch cards or accounts. **All accounts must have a positive balance by 11:30 am in order to take ala carte items.**

## Meal Charge Policy

Students have use of a meal account. **When the balance reaches \$0.00 a student may charge no more than negative \$10 to this account (in meals, not ala carte including extra portions). When an account reaches this limit, a student shall not be allowed to charge further meals or any ala carte items until the negative account balance is paid.** Families may add money to student accounts by paying in cash or check to the school office or through online electronic payment.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district provides an alternate sack lunch meal that meets federal and state requirements for students to pick up before lunch who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

The school district will make reasonable efforts to notify families when meal account balances are low. Families will be notified of an outstanding negative balance once the negative balance reaches \$10 by automated email and a notice will be sent home. If over negative \$10, a personal phone call will be made to the parent. Negative balances at the end of the year may be turned over to the superintendent or superintendent's designee for collection.



### **Locker Rooms**

The locker rooms are off-limits during normal school hours unless you have PE that hour or a signed pass from Mr. Snitker. All students are issued a PE locker and combination lock. Please place your items in your locker; the school is not responsible for lost or stolen items.

### **Study Hall Regulations**

Students are expected to utilize their study hall time for completion of academic assignments. A concerted effort is made by the study hall monitor and the teaching staff to maintain a productive working environment during study hall. Any student causing a disruption to the quiet environment of the study hall is subject to disciplinary action, which may include after-school detention, ISS, or OSS. Sleeping and playing games are not allowed during a study hall period.

### **Library Regulations**

The library is a resource area shared by all students that is typically open from 8:00 a.m. to 4:00 p.m. each school day. Books not on reserve are available for check out for a period of two weeks, with a possibility of a two-week renewal. A fine is assessed for all overdue material. Any student causing a disruption to the *quiet* environment of the library is subject to disciplinary action. Food and drink is prohibited in the library.

### **Field Trips**

Students need to complete permission slips for field trips. All detentions need to be made up in order for students to go on fieldtrips. Failing grades and/or missing assignments may also affect a student's status for going on a fieldtrip.

### **School Visitors**

Any student wanting to bring a visitor to school must first seek permission and complete the visitor form from the building principal and teacher(s) **at least three days in advance** of the desired visitation. The visitor should sign in at the office at the beginning of the day and is expected to wear a visitor pass and remain with the host student the entire school day. Under no circumstances may the visitor roam around the school while classes are in session. All visitors must be enrollees in good standing with their district's high school. If a visitor creates any type of disruption, the visitor will be asked to leave school property.

### **Telephone Access for Students**

Students are allowed to use the office phone for emergency situations or to conduct school business.

### **Telephone / Personal Messages for Students**

Students are not called to the office during school hours for telephone calls except in cases of extreme emergency. Messages can be left for students with office personnel. All messages are forwarded to students during homeroom and at the end of the day. There is no guarantee that a

student will stop by the office to receive a message. **All items should be labeled with the student's name before dropping off at the office.**

### **Drivers Education and Minor School License**

Drivers Education is offered to students through the school in the fall and spring semesters as a service to the parents/students outside the normal school day. Sign Up sheets will be posted in the high school office during those semesters.

#### **How Do I Get a Minor School License**

- Be at least 14 ½ years old
- Complete an Iowa approved driver education course
- Hold an instructional permit and a clean driving record for at least six consecutive months immediately before applying for your minor school license.
- Live 1 mile or more from the school you are enrolled in.
- You must have your school principal/administrator sign a school license form.
- You may also be required to complete a drive test at the driver's license issuance site.

### **Parking Lot and Permit Policy**

Students parking on school grounds must register their vehicle(s) with the high school office at no charge. This can be done by completing a registration form in the high school office. Parking permits will help with identification and safety of student's vehicles. Each registered car in the parking lot must have a tag registered to the student's vehicle to park legally. Tags must be placed on rear view mirrors. Temporary permits can be acquired from the high school office for short term exceptions.

Driving a motor vehicle to and from school is a privilege – not a right. Students must park only in designated areas on school property. All students who use the high school parking lot must park correctly using the appropriate parking area. Students may not loiter around or be in their vehicle during the school day without permission from the administration. Local police should be informed and a report filed with them dealing with any incident of vandalism, damage from a collision, or theft of items in the vehicle. The school district cannot be responsible for any damage and/or theft that occur in the school's parking lots.

**Students cannot park their vehicle on the yellow curbs, any curb bordering the driving lane in the front of the school, north of gym, or any other posted locations.** Vehicles parked in handicapped areas without official tags can be ticketed by the Waukon Police Department.

When exiting the parking lot all vehicles are to exit from the south west exit past the Wellness Center straight to Old Stage Road.

School officials retain the right to search automobiles in the school parking lot if there is reasonable suspicion that they may harbor illegal, unauthorized, or contraband items.

#### **Parking Lot Violations:**

- Failure to display tags properly or failure to be registered with the school
- Unauthorized parking or improper parking in parking areas not designated for students
- Excessive speeding (not more than 10 mph)
- Failure to drive with vehicle under control – doing “donuts” or “spin outs”, squealing/spinning of tires, reckless or dangerous driving which could endanger passengers or others
- Using a cell phone when operating the vehicle

- The west parking lot is open for all high school students – the **east parking** lot is **OFF LIMITS** to all students
- High school office permission is needed to visit the parking lot (go to your car) during school hours and will be granted on a limited basis

### **Parking Lot Consequences:**

- 1st Violation – warning
- 2nd Violation – detention
- Excessive violations will result in being banned from the parking lot and/or reported to law enforcement.

Violations can result in your vehicle being towed at owner's expense.

### **Confederate Flag Policy**

The confederate flag is not allowed to be displayed on school grounds or in front of or around the school.

### **Work Passes/Extended Work Passes**

Work passes are a **privilege** available to **juniors** and **seniors** at Waukon High School who maintain **employment** during the school year. An eligible student that is granted a work pass is excused from either **1st or 9th** hour study hall in order to report to a work site. An extended work pass is also available for **1st & 9th or 8th & 9th hours**. A student who desires a work pass must adhere to the following conditions:

- Proper completion of the "Work Pass Program Enrollment Request" form
- Proper observance of the sign-in and sign-out procedures in the principal's office
- Maintains a C- or higher in all classes
- Exemplary behavior conduct at school that is respectful and responsible to all staff
- No ISS, OSS and no more than 1 detention served on time.
- Punctual to all classes and maintains good attendance throughout the entire school year. No unexcused absences or tardies.
- Daily attendance at the work site. If you do not work a particular day, you should remain in study hall.

### **College Class / Study Hall Agreement**

This pass is a **privilege** available to juniors and seniors at Waukon High School who maintain the listed criteria below at all times during the school year. A student that is granted this pass is excused from study halls that are connected with a NICC class or on days when the NICC class is not in session or a block of 2 or more NICC classes. A student who earns and maintains this agreement must adhere to the following criteria:

- Proper completion of the College Class/Study Hall form
- Proper observance of the sign-in and sign-out procedures in the Principal's office
- Maintains scholarly activity of a C- in all classes at all times
- Exemplary behavior throughout the school building and campus at all times. No ISS, OSS and no more than 1 detention served on time.

- Maintains a consistent weekly schedule agreed to by building principal for the entire semester.
- Attendance - No unexcused absences or tardies
- Parent may revoke privilege at any time

### **Health Care Protocol**

Teachers will send students to the office in order to sign out to go to the health office. This helps the secretaries keep track of hourly attendance since students often do not check into their next class before coming to the health office. An obvious exception to this procedure would be an urgent situation such as severe bleeding, breathing difficulties or vomiting. The school nurses aren't in the MS/HS health office all day every day so a student going directly from a classroom to the health office may not find a nurse available. The building secretaries have "Over-The-Counter" medications such as Tylenol and Ibuprofen in each building office so they can handle situations such as headaches when a school nurse isn't available. The school nurses also keep the secretaries informed of any changes to their regular schedule so the secretaries can reach one of the nurses if needed for an urgent situation.

## **Student Activities**

### **The Activities Program**

Students are encouraged to participate in the diverse activities program in place at Waukon High School. A signed and completed good conduct form each year must be on file in the office for a student to be eligible to participate in any activity. Any athletic participation requires a signed and completed physical on file in the office.

### **The Northeast Iowa Conference**

Waukon High School competes in co-curricular and extracurricular activities as a member of the Northeast Iowa Conference. Other conference schools include Charles City, Howard-Winneshiek (Crestwood / Cresco), Decorah, New Hampton, Oelwein, and Waverly-Shell Rock.

### **Student Eligibility for Extracurricular Activities**

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

### **Prom/Homecoming**

If a student has been elected to homecoming court, they will not be eligible to be a representative for the prom court. Any student selected must be in good standing according to the Good Conduct Rule. All representatives are elected by their peers. Participants and guests attending prom are required to sign up in the high school office by the required date.

### **Yearbook Disclaimer**

The yearbook is a student publication and though the class tries to include all content as accurately as possible, errors or omissions may occur.

### **Good Conduct Rule**

Students who are absent during any portion of the school day are ineligible for participation in any part of the activities program on the day of the absence unless the absence is **pre-approved** by the principal's office personnel. **Typically the only approved absences are those that involve a family emergency or medical appointment – a doctor's note is required upon return to school.**

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FBLA, National Honor Society, all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen, class officer, student government officer or representative), state contests and performances for cheerleading and competition squad, or any other activity where the student represents the school outside the classroom.

To retain eligibility for participation in Waukon High School extracurricular activities, students must conduct themselves as good citizens both in and outside of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

### **Determination of a Violation**

When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy or the rules of a specific extracurricular activity, the building principal, or his/her designee will determine whether the student has committed a violation.

Prior to making a final determination that there has been a violation, the building principal, or his/her designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The Allamakee Community School District may determine that there has been a violation of its Good Conduct Rule whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Rule violation.

Once the determination is made that a student has violated the Allamakee Community School District Good Conduct Rule, the building principal, or his/her designee shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by

mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

## Violations

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as harassment, sexual harassment, bullying, hazing, and/or cyber bullying of others. NOTE: This could include group conduct.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

## Penalties

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

**First Offense within the Student's High School Career** shall make him/her ineligible for **one-third (1/3)** of the interscholastic program(s) he/she is currently participating in. If a student is not participating in an interscholastic program when the violation occurs, ineligibility shall be for the next interscholastic activity in which the student participates in.

The typical period of ineligibility for varsity participation for the **first offense** would be as follows: (excluding scrimmages)

- Cheerleading – third of games/contests/competition cheering for
- Cross Country – 3 meets
- Football – 3 games
- Musical – 1 performance (excluding matinee)
- Swimming – third of meets
- Volleyball – 5 dates
- Basketball – 7 games
- Speech – 1 contest date / competition date
- Wrestling – 5 dates
- Golf – 4 meets
- Track – 4 meets
- Spring Play – 1 performance (excluding matinee)
- Baseball – 7 dates

- o Softball – 8 dates
- o Band – 2 non graded events\*
- o Choir – 2 non graded events\*
- o FFA – 4 continuous months, removal from office\*
- o FBLA – Double the community service requirements for state competition, removal from office
- o Student Council – 3 months of activities or 1/3 activities and removal from executive council
- o National Honor Society – permanent removal from society

Post Season Play

Homecoming and Prom Court

\*Non Graded events for Band include: *All State, NEIC Honor Festival, Dorian Band Festival, NEIBA Honor Band, NEIBA Jazz Band Contest, NEIBA Large Group Band Contest, State Small Group Contest, Chanhassen.*

\*Non Graded events for Choir include: *Chanhassen, Dorian Honor Choir, NEIC Festival, UNI Honor Choir, All State, and Opus.*

\* FFA ineligibility does **NOT** apply to: *Fruit Sales, Farm Safety Camp, Picking Sweet Corn for Sweet Corn Days, or any Community Service Projects.*

**Second Offense within the Student's High School Career** will result in the student being declared ineligible for 2/3rds of the interscholastic program(s) he/she is currently participating in. If a student is not participating in an interscholastic program when the violation occurs, ineligibility shall be for the next interscholastic activity in which the student participates in.

The typical period of ineligibility for Varsity participation for the **second offense** would be as follows: (excluding scrimmages)

- o Cheerleading – 2/3rds of games/contests/competition cheering for
- o Cross Country – 6 meets
- o Football – 6 games
- o Musical – 2 performances (excluding matinee)
- o Swimming – 2/3rds of meets
- o Volleyball – 10 dates
- o Basketball – 14 games
- o Speech – 2 contest date / competition date
- o Wrestling – 10 dates
- o Golf – 8 meets
- o Track – 8 meets
- o Spring Play – 2 performances (excluding matinee)
- o Baseball – 14 dates
- o Softball – 16 dates
- o Band – 4 non graded events\*
- o Choir – 4 non graded events\*
- o FFA – 8 continuous months, removal from office\*
- o FBLA – No State or National conferences for 1 calendar year
- o Student Council – 6 months of activities or 2/3 activities and removal from executive council
- o National Honor Society – permanent removal from society

Post Season Play

Homecoming and Prom Court

**Third or More Offense within the Student's High School Career** will result in the student will no longer be eligible to participate in: FFA, FBLA.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed

during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest in which they compete in.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

If a student drops out or is removed from an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.

### **Violations Occurring During Ineligibility**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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



**A Final Note:** The Good Conduct Rule is not intended to be totally punitive. Rather, the rule is in place to promote responsibility, citizenship, and healthy decision making among program participants.

### Waukon High School Academic Eligibility for Activities

The academic eligibility regulations of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association govern participation in activities in grades 9-12. The policy adopted by these organizations and our school district states: "If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days from the first competition date. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students." **If a student has gone one entire academic year (the equivalent of two semesters) without an "F" and not going out for a sport he/she does not need to serve the penalty.**

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. **on the 31st day.**

<b>IHSAA Sports</b>	<b>1st competition date</b>	<b>Eligibility resumes at 12:01 a.m. on THIS Date:</b>
Fall Golf	August 9	September 8
Football	August 23	September 22
Cross Country	August 20	September 19
Bowling	November 5	December 5
Swimming	November 19	December 19
Wrestling	November 26	December 26
Basketball	November 26	December 26
Track/Field	February 11	March 13
Spring Golf	March 25	April 24
Tennis	March 25	April 24
Soccer	March 28	April 27
Baseball	May 20	June 19
<b>IGHSAU Sports</b>	<b>1st competition date</b>	<b>Eligibility resumes at 12:01 a.m. on THIS Date:</b>
Cross Country	August 20	September 19
Swimming/Diving	August 20	September 19
Volleyball	August 20	September 19
Basketball	November 26	December 26
Bowling	November 5	December 5
Track/Field	February 11	March 13
Golf	March 25	April 24
Tennis	March 25	April 24
Softball	May 20	June 19

\*\*Check Web sites of IHSAA ([www.iahsaa.org](http://www.iahsaa.org)) or IGHSAU ([www.ighsau.org](http://www.ighsau.org)) Academic Scholarship Rule to make sure these dates have not changed. First allowable competition date for track and field is earlier than March 13. However, per agreement between DE, IHSAA, and IGHSAU, the March 13 date is when academic ineligibility commences.

## Checkpoint provisions

If at any Waukon High School checkpoint a student is failing any class for which credit is awarded, the student will be placed on a “watch list” and have **two weeks** to improve their grade. The student will remain eligible for those two weeks, and if at the end of the two week grace period the student still has an F then he/she will become ineligible to dress for and compete in any interscholastic athletic, speech, or music contest or competition until he/she has a passing grade in that class.

The period of ineligibility will begin with the first school day following the two week grace period. If at the end of the two week grace period the student’s grade is passing for that class then the student will be removed from the “watch list”. The first check point for an athlete/competitor is after the season has officially started. The following dates will be used to determine academic eligibility for students in 9<sup>th</sup>-12<sup>th</sup> grade for the 2018 – 2019 school year:

### 1<sup>st</sup> Semester

#### Grade Check

Wednesday, September 12  
 Friday, October 12  
 Wednesday, November 21  
 Final Grade Check – Semester 1

#### Extra-Curricular Ineligibility

Wednesday, September 26  
 Monday, October 29  
 Wednesday, December 5  
 Friday, December 21

### 2<sup>nd</sup> Semester

#### Grade Check

Wednesday, February 6  
 Friday, March 8  
 Wednesday, April 24  
 Final Grade Check – Semester 2

#### Extra-Curricular Ineligibility

Wednesday, February 20  
 Monday, March 25  
 Wednesday, May 8  
 Monday, May 21

**(IHSAA, IGHSAU, IHSSA, and IHSMA end of final grading period provisions apply for both semesters)**

## Detentions, ISS, OSS

- If a student has earned a detention they are ineligible to participate in practice and activities/competitions if the detention is not served by the due date and until it is completed.
- If a student has earned an ISS, they are ineligible to participate in practices and/or compete for that day or until the next school day.
- If a student has earned an OSS, they are ineligible to participate in practice or compete during the suspension. The student is also prohibited from being on school grounds during the OSS.

## **Student Council**

The Waukon High School Student Council maintains as its purpose a commitment to promoting harmonious relations throughout the entire school and community by serving as the voice of the student body. The council is comprised of students from each grade that are determined through a series of processes. In May of each year, the student council shall coordinate the election of the next year's members using the following guidelines:

- Nominees must complete a nomination form and return it to the principal's office one week prior to the election
- Nominees and their parents/guardians must also agree to the conditions of the student council code of conduct and return a signed copy of the Student Council Code of Conduct to the principal's office one week prior to the election.
- Nominees must not have had any violations of the Waukon High School Good Conduct Policy during the current school year to serve on the Executive Council.
- All nominees will be interviewed by a panel of high school staff.
- Any student council member that incurs a violation of the Waukon High School Good Policy will be removed from the group and be replaced by the next most eligible candidate, as decided by the faculty interview committee.

## **National Honor Society**

Membership in National Honor Society is one of the highest honors that can be awarded to a high school student. All juniors and seniors with a cumulative grade point average of 3.33 who have not incurred a violation of the Good Conduct Rule during the previous twelve months are eligible to fill out an information sheet to indicate their interest in membership. The timelines for completion of the sheet are communicated in the daily bulletin.

The information sheet serves as the initial step in the selection process. Shortly after the return of the sheets, a faculty point survey of eligible students is completed. The final step in the process is the faculty council review, which ultimately determines induction based upon the personal qualities of scholarship, service, character, and leadership.

The selection process contains both objective and subjective components. As per the national charter handbook, the proceedings of the faculty council must remain confidential. No reasons are provided for candidate inclusion or exclusion.

A National Honor Society member who incurs a violation of the Good Conduct Rule shall be removed from the group. An inductee who incurs a violation of the Good Conduct Rule will not be recognized as a member during commencement exercises.

## **Orange Cord Program**

The Orange Cord Program is to recognize students throughout their high school career for their volunteerism in their community. This program is open to all students.

## **Hours Required**

- All Graduating Classes=160 hours.

Hours can begin accumulating on May 1st of students' eighth grade year and finish accumulating on April 30th of students' senior year.

It is encouraged students complete 40 hours per year; however, students can accumulate the hours at any point to achieve the required hours by the time of their graduation.

For final year-end tabulation of hours, service hour forms are due by April 30th. Any forms received after that date will count for the following year's hours.

## **Hours Approval and Tracking**

A committee of teachers/administration will approve or disapprove the hours. A running tally is kept in both paper and electronic forms.

If hours are not approved, students will receive notification stating why the hours were not approved and how they could be approved, if applicable.

## **Criteria for Service Hours**

- Activities should be supervised by an adult who signs off on the Service Hour form submitted by the student
- Activities should not be court ordered, for misconduct, or for class.
- Activities should not be paid.
- Activities must be documented by submission of the Service Hour Form.
- Parents cannot sign the form as the supervisor.

## **Recognition**

Graduating seniors who complete required hours will be recognized at the graduation program.

# **Student Services**

## **Insurance**

A low cost accident policy is available through an outside insurance agency that collaborates with the school in offering an affordable policy. Information on the policy is available during August registration and from the high school office. Please note that the school is in no way responsible for the collection of claims under the policy.

## **Bus Transportation**

Bus routes are determined annually by the Allamakee Community School District Board of Education. Students who use the school provided transportation are expected to conduct themselves in a mature and orderly manner at all times. Conduct problems may lead to suspension of privileges.

## **Community At-Risk Educators (CARE) Team**

The board recognizes students require additional assistance in order to graduate from the regular education program. The board will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

We believe that at Allamakee Community School district **all** students are given the opportunity to be educated and succeed in life. Our district's at-risk team's goal is to serve students who struggle at school and are at-risk to completing their education. We will help guide and mentor students toward academic success and help them develop resilience, respect, and responsibility for their own education. It is also our goal to provide education, tutoring, counseling and referral services for students and their families.

The high school CARE team meets regularly to discuss the situations of students who have been referred to the team by staff members, peers, family members, and/or community members. The goal of the CARE team is to recognize, assess, problem solve, motivate, and support students in need of assistance.

All information shared with a CARE team member is held in confidence. Information is not released to any person or agency without prior written approval of the student and/or guardian. Questions about the CARE can be forwarded to the high school guidance office at (563) 568-3466.

## **Homeroom**

All Waukon High School students are assigned a daily homeroom. Homeroom gives students a daily quiet time for studying, tutoring, reading, and make-up assignments/exams. **Monday, Wednesday, and Friday are days reserved for reading in homeroom time.** Homeroom is also a time for organizations to meet during the day. Homeroom teachers also work with their group on issues involving academic progress, 4-year plans, career planning, and positive citizenship.

## **Summaries of Notable Board Policies**

The following Allamakee Board of Education policy summaries have been condensed to only the essential information that impacts students at Waukon High School. A complete copy of each policy is available in the principal's office.

### **Educational Equity (500)**

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending the Waukon High School will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to high school students free of discrimination on the basis of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. Information on grievance procedures can be obtained from the superintendent, at (563) 568-3409.

### **Harassment Policy (104)**

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 other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

**A complete copy of the Anti-Bullying/Harassment Policy (Code 104) can be found on the school's website.**

### **Notice of Nondiscrimination (102.E1)**

It is the policy of the Allamakee Community School District (ACSD) not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. Nor in any of the CTE programs offered. (Business, Agriculture, Information, Applied Sciences, Health Sciences and Human Services) There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator: Gretchen DeVore, Equity Coordinator 563-568-3466 or [gdevore@allamakee.k12.ia.us](mailto:gdevore@allamakee.k12.ia.us) Allamakee Community School District, 1061 3rd Ave. NW, Waukon, Iowa.

(Title) Gretchen DeVore, Equity Coordinator

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(Where located) Allamakee Community School District, 1061 3<sup>rd</sup> Ave. NW, Waukon,  
Iowa, 52172

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(Telephone number) 563-568-3466

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In addition, any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact the ACSD Equity Coordinator.

### **Student Records (506.1)**

The legal guardian of a student has the right to review and inspect that student's cumulative record file. If there is a disagreement regarding the contents of the file, the guardian can request a hearing for clarification and/or removal of the item in question. The school does not allow access to a student's file to anyone other than school personnel unless written consent has been obtained from the guardian. All student files are maintained for a minimum of three years after graduation.

### **Student Directory Information (506.2)**

All student directory information may be released to the public unless a request to withhold the information is on file from an individual student's guardian. The request to withhold the information must be renewed annually. Ideally, such a request should be filed during the August registration period.

### **Free and Reduced Price Lunches (710.2)**

A student who is unable to afford the full cost of a school lunch may be eligible to receive food services at either reduced or no cost. Income guidelines for free and reduced price lunches also determine eligibility for full or partial waiver of other student fees. Information on the program is available in the superintendent's office.

**Appropriate Use of the Internet**

A student who accesses restricted or inappropriate items on the internet shall lose all Internet privileges for four weeks. A second violation will result in loss of Internet privileges at school for the balance of the school year, which may impact classes that require Internet use for completion of assignments. The school does utilize Internet protection software, but the responsibility for appropriate use rests with the individual.

**Tobacco/Nicotine-Free Environment (905.2)**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use; including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

**Weapons Policy (502.6)**

Any student who brings a weapon or "look alike" weapon onto school grounds shall be suspended from school immediately by the building principal, with the parental guardian being contacted promptly. The superintendent shall review each incident to determine the length of the out-of-school suspension (5 or 10 days) or possible expulsion.

**Emergency Disaster Plan (507.5)**

Waukon High School is prepared for emergencies that require exiting the building or relocating to safer areas within the building. Each classroom has designated areas for safety that are communicated by the teacher in case of emergency. Two practice drills for both exiting the building and relocating within the building are held each semester.

**The Social Program**

The social program is under the direction of the building principal. Out-of-school guests must be signed in at the office and must be under 21 years of age. Typically, school social events will not end after 12:00 a.m.

**Open Night (508.2)**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the building principal to oversee the scheduling of school activities for compliance with this policy.



### **Asbestos Policy (FYI)**

The Allamakee Community School District is in compliance with the regulations of the Asbestos Hazard Emergency Response Act, which was enacted by the United States Congress in 1986. A complete copy of the asbestos management plan for each of the district's buildings is available at the superintendent's office – 1059 3<sup>rd</sup> Ave. NW in Waukon.

### **Corporal Punishment, Restraint, and Physical Confinement & Detention – Chapter 103**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

### **Board of Education – Elections (201)**

The annual election for the Allamakee Community School District Board of Education takes place on the second Tuesday of September. Citizens of the district with an interest in running for a spot on the school board must file nomination papers with the school board secretary.

The ACSD Board of Education for the opening day of the 2018-2019 academic years consists of the following members: Al Rissman - President; Patty Nordheim - Vice President, Scott Melcher, Erik Helgerson, and Tim Waters.

### **High School Staff**

Mr. Bell	Technology Assistant
Mrs. Blake	Paraprofessional / Library
Mrs. Burrichter	Principal / Detention / Activities Director Secretary
Mrs. Condon	Spanish
Mr. Dahlstrom	Second Shift Custodian
Mrs. DeVore	Curriculum Director
Mr. Egan	Mathematics
Mrs. Ericson	Business
Mr. Ferring	Industrial Technology / PLTW
Mr. Fretham	Social Studies
Mr. Gordon	Technology Director
Mr. Hager	First Shift Custodian
Dr. Hardy	High School Principal
Mr. Hemann	Industrial Technology
Mr. Hennessy	Director of Buildings & Grounds

Mrs. Hilleshiem	Special Education Level 2
Mr. Hilsabeck	Activities Director / Asst. Principal
Mrs. Jacobs	Alternative School / Psychology / Special Ed
Mrs. Jensen	Science
Mr. Keenan	Social Studies
Mrs. Klinge	Facilities / Transportation / Paraprofessional
Mrs. Lapel	K-12 AALP Coordinator
Mrs. Lechtenberg	Art
Ms. O'Connor	Agriculture
Mr. O'Neill	Mathematics
Mrs. Palmer	Vocal Music
Mrs. Pearson	Paraprofessional
Mrs. Plein	Principal / Attendance Secretary
Ms. Rathbone	Special Education
Mr. Schellsmidt	Special Education
Mr. Scholl	Science
Mr. Scholtes	Student Success Coordinator
Mrs. Schwartz	Business Education
Mrs. Scott	English Language Arts
Mrs. Sherman	Instrumental Music
Mr. Shupe	Science
Mr. J. Snitker	Mathematics
Mrs. L. Snitker	District Media Services
Mr. T. Snitker	Physical Education
Mrs. Stein	Health
Mrs. Walker	Paraprofessional
Mr. Wasson	Special Education
Mrs. Wasson	Guidance Services
Ms. White	Paraprofessional
Mrs. Wild	English Language Arts
Mrs. Wuebker	Spanish

## Daily Schedules

### Regular Start

Period 1 8:20 – 9:03

Period 2 9:07 – 9:50

Period 3 9:54 – 10:37

Period 4 10:41 – 11:24

Period 5 11:28 – 11:46

Period 6 11:50 – 12:59

Period 7 1:03 – 1:46

Period 8 1:50 – 2:33

Period 9 2:37 – 3:20

Lunch Mods:

A: 11:50 – 12:10

B: 12:14 – 12:34

C: 12:38 – 12:59

**2 Hour Late Start**

Period 1	10:20 -10:49	
Period 2	10:53-11:22	Lunch Mods:
Period 3	11:26-11:55	A: 11:59 – 12:21
Period 6	11:59-1:08	B: 12:25 – 12:42
Period 5	Dropped	C: 12:46 – 1:08
Period 4	1:12 –1:41	
Period 7	1:44 – 2:14	
Period 8	2:18 – 2:47	
Period 9	2:51 – 3:20	

**2 Hour Early Out**

Period 1	8:20 – 8:48	
Period 2	8:52 – 9:20	
Period 3	9:24 – 9:52:	
Period 4	9:56 – 10:24	
Period 5	Dropped	Lunch Mods:
Period 7	10:28 – 10:56	A: 11:31 – 11:54
Period 8	11:00 – 11:28	B: 11:58 – 12:20
Period 6	11:32 – 12:48	C: 12:24 – 12:48
Period 9	12:52 – 1:20	

**3 Hour Early Dismissal Normal Schedule****(Sept. 12, Oct. 22, Nov. 21, Jan. 30, Mar. 8, Mar. 19, May 1)**

Period 1	8:20 – 9:03	
Period 2	9:07 – 9:50	
Period 3	9:54 – 10:37	Lunch Mods:
Period 4	10:41 – 11:07	A: 11:11- 11:34
Period 6	11:11--12:20	B: 11:38 – 11:57
Period 5,7,8,9	Dropped	C: 12:01 – 12:20

**3 Hour Early Dismissal Reverse Schedule****(Oct. 12, Oct. 23, Dec. 21, Feb. 27, Mar 18, Apr. 10)**

Period 9	8:20 – 9:03
Period 8	9:07 – 9:50

Period 7	9:54 – 10:37	Lunch Mods:
Period 4	10:41 – 11:07	A: 11:11 – 11:34
Period 6	11:11--12:20	B: 11:38 – 11:57
Period 1,2,3,5	Dropped	C: 12:01 – 12:20

### **1 Hour Early Dismissal**

**(Aug. 31, Apr. 18)**

Period 1	8:20 – 9:03	
Period 2	9:07 – 9:50	
Period 3	9:54 – 10:37	Lunch Mods:
Period 4	10:41 – 11:24	A: 11:50 – 12:13
Period 5	11:28 – 11:46	B: 12:17 – 12:36
Period 6	11:50 – 12:59	C: 12:40 – 12:59
Period 7	1:03 – 1:26	
Period 8	1:30 – 1:53	
Period 9	1:57 – 2:20	

### **Important Dates for the 2018-2019 School Calendar**

August 23	First Day of School
August 31	1 hour early dismissal
September 3	No School / Labor Day
September 12	3 hour early dismissal / In-Service - NORMAL
October 5	Homecoming
October 12	3 hour early dismissal – REVERSE
October 22	3 hour early dismissal / P/T Conferences – NORMAL
October 23	3 hour early dismissal / P/T Conferences – REVERSE
October 26	No School / Comp Day
November 21	3 hour early dismissal / In-service - NORMAL
November 22-23	No School / Thanksgiving Vacation
December 21	3 hour early dismissal / End of 1st Semester
December 22-31	No School / Winter Break
January 1	No School / New Year's
January 2	Begin 2 <sup>nd</sup> Semester
January 21	No School / In-service / Martin Luther King Day
January 30	3 hour early dismissal / In-service - NORMAL
February 18	No School / President's Day (Make Up Day)
February 27	3 hour early dismissal / In-service - REVERSE

March 8	3 hour early dismissal / In-service - NORMAL
March 18	3 hour early dismissal / P/T Conferences - REVERSE
March 19	3 hour early dismissal / P/T Conferences - NORMAL
March 22	No School / Comp Day
April 10	3 hour early dismissal / In-service - REVERSE
April 18	1 hour early dismissal
April 19	No School/ Good Friday
April 22	No School
April 27	Prom
May 1	3 hour early dismissal / In-service - NORMAL
May 16	Seniors Last Day
May 19	Commencement @ 2:00 p.m.
May 21	3 hour early dismissal / End 2 <sup>nd</sup> Semester

**\*\*\*Make-up days for inclement weather will be as follows: February 18**

**Additional days will be added to the end of the school year.**

## **Allamakee Community School District**

### **Waukon High School Student Handbook Agreement**

Please sign and date that you have read and understand the rules and guidelines written in the Waukon High School student handbook for the 2017 - 2018 school year.

**Student Signature** \_\_\_\_\_

**Parent / Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_