

WAUKON MIDDLE SCHOOL



“Continuing a Proud Tradition”

Student Handbook 2021-2022

1059 3rd Avenue Northwest

Waukon, Iowa 52172

(563)568-6321

Allamakee.k12.ia.us

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 progress) in its educational programs and its employment practices. Nor in any of the CTE programs offered (Business, Agriculture, Informational Services, 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, Luke Steege, Equity Coordinator 563-568-3466 or lsteege@allamakee.k12.ia.us Allamakee Community School District, 1061 3rd Ave NW, Waukon Iowa.

WAUKON MIDDLE SCHOOL



Vision

Waukon Middle School,
where teachers and students
work to build a strong foundation
allowing students to learn
and grow academically and
socially.

Mission

Making a difference
one student at a time

Values

- 1- All Students can Learn
- 2- We are dedicated to helping students reach their potential
- 3- Relationships are the foundation of a good learning environment
- 4- We understand the importance of reading and writing to student success

Making a difference, one student at a time



WAUKON MIDDLE SCHOOL STAFF

Name	Department/Area	Extension	Location
Luke Steege	Admin	2400	MS Office M102
Bev Heim	Secretary	2402	MS Office M102
Tharin Benson	Multi-Cat	2446	S141
Tim Bulman	Geography/History	2455	S139
Payton Moore	Fus. Reading/ Science 6, Technology 6	2452	S148
Blaine Snitker	Algebra 1	2582	S138
Tess Hawes	English/Reading/Tech 6	2464	S147
Hillesheim, Gail	Level II	2570	M101
Lange, Ben	Honors English 8, English 8	2448	S140
Sarah Ferguson	Art	2562	E156
Lund, Tim	Band	2461	MS Band Room
Milewsky, Mary	Language Arts 8, English 7	2421	S142
Rausch, Ben	Science 7, Tech 6, STEM, Science 8	2450	S146
Scholl, Tyler	Science 8	2451	W020
Jason LePage	Math 7/8, Pre Algebra 7	2420	S137
Ward, Melissa	Math 6/8, Tech 6, Tech 7 RTI	2463	S143
Snitker, Lisa	Librarian	2587	W021-Office
Stegen, Lee	Reading 7, Social Studies 7	2447	S144
Stein, Tara	P.E. /Health 6,7,8	2422	N123
Brennan, Quinn	Multi-Cat	2446	S141
Ericson, Joanne	Tech 7, Career 8	2520	N121
Williams, Cassie	AALP	2515	W025
Bieber, Sarah	Music 6-8	2560	HS/MS Chorus
Scholtes, DJ	7-12 Intervention	2565	N113
Sherman, JoAnn	Band	2561	HS Band
Snitker, Ted	PE	2580	HS Boys Locker Room
Wasson, Amy	School Counselor	2510	W018
Adam, Calleen	Para		
Gulla, Laurel	Office/Para	2403	MS Office M102
Fish, Elizabeth	Para		
Jones, Kirby	Para		
TBD	Para		
Samantha Larson	Para		
TBD	Para		
Snitker, Vickie	Para		
Krupa, Kathy	21 st Century	2409	S149
Bell, Marcus	Admin	2590	M105
TBD	Admin	2591	M105
Peterson, Jesse	Custodian		
Onsager, Arnie	Custodian		
Jones, Kirby	Nurse	2404	Nurses Office
Wood, Kathy	Nurse	2404	Nurses Office
Byrnes, Traci	TLC	2680	N127
Snitker, Ciara	TLC	2648	N127
Michelle Pladsen	TLC	2579	N127

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Jurisdictional Statement

This handbook is an extension of board policy. The board, administration, and staff expect students to conduct themselves in a manner fitting to their age level. Students are expected to treat teachers, other employees, students, and visitors with respect and courtesy. It is also expected that all school personnel will model these expectations for students.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year here. These policies, rules and regulations are in effect while students are on school grounds, district property, or on property within the jurisdiction of the school district; while on school-owned buses and vehicles or chartered buses; while attending school activities.

A violation of a school district policy, rule or regulation will result in disciplinary action and may affect a student's eligibility to participate in or attend extracurricular activities whether the violation occurred while school was in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations will be disciplined for conduct which: **1. Disrupts or interferes with the education program; 2. Disrupts the orderly and efficient operation of the school district or school activity; 3. Disrupts the rights of other students to obtain their education or to participate in school activities; and 4. Interrupts the maintenance of a disciplined atmosphere.**

Disciplinary measures include, but are not limited to, removal from the classroom, a detention served with the teacher, suspension (in school suspension or out of school suspension), school-based community service, involvement of local law enforcement and expulsion.

Please review this handbook with your parents so that you can become better acquainted with your school. The policies within the handbook are subject to change. Students, parents and faculty are expected to know the contents of the handbook and comply with it. If you or your parents have any questions about the handbook, or about other happenings in the Waukon Middle School, please contact the principal, counselor or any teacher at 563-568-6321.

– Mr. Steege, Principal



Daily Schedule

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 11:28-11:53	Period 6 11:57-12:59	Period 7 1:03-1:46	Period 8 1:50-2:33	Period 9 2:37-3:20
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Lunch Mods

A	11:57-12:18
B	12:18-12:38
C	12:38-12:59



WAUKON MIDDLE SCHOOL

Common Expectations For Success

Please remove hats and hoods when inside the building.

Please do not use gum while in the building.

Students should walk in the hallways at all times.(keep everyone safe)

Students should bring all required materials to class. (including a reading book)

Students please be on time to class or have a pass after the bell.

Students will leave campus by 3:30 pm unless engaged in school related activities

**STRIVE FOR PROGRESS, NOT
PERFECTION.**

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Other Expectations

In All Areas: WMS Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we see something inappropriate, we will say something to an adult.

Assemblies/Auditorium

- Students will sit in assigned seats in the auditorium.
- Students will sit and listen in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the performance and/or speaker.
- Students will not eat or drink in the auditorium and will respect property in the auditorium at all times.

Bus

- Students will sit in assigned seats or in an appropriate designated area and remain seated while the bus is moving.
- Students will follow the bus driver's directions.
- Students will share seats with others.
- Students will keep the bus clean.
- Students will enter and exit the bus in an orderly fashion.
- Bus drivers will not allow any student on a different bus without a bus pass.

Sporting Events

- Middle School students should sit in the appropriate student section. For high school events in the high school gym, middle school students will sit with high school students in the section designated as "student section." During football games, the middle school students will sit behind the high school students on the north side of the home bleachers.
- Middle school students are expected to be in the stands to watch the game.
- Students are not allowed to throw objects or any projectile in the bleachers or any area on school property.
- Students must follow the rules of the IHSAA and IGHS AU and are prohibited from using artificial noisemakers, signs, etc.
- All student behavior at any school related activity is expected to be school appropriate.

Lunchroom

- Students will dispose of all items when they are finished with their trays.
- Students will use an appropriate voice level in the lunchroom.
- Students will keep the lunchroom clean.
- Students will follow lunch staff and paraeducators directions.
- Students will not remove food or drinks from the cafeteria.



Hallways

- Students will walk in the hallways.
- Students will use the shortest route to their destination in appropriate hallways for middle school students.
- Students will not loiter in the hallways or congregate in restrooms or by their lockers.
- Students are expected to keep hallways clean.

Office

- Students may go to the office only with permission from the instructor.
- Students will ask permission to use the office phone and may do so before/after school, during lunch or during a study hall. Students should not come to use the office phone during class.

Study Hall

- Students will sit in assigned seats and remain seated during the study hall. If you have a question please raise your hand.
- Students will sign out of study hall if they are going to another classroom or lesson.
- Students are expected to bring all materials to study hall and come prepared to work!
- Students must have a free reading book for study hall and will read when classwork is complete.
- Students are expected to work by themselves and can only work with a partner or groups with permission from the study hall supervisor.
- No snacks/drinks are allowed in the study hall.
- Electronic device use is the prerogative of the study hall supervisor. This includes listening to music. Students may not share earbuds or headphones.
- Quiet study time shall continue throughout the period.
- The study hall supervisor may reward the study hall with a five minute talk time if the students follow all study hall rules.

Bathroom/Locker Room

- All electronic devices including cell phones, laptops, and tablets are not allowed in the restroom or locker room.
- Students will keep the restroom and locker room clean by picking up after themselves at all times.
- Students will only be in the locker room and restrooms at appropriate times.

Waukon Middle School TRIBE

TRUSTWORTHY

RESPONSIBLE

INCLUDE EVERYONE

BE SAFE AND RESPECTFUL

Making a difference, one student at a time



EXPECT EXCELLENCE

Use of Surveillance Cameras

Surveillance cameras are in use 24 hours a day and located throughout school. These cameras are intended to assist with existing security measures and an integral part of our anti-bullying and harassment efforts. "ACSD uses surveillance cameras to monitor activity on district property. Real time and archival footage will be made available to law enforcement as needed to ensure the safety of people and property. The Superintendent and Technology Director must be made aware of any intended access by said agency and the reason for that access."

Disciplining Policy and Consequences

You and our school are judged by your character and conduct at all times. Some things to remember:

- Being prompt to school and your classes is important.
- Study hall is a classroom. Respect the rights of all students to use this time effectively to complete assignments and get help if needed.
- Use appropriate hallway behavior. Pushing, tripping, inappropriate language, and other inappropriate behaviors are not allowed, and not what respectful people should be doing.
- You should not be loitering in the hallways or bathrooms after school, during class time, or during lunch.

The principal is responsible for assigning any and all consequences that are more severe than after-school detentions. Many consequences are dictated by various school board policies. Parents will be notified by either a phone call or referral form sent home. In some cases a school conference will be held. Authorities may be contacted in some situations. ***Students or parents believing they have not been treated fairly have the right to appeal any decisions in accordance with due process guidelines. To begin this process, contact the building principal first.*** The following steps are penalties for disciplinary infractions. All infractions will start at one level and subsequent infractions will move to the next level. The administration always determines what is appropriate for the situation. ***An infraction at any level may start at a higher level if deemed appropriate.***

Steps:

1. Conference (teacher and student should both attend when possible)
2. Lunch detention
3. 30 minute after school detention
4. 60 minutes of after school detention
5. One day of in school suspension
6. One/two days of in school suspension
7. Three days in school suspension

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8. Five days out of school suspension
 9. Ten days out of school suspension
 10. Alternative placement
- A. Sent to the office for disciplinary reasons. The student will spend the remainder of class in the office. In addition, the following will take place:
 1. 1st time from class- the student will report to the teacher for make-up work and serve a detention with the teacher.
 2. 2nd time from the same class- step 2
 3. 3rd time from the same class- step 3 (parent conference)
 - B. Unacceptable behavior in the lunchroom, lunch time or study hall.
 1. Step 2
 2. Step 3
 3. Step 4
 4. Step 5 (parent conference)
 - C. Harassment or bullying (follow district and state policy)
 1. First offense Step 3 (parent notified)
 2. Second offense Step 4 (parent notified)
 3. Third offense Step 7 (parent and authorities notified)
 - D. Inappropriate language
 1. First offense step 2 or greater
 - E. Failure to report to the office when sent by a teacher
 1. Start at step 4
 - F. Fighting at school, on school property, or at a school event
 1. Start at step 4 or greater
 - G. destruction of school property
 1. Start at step 4 or greater (student will pay for damages)
 - H. Theft of school property or private property
 1. Start at step 5 or greater (possible charges filed)
 - I. Cheating/Plagiarism
 1. Start at step 1 or greater (possible academic penalty)

1:1 Technology Usage and 1:1 Computers

Because technology is a vital part of the school district curriculum, the internet will be made available to students. Appropriate and equitable use of the internet will allow students to access resources unavailable through traditional means. The school district will educate students about appropriate online behavior, including interactions on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness, response, and consequences. Parents will be required to sign a permission form to allow their students to



access the internet and to show that they, along with their student, fully understand the INTERNET ACCEPTABLE USAGE POLICY, expectations, regulations, and consequences of not following the established guidelines. A violation of the internet/technology usage will be handled as follows:

- 1) 1st minor technology offense - Step #1; Parents contacted.
- 2) 2nd minor technology offense - Step #2; Parents contacted.
- 3) 3rd minor technology offense - Step #3; Parents contacted and student loses computer privileges.
- 4) 4th minor technology offense - Step #4; Parent meeting; Action plan.

Teachers may keep students after school or ask students to come before school by using the following procedure:

1. Notifying parents as to what day the student will be kept after school (via telephone, email, or note home)
2. Teachers will be responsible for supervising these students in their classroom.
3. Students will be expected to stay at the time the teacher establishes. If the student is unable to stay at the set time, a parent needs to contact the teacher to set an alternative time.

Attendance (ACSD board policy No. 501.3)

Regular attendance and good grades go hand-in-hand. Parents and students are urged to make regular and punctual attendance a habit. State law requires the school district's truancy officer to notify the County Attorney's Office of any apparently truant child.

When a student will be absent from school, the parent or guardian should follow these procedures:

1. Please contact the school by 9:00 a.m. on the day the student is absent.
2. When seeing a doctor, dentist, orthodontist or other medical appointment please bring back an appointment card or note from your parent or guardian.
3. Students should contact their teacher to collect any make up work required. Work that is not made up may be scored as a zero by the teacher.
4. Students who are wishing to get a driving permit may do so during study hall. Driving permit tests may also be taken through the counselor's office.
5. The principal has the final say regarding excused and unexcused absences.

If it is absolutely necessary that a student leave school before the regular dismissal time, he or she must bring a written request from home stating the reason. In case of emergency, permission to leave may be given by the principal. Students violating this rule may be considered truant.

Coming to school every day is important in all grades. Please do not keep a child home except for illness or some other important reason. An absence from



school will be noted and added to the student's number of days missed. Once a student has reached 10 days, the following actions will be taken by the school.

- At 10 days – Parents will be notified by letter once their child has missed 10 days of school.
- At 13 days – Parents will be notified again by letter with updated attendance information and asked to set up a meeting with the principal, guidance counselor or other designee to review academic and attendance concerns.
- At 16 days – School personnel will contact the parents and may notify the county attorney's office.

Locker Assignments and Searches (ACSD policies 502.5 and 502.8)

Locker assignments are made by the principal's office and the office must approve any change. Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy for the lockers or desks. School officials may conduct periodic inspections of all or a random selection of lockers or desks. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. Students found with contraband will be subject to disciplinary action. The contents of a student's lockers or desks (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion that the contents include illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Valuables should be checked in with teachers, the office or coaches. The school cannot and will not be held responsible for valuables placed in lockers or left unattended. It is best to leave valuables at home. **DO NOT SHARE YOUR LOCKERS OR YOUR COMBINATIONS WITH ANYONE!**

Insurance

A low cost accident policy is offered as a service by the school. Complete details of the insurance, its coverage and cost will be given to each student and we urge all to take advantage of this opportunity.

It is the student's responsibility to report all injuries for which a claim is to be made to the office promptly, obtain a claim blank properly completed by the school, and present it to the doctor handling the case, who will complete the report and transmit it to the insurance company. The school is only performing a service for the student and is in no way responsible for the collection of claims. Claims should not be delayed until vacation months.

Meal Charge Policy

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Students have a meal account. 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. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes five meals or more. Parents or guardians will be notified by an automated email and a notice will be sent home. If over \$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.

Student Fees

A textbook fee will be charged. This covers textbook rental and related materials. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents and students who believe they may qualify for financial hardship should contact their building principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Fines

Fines are charged for damage to textbooks or property. This could include any laptop repair not covered by insurance.

Classification of Students

Sixth, seventh and eighth grade students are expected to accumulate at least 80% of their total possible credits to be considered proficient at their grade level. Students not considered proficient may be retained in their current grade.

Student Success

It is the goal of the Allamakee Community School District to provide every child with the skills necessary to be successful in life. In order to ensure that each child has these skills, it is



important that students attend school regularly, complete daily assignments, and maintain passing grades. It is our belief that every child is capable of this.

Therefore, the following supports will be used on an individual basis:

1. Academic Opportunity (AO) – Academic Opportunity will be given to each student if he/she does not have a homework assignment/project completed when due. If a student wishes to complete the assignment for full credit, the student can come in the following times to complete the AO with the teacher or with the before/after school program.
 - The same day the assignment was originally due from 3:30-4:00
 - The morning immediately following the assignment's due date from 7:30-8:00
 - After school the day after the assignment was originally due from 3:30-8:00
2. Before/After School Program - **A student may be assigned after-school programming if any of the following occurs:**
 - If a student has an F in an academic subject area at mid-term or end of term, or is performing significantly below his/her ability.
 - If a student misses seven or more days of school.
 - If a student is less than proficient or at risk of becoming less than proficient in reading and/or math based on the Iowa Statewide Assessment of Student Progress.

At the end of the academic school year, students who have not shown improvement could be assigned summer school. Students who do not make an effort to resolve attendance and/or academic deficits will be considered for retention. These measures are not intended to be punitive in nature, but as a positive support for the student's benefit.

Success Center

D.J. Scholtes and paraprofessional Toni Pearson, and Vickie Snitker work with at-risk students to foster academic and social-emotional growth. The Success Center is a safe environment that promotes academic success by offering one-to-one support, tutoring, and fostering constant communication between students, teachers and parents/guardians. In addition, students and parents can utilize the success center for resources in the community that can facilitate social, emotional, and behavioral health.

School Social Worker

Waukon High School/Middle School has partnered with Keystone AEA to provide a school social worker to assist at-risk students with social, emotional, and behavioral health.

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The school social worker will be located in the middle school two days a week. Job duties include: assisting educators with developing and implementing a MTSS system, collaborating with school personnel to design and implement research-based interventions, and provide services directly to students with social-emotional and behavior needs. The school social worker will consult with teachers, administrators, students, and families to foster student growth and success.

Grades

Report cards are distributed every nine weeks. Progress reports will be sent home with the student or e-mailed during each grading period. The letter grades and their equivalent are as follows:

Waukon Middle School Grading Scale:

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

*****Incompletes are removed at the discretion of the teacher. Incompletes not removed become failures after two weeks unless special arrangements are made with the principal.***

- A - Superior**
- B - Good**
- C - Proficient**
- D - Less than proficient**
- F - Failing**

- I - Work not completed**
- S – Satisfactory (no effect on GPA)**
- U – Unsatisfactory (no effect on GPA)**
- P – Pass (no effect on GPA)**

Honor Roll

The honor roll is weighted by the amount of time each class meets. Students listed on the “A” honor roll have earned a grade point average of 3.667 to 4.0. Students listed on the “B” honor roll have earned a grade point average of 3.0 to 3.666.

Allamakee Accelerated Learning Program (AALP)

It is the goal of the Allamakee Community School District to provide an educational atmosphere in which each student is given the opportunity to reach his or her highest potential. AALP, a program for the academically gifted learner, will be offered to accelerated learners in middle school. For more information, contact the Waukon Middle School AALP coordinator, Cassie Williams at cwilliams@allamakee.k12.ia.us or by calling 563-568-3409.



Course Changes and Drops

Student schedules are arranged during the spring for the following fall. Courses may be changed only on the recommendation of the principal and guidance counselor. Program changes in the fall will not be permitted except in extreme cases. These few extreme cases should be requested in the guidance office during the first ten days of school or new quarter. The principal and guidance counselor must approve course changes.

Students enrolled in band or chorus will not be allowed to drop until the end of the grading quarter (Exception: 6th grade students will be able to drop band anytime in the first quarter upon parent request). A parent contact is required and students need to meet with the teacher before being dropped. ***Students will have 3 days to make schedule changes at the beginning of a semester.*** If a family insists on early withdrawal, the student will receive an F for that quarter and be subject to all eligibility rules that apply.

Physical Education

The state law requires all students to take physical education unless physically unable. A written prescription from a doctor is required to be excused from these classes. You will be asked to furnish your own clothes for physical education including a clean pair of PE shoes. Students are asked to wear black shorts and a white tee-shirt for class. We cannot be responsible for items left unsecured in lockers or elsewhere.

Eligibility for Activities

All students must be doing passing work and maintaining good citizenship to be eligible for participation in activities, ***including: athletics, dances, non-academic field trips, and attending extracurricular activities (these include; sporting events, plays, etc.).***

All students and their parents need to sign the Concussion Awareness form, Good Conduct Form, and return a completed Athletic Pre-participation Physical Examination form to be eligible for participation in practices, performances, or competition. Students with failing work in any subject or excessive office referrals will not be able to participate in games, musical/play performances, and/or dances. To help monitor student progress, these checkpoints will be used:

- At midterms, nonparticipation will continue until the student has improved to passing all classes. In order for students to return to eligibility, a note/e-mail signed by the instructor and presented to the principal will verify an acceptable passing grade.
- at the quarter or semester, students will be held out at least until the following checkpoint for reevaluation.
- Students that accumulate more than 5 office referrals in a grading period will be deemed ineligible and must complete a behavior improvement activity to regain eligible status.

Students assigned to detention may participate if other detention arrangements have been made with the principal ahead of time.



Students placed on In-school Suspension for disciplinary reasons may be excluded from participation in all extracurricular activities including pep assemblies, practices, performances, games, dances or any other activity. Exceptions may be made if the in-school suspension is for academic support.

Students who are absent during any portion of the day of an activity shall be ineligible to participate in the activity, including practice, unless the principal excuses the absence in advance. Illness or the need to rest shall not be excusable for eligibility purposes. When seeing a doctor or dentist, bring back an appointment card. Students are expected to return to school promptly. ***These requirements shall apply to all extracurricular activities such as athletics, dances, non-academic field trips, and attending extracurricular activities.***

Transportation for Activities

Students are expected to ride the bus/suburban provided by the school for all field trips, contests, athletics, and any other event sponsored by the school. If a parent chooses to take his/her child home after an event, the parent is required to sign his/her child out. If a parent wishes another adult to take home their child, a transportation agreement must be completed and signed by both the parent of the student and the adult transporting the student home. It is encouraged that the transportation agreement be completed at least twenty-four hours before the event. These forms can be found on the district website.

Attendance at Activities

All students attending school sponsored events are expected to conduct themselves appropriately. When at an event, be sure you are in the proper location and representing yourself and school in a positive fashion. Students causing disruption or not in the proper location within the building, maybe asked to leave and would be subject to possible disciplinary action.

Anyone attending a school sponsored activity must be identifiable, no masks or facial coverings are permitted. This includes the school day, athletic events, activity programs and all other school activities.

Outside Activity Information

We believe it's important to help families be involved in the wide variety of activities available for students outside of school. Information from known non-profit or governmental organizations will be sent home with students. Some examples that will be sent home with students are: Park and Recreation, 4H, Scouts, County Conservation, NICC, Luther College, Veterans Memorial Hospital, Waukon Booster Club and any school organization.

Information provided to the school from organizations that do not meet this criteria may be made available for students to pick up outside the office pending Administrative approval. Examples could be: Summer/Sports camps (other than above stated



organizations), Horse Riding Lessons, and Violin or other instrument lessons. The district will not make copies or have any associated expense in providing outside information to families

Bus Transportation

Bus routes are determined by the Board of Education. Every effort is made to provide the best and most convenient transportation to all and to do it in an economical manner. We will appreciate having any transportation problems called to our attention and every effort will be made to resolve the difficulty. The Transportation Director, Andrew Eberling, can be reached at 563-568-4589.

Students are expected to behave in an orderly manner on the buses. Specific bus rules and policies will be covered on the bus. Violation may lead to suspension of the bus privilege.

Students will be picked up and discharged only at their school of attendance and home. Requests for pickups and drop-offs at other locations must be made in advance, in writing. For pickups and drop-offs at the home of another student, **both families** must make requests. All requests are subject to approval by school personnel.

School Visitors

Permission will be granted only in special situations that could be deemed educational for our students. Students must ask the building principal for permission to bring guests to school at least one day in advance. **Dances are for students that attend the Waukon Middle School only.**

Electronic Devices and their Use

Personal electronic devices may not be used during school hours unless a classroom teacher is incorporating the technology in the instructional process. These include, but are not limited to:

- Tablets/Personal computers
- Cellular phones
- iPods/MP3 players
- Video games/Gaming Devices
- Bluetooth or wireless speakers

If electronic devices are brought to school they are solely the student's responsibility. They must be turned off and kept in the student's locker. The school is in no way responsible for lost or stolen items. **Items being used during the school day may be confiscated for later release to a parent or guardian.**

To protect your privacy:

- **No video/audio devices (including laptop computers) or cameras can be used to record or take pictures in private areas such as locker rooms, bathrooms, changing rooms etc.**



- Private, lewd, inappropriate and/or unwanted photos or audio recordings are prohibited at any time on school property or at a school event.
- Transfer or copying of private, lewd, inappropriate and/or unwanted photos or audio during school is prohibited.
- Consequences could include suspension, out-of-school suspension, expulsion and/or legal charges.

Gifts and Soliciting

No collections are to be made unless first approved by the principal and school board. Soliciting funds from other students is prohibited. This includes collections for gifts.

Appropriate Appearance and Attire

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 it is decided that the educational process is negatively impacted, the student will be asked to make an alteration to comply with building expectations.

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.

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

- **Shirts that are too revealing or showing stomach**
- **Shorts or pants that are too revealing**
- **Clothing that promotes alcohol, tobacco, drugs, and/or sex**
- **Clothing that promotes racial/sexual intolerance**
- **Hats, hoods, or other head coverings may not be worn in the building including bandanas even if worn as a headband.**
- **Any distracting jewelry or accessory.**

A student that is asked to make an alteration to appearance and attire is expected to do so without question. Repeat offenders may face disciplinary action.

Bicycles and Skateboards

Students are allowed to ride bicycles to school , however, ***For the safety of students, bicycles and skateboards may not be used while on campus and students must conform to the following expectations:***

1. All bicycles must be parked in the rack in front of the middle school cafeteria.



2. No student may ride a bicycle belonging to another student.
3. No student should ride double on a bicycle.
4. Bike riders must obey all traffic rules while riding.
5. Students should not ride through our parking areas or around parked cars.
6. Students who fail to use their bicycle or skateboard safely may not be allowed to have these items on school grounds.

Backpacks and Purses

Backpacks, purses, or any other types of bags may not be brought to class except when approved in special circumstances. Packs that do not fit in lockers, including **wheeled backpacks or oversized athletic bags**, should not be brought to school. This rule does not apply toward laptop bags.

School Nurse

If a student needs to take prescription medication during the school day, arrangements should be made with the school nurse. Students aren't allowed to have any medications in their possession with the exception of asthma inhalers. All medications given to students through the school nurse must be in the correctly labeled prescription bottle. If a student needs to take a short term antibiotic, the pharmacy will provide a separate correctly labeled bottle for school use. In addition, both Tylenol and Ibuprofen are available for student use through the school nurse's office. Students should not have any medications in their possession. Any questions about your child's medications should be directed to the school nurse.

Guidance Counselor

Your counselor, Ms. Wasson, helps you to succeed in classes, to make good choices for yourself, and to have positive relationships with your family and friends. If you're not sure if an issue is worth a visit . . . **it is!** Check in the office to see if she is available.



Useful Phone Numbers

Iowa Drug and Alcohol Helpline 1-866-242-4111
Iowa Statewide Poison Control Center 1-800-222-1222
Iowa Sexual Abuse Hotline 1-800-284-7821
National Suicide Prevention Hotline 1-800-273-8255
Iowa Department of Human Services 1-800-362-2178
National Child Abuse Hotline 1-800-422-4453
Statewide Crisis Line 1-800-332-4224
National Runaway Safeline 1-800-621-4000
GLBT National Youth Talkline 1-800-246-7743
National Alliance on Mental Health www.namiiowa.com

Good Conduct Code: Code 503.4

Participation in school activities for grades 7-12 is a privilege. School activities provide the benefits of promoting additional interest and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

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 *or vaping devices*, 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:

- **1st Violation** – students will be declared ineligible for 1/3 of the regular season events for students involved in athletics and cheerleading and/or two events for all other categories.
- **2nd Violation within the 24-month period from the date of the first violation** – the student will be declared ineligible for 2/3 of the regular season events for students involved in athletics and cheerleading and/or three events for all other categories.
- **3rd Violation within the 24-month period from the date of the first and second violation** – the student will be declared ineligible from all activities for 12 months from the date of the third violation.

Anti-bullying/Anti-Harassment Policy

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

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laws. Consequences include, but not limited to, verbal warning, detention, parent notification, suspension, and/or law notification. 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, sexually 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 devices.

Hazing is defined as a 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 a 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.

The following Allamakee Board of Education policy summaries have been condensed for this Handbook. A complete copy of each policy is available in the principal's office.

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 progress) in its educational programs and its employment practices. Nor in any of the CTE programs offered (Business, Agriculture, Informational Services, 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, **Luke Steege**.

Luke Steege, Equity Coordinator

Allamakee Community School District, 1061 3rd Ave. NW, Waukon, Iowa, 52172
563-568-3621

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:

ACSD Equity Coordinator **Luke Steege**

- Allamakee Community School District, 1061 3rd Ave NW, Waukon, Iowa 52172
- 563-568-3466
- lsteege@allamakee.k12.ia.us

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ACSD Title IX Coordinator Jennifer Garin

- Allamakee Community School District, 1061 3rd Ave NW, Waukon, Iowa 52172
- 563-568-3466
- jgarin@allamakee.k12.ia.us

ACSD 504 Coordinator Luke Steege

- Allamakee Community School District, 1061 3rd Ave NW, Waukon, Iowa 52172
- 563-568-3466
- jgriffith@allamakee.k12.ia.us

DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

In accordance with Title IX of the Education Amendments Act of 1972, the Allamakee Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title IX Coordinator, Jennifer Garin, 1061 3rd Ave. NW, Waukon, Iowa 52172, (563) 568-3466, jgarin@allamakee.k12.ia.us.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Educational Equity (500)

The Allamakee Community School District is an equal opportunity educational institution that does not discriminate on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability in its activities, programs, or employment practices as mandated by Title VI, Title IX, and Section 504. Information on grievance procedures can be obtained from the superintendent at (563) 568-3409.

Homeless Children and Youth (501.16)

The Allamakee CSD believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have access to the same free, appropriate public education as other children and youth.

Student Appearance (502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment.

Care of School Property/Vandalism (502.2)

Students will treat school property with the care and respect that they would treat their own property. Students found to have destroyed or otherwise harm school property may be required to reimburse the school district, may be subject to discipline, and may be referred to local law enforcement.

Student Complaints and Grievances (502.4)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher for resolution of the complaint. If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days of speaking with the principal.

Student Lockers (502.5)

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged. To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all or a random search of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may be searched at any time without advance notice in compliance with board policy regulating search and seizure (Policy 502.8).



Weapons Policy (502.6)

Any student who brings a weapon, dangerous object or “look-alike” weapon onto school grounds will be suspended from school immediately by the principal, with the guardian being contacted promptly. Law enforcement officials will be notified when appropriate. The superintendent will review each incident to determine the length of the out-of-school suspension or possible expulsion.

Smoking – Drinking – Drugs (502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned or operated or chartered vehicles; while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Student Conduct (503.1)

The board believes inappropriate school conduct causes material and substantial disruption to the school environment, interfere with the rights of others, or presents a threat to the health and safety of students, employees, or visitors. Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students who fail to abide by this policy may be disciplined for conduct which interferes with the education program; conduct which disrupts the orderly a deficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation, and expulsion.

Good Conduct Rule (503.4)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Student who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.



Student Records (506.1)

The legal guardian of a student has the right to see 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 authorized personnel unless written consent has been obtained from the guardian. All student files are maintained for at least three years after graduation.

Student Directory Information (506.2R1)

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.

Name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

Emergency Disaster Plan (507.5)

Each school building 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 indicated by the teacher in case of emergency. Two practice drills for both exiting the building and relocating within the building are held each semester.

Student Insurance (507.6)

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract with the insurance company and student.

Wellness Policy (507.9)

The nutrition guidelines for all foods available will focus on promoting student health and reducing childhood obesity in the school district. The board will monitor and evaluate this policy every five years.

Tobacco/Nicotine-Free Environment (905.2)

The Allamakee Community 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.

Free and Reduced Price Lunches (710.2)

A student who is unable to afford the 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 will 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 student.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possession, using and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted and the student may be reported to law enforcement officials.

The Social Program

The social program is under the direction of the principals of respective schools. Social events at the middle school are open only to students of the middle school.

Open Night (508.2)

No school activities will be scheduled on Wednesday evenings during the academic year. All students must be out of the building by 6 p.m. on these days. If coaches or sponsors are holding students at practice beyond 6 p.m. on Wednesday evenings, the guardian should contact the building principal.

Asbestos Policy

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 3rd Ave. NW in Waukon.



Corporal Punishment, Restraint, and Physical Confinement and Detention

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.



Alternative Bell Schedules

ONE (1)-HOUR EARLY DISMISSAL

1st Period: 8:20 – 9:03

2nd Period: 9:07 – 9:50

3rd Period: 9:54 – 10:37

4th Period: 10:41 – 11:24

5th Period: 11:28 – 11:46

6th Period: 11:50 – 12:59

“A” Lunch: 11:50 – 12:13

“B” lunch: 12:13 – 12:36

“C” lunch: 12:36 – 12:59

7th Period: 1:03 – 1:26

8th Period: 1:30 – 1:53

9th Period: 1:57 – 2:20

TWO (2)-HOUR LATE START

1st Period: 10:20 – 10:49

2nd Period: 10:53 – 11:22

3rd Period: 11:26 – 11:55

6th Period: 11:59 – 1:08

“A” Lunch: 11:59-12:21

“B” Lunch: 12:25 – 12:42

“C” Lunch: 12:46 – 1:08

4th Period: 1:12 – 1:41

7th Period: 1:45 – 2:14

8th Period: 2:18 – 2:47

9th Period: 2:51 – 3:20

THREE (3)-HOUR EARLY DISMISSAL

1st Period: 8:20 – 9:03

2nd Period: 9:07 – 9:50

3rd Period: 9:54 – 10:37

4th Period: 10:41 – 11:07

6th Period: 11:11 – 12:20

“A” Lunch: 11:07 – 11:34

“B” Lunch: 11:38 – 11:57

“C” Lunch: 12:01 – 12:20

