2026-2027 Student and Parent Handbook

Winterset Community Schools

Table of Contents Introduction

District Staff……5
Mission, Vision, and Belief Statements……6
Welcome Letter……7
Purpose of the Handbook……8

District Information & Community Involvement

Calendar……9
Student, Staff & Family Roles……10

General District Information

Arrival Times……10
Communication……10-11
- Distribution of Materials
- Emails
- Facebook
- Infinite Campus
- Phone
- WCSD Social Media/Website

Guests……11
Inclement Weather or Other School Closing……12
Parent Concerns/Complaints……12
Parent-Teacher Organization (PTO)……12
School Board Meetings……12
School Hours……13
School Improvement Advisory Committee (SIAC)……13
Use of School District Facilities……13
Volunteer Program……13
Friday Early Dismissal School Days……13

Attendance

Attendance Philosophy……14
Overview of Compulsory Attendance Legislation……14
Loss of Credit……15
Absence Notification - Parents……15
Absence Notification - School……15
Absences/Tardy to School……15
Family Vacations……15
Leaving School……15
Make-Up Work……15-16
Other Attendance Guidelines……16
Truancy……16
Additional High School Specific Guidelines……16

Academics

Core Curriculum……17
Grading Scale……17
Health Curriculum……17
Progress Reports and Conferences……17
Standardized Tests……17

Student Services/Supports

Bridges Alternative Program……17
Food and Nutritional Services……18
School Counseling – EL/MS School……18
School Counseling – Junior High……19
School Counseling – High School……19
Homeless Youth……19
Peer Helpers/High School Tutors……19
Section 504……19-20
Special Education Services……20
English as a Second Language (ESL)……20
Talented and Gifted Program (TAG)……20
Trauma Informed Program……20
Student Assistance Coordinator……20
Student Assistance Programs……20

Health, Well-Being & Safety

Abuse of Students……20
Animals and Pets……21
Cold Weather Guidelines……21
Communicable and Infectious Diseases……21
Dental/Vision Screenings……21
Emergency Forms……22
Head Lice……22
Health Screening……22
Healthy Kids Act……22
Illness and Recess/PE……22
Illness and Returning to School……22
Illness or Injury at School……22-23
Immunizations……23
Insurance……23
- Athletics, Accident and Health, Hawki

Lead Testing (Mandatory)……23
Legal Status of a Student……23
Medications……23-24
Physical Education……24
Physical Education Waiver……24
Physical Examinations……24
Safety Drills……24
Suicide Pre- and Postvention……25
Wellness Policy……25
Wellness Regulation……26

School Policies

Accidents……26
Bicycles, Rollerblades, Skateboards, Scooters and Roller Tennis Shoes……26
Change of Address……26
Complaints and Grievances……26
Daily Announcements……26
Deliveries to School……26
Displays of Affection……27
Dress Code……27
Duplicate Records……27
Early Dismissal……27
Evening Events……27
Field Trips……27-28
Homecoming
Goals for WCSD Homecoming……28
- Students' Role
- Parents' Role
- Community Role

Lockers and Desks……29
Lost and Found……29
Library……29-30
- Elementary Library Policies
- Overdue Materials
- MS/JH/HS Library Policies
- Overdue Materials
- Damaged Items
- Notification of Overdue Items/ Charges to Student Accounts

Laptop Charging……30
Money at School……30
Party Invitations……30
Passes-JH/HS……30
Posting or Distribution of Information……30
School Supplies……30
Searches……30-31
Sex Offenders……31
Signing Out of the Building……31
Student Expression……31
Student Fundraising and Selling Items at School……31
Student Materials……31
Student Photographs……31
Student Publications……31
Student Records……32-33
Supervision Hours……33
Telephone Calls……33
Textbook and Computer Fees……33-34
Textbook Replacement/Damage……34
Transferring to Another School District……34
Treats……34
Volunteers……34

Discipline Policy

Suspension and Expulsion……...34-35

Behavior Expectations

Academic Integrity……35
Rude/Mean/Bullying Behavior……..36-37
- Rude
- Mean
- Bullying/Harassment

Adult/Parent Civility…… 37
Care of School Property…… 37
Conduct at Extracurricular Activities…… 37
Corporal Punishment…….. 38
Dangerous Conduct……38
Dangerous Weapons…….. 38
Drugs and Alcohol……..38-39
Extortion…… 39
Fighting and Use of Physical Force……..39
Gangs and Gang-Related Activities……. 39
Illegal Items (alcohol, drugs).....39
Inappropriate Language……..39
Insubordination/Disrespect……39
Public and Student Conduct……39-40
Tobacco/Nicotine-Free Environment…… 40
Theft……...40
Threats in School……40

Technology

1:1 Laptop Program (7th -12th grade).....40-41
Internet Use……41-42
Electronic Devices……42

Transportation Services

After School Routes……42
Bus Loading and Unloading Areas……42
Bus Stop Locations & Responsibilities..... 42
Consequences for not Following
Bus Rules……42
Bus Stops…… 42-43
Day Care Transportation……43
Electronic Devices on the Bus……...43
Preschool Transportation……43
First Day of School…… 43
In-Town Bus Stops…….. 43
Morning & Evening Shuttles…….. 43
Morning Pick Up……...43
RFID Cards……...44
Seat Belt Usage…….. 44-45
School Bus Video Camera Notice……45
Student Records…….. 45
Student Transportation……..45-46
Videotapes and Audio……47

Elementary Specific Information

Miss Judy's Café……..47
Attendance Guidelines……47
Capturing Kids Hearts……47
Cell Phones/Electronic Devices……47
Classroom Placement……47
Conferences…… 47
Daily Schedule…… 47
Deliveries to School……48
Discipline……...48
Dismissal/Departure…… 48
Food, Gum, Pop, Candy at School……48
Games/Toys/Collectible Cards……..48
Illness and Recess…….. 48
Loading/Unloading Children…….. 48
Parking…….. 48
Four-Day Cycle……48
Tardy……..48
Water Bottle Policy……...49
WES Social Media……49

Middle School Specific Information

Attendance……49
Candy, Gum, Pop at School……...49
Capturing Kids Hearts……49
Cell Phone/Electronic Devices…….. 49
Classroom Placement……49
Communication…… 49
Conferences…… 50
Deliveries to School……50
Discipline…….. 50
Discipline Matrix…….. 50-51
Dismissal Plans……51
Drop Off/Pick Up……...51
Games/Toys/Collectible Cards……..51
Illness and Recess…….. 52
Infinite Campus and Parent Portal…… 52
Parking…….. 52
Playground and Recess……...52
Schedule……52
Tardy……...52
Water Bottle Policy…….. 52
WMS Social Media…….. 52

Junior High Specific Information

Academic Accountability Policy……53
Allergies……53
Arrival……53
Backpacks, Bookbags, Handbags…… 53
Beverages/Food……...53
Cell Phone/Personal Device Usage…… 53-54
Cyber Harassment and/or Bullying……..54
Daily Schedule…….. 54
Deliveries to School……54
Detentions……54
Discipline……...55
Discipline Matrix…….. 55-56
Dress Code……56
Driver Education…….. 56
Grading Scale……57
Passes…….. 57
School Safety……57
Structured Day…….. 57
Tardy Policy……...57
Water Bottle……...57
WJH Social Media……58

High School Specific Information

Academics

Academic Eligibility……...58
Academic Integrity…….. 58-59
Academic Letters…….. 60
Advanced Make Up Slips……60
Advanced Placement (AP) Classes……..60
Advisory/Husky Time……60-61
Audit……...61
Backpacks……61
CLEP Test: College Level Examination
Program…….. 61
College Visit Guidelines……..61
Cyber Bullying and/or Harassment……61
Daily Schedule……61-62
District Testing……..62
Dress Code……...62
Drivers Education…….. 62
Dual Credit Courses…….. 62
Early Graduation……...62
Grades…….. 63
Grading Percentages…….. 63
Graduation Requirements…….. 63
Homework Policy…….. 63
Honor Roll…….. 63
Independent Study……...63
Infinite Campus Grade Recording…… 63
Mid-Term Grades……63
Open Campus - Juniors/Seniors……...64
Opt-Out Term Test…….. 64
Pass/Fail……64
Phones/Personal Devices……64-65
Post-Secondary Enrollment Options
(PSEO)..... 64
Report Cards…….. 64
Schedule Changes…….. 64
School Safety……..64-65
Term Finals……...66

Discipline
Behavior Guidelines…….. 66
Detentions……66
Discipline Matrix……66-68
Expulsion…….. 68
In-School Suspension……68
Out-of-School Suspension…… 68
Tardies……68-69

Rights and Responsibilities
Areas off Limits in the High School…….. 69
Beverage Policy……...69
Check Out Privileges for Juniors and Seniors……69
College Representatives/Visits…… 69
HALO/Vape Sensor Investigation Protocol……...69-70
Motor Vehicles…… 70
Parking Lot Regulations…… 70
School Permit…….. 70-71
WHS Social Media…….. 71

Technology and Digital Devices
Cell Phones at the High School…….....71

Athletics and Activities

Activity Awards……..72
Assemblies……72
Attendance and Eligibility……72
Attendance at Extracurricular Activities……72
Co-Curricular Clubs and Activities……..72
Code of Good Conduct……72
Dances…….. 72
Junior-Senior Prom……..72
Silver Cord…… 72
Tailgating on School Property……...72-73

Activities Program Expectations

Letter to Parents and Students……..73
Activities Philosophy……74
Athletic Department Goals and Objectives……74
Academic Eligibility Requirements……74

Code of Good Conduct
Philosophy……74
Purpose…….. 75
Violations……...75
Sanctions……75-76
- First Offense
- Second Offense
- Third Offense
- Fourth Offense

Special Provisions……..76-77
Notice to Student…….. 77
Responsibilities……..77
Parent/Coach Relationship…… 77
Communication You Should Expect From Your Child's Coach……..77
Communication You Should Expect From Players……77
Appropriate Concerns to Discuss With Coaches……...78

Issues Not Appropriate to Discuss With Coaches……...78
If You Have a Concern to Discuss with a Coach……78
What Can a Parent Do if the Meeting With the Coach did not Provide Satisfactory Resolution……78
Student Transportation for Performances……..78
Summary of Scholarship Rule 281-IAC 36.15(2)……78

District Notices

Annual Notice of Nondiscrimination……..79
Asbestos Notification……...79
Corporal Punishment, Restraint, Physical Confinement, and Detention……79
Equal-Educational Opportunity……79
Fees……80
Free and Reduced Meals Program……79
Grievance Procedure…….. 79
Filing a Complaint……...79
Investigation……..80-81
Decision and Appeal…… 81
Handbooks and Board Policy…….. 81
Highly Qualified Teacher/Title I Parent Notification…… 81
Homeless Students……81
Human Growth and Development……...81
Internet Use and Opt-Out……81-82
Iowa Concussion Legislation……82
Level 1 Investigator: Abuse……..82
Notice to Parents Regarding Teacher Qualifications……83
Open Enrollment…… 83
Parents' Role During Emergencies…….. 83-84
Protection of Pupil Rights Amendment….84-85
Section 504-Notice of Rights…….. 85
Student Media Interviews……84
Use of Recording Devices in School Buildings & Busses Policy 802.08…… 85-86
Water Testing……..87

Winterset Community Schools Fight Song…….. 87

Winterset Administration Office

303 Wambold Drive
Winterset, IA 50273
515.462.2718 phone
515.462.2732 fax
www.winterset.k12.ia.us

Mr. Justin Gross, Superintendent
Dr. Corey St. John, Director of Teaching & Learning
Ms. Kendra Alexander, Coordinator of Student Services

Winterset High School

720 West Husky Drive
Winterset, IA 50273
515.462.3320 phone
515.462.2178 fax
www.winterset.k12.ia.us/o/whs

Mr. Cam Smith, Principal
Mr. Chad Sussex, Assistant Principal
Mr. Nick Mulder, Athletic/Activities Director

Winterset Junior High School

720 West Husky Drive
Winterset, IA 50273
Phone - 515.462.3336
Fax - 515.462.2178
www.winterset.k12.ia.us/o/wjhs

Mr. Joshua Sussman, Principal
Mr. Chad Sussex, Assistant Principal

Winterset Middle School

706 West School Street
Winterset, IA 50273
Phone - 515.462.3010
Fax - 515.462.4149
www.winterset.k12.ia.us/o/wms

Mr. Andy Pickering, Principal

Winterset Elementary School

404 South 2nd Avenue
Winterset, IA 50273
Phone - 515.462.1551
Fax - 515.462.5025
www.winterset.k12.ia.us/o/wes

Mr. Doug Hinrichs, Principal
Ms. Katie Berg, Assistant Principal/Preschool Coordinator

Winterset Operations/Transportation

923 East Lane Street
Winterset, IA 50273
Phone - 515.462.2550
Fax - 515.462.4497

Mr. Ray Dawson, Operations
Mr. Ben Messer, Transportation

Board of Education

Mr. Jared McDonald, President
Ms. Gina Robinson, Vice President
Mr. Jeremey Frease, Director
Mr. Tim Mohs, Director
Mr. Ross Rethmeier, Director

Mission, Vision, and Belief Statements

In 2022, committee members made of staff within the Winterset School District and the Board of Education completed a Strategic Planning Revision Process. After developing a draft document, feedback was solicited from the community including parents, business leaders, educators, students, alumni, and others. This process is ongoing and resulted in a roadmap and an annual review of progress. This work guides and drives the focus, decisions, and actions of the district. A review and revision were completed in 2023.

Mission: Our Core Purpose

We will empower a community of lifelong learners who strive for personal excellence through meaningful relationships and real world, authentic learning experiences.

Core Values: Drivers of Our Words and Actions

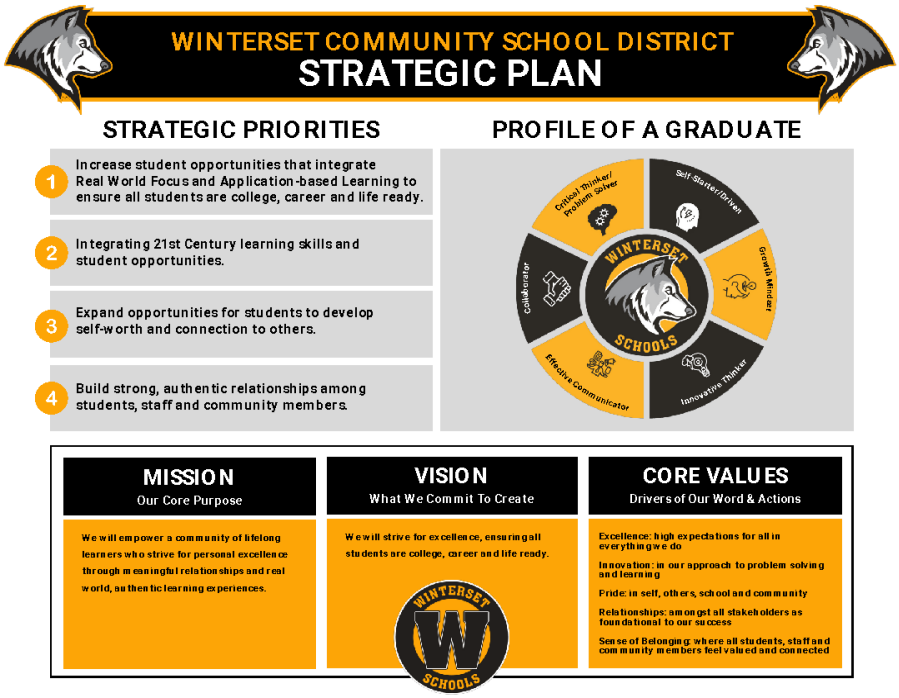
Excellence: *High expectations for all in everything we do*
Innovation: *In our approach to problem solving and learning*
Pride: *In self, others, school, and community*
Relationships: *Amongst all stakeholders as foundational to our success*
Sense of Belonging: *Where all students, staff, and community members feel valued and connected*

Vision: What We Commit to Create

The Winterset Community School District will be a district with:
We will strive for excellence, ensuring all students are college, career, and life ready.

Strategic Priorities:

1. Implement consistent classroom practices leading to increased college/career readiness;
2. Leverage technology to support and extend the traditional classroom;
3. Provide effective management of growth and resources to meet our future challenges;
4. Develop community engagement and parent partnership to prepare our students for life beyond their PK-12 education.



ADMINISTRATION OFFICE
303 Wambold Dr. - Winterset, IA 50273-0030
Phone -- 515.462.2718 -- Fax -- 515.462.2732

Mr. Justin Gross, Superintendent
Jill Gavin, Business Manager/Board Secretary

Dear Students and Families,

As an administrative team we would like to welcome you to the 2026-2027 school year! We are excited for the opportunity to serve you and your student(s). Our district's mission is to empower a community of lifelong learners who strive for personal excellence through meaningful relationships and real-world authentic learning experience, ensuring all our students graduate from WCSD college, career, and life ready. Our students and staff are held to high expectations and know that by working together, everyone can successfully meet those expectations. We also understand that to achieve our mission we need our students and families to partner with us.

Everyone within our district values your input and feedback as we work to create meaningful relationships that allow our students to be successful. Along the way there may be times when our students fall short of our expectations; these are opportunities for learning and growth as they mature into successful adults. Our hope is that we can all work together to ensure that our schools are a safe place for all students to learn. This year we will continue to align our systems to achieve the strategic priorities developed during the 2022-2023 year. We are committed to the very best educational experience for all our students.

We look forward to continuing to work with you as partners in your student's educational journey. Let's have an outstanding year! It's a *GREAT* time to be a HUSKY!

Sincerely,

The Winterset Community School Administrative Team

Mr. Justin Gross
Superintendent

Dr. Corey St. John
Director of Teaching and Learning

Mr. Doug Hinrichs
Elementary Principal

Mr. Andy Pickering
Middle School Principal

Ms. Katie Berg
Assistant Principal

Mr. Cam Smith
High School Principal

Mr. Joshua Sussman
Junior High Principal

Mr. Chad Sussex
Assistant High School/Junior High Principal

Ms. Kendra Alexander
Coordinator of Student Services

Mr. Nick Mulder
Activities/Athletic Director

BOARD OF EDUCATION

Jared McDonald, President | Gina Robinson, Vice President | Jeremey Frease, Director | Tim Mohs, Director | Ross Rethmeier, Director

Purpose of this handbook

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations of students. Each student is accountable for the handbook's content. More detail can be found in School Board Policies located on the district's website, www.winterset.k12.ia.us. The policies in this document are subject to change due to the continuous review and revision of Board Policies. Dual enrolled and academy program students enrolled in classes or participating in school activities in the Winterset Community School District are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the registrar's office.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and the school building's processes and procedures;
- To serve as a source of information for students and their families about the school district, the school buildings, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district; and
- To provide legal notices as required by the Iowa Department of Education and under federal law.

Definitions
In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are at an event or an activity, or whether they are on or off school grounds.

Jurisdiction and Expectations
This handbook is an extension of Board policy and reflects the goals and objectives of the School Board. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others. Students, teachers, employees, and guests are expected to treat each other with respect so that all may be safe within the school environment.

This handbook and school district policies and rules/regulations are in effect while students are on school grounds, school district property or on property with the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; 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 or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact their school's administration for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Academic Calendar 2026-27

Approved by the WCSD Board of Education on 7/13/2026

AUGUST				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August	20	Family Engagement Night
	24	First Day of School
September	7	No School - Labor Day
	25	Homecoming
	30	High School Parent Teacher Conferences
October	20 & 22	Elementary Parent Teacher Conferences
	20 & 22	Middle School Parent Teacher Conferences
	23	End of Term 1 (44 Days)
	26	No School - TQ Day
November	3 & 5	Junior High Parent Teacher Conferences
	25	No School - Teacher Comp Day
	26-27	No School - Thanksgiving Break
	30	Classes Resume
December	2	High School Parent Teacher Conferences
	22	2-Hour Early Dismissal
	23- 31	No School - Winter Break
January	1	No School - Winter Break
	4	Classes Resume
	15	End of Term 2/Semester 1 (48 Days)
	18	No School - Teacher Work Day
February	10	High School Parent Teacher Conferences
	15	No School - Teacher PD Day
March	2 & 4	Junior High Parent Teacher Conferences
	9 & 11	Elementary Parent Teacher Conferences
	15-19	No School - Spring Break
	22	Classes Resume
	25	Middle School Parent Teacher Conferences
	26	End of Term 3 (43 Days)
	29	No School - Teacher Comp Day
April	21	High School Parent Teacher Conferences
	22	Elementary Parent Teacher Conferences
	29	Middle School Parent Teacher Conferences
May	7	9th-11th Grade Virtual Learning Day
	7	12th Grade Defense of Learning Presentation
	19	Seniors' Last Day
	23	Graduation
	27	End of Term 4/Semester 2 (43 Days)
	28	Teacher Work Day
June	1	Teacher Flex Day

Important Notes

Teacher Contract Days
178 Student Contact Days
2 Conference Comp Days (11/25 & 3/29)
4 Pre-Service Days (8/17 - 8/20)
1 Teacher Flex Day (8 hours between 8/3-8/14 or 6/1)
2 Teacher Work Days (8/21 & 1/18)
1 TQ Day** (10/26 - contract day as long as funded by the state)
1 Innovation Day** (2/15)
1 PD Day (5/28)
190 Contract Days

Early Dismissal Fridays
School will be dismissed 90 minutes early every Friday for Teacher PD

*Cancelled school days are made up at the end of the year (June) if it necessary to meet the required 1,080 hours
**Innovation & TQ Days are professional development for certified staff
***Adjustments may be made to end of Terms 2, 3, or 4 if more than 2 days are cancelled

Regular Start/Dismissal Times	
Elementary	8:00 - 3:00
Middle School	8:00 - 3:05
Junior High	8:00 - 3:05
High School	8:00 - 3:05

Early Out Start/Dismissal	
Elementary	8:00 - 1:30
Middle School	8:00 - 1:35
Junior High	8:00 - 1:35
High School	8:00 - 1:35

Color Key
First Day of School/Classes Resume
No School
90-Minute Early Dismissal
2-Hour Early Dismissal
End of Term
Parent Teacher Conferences

Student, Family, and Staff Roles in Achieving Our Strategic Plan and Mission Delivery Points

Everything within our district points back to the fundamental reason we exist, to educate the students within the Winterset Community School District. Because of this, as a district, we believe that:
IF staff believe all students can learn and we embrace all students as our own, and
IF we engage in a growth mindset among the school and community as students take an active role in their learning, and
IF staff excel in our teaching and learning practices of the Gradual Release of Responsibility Framework, Professional Learning Community culture and the Iowa Core/National Standards, and
IF we engage in genuine relationships and in the work that maximizes student learning so all students achieve at high levels, and
IF we develop a culture of inclusion, involvement, urgency and investment in our schools and community,
THEN our district vision and mission will be realized.

In order to achieve our Mission Delivery Point, we expect students, families and school employees to experience and participate in our organization in the following ways:

Students

- I have high expectations for myself as do the teachers and adults in my life and school
- I am creative, curious and take risks to solve problems
- I am valued and respected by adults and other students
- I am supported, empowered, and have a voice
- I am accountable for my performance, attitude, words, and actions in and outside of school
- I feel safe and enjoy coming to school
- I am prepared for my next steps after high school meaning I am college, career and life ready
- I have pride in and am active in my school and community
- I am motivated to seek out opportunities outside of school

Families

- I have high expectations for my child and myself and am an active partner in their learning
- I am welcomed, valued and respected by the teachers, staff, and students in the schools
- I am supported, empowered and have a voice
- I feel safe and enjoy coming to school and activities
- I am committed and an active participant in to my child's health, learning, and well-being
- I am accountable for my attitude, words, and actions about school
- I have pride in and am active in our schools and community

Staff

- I have high expectations for myself and our students
- I am creative, curious and take risks to solve problems
- I am valued and respected by my peers, other employees and students
- I am supported, empowered and have a voice
- I feel safe and enjoy coming to work
- I am accountable for my performance, attitude, work and actions as a professional in and out of school
- I am engaged in life-long learning and continuous improvement
- I am committed to our mission, values, and vision
- I have pride in and am active in our schools and community

Annually, the Board of Education reviews our progression on the key mission delivery points that are measurable. This assessment is used to identify our learning work and implementation work initiatives. The information also informs what is considered standard practice within the district.

General District Information

Arrival Times

The safety and security of our students is of utmost priority for the Winterset Community School District. Students are not allowed in school buildings or on school grounds without supervision. (See School Hours) Supervision is provided according to the daily schedule. Please be timely in dropping off or picking up your child. Parents of students who arrive before or are delayed beyond the hours during which supervision is available will be notified and asked to make appropriate arrangements.

Communication

It's important that the school and parents establish strong two-way communication with individuals who work with your child.

We ask that you contact the teacher if you have a question or concern. We want to work with you to resolve any problems. There are multiple avenues to facilitate this communication.

Distribution of Materials

Electronic Backpack

Materials must be:

- Secular non-profit agencies connected with the school district or city, state and/or national government, and/or
- Directly affiliated with school district business such as school pictures, yearbooks, Husky gear, and/or
- Provide services for the health and welfare of students such as student insurance

Infinite Campus Messenger

- Reserved for official school business only

Building Bulletin Board (if principal designated)

- Materials must be submitted and approved by the building principal and must meet the guidelines articulated in Board Policy 903.05. Approved materials may be displayed in designated areas only.

Displays during Conferences, Meet the Teacher, Open Houses or Other School Sponsored Events

- Not allowed unless directly related to school district business

Email – Each teacher and administrator has a school district email account that is checked on at least a daily basis. You may access teachers by using:

first initial last name@winterset.k12.ia.us

Example: jdoe@winterset.k12.ia.us

Infinite Campus – Each parent of students needs to sign up for an Infinite Campus Parent Portal Account. Via Infinite Campus you will receive messages regarding attendance, discipline, school events, school cancellations, etc. Additionally, parents of students in grades 1-12 may access grades and assignments. Once the parent has completed the online registration for new student(s) an email will be sent with instructions for setting up the parent portal. All secretaries in the school buildings and at the administration office will be happy to help get your username and password for the Infinite Campus Parent Portal.

Phone – You may contact the school by dialing the main number for each school office.

Administration Office	(515) 462-2718
Elementary	(515) 462-1551
Middle School	(515) 462-3010
Junior High	(515) 462-3336
High School	(515) 462-3320
Transportation	(515) 462-0028

WCSD Social Media

@WintersetSchools

Winterset Community School District

Winterset Community Schools

https://www.winterset.k12.ia.us/

Guests and Check-In System

Visitors to the school grounds must enter via the main entrance. The district uses the Raptor Security System to make our buildings more secure for our students. All guests are required to check into the office, present your driver's license and be cleared through our background check program. You will be presented a Guest Sticker that you must display at all times. Visitors/Guests are subject to a criminal background check, and the district reserves the right to restrict visitors and volunteers as a result of that check.

Prior to your departure you are asked to check out of the office.

We welcome adult guests to our building. We cannot allow student visitors because of class distractions. We ask that you do not schedule a visit the first two weeks and the last two weeks of school because teachers are working with students to establish and maintain normal routines. We ask that you call ahead and make arrangements with the teacher. Please limit your visits to 2 hours or less. Any guest on the sex offender list will not be allowed to be on school property.

Inclement Weather or Other School Closing

When school is canceled because of inclement weather or other unforeseen circumstances students and parents are notified via district website, Infinite Campus Messenger, and television stations. When you get a message from Infinite Campus, read your message first. Do not call the school as it ties up our phone lines during emergencies. Missed days may be made up at the end of the year. The superintendent determines whether buses will follow the regular routes. If buses do not follow regular routes, they will follow emergency routes or the parents will be responsible for picking up students at school. Per Board Policy, the superintendent, principal and athletic/activity director will determine if high school extracurricular events/practices are held when school is canceled. When school is dismissed early because of inclement weather all events and practices are canceled.

Parental Concerns/Complaints

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. The steps below represent the steps the board has outlined for parents to attempt to address those complaints.

(a) Matters should first be addressed to the teacher or employee.
(b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
(c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent, who may delegate it to another appropriate District-level administrator.
(d) If a matter cannot be settled satisfactorily by the superintendent or his/her designee, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent or his/her designee. If the board elects not to address a complaint, the decision of the superintendent or his/her designee shall be final. If the board does elect to address a complaint, its decision shall be final.

The District maintains other, specific complaint policies for employees and students. If a more specific complaint policy or procedure applies to a particular complaint, that policy or procedure shall be utilized.

Should the above attempts at resolving the issue be unsuccessful, parents and/or guardians can find additional information on the department of education's website at the link below.

https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns

Parent-Teacher Organization (PTO)

The district has a Parent-Teacher Organization (PTO) for parents of students in grades PK-6. Meetings are held at the Winterset Elementary media center. Check the Electronic Backpack for information. Many parents/guardians help carry out various projects throughout the year. We hope you will become active in PTO; this is an important link between the home and school to benefit your child.

School Board Meetings

The Winterset Community School District's Board of Directors invites you to attend its meetings. Directors of the five-member Board are elected in November of odd-numbered years and serve for four years. Board members serve without pay. The Board has the responsibility of governance in the Winterset District. They normally meet on the second Monday of the month. The meetings are open to the public and are held in the Board Room at the Administration Office. Periodically through the year work sessions are also scheduled. For a complete list of school board meeting dates, please visit our website.

Board meetings follow an agenda prepared by the superintendent. Per board policy, issues or concerns should be resolved at the lowest level. If you have an item of concern that has not been resolved that you would like placed on the agenda, call the superintendent at (515) 462-2718 one week preceding the next scheduled board meeting. Under Iowa's Open Meeting Notice Law, items cannot be added to the agenda less than 24 hours before a meeting. Action may not be taken on items not on the agenda.

School Hours

Type of Day	Elem	Middle	Jr. High	HS
Teacher Regular Day	7:30-3:30	7:30-3:30	7:30-3:30	7:30-3:30
Breakfast Served	7:35	7:45	7:45	7:45
Student Regular Day	8:00-3:00	8:00-3:05	8:00-3:05	8:00-3:05
Building Opens for Drop-Off	7:35	7:35	7:45	7:45
Fridays:				
Teacher Day on Friday	7:30-3:30	7:30-3:30	7:30-3:30	7:30-3:30
Breakfast Served	7:35	7:35	7:35	7:35
Student Day on Friday	8:00-1:30	8:00-1:35	8:00-1:35	8:00-1:35
Building Opens for Drop-Off	7:35	7:35	7:45	7:45

*****Early bird and athletes participating in morning practices will remain in designated areas

School Improvement Advisory Committee (SIAC)

Cooperation and communication among staff members, students, and community is a goal of the Winterset Community Schools. For this purpose, the district has a School Improvement Advisory Committee (SIAC) that is appointed by the Board of Education. The School Improvement Advisory Committee (SIAC) is a liaison group, which provides parents, community members, staff members, and students the ability to provide input into decision-making of the district. The word "advisory" is definitive; that is, to test ideas without final decision-making authority. Parents of each attendance center are encouraged to contact the Director of Teaching and Learning to join this committee.

Use of School District Facilities

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. These meetings and activities shall not interfere with the orderly conduct of the educational program or other school district operations. State law requires that districts charge non-school related entities a fee for usage of facilities and cost of custodial services and/or kitchen services beyond regular hours. School district policies, rules and regulations are in effect for the use of facilities. If you are interested in learning more about facility use, contact the Athletic/Activity Director at Winterset High School (515) 462-3320.

Volunteer Program

Winterset Community Schools welcomes and appreciates our adult volunteers. The purpose for the Winterset Community Schools Volunteer Program is to provide greater educational services and learning opportunities for the youth in our community by providing volunteer assistance within our schools. Any parent or community member wishing to volunteer in the building or chaperone a field trip or dance will be asked to register ahead of time with our Lobby Guard check-in system. Volunteers are subject to a criminal background check and the district reserves the right to restrict volunteers at any time.

Friday Early Dismissal School Days

Winterset Schools dismiss ninety minutes early on Fridays. Early dismissals allow time for teachers to train in research-based, best practices; collaborate with the purpose of improved student achievement; and develop techniques that can be immediately carried to the classroom to improve student learning. To ensure students are in school during school hours, Friday early dismissals and no school days are an ideal time to address family needs such as medical and dental appointments.

Attendance

Attendance Philosophy

Students must attend school unless their absence is authorized. Not only is daily attendance required by Iowa Code, it is essential for the successful completion of courses. Learning lost due to an absence can never be replaced. Attendance is a shared responsibility that requires cooperation and communication amongst students, parents and school. Regular attendance and preparation for class helps students in school as well as in adulthood. Employers, colleges, and vocational schools expect good attendance and increasingly are checking attendance records for absences and tardies.

Overview of Compulsory Attendance Legislation

The state of Iowa has updated its compulsory attendance legislation to address chronic absenteeism and truancy. This handbook language outlines how these updates impact students and families at WCSD.

Definitions and Thresholds:

Chronic Absenteeism: Any absence from school for more than 10% of days in a grading period (approximately 4.5 days in a 45-day term). School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

Truancy: A child of compulsory attendance age who is absent from school for at least 20% of the days in a grading period (approximately 9 days in a 45-day term).

Notification and Intervention Process

4.5 Absences (10% Threshold):

After a student accumulates 4.5 absences, the school will notify the student's parent, guardian, or legal custodian via mail. This notification will include information about the student's absences and the policies and disciplinary processes associated with additional absences.

6 Absences (15% Threshold):

If a student is absent from school for at least 15% of the days in a grading period, a school official will schedule a School Engagement Meeting. The purpose of this meeting is to understand the reasons for the student's ongoing absences and to create and sign an ongoing absenteeism prevention plan.

The student, the student's parent/guardian or legal custodian, and the school official must be present at the meeting.

Absenteeism Prevention Plan:

•Identify the cause(s) of the student's absences and outline the responsibilities of each participant

•A school official will contact the student's parent/guardian at least once per week to monitor the student's attendance performance

•If the student or student's parent/guardian does not attend the attendance meeting, does not enter into a plan, or violates the plan, the county attorney will be notified

9 Absences (20% Threshold):

Once a student is deemed truant (absent for 20% of the days in a grading period), the county attorney will be notified.

Attendance Requirements and Excused Absences

Attendance Requirement: Students are required to be in attendance unless their absences have been excused by the building Principal.

Excused Absences: Illness, family emergencies, doctor or dental appointments, recognized religious observances, and school-sponsored or approved activities. Other reasonable excused absences may include family trips or vacations. While the above listed absences are considered excused, days missed for these reasons are included in the total days missed. Long term illnesses, with a doctor's note, will be exempt.

Unexcused Absences: Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. If a student is not called in by a parent/guardian, the absence will be considered unexcused.

Reporting Absences

Parent/Guardian Responsibility: Parents/Guardians are expected to report a student's absence before the start of the school day on the day of the absence.

Prolonged Absences: Known in advance, such as family trips, should be communicated to the school in advance of the trip.

Disciplinary Actions

Please see the disciplinary matrix on pages 62-64 that outlines the consequences for unexcused absences.

Loss of Credit

Loss of credit will only occur for High School level courses for unexcused absences. Please see the Truancy Matrix on page 15 that outlines this process.

Absence Notification - Parents

When a student is absent, parents are expected to call the office before 8:00 a.m. If no call has been received the school will send out absence calls via Infinite Campus Messenger. For each day absent, a parent must call or provide a note concerning the absence. When determined that an excuse is forged or is misrepresenting the facts, the principal may treat those instances of absence as truancy. If a student has been gone for more than five days, a doctor's excuse may be required. In cases of certain communicable diseases, students should bring a release from their doctor before they may be admitted to class. Failure to produce the necessary written or verbal verification may result in the absence being considered truant and appropriate disciplinary action will be taken by the administration.

4 year old preschool and Kindergarten students, once enrolled, are also required to adhere to district attendance requirements per state law. Only when a student is majority age (18 years or older, or married) and is not residing with the student's parents or guardian may the student present his or her own excuse for absence without parental verification. Any student 18 years of age or older who exceeds the 18 day absence limit may be dropped from school. A student may appeal to the Winterset Board of Education. Each building has a tardy policy that is addressed later in the building specific section of this handbook.

Absence Notification – School

Students are encouraged to attend school every day. Any absence, including truancy, will count toward the total except: days spent in In School Suspension (ISS), Out of School Suspension (OSS), absences caused by the death of a family member, approved school activities or field trips, attending state-sponsored tournaments as a spectator if a Winterset team or individual is participating, and medical emergencies with extended hospitalization**.**

Tardies to School

Tardy procedures will be established by each building. Parents will be contacted if it becomes a chronic issue.

Family Vacations

Students who will be absent for family vacation three or more days must provide advance notice by a parent or guardian. An advanced homework request form will be issued. Students must make arrangements with teachers for make-up work before the absence**.**

Leaving School

Students may not leave school grounds at any time without permission and approval from parents and the office.

Students who have medical or dental appointments during the school day must bring a note to the office the day of the appointment.

Parents, please call the office and provide student name and student ID number or send a note prior to the student leaving.

Parents of students in PK-3rd grade will sign their children out when they leave.

Make-Up Work

When a student is aware that he/she will be absent from class for 1 or more days, he/she is expected to complete and submit an advanced admit from the office and meet with his/her teacher(s) to receive the assignments that will be missed and to establish deadlines for completion of the work. In the case of an excused absence, the student will have the opportunity to make up, if possible, the work missed and receive full credit for the missed schoolwork. A student, who is absent when an assignment (homework, test, quiz, etc.) is assigned, will have two days per excused day absent, up to one week, to make up the work. A teacher has the discretion to extend the due date.

All work (assignments, projects, tests, etc.) announced in advance will be due on the announced day regardless of if the student was absent the previous day(s). Any assignment due the day the student was absent is due on the student's first day back to class, if they were aware of the assignment and due date. Students will be expected to make up any test or quiz during their absence if they were aware of the test before they were absent.

Parents who request homework for students who have been absent must contact the office and specify which class (or classes) they request materials. Assignments received in this manner will be due upon the student's return to school unless other arrangements are made with the teacher in advance. 7th -12th grade students with 1:1 laptops are encouraged to access their work through each class website or Infinite Campus calendar.

Work for students who receive an out-of-school suspension will be available 24 hours after the suspension is issued unless other arrangements with the administration are made. Parents will be responsible for making arrangements to pick up materials and assignments. All work due during the suspension is due on the day the student returns to school. The student is to be prepared to take any test missed during the suspension and have any missed tests completed by the

end of the first day back from the suspension. Other arrangements can be made at the discretion of the teacher.

Students who miss a class because they were in the nurse's office are required to turn in the work that was due for that class period by the end of the day.

Students who do not complete their assignments may be required by a teacher to stay after school to complete assignments or work with the teacher during a determined time. Teachers will contact parents in such situations.

Other Attendance Guidelines

A student spending more than one-half of the morning or afternoon in the nurse's office will be marked absent from school for that half day.

Students arriving or leaving school between 10:15 a.m. and 12:45 p.m. will be marked absent for that half-day.

Students must be in attendance for at least one-half of the day (either a.m. or p.m.) in order to participate in a school-sponsored evening activity or event. This includes practices and rehearsals.

All truancy will be counted as an absence.

Truancy

Truancy is a serious offense and is treated as such. A student could be considered truant if they:

- Are absent without knowledge or consent from a parent/guardian
- Leave school without permission or consent from the school
- Have excessive absences
- Are lying, forging, or falsely informing the school about the reason(s) for the absence

Daily class work missed because of truancy must be made up.

The school administration will make the final determination whether an absence is considered truant regardless of the reason given by the parent.

Truancy

Offense	Action	Consequence
First Offense	Communication with parents, student and school officials including the Juvenile Court Liaison. Review of Board Policy and consequences.	Completion of work and disciplinary action ranging from detention to In School Suspension (up to 1 day)
Second Offense	Communication with parents, student and school officials including the Juvenile Court Liaison. Development of an attendance contract.	Completion of work and disciplinary action ranging from detention to In School Suspension (up to 3 days)
Third Offense	Conference with parents, student and school officials including the Juvenile Court Liaison.	Completion of work and disciplinary action ranging from detention to In School Suspension (up to 5 days)
4th Offense	Conference with parents, student and school officials including the Juvenile Court Liaison.	Possible removal from course with no credit and disciplinary action ranging from In School Suspension to Out of School Suspension (up to 5 days) **High School students only*

Additional High School Specific Guidelines

Seniors may use up to two (2) days for on-campus visits to colleges or universities. Juniors may take one (1) day for on-campus college visits. These days do not count as absences if set up through the counseling office. Additional days for on-campus college visits are subject to approval by the principal. Students wishing to make on-campus visits must pick up the proper form from the guidance office. Students must have all signatures necessary and their work made up in advance for the visit to be approved. A college representative must also sign the form during their visit. The form is returned to the high school office after the visit.

Academics

Core Curriculum

The educational program, PK-12, is grounded in the basics yet enriched to meet the needs of all students.

Reading, writing, listening, speaking, viewing, and mathematics are stressed at all grade levels as determined by the Iowa Core Curriculum. Social studies, science, health, and 21st century skills are equally important. The ability to think and solve problems is stressed in each academic area. Learning is extended and enhanced through differentiation, technology and various resources.

Grading Scale

Our Junior High and High School have a standard grading scale used by all teachers. Grades are not meant to be a threatening part of the student's school life. Rather, they are an evaluation tool used to provide feedback to students, parents, and teachers about the student's achievement of the essential learning standards. *All grades are rounded up .5 and above (for instance, 89.5-89.9 will be rounded to 90)

Health Curriculum

Health education is an important part of the PK-12 curriculum in the Winterset Schools. Major topics addressed are personal health; food and nutrition; environmental health; safety and survival skills; consumer health; human growth and development; substance use, misuses and nonuse; emotional and social wellbeing; prevention and control of diseases; and health resources and careers. As mandated by the Code of Iowa 279.5, a student is not required to take instruction in the human growth and development portion of the health education curriculum if the parent or guardian requests the student be excused. A form to request this may be obtained in the principal's office in each building. The course of study and the health instructional materials used to guide the health curriculum may be examined, upon request, at each school. Please contact your building principal for further information.

Progress Reports and Conferences

Communication between school and home is a vital part of student learning. Parent-teacher conferences are scheduled throughout the school year. In addition to conferences, you may receive reports of progress throughout the year. K-12th grade students may access their grades on Infinite Campus. Parents must sign up for an Infinite Campus portal account in order to do this. You may do this by logging on to Infinite Campus and requesting an account. Please feel free to call teachers for a conference at any time you have a question or concern.

Standardized Tests

ACT testing – Winterset site dates for ACT testing will be communicated through the Beacon.

State Assessments – Assessments are administered to all students according to state law. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state and federal law. In accordance with state legislation, students must be proficient, as measured by the standard score, in order to earn college credit if enrolled in a concurrent enrollment course while in high school.

Preliminary Scholastic Aptitude Test/National Merit Scholar Qualifier (PSAT/NMSQ) – The PSAT/NMSQ measures critical reading skills, math problem-solving skills and writing skills. The most common reasons for taking the PSAT are to see how performance on college admissions tests might compare with that of others applying to college, and to enter the competition for scholarships from the National Merit Scholarship Corporation.

Other tests – Other group tests may be given to comply with state/federal requirements and to determine student aptitudes and interests.

Student Services/Supports

In Winterset, we are committed to being a Professional Learning Community. That means that our focus is on improving student learning, results for all students, and collaboration to ensure our students meet their learning goals. There are several supports in place to help our students. The number one predictor of the success of these supports is the partnership with our parents. Parents play a key role in their child's success. As such, we ask that you work together with us, on behalf of your child.

Bridges Alternative Program

Winterset High School offers an alternative program to help meet the academic, social, and individual needs of the student at-risk of dropping out, not graduating, or falling behind in credits. Bridges High Program offers an alternative program for juniors and seniors. A student must contact the Winterset High School principal or guidance counselor to inquire about enrollment and intake staffing requirements.

Food and Nutritional Services

WCSD uses a contractual food service company. It is expected that families stay current with their lunch accounts. All students have the option of purchasing a cold variety breakfast (cereals, fresh fruits, yogurts, juice and milk). On occasion a hot breakfast is served. Refer to the monthly lunch menus posted on the website and published in the Beacon. Students may purchase a breakfast in the school's cafeteria prior to the start of the school day.

Students will also be offered a hot or cold lunch choice daily. Each lunch contains the appropriate amount of required offerings: meat/meat-alternative (protein), fruit, vegetables, grain and milk as required by the USDA. Students are also allowed to bring a sack lunch from home and purchase milk. Ala carte items are available to secondary students.

We believe it is important to teach good eating habits and manners in our lunch area. We encourage parents to come and eat with their child at any time. Please stop in the office to pay for your lunch and receive a ticket to take to the lunch area. Please bring exact change. If your family receives free or reduced meals you may not charge adult meals to your family account. Adult lunch charges will also be denied on any account with a negative balance.

Our lunchtime is what is called a "closed campus"; because our lunchtimes are short, students may not walk home or leave campus for lunch. On special occasions, parents may check out students for lunch.

Free and Reduced lunch applications are available at any school office. If you qualified for Free or Reduced meals last year, you must re-apply and re-qualify every year. For students who qualified last year there is a 10-day grace period to allow time for processing paperwork.

Policy for Negative Lunch Account Balances

Our food service provider has implemented a policy for all accounts with zero balances. Students will receive a cheese sandwich sack lunch at no additional charge, if their account reaches -$10.00.

Options to avoid the sack lunch with a cheese sandwich being served to your student are:

- Bring a cold lunch
- Pay daily for the price of the hot lunch (not adding further debt to the account)
- Pay the balance of the negative account

If a student eats a second breakfast or lunch in a day, the charge for the second meal will be the full adult price. Extra milk at meals is 50¢ regardless of approval for free or reduced-priced meals.

Visit Infinite Campus/Parent Portal to view your lunch account, set limits, and deposit money www.winterset.k12.ia.us. This website also sends reminders through e-mail and/or text message when your account has $10.00 or less. If you have questions you will need to contact our Food Service Director at 462-4271.

Accounts have been set up for each individual student. One deposit sent with any child will be split between all family members. Deposits may also be made online through the Parent Portal. Balance in accounts will be carried over from one year to the next or paid out when the last family member leaves the system.

School Counseling

A professional school counselor is available in each building to serve all students. All students are encouraged to make use of these services. The counselor works with students individually, in small groups, and in the classroom. Counselors consult with teachers concerning the academic goals, social and emotional needs, and college and career readiness goals of individual students. **Confidentiality is highly respected and is maintained by all employees involved in the counseling program**.

The counselor may be of service to you as a parent or guardian in the following ways:

- Conference with individual parents/guardians regarding their child's social adjustments and emotional wellbeing.
- Connect parents/guardians to outside community resources and agencies.

Counseling services are based upon the standards identified by the American School Counselor Association (ASCA) in 2014. The ASCA Mindsets and Behaviors for Student Success: K-12 College and Career Readiness for Every Student describe the knowledge, skills, and attitudes students need to achieve academic success, college and career readiness and social/emotional development.

School Counseling – Elementary and Middle School (K-6)

The emphasis of the elementary and middle school counseling program is on the prevention of problems. Along with individual and small group sessions, whole group learning focuses on

- Developing skills for learning
- Creating positive and supportive relationships
- Solving problems and conflict management
- Thinking critically and making informed decisions
- Developing perseverance to achieve goals
- Demonstrating coping skills

School Counseling – Junior High (7-8)

The junior high counseling program is for all students and also provides extra support for those who need more during the transition years from K-6 to the junior high school. Emphasis is placed on three domains of The ASCA Mindsets & Behaviors: academic development, career development, and social/emotional development. These are delivered through curriculum, individual planning, and responsive services.

Academic Development:

- Effective learning in school and across the life span
- Academic preparation for high school and beyond
- Relationship of academics to work, family and community life

Career Development:

- Investigations of the world of work to make informed decisions
- Strategies to achieve future career goals
- Relationship of personal qualities, education, training and work

Social/Emotional Development:

- Positive attitude, interpersonal skills to respect self and others, coping skills, empathy, mindfulness, social maturity and behaviors
- Decision making, setting goals, taking action, and persevering to achieve goals
- Understanding everyday safety and survival skills

School Counseling – High School (9-12)

The high school counseling program is divided into four categories, including counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational, and career development to become well-rounded, productive adults.

Counseling services include, and are not limited to, individual and small group sessions, as well as referrals to outside resources and agencies.

Students work with the guidance department for the purpose of college and career planning, course registration, scheduling and student records. The following services and information are available to all high school students in the counseling center:

- Career information
- Letters of recommendation
- Assistance with job applications
- Assistance with course selection
- Interpretation of standardized tests (Iowa Assessments, ACT, SAT, etc.)
- College Financial Aid
- College application assistance
- Post-secondary options
- Scheduling assistance

Homeless Youth

A homeless child or youth of school age is defined as a child or youth between the ages of 5 and 21 and lacking a fixed, regular, and adequate nighttime residence. This may include:

- Living on the street
- Living in a car, tent or abandoned building
- Living in some other form of shelter not designated as a permanent home
- Living in a community shelter facility
- Living with a non-nuclear family member or with friends who may or may not have legal guardianship over the child or youth of school age

The school district can help with enrollment, payment of school fees, support, transportation, breakfast, lunch, school records, etc. The district contact is Natalie Montross (515) 462-3320.

Peer Helpers/High School Tutors

The peer helper program is a program whereby elementary and middle school students receive support from high school students. High school students, who are approved by the high school counselor, are assigned a time slot to work in the elementary and middle school buildings with individual students, small groups of students, or in the classrooms. They are under the supervision of the Student Assistance Coordinators in the elementary and middle school buildings.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, Winterset School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Winterset School District has the responsibility under Section 504, which includes the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services upon parent/guardian request. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial

hearing officer. If there are questions, contact the student assistance coordinator.

Special Education Services

A continuum of special education services is available to students with special needs in pre-kindergarten through 12th grade or age 21, when appropriate. Referral for special education is initiated at the building level. Special education services are provided in the following areas: speech and language disorders; learning; behavioral, and mental disabilities; visual impairments; hearing impairments; autism; physical impairments; and traumatic brain injuries. For each student who is determined to be eligible for and needs special education services, an Individual Education Plan (IEP) is developed which defines the services required to meet identified individualized goals. The IEP is developed by a team, which includes the parents, general education teachers, special education teachers, related service providers, and an administrator.

English Language Learners (ELL)

Students whose ability to speak, read, write, or comprehend English because the student's language is other than English may be eligible for services. Initial referral for this program is generated through the completion of a federally mandated Home Language Survey which is part of the district enrollment process. Referrals may also be initiated through the building principal.

Talented and Gifted Program (TAG)

The Winterset TAG program consists of a variety of services in grades K-12 to meet the unique needs of identified gifted students. Because learning characteristics and needs of K-3 students vary greatly, no formal placement for K-3 services is provided. Formal identification begins at the end of 3rd grade for involvement in 4th grade. Students receiving formal support in grades 4-12 will meet TAG criteria and receive appropriate services as outlined in a Personal Educational Plan (PEP). Services are based on student need and include collaboration among teachers, differentiation, enrichment groups, acceleration, and direct instruction.

Trauma Informed Program

The Winterset School District partners with Heartland Area Education Agency to provide a trauma-informed classroom for students within the central and southwest Iowa region. Approximately 6 Winterset students attend this program. Generally, students with an individual education plan in grades K-8th grade can be served. Students are referred to the program by contacting the Winterset Coordinator of Student Services. A review of the student needs and fit to the program is made by the Student Services Coordinator and the AEA.

Student Assistance Coordinator /Student Interventionist

Each building has a Student Assistance Coordinator who is available to assist students who are identified as not meeting program goals and needing additional support in any of the following categories: academic, personal/social, and career/technical. The program components are to elicit parental involvement in the child's education in the home and at school, provide student and family support, and develop a network of community support from outside agencies.

Student Assistance Programs

Each school utilizes a problem-solving approach to address student needs. This process is referred to as a Multi-Tiered Systems of Support or MTSS. Through this process, a team of individuals meets to develop appropriate supports or interventions for students who are demonstrating difficulty in school. Interventions utilized are shown through research to be effective in addressing the particular area of need for the student. Progress is monitored regularly and interventions are increased or decreased as necessary to resolve the initial concern. This process is also effective for students that need additional enrichment due to levels of high achievement. Per Board Policy 604.9, students who need interventions will be provided them. Opting out is not an option until the student has demonstrated proficiency in the identified area of need.

For other personal, academic, or emotional issues, counseling services are available that the student may access for additional support. More information about this program can be obtained from the counselor or principal of the building.

Health, Well-Being & Safety

Winterset Community Schools place a strong emphasis on safety at school. The district serves many purposes, not the least of which is keeping students free from harm. The district stresses the importance of everyone in the school conducting themselves carefully and with concern for their own and others' safety. Students are encouraged and expected to notify teachers or the administration of risks of injury or harm to themselves or others.

Abuse of Students

It is the policy of the district that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Corporal punishment is prohibited by state law. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. It is the policy of the district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for a full investigation of any allegation and to do so in a reasonably prudent manner. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure may require the school district to designate an independent investigator to look into the allegations. The district has designated school nurses as the Level I investigator(s).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

Animals and Pets

We cannot welcome pets into our schools or on school grounds unless for educational purposes and approved by the Building Administrator. Student health and safety and the cleanliness of the building are put at risk when animals accompany their owners for a visit at school. Pets or animals, on or off leashes, may not be on school grounds.

Cold Weather Guidelines

When the temperature or "feels like" temperature is at 10 degrees or below, per a local news station, students will not go outside for recess. If at any time the recess supervisor(s) believes it is too cold, he/she will bring students inside regardless of time or temperature.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease should consult with their healthcare provider. If there is a question about whether a student should continue to attend classes, the student should not attend class or participate in school activities without their personal physician's approval. Students are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox. Please refer to the Communicable Disease policy available on the district website under School Board Policies, 507.3. Refer to medical and/or religious exemptions in this handbook.

Dental/Vision Screenings

Iowa law requires students to have a record of dental screening on file at their school. The screening needs to be recorded on the Iowa Department of Public Health Certificate of Dental Screening Form which can be found on the district website. The following children need to have a record of being screened:

- All enrolling kindergarten students. Screening needs to be done between the ages of 3-6 years.
- All students entering 9th grade.

Iowa law requires students to have a record of vision screening on file at their school. The parent/guardian must provide evidence that a child vision screen was done by submitting a faxed, photo, or electronic copy of the vision card with screening results. These results must include child's first name, last name, date of birth and ZIP code; evidence of the vision screening including the date of screening, left eye results, right eye results, vision screening result of "pass" or "fail" and designation of "yes" or "no" for referral made; and the name of the provider who performed the vision screening. The following children need to have a record of being screened:

- All enrolling kindergarten students.
- All students enrolling 3rd grade students.

To be valid, a minimum of one child vision screening shall be performed on a child no earlier than one year prior to the date of the child's enrollment in kindergarten/3rd grade and no later than six months after the date of the child's enrollment in kindergarten/3rd grade.

Religious or medical waiver forms can be obtained from the Administration Office.

Emergency Forms

At the beginning of each school year, parents/guardians must file an emergency form with our on-line enrollment process providing the emergency telephone numbers of the parents/guardians as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents/guardians cannot be reached. **Parents/guardians must notify the office or submit the changes through the Parent Portal if the emergency information changes during the school year.**

Head Lice

Head lice continue to be a problem for Iowa school-aged children. School nurses may spend a disproportionate amount of their time addressing head lice issues considering they pose no health hazard. The Iowa Department of Health and Human Services (IDHHS) recommends the following prevention and control measures for managing head lice in Iowa schools.

- **Discontinue routine school-based screening**
    - Current evidence does not support classroom or school-wide screening as a method to stop transmission. Instead, schools should educate parents and staff about lice detection, treatment, and prevention. Parents should be encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times.

- **Discontinue "no nit" policies**
    - Children should not be excluded from school. Head lice can be a nuisance but have not been shown to spread disease.

- **Children should remain in school for the rest of the day if head lice are detected**
    - Notify parents, provide educational materials on treatment, and review treatment protocols. It is reasonable to expect that treatment be started before the child returns to school the next day.

- **Do not use environmental sprays or chemical cleaners at home or in the classrooms, lockers, or on gym mats or other school equipment**
    - Head lice do not live "off" the body. Only ordinary cleaning, vacuuming and washing in hot water are needed. Sprays and other chemicals can be potentially harmful.

- **Teach and support parents in appropriate techniques for lice treatment**
    - The Iowa Department of Public Health advocates a two-week treatment plan that includes the use of an over-the-counter medicated shampoo with either permethrin or pyrethrin.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, and height/weight measurements. Students are automatically screened unless the parent indicates the student be excused from the screening during the on-line registration process. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening.

Healthy Kids Act

The school district must ensure that physically able pupils in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five school days.

Illness and Recess/PE

If you feel your child needs to stay inside during recess or be excused from PE the day after an illness, a note from a parent/guardian is required. A doctor's note is required for anything longer than one day.

Illness and Returning to School

For fevers over 100 degrees, vomiting, or diarrhea, children must stay home. Children with vomiting or diarrhea during the night or before school in the morning should be kept home that day. Children must be fever/vomiting free for 24 hours without the use of Tylenol/Motrin before returning to school. Students with strep throat or pink eye must be on antibiotics for 24 hours before returning to school.

Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Once he/she has notified a teacher or employee, a student who becomes ill or is injured will be seen by the school nurse or their designee. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on Infinite Campus/Parent Portal. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been

transported for treatment. Students who are in the nurse's office instead of class will be considered absent from class.

Immunizations

Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139) outline the immunization requirement for students attending licensed childcare centers and elementary or secondary schools. Students shall have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization or have a valid Certificate of Immunization Exemption, or Provisional Certificate of Immunization. More information can be found on the Iowa Department of Health website.
Iowa Immunization Law requires parents to vaccinate children against diphtheria, tetanus, pertussis, polio, measles, rubella, Hepatitis B and varicella (chickenpox) as a condition of enrollment in any school in Iowa, including homeschooled and dual enrolled students. Parents/guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parents' responsibility to see that this certificate of immunization is completed and signed.

Students enrolling in the 7th grade are required to receive a one-time booster dose of tetanus, diphtheria, and pertussis (Tdap).

Students entering 7th grade are required to have 1 dose of meningococcal vaccine received on or after age of 10-a booster dose will be needed at age 16.
Students entering 12th grade are required to have 2 doses of meningococcal vaccines, or one dose if received when the student was 16 years of age or older.
Students will not be allowed to start classes in the fall until they have turned in the vaccine form. This is a state requirement, not one controlled by the school district. There is NO provisional (time extension) waiver for the meningococcal vaccine.

Students who have not provided a certificate with at least one set of all required immunizations to the school nurse will not be allowed to start on the first day of school. If a complete record of all immunizations required is not completed, the student will need an Iowa Department of Public Health Provisional Certificate of Enrollment. This certificate will expire in 60 days, so you must have your student completely immunized during this time. Once the 60 days have expired, your student will be excluded from school until the immunizations are completed.

If you will not be able to provide a complete immunization record for your student, it is imperative that you contact your student's school nurse on or before the first day of school.

Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. A valid Iowa State Department of Health Certificate of Immunization Exemption shall be completed and filed with the school.

If there happens to be an outbreak of a communicable disease that is covered by immunizations, generally non-immune students and staff will be excluded from the school from 5 days after the first possible exposure until 21 days after the last possible exposure (to the person(s) who had the communicable disease at the school). Public health officials will work directly with PK-12 school officials to determine which exclusions are appropriate.

Insurance

Athletics, Accident and Health - Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their students at their discretion. The district does not purchase accident insurance to cover injuries at school during sports or school-sponsored activities.

Hawki - Parents can apply for low-to-no-cost health insurance for their students through the state's Health and Well Kids in Iowa (HAWK-I) program. Students, birth to age 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the website for more information.

Lead Testing (Mandatory)

Iowa law requires all children entering kindergarten to be tested for lead poisoning. Please contact your health care provider or the Madison County Health Department at (515) 462-9051 to schedule your child's blood level test.

Legal Status of a Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district and the updated information will be entered into the district's SIS. The school district must be provided legal documentation to make changes.

Medications

Students may need to take prescription or non-prescription medication during school hours. Students are not permitted to carry medication at school. If necessary, inhalers and EPI Pens may be carried by the student once a physician and the parent have signed the Consent to Receive Prescription Medication form. The form needs to be returned to the school nurse. Students needing prescription or non-prescription

medication during the school day must complete the Permission for Administration of Medicine form which can be found on the website or in the school nurse's office. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for the nurse and administration of the medication, as well as parental authorization, typically a signature, to administer the medication. Essential oils are not FDA approved for OTC sales and use, the district will not allow any essential oils of any kind to be administered to students during the school day. Per the Iowa Board of Nursing, nurses may not administer natural remedies and herbal supplements to school children when the nurse is unable to determine the appropriateness, safety, possible side effects, or toxic effects of the substance; appropriate dose (child specific of age, weight, body surface area) and treatment of overdose.

Medication is held in a locked cabinet and distributed by the school nurse or trained designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency numbers for parents.

Over the counter (OTC) medication such as acetaminophen, ibuprofen, (Junior High and High School only), and antacids will be administered with written permission from the parent/guardian or indicated on the medication tab on On-Line Registration. The school will provide these medications at no cost to the student. If the student's use becomes frequent, but needed, the parent will be notified and asked to supply medication for that student. Ibuprofen for Elementary and Middle School students must be provided by the parent/guardian along with written permission or indicated on the medication tab on On-Line Registration.
No medications will be administered at school except in compliance with Board Policy Code 507.1-Administration of Medications to Students.

Physical Education

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.
Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Physical Education Waiver

Senior and junior students at Winterset High School will be able to waive physical education if they are involved in full season athletic events and/or marching band. Seniors will be eligible to waive their entire physical education course if involved in a full athletic season.
Juniors will be eligible to waive one-half of their physical education requirements (900 minutes) if in a full season athletic event, marching band, and enrolled in the early bird strength and conditioning PE course. There will be 35 slots available and provided to Juniors on a first come first serve basis. Sophomores and Freshman will **NOT** be eligible to waive their physical education requirement(s) per state regulations. *Any student who waives physical education and does not fully complete a full athletic season event will be required to make up the term that was missed.

Students in grades 9-12 may also be excused from physical education courses if the student is enrolled in academic courses not otherwise available.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in an apprenticeship, cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Physical Examinations

All kindergarten students must have a health screening prior to enrollment. Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Safety Drills

Periodically the school holds fire, tornado, and other safety drills. Teachers will notify students of the procedures to follow for drills. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in a false alarm, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Suicide Pre- and Postvention

WCSD policies and procedures are in place to protect the health and well-being of all students with regard to prevention, risk assessment, intervention and response to suicide.
The state of Iowa provides a state website and hotline available to anyone in suicidal crisis. This can be accessed at yourlifeiowa.org.

The mission is to provide immediate assistance to anyone seeking mental health services. The call is free and confidential.
National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
suicidepreventionlifeline.org

The Trevor Lifeline: 1-866-488-7386
thetrevorproject.org/get-help-now
Trevor Lifeline Text/Chat Services, available 24/7
Text "TREVOR" to 678-678

Crisis Text Line: Text TALK to 741-741 crisistextline.org

Please Pass the Love: 1-855-325-4296

CommUnity Crisis Services: iowacrisischat.org

Wellness Policy

The Winterset Community School District's Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to the following:
The school district will identify at least one goal in each of the following areas:

• Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors

• Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.

• Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle

The following nutritional guidelines for food available on school campuses will be adhered to:

• Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;

• Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;

• Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance to law.

• Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutrition standards on campus during the school day.

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy. Code No. 507.9

Wellness Regulation

To implement the Wellness Policy, the following district specific goals have been established:

Goal 1 – Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that help students develop lifelong healthy eating behaviors. The goal(s) for addressing nutrition education and nutrition promotion include the following:

- Provide students with the knowledge and skills necessary to promote and protect their health;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;

Goal 2 – Physical Activity: Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet federal and state guidelines, including the Iowa Healthy Kids Act. The goal(s) for addressing physical activity include the following:

- Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- Afford elementary students with recess according to the following:
  - At least 20 minutes a day;
  - Outdoors as weather and time permits;
  - Encourages moderate to vigorous physical activity

Goal 3 – Other School-Based Activities that Promote Student Wellness: Schools will support student, staff, and parents' efforts to maintain a healthy lifestyle, as appropriate. The goal(s) for addressing other school-based activities that promote student wellness include the following:

- Permit students to bring and carry water bottles filled with water throughout the day

- Public Involvement: There is a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy
- The superintendent or superintendent's designee invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent or superintendent's designee.

School Policies

Accidents/Illness

Any injury or illness, regardless of the extent, should be reported immediately to the person in charge, school nurse, and to the office.

Bicycles, Rollerblades, Skateboards, Scooters and Roller Shoes

- Skateboards (with or without wheels) and roller tennis shoes must be stored in the school office or in school lockers.
- Bicycles and scooters should be parked and locked in the provided bike racks near the entrance to the building.
- Each family must assume the risk of vandalism or theft to these items.
- All students riding bicycles or scooters are encouraged to walk them once you arrive on school property.

Change of Address

All student information is housed in the Infinite Campus Parent Portal. We expect parents to make any demographic changes (change in name, address, e-mail, telephone or cell phone numbers) as soon as they occur so that in emergency situations contacts can be reached.

Complaints and Grievances

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students and parents are encouraged to address problems and concerns to the student's teacher or other employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student or parent may discuss the matter with the principal. If the principal cannot resolve the matter, the student or parent may file a written complaint with the Superintendent of Schools.

Daily Announcements

Daily announcements will be read each day and be posted in the office. Middle school, junior high and high school announcements are posted on the school website.

Deliveries to School

Elementary, middle school, junior high schools will not accept any deliveries at school. At the high school, to avoid classroom disruptions, individual gifts for students such as flowers and balloons will not be delivered to students until the end of the day. Certain items (such as balloons, glass flower vases, etc.) may not be transported home on school buses. Parents are encouraged to avoid sending deliveries to school.

Displays of Affection

It is a violation of conduct for students to demonstrate overt displays of affection at school, on school grounds or at school activities, whether home or away. Displays of affection include prolonged embraces, kissing, fondling, or any other physical contact deemed inappropriate by the school staff.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. If clothing is deemed inappropriate or disruptive, the administration will expect the student to remove it.

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Reasonable levels of modesty and cleanliness are expected.

Students are prohibited from wearing:

- Clothing advertising or inappropriately promoting items illegal for use by minors or in schools such as alcohol, cigarettes, e-cigs, marijuana, etc.
- Shoes with cleats except for outdoor athletic practices, bare feet, shoes with wheels, bedroom slippers
- Clothing intending or displaying obscenity, profanity, vulgarity, racial and/or sexual remarks, making references to prohibited conduct or similar displays or that creates a disruptive educational environment
- Clothing that exposes a midriff or cleavage or underwear; pants lower on the waist that exposes bare skin
- Sunglasses, bandanas, jackets, hoods on heads and coats are generally not permitted to be worn in the building
- Clothes or accessories deemed to be a safety issue such as excessively baggy pants, chains, long earrings, or dog collars
- Items for purposes and in a manner other than intended such as flags, blankets, banners, etc.
- Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

- Hats will be allowed to be worn in the school/classroom IF they are not a distraction to the learning environment or interfere with others ability to see the instructional materials. Hats will need to be school appropriate and not violate other provisions of the dress code. Students will be required to remove their hats if requested to by a staff member or administration. Hats should be removed during the Pledge of Allegiance. Hats can NOT cover the ears. If this permission becomes an issue, WCSD reserves the right to discontinue hats in the school. This privilege is reserved for WJH and WHS students only. WMS and WES students will not be allowed to wear hats in the classroom except in special situations determined by the teacher and administration.

The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed may be required to change their clothing or parents may be notified, and the students may be sent home.

Duplicate Records

We will send duplicate copies of US mailed communications to non-custodial parents upon request. Non-custodial parents should also apply for an Infinite Campus account to access these records.

Early Dismissal

All requests for early dismissal must be taken to the office and should be processed before the beginning of the school day. Teachers will be informed of a student's early dismissal by the office. At the high school early dismissals will appear on the Infinite Campus attendance report. Phone in requests require the caller to give the student's ID number. Requests should be received by 2:00pm in order to communicate with all involved. Any requests after that time will not be able to be processed.

Evening Events

During the school year, no evening events are to be scheduled on **Wednesday** nights after 6:00 p.m. The High School Athletic Association or the Iowa Girls' High School Athletic Union may schedule events for this time.

Field Trips

When field trips are a part of the curriculum, they can be of benefit to the students. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused. Students must ride both to and from the field trip using school-provided transportation. Students will not be denied transportation to and from an academic field trip even if prior disciplinary measures have resulted in their bus privileges begin taken away from a regular bus route. If the field trip is required for a course, students are expected to attend the field trip. A field trip is a required day of attendance.

Staff members are encouraged to take advantage of community resources. All field trips must be approved and scheduled with the principal before plans are made. Teachers are required to discuss their request with the principal for final approval. Three (3) day advance notice is needed. It is the teacher's responsibility to contact the bus garage to make arrangements for transportation, to tell the kitchen personnel if you will not be eating lunch that day, and to let special teachers know your students will not be in their classrooms during the day of the field trip.

- The school nurse should be consulted regarding any special health concerns for students.
- A vehicle request form must be completed for field trips that require school transportation.
- Prior to attending a field trip, parents must complete a permission form that is part of the annual enrollment process.
- Teachers should communicate with parents via electronic backpack or messenger about the trip.
- The number of parent volunteers must be limited and include only the number of adults needed for supervision. Principals will work with teachers to determine the appropriate number of volunteers. Additional buses will not be reserved to accommodate parents as this is an additional cost to the general fund. Students with special needs may require parents or a guardian to attend with them.
- A list of students who will be on the field trip is needed in the office no later than three days in advance so that the list may be distributed to the teaching staff for the high school.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Homecoming
Goals for WCSD Homecoming:

- Focus on and support positive and appropriate school traditions
- Provide opportunities for positive events and traditions
- Communicate with students and parents what is expected and what could occur if the negative traditions continue

Students Role:

- Engage in school sponsored events
- Disengage in the non-school sponsored events
- Understand purposes of homecoming
- Understand consequences of involvement in unlawful activities
- If not in school sponsored activities, don't congregate at school in the lots

Parent's Role:

- Communicate with children your family's expectations for behavior
- Discuss implication of engagement in unlawful activities
- Reinforce a family curfew for the week of Homecoming (city curfew is 11 pm weekdays and midnight on weekends)

Community Role:

- Support the positive traditions of Homecoming
- Support a curfew for the week of Homecoming

As we redefine Winterset's Homecoming, please be aware that the school and community do not support students involved in activities such as trespassing, toilet papering, egging, and other activities unbecoming of the law-abiding citizen. Students involved in these activities run the risk of consequences related to violation of the law, Code of Conduct, loss of Homecoming activities and the WCSD disciplinary matrix. These can result in loss of privileges, suspension, and/or criminal charges files, (fines, community service, detention).

Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and/or desk are charged to the student. Students will keep their locker closed and locked at all times when not in use for security purposes. Students who fail to keep their locker locked may face disciplinary action.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. Lockers, desks and other spaces are subject to unannounced inspections, including drug dog searches, and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulated suspicion that the contents contain 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. Students are to utilize the locker to which they are assigned. Reassignment of lockers must be approved by the administration.

Lost and Found Area

Lost and found is maintained by each school office. It is the student's responsibility to check in the office periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If your child has lost an item, we will make a reasonable effort to help him/her find it. Money, purses, wallets, watches, and other valuable items are to be turned into the office. Students are urged to make prompt inquiry concerning such lost items. Before winter and summer break, unclaimed lost and found items are taken to community service agencies for donation. Students are encouraged to lock their lockers and refrain from bringing valuables to schools.

Library

The library is a place for students to find information, read, study, and use technology for educational purposes. The library provides many resources including books, magazines, computers, online reference and research assistance.

Library hours are determined by the buildings. Students are welcome to use the library before school, after school and at any other time when a signed pass has been issued.

Circulation: Students need their student number when checking out books.

Students are responsible for returning any overdue materials in a timely manner. Fines are charged for lost and/or damaged items.

Students are expected to behave responsibly in the library.

Elementary Overdue Materials

If a student has a book overdue, he/she will not be allowed to check out another book until the book is returned or charged to the student's account through Infinite Campus. Students not allowed to check out books may read books or magazines in the library but may not take items out of the library.

At the end of each quarter, any book that has been overdue for a month or more will be charged to the student's account through Infinite Campus. If the student returns the item undamaged, the charge will be voided. Otherwise, the charge will remain on the student's account until it is paid.

Middle/JH/HS Overdue Materials

If a student has one item overdue, he/she may still check out another item (remaining within the item limit policy). If a student has two items overdue, he/she will not be allowed to check out another item until at least one item is returned or charged to the student's account through Infinite Campus. Students not allowed to check out items are still allowed to use the library before/after school and during the school day.

At the end of each month, any book that has been overdue for a month or more will be charged to the student's account through Infinite Campus. If the student returns the item undamaged, the charge will be voided. Otherwise, the charge will remain on the student's account until it is paid.

Damaged Items

Items that are returned to the library damaged by water, pets, etc. will be charged based on the severity of the damage, up to the entire replacement cost of the item.

Notification of Overdue Items/Charges to Student Accounts

1. Library staff will verbally remind students visiting the library about overdue books and ask students to retrieve materials from their classroom if they have finished using the books.
2. Library staff will send overdue notices to students every week via printed notes distributed by their homeroom teachers or through email.
3. When a student has been charged for an overdue or damaged item, library staff will notify students via email. Once a student's account has been charged for an item, the student may again check out a library book.

Laptop Charging

Students may use the charging cart in the library to charge their laptop when needed and may check out a loaner laptop if available. The check out term for loaner laptops is one school day; if the student does not return the laptop at the end of the day, their Google account will be deactivated. When the laptop is returned, the student may work with the tech office to reactivate their account.

Money at School

Students should not carry extra money to school. Parents are encouraged to deposit lunch money via our on-line system. The school is not responsible for money lost or stolen.

Party Invitations

Problems may develop regarding invitations to parties or other non-school activities being handed out at school. This may cause hurt feelings to those left out which directly impacts class work. Therefore, party invitations will not be distributed at school unless distributed to the whole class. Additionally, the school cannot give out addresses and/or phone numbers of students due to FERPA rules and regulations.

Passes- MS/JH/HS

No student is to be out of a classroom without a digital hall pass. Digital passes must be in possession of the student and be visible in the dashboard of the digital hall pass system or the student must return to class to obtain one. Students who wish to use the Media Center, see the nurse, or visit the Tech Office must have a digital pass to do so.

Posting or Distribution of Information

Anyone who wishes to post or distribute information must receive permission from the principal prior to posting or distribution. The school only distributes school-sponsored and city/county non-profit activities. Religious activities cannot be distributed. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

School Supplies

Students and parents should reference the school website for school supply lists prior to purchasing supplies for the school year. Teachers will provide a list of additional items if you wish to donate those for use in the classroom.

Searches

Searches may be conducted if there is reasonable suspicion. Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- The student's history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion
- K-9 (police dog) searches

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student
- The sex of the student
- The nature of the infraction
- The emergency requiring the search without delay

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to assign areas to park and to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulated suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Sex Offenders

Per Board action, anyone on the sex offender list will not be allowed to visit Winterset Community School activities, buildings, and events. Our campuses are closed to anyone on the state and/or national list.

Signing Out of the Building

If a student must leave the building because of illness or for any other reason, the student must make arrangements beforehand and sign-out of the office using Raptor when he/she leaves and sign in when returning to the building. Leaving school without permission is classified as truancy.

Student Expression

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district. Students who violate this policy may be subject to disciplinary measures. Employees are responsible for ensuring students' expression is in keeping with this policy.

Student Fundraising and Selling Items at School

Students may raise funds for school activities under the supervision of a district employee and with advance approval of the administration. Such activities shall be consistent with the district's goals and objectives. Students are not allowed to solicit funds from teachers, employees or other students or to distribute circulars, advertisements or handbills during the school day. Students who violate this rule will be asked to stop.

Student Materials

Students are furnished with textbooks and other learning materials. Textbooks and materials are signed out to students and are expected to be returned to the instructor upon completion of the course/school year. If the book or material has had more than average wear, the student will be expected to pay a fine in proportion to the damage. The student issued the textbook is solely responsible for the textbook. All books lost must be paid for at the replacement cost of the book.

Student Photographs

Students are photographed annually free of charge for the purpose of adding a photo to the student's virtual cumulative folder. This is done in the fall. Students will be notified ahead of time of the date and the costs of optional packages of photographs for purchase. No student is required to purchase photographs. Because the pictures are used for the SIS, students are not permitted to wear wigs, hats, use props, or otherwise alter their natural appearance for pictures.

Student Publications

Students shall be free to express themselves in school sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school sponsored publications.

The administration has the right to determine the time, place, and manner in which the expression is allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Click Here for Student Expression and Student Publication Code 502.03R1

Student Records

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education record without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur. The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district.

If the parent or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote

and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.
Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.
It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Supervision Hours

Students may not be present on school grounds before 7:35 a.m. at the elementary and middle school, and 7:45 a.m. at the junior and high school or after 3:15 p.m. unless they are under the supervision of an employee or an extracurricular activity sponsor. Students are expected to leave the school grounds within 10 minutes of dismissal. If students are on grounds without supervision, parents will be called and expected to pick up students. Frequent early arrival or late departure may result in a referral to local officials.

Telephone Calls

Students receiving telephone calls during school hours are not called to the telephone. The office will take a message and the student will be called to the office at an appropriate break in the day. The caller will be required to provide the student's ID number which can be located on the Infinite Campus Parent Portal next to the student's picture. Only in emergency situations are students removed from class or another school activity to receive a telephone call. All messages must be phoned in no later than 2:00 p.m. in order for them to be delivered before dismissal. K-8 students are encouraged to use the office phone to contact their parents.

Textbook and Computer Fees

PK-6	$40.00
7-12	$75.00
*Computer-Lost/Stolen up to	$350.00
**Subject to additional charges	

Materials to repair devices change each year. The by-building schedule is updated in the summer before the start of the school year. You can find the current repair schedule of fees on the school district's website: *Menu* (upper right corner*)>Parents>Computer Parts Price List* (all schools)

Textbook Replacement/Damage

Students shall pay for lost or damaged district provided textbooks and instructional materials. Teachers will report textbook damage or replacement concerns to the office where fines will be assessed on the student's account.

Lost textbook 0-2 yr. old	Full replacement price
Lost textbook 3-4 yr. old	60% replacement price
Lost textbook 5-6 yr. old	40% replacement price
Lost textbook 7+ yr. old	30% replacement price
Excessive markings	Full replacement price
Severe water damage/mildew	Full replacement price
Torn pages/torn out pages	$1.00 per page
Markings in book	$1.00 per page
Broken/bent book cover	$20.00

Transferring to Another School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. Prior to sending student records to the new district, all WCSD textbooks, computers and other materials must be turned in.

Treats

Office staff have been directed to provide to parents the following note should treats arrive at school that do not meet pre-packaged standards.

The Winterset School District prides itself on providing all students with a great education and ensuring their well-being and safety. The Iowa Healthy Kids Act, along with other federal laws, requires that districts set standards for all food and beverage provided for parties, snacks, rewards and incentives. We realize celebrating birthdays are fun. It is a long-standing tradition for kids and parents to provide birthday treats, if they so choose. While some districts are determining what can be served as treats, our only requirement at this time, is that the treats be store-bought from a licensed establishment. All treats must display an ingredient label for food allergen verification. This requirement is due to having a number of students with food allergies as well as the chance of spreading food-borne illnesses with homemade goodies. All food brought into school for student consumption must be in original packaging. The Iowa Healthy Kids Act suggests that parents consider healthy alternatives for treats. A list of these items can be found on the Winterset School website and referenced under Board Policy 507.9.
We understand this may be a change and we have worked to interpret the requirements in the most liberal manner possible. We thank you in advance for your understanding as you partner with us to provide a safe environment for all students in Winterset Schools.

Volunteers

Any parent or community member wishing to volunteer in the building or chaperone a field trip or dance are subject to a criminal background check. All volunteers are expected to adhere to our Volunteer Handbook Guidelines. The district reserves the right to restrict volunteers

Discipline Policy

Board Policy 503.08 - Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined, scholarly atmosphere to achieve maximum educational benefits for all students and to permit the orderly and efficient operation of the building. The administrator reserves the right to determine discipline consequences.

The discipline guidelines discussed in this section are not designed to describe all possible situations. Any other acts that are judged to be a failure to adhere to standards of appropriate conduct may be disciplined ranging from detentions to expulsions.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere.

Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, and/or expulsion. The administrator reserves the right to determine discipline consequences.

The discipline policy shall apply to students during the following situations:

1. While students are on or using school property
2. While students are being transported in school vehicles
3. While students are attending or participating in school activities, home or away
4. While students are away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Before a student is subject to disciplinary action, the following minimum steps of due process must be offered to that student:

1. The student must be informed of the conduct that is expected or prohibited.
2. An informal hearing will be held with the student at which time notice is given as to what he or she is accused of doing.
3. An opportunity shall be given during the hearing for the student to present his or her side of the story.
4. The administrator will make the decision regarding disciplinary action based upon the knowledge gained concerning the incident(s).

Suspension and Expulsion

The principal has the right to suspend students from school for 1 to 10 days for inappropriate behavior.

In-school suspension (ISS*)* is the temporary isolation of a student from the general student population. Students are not eligible to participate, attend extra-curricular activities or practices while under suspension. Students will be allowed bathroom breaks at the discretion of the supervisor. Students will eat lunch in isolation. Studying and/or reading is required. Non-compliance may result in more assigned time or removal from school.

Out-of-school suspension (OSS*)* is a period of time, not to exceed 10 consecutive school days, which removes the student from the school building. During OSS students will not be allowed on school grounds and they will not participate or attend any school related functions or activities. Students are expected to complete all assigned work.

The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure. If a student is recommended to the Board of Education for expulsion, that student will first be suspended from school for a period not to exceed 10 consecutive school days. Students may be suspended for periods longer than 10 consecutive school days if an expulsion hearing cannot be held within those 10 days.

If a student is expelled, that student will be excluded from all Winterset Community school activities, as a participant and a spectator, for the duration of the expulsion. The student may not be on school property without the permission of the principal.

Behavior Expectations

Each building has established behavior expectations that are utilized in the classroom, throughout the building, and on district property. Each student's teacher will clearly communicate the expectations at the beginning of the year. Students should understand that any teacher or school employee has the authority to correct misconduct or submit a discipline referral to administration at any time. Refer to each building's specific discipline matrix for more information regarding disciplinary action. Each building's approach to discipline is different based on the student's age, maturity and knowledge of what is right and wrong. This list is not intended to be all inclusive; administration will determine appropriate expectations and consequences as situations arise.

Students are expected to behave in a manner that will be a credit to themselves, our school and school district.

Academic Integrity, Forgery and Plagiarism

Students will do their own schoolwork. Academic dishonesty ("cheating") is prohibited and includes but is not limited to:

- Looking at or copying another student's schoolwork
- Allowing another student to look at or copy their work
- Plagiarism and copying from sources without proper citation
- Use of telecommunication devices during testing
- Forgery, altering and unauthorized possession of school forms
- Lying to school officials
- Violation of copyright laws
- Using Artificial Intelligence (ie. ChatGPT) to create assignments, projects, etc. that is then submitted as a student's authentic/individual work without proper citation and instructor approval.

Parents will be contacted and students may be assigned an alternative assignment. Any additional instances will involve a parent conference, detention and plan of action.

Rude, Mean & Bullying Behavior

Rude- Inadvertently saying or doing something that hurts someone else.

It might look like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade, or even throwing a crushed-up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism but not meant to actually hurt someone.

What should happen:
First, either ignore the person and/or tell them they were rude and you don't appreciate it.
Second, if it happens again, tell an adult this person is being rude.
Third, ask an adult to facilitate a meeting between you and the person. It's important for students to learn how to mediate concerns amongst themselves and our goal is to model and demonstrate how to appropriately do this.

Mean- Purposefully saying or doing something to hurt someone once (or maybe twice.)

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. People are mean to each other when they criticize clothing, appearance, intelligence, coolness, or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger- impulsive cruelty that is often regretted in short order. Very often, mean behavior is motivated by angry feelings, and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Commonly, meanness sounds an awful lot like:

- "Are you seriously wearing that sweater again? Didn't you just wear it, like, last week? Get a life."
- "You are so fat/ugly/stupid/gay."
- "I hate you."

Make no mistake; mean behaviors can wound deeply, and adults can make a huge difference in the lives of young people when they hold students accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

What should happen:
First, tell the person you do not appreciate their comments.
Second, let an adult know the person is being mean.
Third, ask an adult to facilitate a meeting between you and the person. Students need to learn how to appropriately communicate with each other and treat each other with dignity and respect. Our goal is to model and demonstrate how to do this.

Bullying and/or Harassment

Harassment, bullying, and abuse are violations of school district policies, rules and regulations (Board Policy 104) and in some cases may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.
Bullying and/or Harassment entails three key elements:

- an intent to harm,
- a power imbalance, and
- repeated acts or threats

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

Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should tell a teacher, counselor, or principal as soon as possible. We will follow WCSD Board Policy 104. The student will fill out the anti-bullying/harassment complaint form.

The adult will ask the student:

- What, when, and where it happened
- Who was involved
- Exactly what was said or what the harasser or bully did
- Witnesses to the harassment or bullying
- What the student said or did, either at the time or later
- How the student felt
- How the harasser or bullying responded

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

If the incident meets the bullying and/or harassment criteria:

Step 1:

- Student(s) will meet with guidance counselor
- Discussion of possible future steps and consequences
- Guidance counselor will document the incident and notify the principal
- Guidance counselor or principal will notify parents
- Students will be issued consequences ranging from warning to 1 day in-school suspension

Step 2:

- Student(s) will meet with guidance counselor and principal
- Student(s) and parents will meet with guidance counselor and principal
- Juvenile court liaison officer or school personnel may notify the police
- Students will be issued consequences ranging from detention to 1 day in-school suspension

Step 3:

- Student(s) will meet with principal and juvenile court liaison officer
- Juvenile court liaison officer will make a referral to the court and charges may be filed with the police
- Student(s), parents, principal, juvenile court officer will meet and police representative will be invited
- Students will be issued consequences ranging from 3 days In school Suspension to 10 days Out of School Suspension

Adult/Parent Civility, Respect, Kindness, and Decorum at Winterset Schools

It is expected that all adults (staff, parents, guardians) will treat one another with civility, respect, kindness, and decorum in all electronic, phone, and face-to-face communications. Any adult, parent, or guardian that is behaving in a disrespectful and unprofessional manner (yelling, screaming, threatening, swearing, etc.) towards another adult will be asked to step away from the communication (electronic, phone, face-to-face) until a civil and respectful discussion can take place. Teachers, staff, and administrators have the same expectation of being treated in a civil and respectful manner as all parents and guardians and will not be subjected to berating, yelling, belittling, and threatening from parents. Parents will be asked to leave the conversation until a respectful discussion can take place. If a parent or guardian refuses to leave the conversation or school premises, police may be called.

Care of School Property, Property Damage/Vandalism

Students are expected to take care of school property including desks, chairs, books, computers, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed, or otherwise harmed school property, may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Books - Students are responsible for returning all textbooks in good condition. Students must pay for lost or stolen books. When textbooks are issued the student should make a note of any marked or torn pages or any excessive wear and give it to the teachers.

Fines for Lost or Damaged Textbooks - Students will be assessed fines for any of the following:

- Ink on a page, torn pages, pencil marks not erased
- Dirty and/or marked edges or covers
- Any cause for rebinding the book
- Missing page or pages requiring a new book
- Lost or destroyed book (see page 30)

Computers - students in grades (1-6) are assigned the use of a computer and (7-12) are issued computers. Students are expected to take care of this property and will be required to reimburse the school district for replacement costs if the computer is lost, stolen, damaged or in disrepair. In certain circumstances, students may be reported to law enforcement officials.

Conduct at Extracurricular Activities

Students are expected to behave and show good sportsmanship at all extracurricular activities. Throwing objects, running around, horseplay, making unnecessary noises and hanging out in areas other than where the event is taking place are prohibited. Elementary and middle school students are encouraged to sit with their parents, remain in the bleachers during the event/activity and use the restroom and concession stand during half-time or in between games.

At concerts it is customary to remain quiet as the band or chorus enters and then applaud when the director appears. Other etiquette rules include:

- No talking during the event or performance
- Keep food and drinks out of the auditorium
- Turn off cell phone, pager, alarms, etc.
- Wait for a break in the performance before leaving seat
- Be appreciative of the performance or event

Students who do not follow these conduct expectations may be asked to leave. Parents are responsible for supervision of their children.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
    - To quell a disturbance or prevent an act that threatens physical harm to any person.
    - To obtain possession of a weapon or other dangerous object within a pupil's control.
    - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
    - For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
    - To remove a disruptive pupil from class or any area of school premises or from school sponsored activities off school premises.
    - To protect a student from the self-infliction of harm.
    - To protect the safety of others.
    - Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

- The size and physical, mental, and psychological condition of the student;
- The nature of the student's behavior or misconduct provoking the use of physical force;
- The instrumentality used in applying the physical force;
- The extent and nature of resulting injury to the student, if any;
- The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Dangerous Conduct

Any action which endangers the safety or well-being of individuals will not be tolerated and may be considered gross disobedience or misconduct. Students who engage in dangerous conduct may also be referred to law enforcement authorities. Furthermore, if you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, you should immediately contact your principal.

Dangerous Weapons

A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort that is actually used in such a manner as to indicate that the perpetrator intends to inflict death or serious injury upon another will be considered a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearms, dagger, razor, stiletto, knife, switchblade knife, mace, pepper spray, or taser.

- Students who are in possession of "look alike" weapons may be disciplined under this policy. Students will be subject to disciplinary actions ranging from detention to expulsion.
- Students who are in possession of a laser-pointing device will have the laser-pointing device confiscated without return. Students will be subject to disciplinary action.
- Students bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poisonous gas.

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

Drugs and Alcohol

Students who have used, show evidence of use, and/or are under the influence of alcohol or illegal drugs while at school or school-related events will be subject to disciplinary actions as follows:

- Students may be suspended out of school for up to ten (10) days. At the option of the administration, the number of suspension days may be reduced contingent on the student attending substance abuse program at the cost to the student. Students will also be referred to the Athletic/Activities Director for the Code of Good Conduct and local law enforcement.
- Delivery, transfer, transactions for, or possession of alcohol, illegal drugs, or look-alike drugs while at school or school related events may range from a ten (10) days Out-of-School Suspension to Expulsion.

Extortion

Extortion is defined as obtaining or attempting to obtain money, property, or service of any sort by reason or threat. Any student who commits an act of extortion will be subject to disciplinary action.

Fighting and Use of Physical Force

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If you are involved in a fight, you should be prepared to receive consequences. Police may be contacted.

Gangs and Gang-Related Activities

Student involvement in gangs or gang-related activities is strictly prohibited and may be considered gross disobedience or misconduct. No student on or about school property or at any school activity shall:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebook or other personal possessions while on school grounds or school-related activity.
- Commit any act, use any speech, either verbal or nonverbal (gestures, handshakes, etc.), or showing membership or affiliation in a gang
- Use any speech or commit any act or in furtherance of the interests of any gang or gang activity, including but not limited to:
  - Soliciting others for membership in any gangs
  - Requesting any person to pay for protection or otherwise intimidating or threatening any person
  - Committing any other illegal act or other violation of school district policies
  - Inciting other students to act with physical violence

Students violating this expectation will be subject to disciplinary action.

Illegal Items (alcohol and drugs)

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, e-cigarettes or look-a-like substances.

Students found in violation of this policy will have their parents contacted and will be reported to law enforcement.

Inappropriate Language

Profanity is defined as the use of vulgar, abusive, obscene, insulting, or inappropriate language (spoken or unspoken) and gestures. Students will be subject to disciplinary action.

Insubordination/Disrespect

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of student expectations. Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the school environment will result in disciplinary action.

Public and Student Conduct

The Winterset Board of Education expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Students will be disciplined consistent with the district's student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Members of the public will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored activities or visit school premises only as guests of the school district, and, as a condition, must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity of the district. Visitors, like participants, are expected to display mature, responsible behaviors. The failure of individuals to do this is not only disruptive but embarrassing to the students, the school district, and the entire community. The public and students are expected to conduct themselves properly while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

To protect the rights of students to participate in the educational program or activities without fear of interferences or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive verbal or physical conduct will not be tolerated during the school day, at any school related event, or on school property; especially conduct that interferes with any school related performance, function, duty or activity.
- The use of vulgar, obscene or demeaning verbal or physical expressions will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises or activities can follow the Board's chain of command and complaint procedures should they choose to do so. The exclusion is in effect, should the individual choose to appeal, until a decision is made by the superintendent. The term "individual" as used in this policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school-sponsored or approved activities.

Tobacco/Nicotine-Free Environment

According to Board Policy 905.02, 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. This includes vapes and electronic cigarettes.

Theft

Students are expected to respect the property of others and refrain from taking items that do not belong to them. If a student is found in possession of items that are not theirs, they will be subject to disciplinary action. Students are not encouraged to bring personal items or money to school.

Students are responsible for locking their lockers and securing their items.

Threats in School

We take threats of violence seriously. When students make a serious threat of violence the administration will notify the police. Additionally, the Juvenile Court Officer and Madison County Attorney will be apprised of the situation. Further consequences beyond the school setting may occur.

Technology

1:1 Laptop Program (7th - 12th grade)

Winterset Community Schools District is proud to offer computers to our students. The purpose of this program is to make technology readily accessible to students while providing them with real world experiences. Students and parents are required to sign a User Agreement at registration before a student is given a laptop. Computers are signed out to students and are expected to be returned to the district by the students at the end of the school year. If the computer has had more than average wear, the student may be expected to pay a fine in proportion to the damage. The student issued the computer is solely responsible for the computer. Students need to bring computers fully charged each day. All computers lost or damaged must be paid for at the replacement cost of the computer. Please contact the Tech Office with any issues or questions with your computer.

Use of the Winterset Schools laptops is a privilege. Therefore, **I agree that I will:**

- Have my laptop charged and ready to work at the beginning of class
- Use the laptop for activities my teacher has allowed
- Respect the laptop of others
- Secure and carry the laptop appropriately
- Report any loss or damage to any laptop immediately
- Protect the laptop by keeping it in a school approved case or bag
- Protect the display by carefully closing the lid when moving the laptop
- Be financially responsible for malicious damage to or loss of the laptop
- Not loaning or borrowing my laptop to another student

Using the Winterset Community School District computer network as well as the Internet is a privilege. Therefore, **I agree I will:**

- Act responsibly and appropriately when accessing the Internet

- Access only teacher authorized sites and only at the appropriate times
- Notify my teacher immediately if I accidentally access an inappropriate site
- Protect my school account by logging off when not at my computer

I agree that I will NOT:

- Send defamatory or harassing messages that are sexually oriented, threatening, abusive, damaging to another's reputation, or illegal
- Send, transfer, take, or share obscene, sexually oriented, lewd or otherwise illegal images or photographs
- "Hack" into any computer system or network
- Use copyrighted materials that exceed fair use guidelines without written permission of the author
- Use chat rooms or instant messaging systems
- Share passwords
- Share personal or private information with anyone
- Engage in unauthorized use of the network
- Maliciously damage or steal school computer equipment or electronic data
- Change the settings of school-supplied software
- Use 'open HTML' or similar network bypass activities or coding that bypass network filters, monitoring systems, or network security protections.
- Install non-approved applications, extensions, or programs

Faculty/Staff have the right to take the computer from students at any time. Students who have lost their computer privileges will be assigned an alternate option with minimal applications, which will allow them to complete their assignments. Violations relating to or supporting illegal activities will be reported to law enforcement agencies.

Internet Use

The purpose of the Winterset Community School District's connection to the Internet is to support research and education in and among our district and with other academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Internet access must be consistent with the educational objectives of the Winterset Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission of any material in violation of any United States of State of Iowa regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, engagement in e-mail, print material that harasses or threatens others, or causes substantial disruption to the school environment. Using the Internet to play games is not acceptable.

Parents will grant permission for their child to use the Internet at time of registration. Parents and Students will acknowledge they have read and understand the Internet Acceptable Use Policy and Regulations and understand the consequences for violation of the policy or regulations. Parents who wish their child not be granted Internet access need to contact the school in writing stating those wishes.

Students will not intentionally:

- Download other student's documents or files
- Overload hard drives or cloud storage with unneeded documents or files
- Delete another student's or teacher's work
- Delete software or extensions that serves an educational purpose
- Destroy, vandalize or steal any computer hardware, software or accessories
- Download any text file or picture or engage in any conference or communication that includes material that is obscene, libelous, indecent, vulgar, profane or lewd
- Advertise any product or service not permitted by minors by law
- Plagiarize or cheat off others

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

Students who violate the computer or internet standards are subject to the following consequences:

First violation	Loss of device (2 weeks): student must check their device into the tech office/building office at the end of each day. Parent notification; detention.
Second violation	Loss of device (4 weeks): student must check their device into the tech office/building office at the end of each day. Parent notification; detention.
Third violation	Full privilege loss (9 weeks): No laptop access; student must use personal device at home to complete online coursework. May receive 1-3 days of In-School Suspension (ISS).

Fourth violation	Permanent restriction: loss of device privileges for the remainder of the school year. Student may be unenrolled from online coursework or will need to use a personal device at home for coursework. May receive 2-5 days of In-School Suspension (ISS).

Electronic Devices

Students are prohibited from displaying or using cell phones or other electronic devices during class time without permission from the teacher. Elementary students must leave their cell phones in their backpacks. Middle School and Junior High students must keep their phones/devices in their lockers during the school day. High School students may use cell phones in the classroom only under the teacher's direction.
The school is not responsible for the loss or subsequent misuse of cell phones or other electronic devices. All devices are strictly prohibited in restrooms, locker rooms, dressing rooms, or any area where a reasonable expectation of privacy exists. Any device that is determined not to be appropriate for an academic school setting may be confiscated. Parents may be required to visit the school to retrieve the device.

Transportation Services

WCSD transports over 1,100 students each day on approximately 12 buses and 2 small vehicles. The district routes school buses in the most efficient manner consistent with State law and School Board policies and guidelines regarding the establishment of safe school bus stops. The following information is provided to enable the school transportation department to serve your family with safe, efficient bus transportation. Should there be any concerns, contact the Transportation Supervisor at (515) 462-0028 or email bmesser@winterset.k12.ia.us. Specific transportation policies in their entirety can be accessed on the district website under Board of Education – Policies – 711.1 through 711.9.

After School Routes

All buses depart the elementary at approximately 3:00 and proceed to the middle school and JH/HS. If your child is not riding the bus in the afternoon, you must call the bus garage to notify of the schedule change.

Bus Loading and Unloading Areas

Elementary - Second Avenue and South Street in the Elementary area are restricted from regular traffic, for the protection of the students who are walking. DO NOT ENTER signs are put out from 7:00 – 8:15 a.m. and from 2:30 – 3:30 p.m. Parents wishing to pick up students are not allowed in this area. Students should be picked up in the parking area in back and to the west of the school. Parents may not park in the drop off traffic routes for any reason. Buses, school vehicles, and will drop-off and pick up at the bike rack.

Middle School - Student drop off and pick up areas at the middle school are on the west side of the school. The east area of the circle drive is reserved for buses only during the hours of 7:30-8:00 am and 2:45-3:15 pm.

Junior High/High School – The circle drive at the high school is the designated parent pickup/drop-off zone. The competition gym parking lot (between the east side of the building and the football field) is the designated bus loading/unloading area.

Bus Stop Locations and Responsibilities

Drivers are responsible for transporting students safely. Times will vary based on rural students that may not ride regularly, other conditions that affect times are traffic, road conditions, weather.

Parents are responsible for their children until they board the bus in the AM and after they depart in the PM.

The Transportation Supervisor will designate stops on an annual basis. Buses may not enter developments or cul-du-sacs that are difficult to maneuver a bus safely. Roads driven by buses must be standard width. Driveway turnarounds used for bus turnarounds must be clear of vehicles at all times and have snow removed during the winter months.

Students are responsible for conducting themselves in an orderly and courteous manner on buses and at bus stops. Riding the bus is a privilege not a right.

Consequences for Not Following Bus Rules

1st offense = verbal warning
2nd offense = off route/shuttle bus for 3 days
3rd offense = off route/shuttle bus for 5 days
4th offense = off route/shuttle bus for 10 days, and a recommendation to the School Board that the next offense be dismissal from buses for the remainder of the school year

**In extreme cases, students may lose privileges immediately.

Bus Stops

All requests for bus stop changes must be submitted to the Transportation Supervisor for review. The Supervisor will approve or deny. School bus drivers are not permitted to change stop locations without written approval from the Transportation Supervisor.

Students are permitted to have only one (1) AM bus stop and one (1) PM bus stop assignment subject to the exceptions

discussed below which can be requested through the district's Transportation Supervisor on a case-by-case basis.

WCSD recognizes families in the district are faced with work, childcare and custody constraints, and will consider written requests for an individual stop alternative for these reasons. Requests will only be granted under the exceptions discussed above and will be subject to the following limitations:

No more than one alternative stop will be allowed per year.

The schedule must be the same set schedule every week (no variations from week to week). Custody arrangements must be supported by a written custody agreement (copy provided to the school the child attends).

There must be available capacity on the bus that the alternate request is being made.

The alternate stop must be on an existing route. We will not alter the existing bus route to accommodate the request. All requests for bus stop changes are made by calling the Transportation Supervisor and will be reviewed beginning in the third full week of school.

Day Care Transportation

Commercial daycare businesses will provide transportation to and from school. Winterset Community School District will transport to or from a bus stop near the daycare facility under these conditions:

1.Stops must be at the same location every morning and the same location every afternoon. Irregular days or alternating days cannot be accommodated and will be the responsibility of the parents and/or daycare.

2. Winterset Buses will only transport to and from daycares within the Winterset Community School District boundary.

3. Transportation to/from daycares will be based on availability on predetermined routes. Overages will be the responsibility of the daycare to transport.

4. It is the daycare's responsibility to ensure each child is safely at the bus stop each morning and is assisted to the daycare provider's location from the bus stop each afternoon.

5. The child must be at the stop at least five (5) minutes before the scheduled stop in the morning.

Electronic Devices on the Bus

The school is not responsible for the loss or subsequent misuse of cell phones or other electronic devices while students are riding the bus. Any device that is determined not to be appropriate for an academic school setting may be confiscated. It will be the bus driver's discretion to confiscate the device from the student while riding the bus. Parents may be required to visit the school to retrieve the device. Bus privileges may also be suspended.

Preschool Transportation

WCSD may transport AM attendees (before school) and PM attendees in the afternoon (after school). Mid-day transportation may be available for students who attend an in-town, in-home daycare. Any questions about PK transportation should be directed to the Director of Transportation at 515-462-0028.

First Day of School

Elementary students should ride the bus on the first day of school. This will allow the driver and student to become acquainted with each other and help the child become familiar with the bus procedures so they know what to do at dismissal.

In-Town Bus Stops

Clip on bus ID cards are required for PK-3 students who ride a bus from a designated stop in town. These cards will be handed out at the August open house and the first day of school. The bus ID should be placed on the child's backpack.

Morning & Evening Shuttles

All students will be shuttled from building to building in the morning as follows:

- From the Elementary to Middle School and JH/HS – 7:33 am - 7:45 am

In the afternoon, eligible 4th – 8th grade students can be shuttled to the elementary. Students must be signed up for shuttle service by contacting the bus garage at 515-462-0028. Any high school student who lives in town will not be allowed to ride a shuttle bus to the elementary in the afternoon.

Morning Pick Up

- Students should be at their designated pick-up spot **5 minutes prior to their scheduled pick-up time**.
- Please call the bus garage at (515) 462-0028 if your child is not going to be riding the bus. Include your child's first and last name, and the bus number/icon, so the driver can be contacted.
- The bus will **not** wait for riders who are not ready.
- Students must wait for the drivers' thumbs up signal before they cross the road to board the bus.

The district has developed specific board policies related to transportation. They can be viewed in their entirety on the district website.

School Bus Safety Instruction – Board Policy Code 711.7 – The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Student Transportation for Extracurricular Activities – Board Policy Code 711.3 – The Board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

Transportation in Inclement Weather – Board Policy Code 711.8 – School district buses will not operate when weather conditions due to fog, rain, snow, or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available. The final judgment as to when conditions are unsafe to operate will be made by the superintendent. When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced.

Transportation of Non-School Groups – Board Policy Code 711.6 – Only in unusual circumstances will the Board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school sponsored activities in the state.

Transportation of Nonresident and Nonpublic School Students – Board Policy Code 711.5 – The Board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district received the funds from the state.

RFID Cards

WCSD Transportation implemented a RFID card system for riders beginning in the 24-25 school year. These cards enhance student safety and allows parents and staff to monitor, in real time, which students are on the bus. All riders are required to carry and present their RFID bus pass to ride the bus.

Card Distribution

Elementary/Middle School Students

- RFID cards and lanyards will be provided to eligible riders; cards will be attached to lanyards along with animal route tags
- Cards will be verified by Transportation to ensure they scan properly
- Cards will be distributed on Family Engagement Night or the first week of school
- Missing cards will be revoked and provided to the rider by the driver
- Cards will be collected by drivers at the end of the school year

Junior High/High School Students

- Cards will be distributed by drivers the first week of school
- Missing cards will be recorded and provided by the drivers

Request for New/Replacement Cards

Contact the Transportation Department at bmesser@winterset.k12.ia.us. You will be required to complete a Google Form. Students have 3 days to produce a lost card before needing to purchase a replacement ($5 fee).

Replacement cards will be processed and delivered as soon as possible, tracked on a first-come, first-served basis. Old cards will be disabled once a replacement is issued but can be kept as a spare if the new card is lost or damaged in the future.

Please follow outlined procedures for card distribution/replacement to ensure smooth transportation for the school year. Please direct questions to the WCSD Transportation Department at 515-462-0028.

Seat Belt Usage

Per policy 711.10 the district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear. It is the goal of the Winterset Community School District Transportation Department to provide the safest student transportation possible. The District requires that all students riding a school district bus equipped with seat belts wear seat belts while the bus is in motion. There are no waivers. All students will receive instruction on the proper use of seat belts during the twice annual bus safety drills. Drivers are not responsible (i.e. liable) for students wearing seat belts while riding. Drivers are responsible for instructing students to put on seat belts prior to the bus leaving a school. In order to ride Winterset Community School buses students must be capable of buckling themselves in the seat. If special circumstances require assistance, please contact the bus barn prior to transportation beginning. Drivers will announce prior to the bus leaving that each student needs to be in their seat with the seat belt fastened. Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated refusal to wear seat belts can result in suspension from bus riding privileges.

School Bus Video Camera Notice

The school district provides annually the following notice to student and parents:

> *The Winterset Community School District Board of Directors has authorized the use of video cameras and audio on school district buses. The video cameras and audio will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes and audio may be used in a student disciplinary proceeding. The content of the videotapes and audio are confidential student records and will be retained with other student records. Videotapes and audio will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes and audio of their child if the videotapes and audio are used in a disciplinary proceeding involving their child.*
>
> *The following notice will also be placed on all school buses equipped with a video camera and audio:*
>
> **This bus is equipped with a video/audio monitoring system.**

Student Records

The content of the videotapes and audio is a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes and audio. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team

A videotape and audio recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape and audio becomes the subject of a student disciplinary proceeding, it will be treated like any other evidence in the proceeding.

Student Transportation

Student School Transportation Eligibility – Board Policy Code 711.1 - The policy, rules and regulations for the transportation of pupils to and from school will be in compliance with statutory provisions, State Department of Education regulations, and rules and regulations established and approved by the Board of Directors.

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district. The following provisions are made by the District:

- Elementary students, Pre-kindergarten through 3rd grade, living less than a half mile from their designated school attendance center do not qualify for transportation. Students living more than a half mile from the designated school may be transported on a school bus by meeting it at an established town stop location.
- Students in grades 4 – 12 living less than two miles qualify for transportation if disability status or traffic safety conditions merit such transportation. Student disability status is to be determined by appropriate district personnel and may include temporary disabilities. Traffic safety conditions are to be determined by physical operations personnel and may include, but are not limited to, consideration of the speed of traffic and proximity of traffic control devices.
- Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special

education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the individual education plan (IEP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence or one location (such as a daycare) to the location of the special education service and back to the same location as pick up.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, in route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education. The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.
- Please note: The East side of MS circle drive is for buses ONLY between the hours of 7:30-8:00 am and 2:45-3:15 pm.

A student may be required, at the Board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The Board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Student School Transportation Eligibility – Board Policy Code 711.2 – Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the Transportation Supervisor.

The Board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, Board policy and administrative regulations.

Student Conduct on School Transportation Regulation – Board Policy Code 711.2R1 – All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

- Students are only permitted to ride a route bus if their name appears on the route list. Visitors/guests are not allowed.
- All passengers are to be discharged from the bus at the same place they boarded, unless the principal or parent issues an authorization for change.
- Each student will go directly to his or her seat upon entering the bus.
- Loud or vulgar language will not be tolerated.
- Students will be held liable for any damage they may do to any part of the bus.
- No objects are to be thrown either in or out of the bus.
- The aisle shall remain open at all times. A student should place their things in their lap or under their seat.
- Hands, heads, books, or other objects are not to be extended through the open windows of the bus.
- There is to be no pushing, scuffling, fighting, bullying, or harassing on the bus, at the bus stops, or at the loading and unloading areas.
- Radios, CD, MP3 players, and cell phones are allowed on the bus, only if they are used with headsets and in the proper way.
- Students are to remain seated while the bus is moving.
- Students are not allowed to drink or eat on the bus.
- Harassment/Bullying will not be allowed on the bus.

Items prohibited on the school bus:

- Animals of any kind
- Any sharp or pointed objects
- Balloons
- Glass objects
- Food or drinks
- Items that don't fit in the lap
- Skateboards or roller blades
- Weapons (knives, guns, etc.)
- Tobacco products

Videotapes and Audio

The school district will review videotapes and audio when necessary as a result of an incident reported by a bus driver or student. The videotapes and audio may be re-circulated for erasure after ten (10) days.

Viewing of videotapes and audio is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes and audio stating the time, name of individual viewing and the date the videotape and audio was viewed.

Elementary Specific Information

Miss Judy's Café

We have a café table for special occasions! If you plan to have lunch at school with your special student, you may **reserve** a time at the "Miss Judy's Café". Because of the popularity of the café, we request that you limit lunch with your child to no more than once every 2 weeks. Please note that visitors are ONLY allowed to eat with their student. Visitors may eat with students, other than their own, ONLY if that student's parents/guardian contact the office, prior to the lunch date, giving permission. When arriving for lunch, we ask that the parent wait in the office until their student's lunch time. Be sure to check reservation availability with the office secretary.

Attendance Guidelines

A student spending more than one-half of the morning or afternoon in the nurse's office will be marked absent from school for that half day.

Students arriving or leaving school between 10:15 a.m. and 12:45 p.m. will be marked absent for that half-day.

Students must be in attendance for at least one-half of the day (either a.m. or p.m.) in order to participate in a school-sponsored evening activity or event. This includes practices and rehearsals.

All truancy will be counted as an absence.

Capturing Kids Hearts

WCSD has implemented the Capturing Kids Hearts (CKH) program. CKH is a set of culture shifting, sustainable processes that can be used in classrooms, during staff meetings, in cafeterias, on school buses, and in homes. These processes are designed to directly impact every aspect of our school community.

Capturing Kids Hearts Questions

Staff is trained to deal with misbehavior and disrespect through common questions. Students will hear these questions from classroom teachers, administration, associates and all other WCSD employees. These questions can be used at home as well as our students are very familiar with them.

Questions dealing with Disrespect:

1. How are you talking to me?
2. How are you supposed to be talking to me?
3. Were you doing it?
4. So, how are you going to talk to me?

Questions dealing with Misbehavior:

1. What were you doing?
2. What were you supposed to be doing?
3. Were you doing it?
4. What are we going to do about it?

Cell Phone and Electronic Devices

Cell phones/Electronic devices will be turned off and put away when students exit their mode of transportation to come into the elementary school in the morning. The expectation is that the student cell phones/devices remain off and stored in a bag until the students exit the elementary school at the end of the day.

Classroom Placement

When developing class lists for homerooms, we work to achieve a heterogeneous group for each section. We believe that such grouping is an advantage for all learners. We use many criteria to achieve this balance; among the things we consider are scholastic ability, behavioral characteristics, learning styles, and student compatibility. In the interest of promoting open communication between home and school, we do provide the opportunity for parents to share any concerns about your child's placement. A form will be placed in the Electronic Backpack in early spring. NOTE: REQUESTS FOR SPECIFIC TEACHERS ARE NOT ACCEPTED.

Conferences

Each student will have a total of 2 conferences during the school year. Families who have scheduled conferences are asked to attend the conference together unless there are circumstances that prevent individuals from attending at the same time.

Daily Schedule

7:35 am	Doors Open
7:35-7:55 am	Breakfast Served
7:55-8:00 am	Grab & Go Breakfast
8:00 am	School Begins/Tardy
3:00 pm	Dismissal

Deliveries to School

Elementary school **will not** accept any deliveries at school. Certain items (such as balloons, glass flower vases, etc.) may not be transported home on school buses. Parents are encouraged to avoid sending deliveries to school.

Discipline

Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Board Policy 508.08

Consequence Ladder
(Students may enter at any point on this ladder depending on the severity of the infraction)

- Ask 4 + 1 questions and serves as a WARNING
  - What are you doing?
  - What are you supposed to be doing?
  - Are you doing it?
  - What are you going to do about it?
  - What will happen if you CHOOSE to break our SOCIAL CONTRACT again?

- Teacher's Choice
  - Identify that student is not being safe, caring, responsible, or respectful
  - Teacher will choose a consequence appropriate to the infraction
- Structured/Loss of Recess
  - NOTE to recess teacher (recess clipboard)
  - Confined area (walking on the track; only on black top; grade level specific)
  - Re-teaching moment for student and TEACHER/ADULT
  - Parent Contact/Note
  - Escalating consequence assigned
- Behave Out
  - Reflection piece
  - Consequences may be anything from Principal conference/loss of privilege to expulsion depending on the frequency and severity of the infraction.

Dismissal/Departure

It is presumed that all children are going home when school is dismissed unless school officials receive a note or phone call from the parent by 2:00 pm. When calling in the student's ID number must be stated. Apart from those remaining for extra help, detention, or activities, students must leave the school building and grounds at the end of the school day. Students are not allowed to play on the kindergarten playground until the buses have departed in the afternoon.

Food, Gum, Pop, and Candy at School

Chewing gum in the building without teacher permission. Gum/candy given by a teacher must be consumed in that teacher's classroom. No pop/soda will be allowed**.**

Games/Toys/Collectible Cards

These items should not be brought to school unless specifically requested by a teacher.

Illness and Recess

If you feel your child needs to stay inside during recess the day after an illness, a note from a parent/guardian is required. A doctor's note is required to stay inside for any longer than one day.

Loading/Unloading Children

Parents who bring children to school are asked to unload or pick up the children on Fourth Avenue (school parking lot). Parents must obey the posted signs and may not park in the circle drive as there is NO PARKING permitted. Violators will be asked to move. Continual violators of the no parking signs will be addressed by law enforcement. Second Avenue can be used only after the buses have departed and the "Do Not Enter" signs have been removed.

South Second Avenue is closed between Washington Street and Grade Street and from Third Avenue to Second Avenue on South Street during the morning and evening loading and unloading of buses. Watch for signs saying "Do Not Enter" and please obey them, even during inclement weather. This is for the safety of our children.

Parking

The main entrance for the Elementary is located on the east side of the building. Parking is available on the east side of the building from 9:00am-2:00pm, only.
Additional parking is provided on the south side of the building by the bell tower.

Four-Day Cycle

Winterset Elementary School operates on a four-day cycle. Days are known as Day 1, Day 2, Day 3, and Day 4. This cycle is used for our special subjects such as P.E., Art, Music, Library, and Technology. School days missed for any reason are not counted as a day of the cycle.

Tardy

Students arriving between 8:00-8:05 will report to class and their teacher will record their tardiness in Infinite Campus. Students arriving after 8:05am will report to the office.

Water Bottle Policy
Beverages are allowed in the cafeteria only, with the exception of water. Individual classroom teachers have the discretion whether to allow water bottles in their classrooms.

WES Social Media
@WintersetElem

Winterset Elementary School

https://www.winterset.k12.ia.us/o/wes

Infinite Campus message and the Electronic Backpack will also be utilized to share pertinent information.

Middle School Specific Information

Attendance
Teachers should have homeroom attendance taken by 8:15. Automated phone calls go out at 10:00 am to parents/guardians of students who have not been called out of school (unexcused absence).

Candy, Gum, and Pop at School
Special treats, such as candy, gum or caffeine beverages may be allowed at times during the school year. These items will be used as options to purchase through our Paw Law Store and/or may be part of a school celebration. In the event of a celebration the teacher will communicate specifically what can be brought. Reusable water bottles should have water only, no juice or Gatorade. Bringing candy, gum or caffeinated beverages into the building from home is not permitted.

Capturing Kids Hearts
WCSD as a whole has implemented the Capturing Kids Hearts (CKH) way of doing school. CKH is a set of culture shifting, sustainable processes that can be used in classrooms, during staff meetings, in cafeterias, on school buses, and in homes. These processes are designed to directly impact every aspect of our school community.

We work at EXCEL at WMS. This model is a relationship, leadership and teaching model.



Practices in all areas of school life may include:
- Social Contract
- Good Things
- Student leadership
- High Accountability Check
    - What are you doing?
    - What are you supposed to be doing?
    - Are you doing it?
    - What are you going to do about it?
- Inspire to Action

Cell Phone and Electronic Devices
Cell phones/Electronic devices will be turned off and put away when students exit their transportation to come into the middle school in the morning. The expectation is that the student cell phones/devices remain off and stored in the student's locker until the students exit the middle school at the end of the day. If a student is using their phone, personal device or smart watch during the school day, they will be asked to turn it into the office and it can be picked up when school dismisses.

Classroom Placement
When developing class lists for homerooms, we work to achieve a heterogeneous group for each section. We believe that such grouping is an advantage for all learners. We use many criteria to achieve this balance; among the things we consider are scholastic ability, behavioral characteristics, learning styles, and student compatibility. In the interest of promoting open communication between home and school, we do provide the opportunity for parents to share any concerns about your child's placement. A form is available in the Electronic Backpack in early spring. **Requests for specific teachers are not allowed.**

Communication
At WMS we value communication, and every effort will be made to communicate home student's learning experiences, events, and opportunities in a timely manner. We would invite parents to engage with us through phone calls, emails, district social media platforms, and face to face conversations. The best communication is consistent and predictable.

Conferences

Each student will have a total of 2 conferences during the school year. There will be times teachers will schedule conferences for families and there will be times when the conferences are student-led with a work showcase evening. Families who have scheduled conferences are asked to attend the conference together unless there are circumstances that prevent individuals from attending at the same time.

Deliveries to School

Middle school **will not** accept any deliveries at school. Certain items (such as balloons, glass flower vases, etc.) may not be transported home on school buses. Parents are encouraged to avoid sending deliveries to school.

Discipline

Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Board Policy 508.08

If a student behaves out of a classroom (CKH 4 Questions have been completed and there continues to be a violations of the Social Contract)

- Each incident that a student behaves out of the room will be an office referral in Infinite Campus
- Consequences will be determined by the Administration based of the unique and individual nuances of the incident
- Incidents that meet the criteria of a major offense may not have a tiered response disciplinary action
- Major offenses may include, but are not limited to:
  - Abusive, inappropriate language, including profanity
  - Arson
  - Bomb Threat
  - Disrespect
  - Drugs/Alcohol
  - Fighting with or without injury
  - Physical aggression with or without injury and/or serious injury
  - Founded harassment/bullying
  - Insubordination including disruption to the learning environment
  - Possession of a weapon
  - Theft
  - Vandalism

When a student is disruptive to the learning environment and there are no safety concerns, adults will redirect misbehavior using our CKH model.

- What are you doing?
- What are you supposed to be doing?
- Are you doing it?
- What are you going to do about it?

This will be repeated twice for disruptive behavior, before a student behaves out of the classroom. Once a student behaves out of the classroom, consequences will follow the matrix below. Any disruptive behavior that causes concern for safety will be dealt with immediately, this includes physical aggression on the playground and/or other school areas.

Abusive or inappropriate language, including profanity	1st Offense Parent is contacted by the teacher. Behavior referral in IC and make Principal aware	2nd Offense Parent is contacted by the teacher. Behavior referral in IC. Assigned Lunch detention 1-3 days dependent on offense.	3rd Offense Parent is contacted by the Principal. After school detention is assigned and/or ISS and/or OSS dependent on offense
Disrespect, disruption, insubordination	1st Offense Parent is contacted by the teacher. Behavior referral in IC and make Principal aware	2nd Offense Parent is contacted by the teacher. Behavior referral in IC. Assigned Lunch detention 1-3 days dependent on offense.	3rd Offense Parent is contacted by the Principal. After school detention is assigned and/or ISS and/or OSS dependent on offense
Drugs/Alcohol/ Vapes	1st Offense Parent is contacted by the Principal. Behavior referral in IC.	2nd Offense Parent is contacted by the Principal. Behavior referral in IC. Assigned Lunch detention 1-3 days dependent on offense.	3rd Offense Parent is contacted by the Principal. After school detention is assigned and/or ISS and/or OSS dependent on offense
Fighting, use of force, aggression without injury, aggression with injury and aggression with serious bodily injury	1st Offense Parent is contacted By principal. 1 day ISS/OSS	2nd Offense Parent is contacted by the Principal. 3-5 days ISS/OSS	3rd Offense Parent is contacted by the Principal 5-10 days ISS/OSS

Building administrator retains the discretion to carefully assess the situation and determine appropriate level of discipline in response to threats and/or acts of violence. This approach allows us to consider the unique circumstances surrounding each incident and take the necessary actions to ensure the safety and positive development of our students.			
Harassment and/or bullying	Step 1: Meet with school counselor and provide documentation of the incident(s). Investigation and report will be shared with the Principal and notify parents.	Step 2: If a student violates the plan laid out in step 1, there will be a 1-3 day ISS assigned.	Step 3: If a continual violation of the plan is found, students' consequences will range from additional ISS up to 10 OSS. Student may be considered for expulsion or alternative placement. JCL referral to court and charges may be filed.
Lying/Cheating	1st Offense: Lunch detention 1 day	2nd Offense: After school detention 1-3 days TBD	3rd Offense: ISS and possible restitution
Possession of dangerous weapon	Look alike may range from detention to expulsion and possible referral to law enforcement	Laser-pointing devices 3 day ISS	Firearm student will be referred for expulsion and referred to law enforcement
Skipping Class	1st Offense Parent is contacted by the teacher. Behavior referral in IC and make Principal aware	2nd Offense Parent is contacted by the teacher. Behavior referral in IC. Assigned Lunch detention 1-3 days dependent on offense.	3rd Offense Parent is contacted by the Principal. After school detention is assigned and/or ISS and/or OSS dependent on offense
Theft	May range from detention to recommendation for expulsion. All stolen property will be returned or replaced.		
Vandalism and/or property damage	May range from detention to recommendation for expulsion. All property damaged will be repaired or replaced at the student's expense.		
Cellphone/Smart Device	1st Offense Device is sent to the office. Parent is contacted by the teacher. Behavior referral in IC and make Principal aware.	2nd Offense Device is sent to the office. Parent is contacted by the teacher. Behavior referral in IC. Assigned Lunch detention 1-3 days dependent on offense.	3rd Offense Device is sent to the office and must be picked up by the parent. Parent is contacted by the Principal. After school detention is assigned and/or ISS and/or OSS dependent on offense

**Administration reserves the right to determine the severity of all consequences*

Dismissal Plans

All students should have a consistent and predictable routine for leaving school. If there needs to be a change to the normal routine, those changes must be made by 2:00 p.m. Any change to a student's plan must be made through the WMS office. When calling in, the caller must provide the student's ID number. Students will receive a message by 2:50 p.m. notifying them of the change from their normal routine.

Drop Off and Pick Up

The families that will be dropping off and picking up their children will follow the flow of traffic on School Street to the entrance of our west parking lot. The cars will proceed through the parking lot in "parade fashion" until they are able to pull up to the curb next to the building. Please pull forward as far as you can when you reach the curb.

Families are not allowed to park in the parking lot and have their child walk across traffic to meet them. Also, families are not allowed to park on School Street and have their child meet them there. ALL families should stay in line through the parking lot and pull up to the curb to pick up their children. Our goal is to keep all children safe as we dismiss them!

Games/Toys/Collectible Cards

These items should not be brought to school unless specifically requested by a teacher.

Illness and Recess

If you feel your child needs to stay inside during recess the day after an illness, a note from a parent/guardian is required. A doctor's note is required to stay inside for any longer than one day.

Infinite Campus and Parent Portal

Infinite Campus is the student information system for Winterset Community Schools. Student grades are available to students and their families on the Parent Portal. Families with access to the parent portal also have the option to receive messages via email and text messaging. Middle School teachers will update grades by Friday of each week.

Parking

The main entrance to the MS is on the east side of the building. The east parking lot is reserved for guests.

Playground and Recess

All grade levels will have a scheduled time for daily recess. The office determines if the weather conditions support safe play outside. One criteria for having indoor recess is the "feel like" temperature. A feel like temperature of 10 degrees or colder will result in indoor recess. Administrator discretion can be used for deciding indoor/outdoor recess.

Recess behavior expectations will be taught to students at the beginning of the school year. In addition, there will be reteaching of expectations after long school breaks. All students will be held accountable for our collective agreements (Paw Laws):

- Be Safe
- Be Kind
- Be Responsible

Schedule

The Winterset Middle School operates on a six-day cycle. Our days are known as 1,2,3,4,5, and 6. This cycle is used for special subjects such as P.E., Art, Music, Science, Computer Science, Media, and Leadworthy. School days missed for any reason are not counted as a day of the cycle.

WMS Daily Schedule	
7:30	Breakfast Shuttle to ES for staff students
7:35	On Duty
7:40	Buses arrive
7:45	1st Bell-Students not eating breakfast released to class
7:55	Breakfast dismissed
8:00	2nd Bell-Instruction begins
Monday-Thursday Lunch & Recess	
10:50-11:25	5th Grade Recess > Lunch
11:15-11:55	4th Grade Recess > Lunch
12:20-12:55	6th Grade Lunch > Recess
Friday Lunch & Recess	
11:00-11:40	4th Grade Recess > Lunch
11:35-12:15	5th Grade Recess > Lunch
11:40-12:10	6th Grade Lunch > Recess
Monday – Thursday Dismissal	
2:50	Building-wide Announcements
3:05	Dismissal Bell-Teachers will walk groups of students to buses and car pick up
Friday Dismissal	
1:35	Dismissal Bell-Teacher will walk groups of students to buses and car pick up

Tardy

Students arriving between 8:05-8:10 will report to class and their teacher will record their tardy in Infinite Campus. Students arriving after 8:10 will report to the office, and the office staff will record the tardy on Infinite Campus.

Water Bottle Policy

Caffeine-free beverages are allowed in the cafeteria only, with the exception of water. Individual classroom teachers have the discretion whether to allow water bottles in their classrooms.

WMS Social Media

@Winterset_MS

Winterset Middle School

https://www.winterset.k12.ia.us/o/wms

Infinite Campus Messages and the Electronic Backpack will also be utilized to share pertinent information.

Junior High Specific Information

Academic Accountability Policy for WJH:
The staff at Winterset Junior High School believe that extracurricular activities like interscholastic athletics or fine arts performances (jazz band, musical, etc), and school sponsored clubs are an important part of a young person's development. We also believe that students should be accountable for their academic work in order to participate in extracurriculars.

- Any student with a failing grade, a total of three or more missing assignments, or referred by a teacher will be required to attend an after-school Study Table on Wednesdays for one hour. Students will focus on the completion of missing assignments and the development of habits and strategies to improve academic performance.
- Students who do not attend the required after school Study Table, will be declared academically ineligible and will not be permitted to participate in extracurricular competitions, events, or performances until they attend the after-school Study Table the following Wednesday. Students who attend the Study Table and demonstrate measurable progress towards completing missing assignments and/or earning a passing grade will remain eligible or regain eligibility.
- The school will notify parents/guardians on Tuesday of students who are required to attend the after-school study table session on Wednesday. Parents/guardians are expected to ensure that their children arrive on time and attend the entire session.
- Eligibility to participate in extracurricular activities, events, or performances will be determined and communicated to students, families, coaches, and sponsors on Thursday mornings. While ineligible, students are permitted to attend all practices and home competitions/events. Students will not travel with the team, club, organization, or group to away events while ineligible. Students may not dress for competition while ineligible and must sit in the stands/bleachers during competitions.
- The school will regularly review the effectiveness of the after-school study table and adjust as necessary to ensure that they are meeting the needs of the students.
- The school administration reserves the right to make exceptions to this policy in special circumstances, such as medical or family emergencies. These exceptions will be handled on a case-by-case basis.

Allergies
Students and staff in our building have negative reactions to various foods and aerosol sprays. Specifically, peanuts should not be brought for lunch and aerosol spray (deodorants, hair sprays) should not be used in the hallways. Please be mindful of the needs of others when in our shared spaces.

Arrival at the Junior High School
Junior High students are allowed to enter the building at 7:45 a.m. Students are expected to complete all essential tasks prior to their first class beginning at 8:00 a.m. Tasks include: going to their locker, getting school materials, breakfast, and filling water bottles. Students should be heading to class at the 7:55 a.m. bell with the understanding they will be considered tardy if not in class by 8:00 a.m.

Backpacks, Bookbags and Handbags
Students will be required to put their backpacks, book bags, handbags or purses in their lockers/cubbies at the beginning of the day, where the bags should remain until the end of the day. Exceptions may be made for those students who are transporting gym clothes to and from physical education.

Beverage/Food
To prevent spills, property damage, pests, etc., beverages, candy and other food items are only allowed in the lunchroom. A teacher may make an exception to this rule for special occasions. Beverages/Food should not be kept in student lockers or in hallways to eat throughout the day. **High energy/caffeine drinks are not allowed to be consumed during the school day.** Any student consuming beverage/food in unauthorized locations will be asked to throw the item away immediately. Student refusal to throw the item away will be considered insubordination and consequences are outlined in the handbook.

Cell Phones/Personal Electronic Device Usage
Students' personal electronic devices, including but not limited to cell phones, earbuds, and smartwatches, shall not be accessible to students during instructional time without the expressed consent of a teacher or staff member. To ensure minimal disruption to the learning environment, all personal electronic devices must be silenced and placed in the students' lockers between 8:00 am - 3:05 pm. Teachers reserve the right to permit the use of personal electronic devices based on their professional discretion, such as for educational purposes or in emergency situations. However, students must adhere to any specific guidelines provided by the teacher regarding the use of cell phones in the classroom. Failure to adhere to the cell-phone policy may result in consequences as outlined below.

1st Offense – Verbal warning and the student may pick up their device in the office after school is dismissed.
2nd Offense - Verbal warning and the student may pick up their device in the office after school is dismissed.
3rd Offense - Student may pick up their device in the office after school is dismissed, parents will be contacted, and the student will be issued a 30-minute detention.
4th Offense – Parent will be required to pick up the device from the office or an alternative plan will be discussed with the principal.

Offenses are on a cumulative basis and are not each individual class.

The school is not liable for personal lost, stolen, or damaged electronic devices. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a school play, game, concert, contest, etc.) without consent of a teacher, coach or school administrator. (Policy 502.12)

Cyber Harassment and/or Bullying

Students are prohibited from recording, capturing, or sharing any video, audio, or pictures that may harm or embarrass other students, faculty, or staff through social media or any other electronic medium, while on school property, in a school vehicle, or at a school sponsored activity.
The posting of abusive, threatening, or disruptive language on social media that is intended to demean or intimidate another student or staff member is prohibited while on school property, in a school vehicle, or at a school sponsored activity.

1st offense: -The student must check their phone in the main office for 5 school days -The student will conference with the building administrator and their parents/guardians -Possible 1-3 days of ISS/OSS	2nd offense: -The student must check their phone in the main office for 10 school days -The student will conference with the building administrator and their parents/guardians -Possible 1-3 days of ISS/OSS	3rd Offense -The student must check their phone in the main office for 10 school days -The student will conference with the building administrator and their parents/guardians -Minimum of 5 days OSS, may be recommended for expulsion

Daily Schedule

Regular Day	Friday Early Out	2 Hour Delay	2 Hour Early Dismissal
1st 8:00-8:44	1st 8:00-8:32	1st 10:00-10:32	1st 8:00-8:32
2nd 8:47-9:31	2nd 8:35-9:07	2nd 10:35-11:07	2nd 8:35-9:07
3rd 9:34-10:18	3rd 9:10-9:42	Lunch (7th) 11:07-11:31	3rd 9:10-9:42
4th 10:21-11:05	4th 9:45-10:17	3rd (7th) 11:34-12:06	4th 9:45-10:17
Lunch (7th) 11:05-11:29	5th 10:20-10:52	3rd (8th) 11:10-11:42	Lunch (7th) 10:17-10:41
5th (7th) 11:33-12:17	Homeroom 10:55-11:28	Lunch (8th) 11:42-12:06	5th (7th) 10:44-11:17
5th (8th) 11:08-11:52	Lunch (7th) 1:28-11:52	4th 12:09-12:41	5th (8th) 10:20-10:53
Lunch (8th) 11:52-12:16	6th (8th) 11:31-12:03	5th 12:44-1:17	Lunch (8th) 10:53-11:17
6th 12:20-1:04	6th (7th) 11:55-12:27	6th 1:20-1:53	6th 11:20-11:53
WIN 1:07-1:31	Lunch (8th) 12:03-12:27	No WIN	No WIN
7th 1:34-2:18	7th 12:30-1:01	7th 1:56-2:29	7th 11:56-12:29
8th 2:21-3:05	8th 1:04-1:35	8th 2:32-3:05	8th 12:32-1:05

Deliveries to School

Junior High school **will not** accept any deliveries at school. Certain items (such as balloons, glass flower vases, etc.) may not be transported home on school buses. Parents are encouraged to avoid sending deliveries to school.

Detentions

Office Assigned

- Office assigned detentions are defined as detention assigned by the principal. Detentions for tardies and other serious infractions will be served through the office or in a quiet lunch setting.
- If an after-school detention is assigned students will have two days to serve their detentions unless arrangements have been made with the principal.
- Practices, rehearsals and scheduled activities will not be considered reasonable exceptions for missing assigned detention time.

Teacher Assigned

- Teacher assigned detentions for actions that are inappropriate for the classroom and school environment. If an after-school detention is assigned students will have two days to serve an assigned detention.
- If the student fails to serve the detention in the two-day time frame, the detention referral is turned over to the principal.

Discipline

The discipline guidelines discussed in this section are not designed to describe all possible situations. Any other acts that are judged to be a failure to adhere to standards of appropriate conduct may be disciplined ranging from detentions to expulsions. The administration reserves the right to determine discipline consequences.

Junior High Discipline Matrix

Abusive or Inappropriate Language, Profanity	1st offense Parents contacted by teacher. Teacher documents incident. Communicates with principal. After school detention with teacher	2nd offense Parents contacted by teacher. Meeting with parents, student, principal, and teacher. 2-30 min detentions failure to show = 1 ISS	3rd offense Potential alternative learning plan. 1 day ISS
Arson	Range from detention to recommendation for expulsion		
Bomb Threat	Range from detention to recommendation for expulsion		
Disrespect	Range from detention to recommendation for expulsion		
Dress Code	Conference with the student and may be asked to change		
Drugs/Alcohol Referral	Range from OSS up to 10 days to recommendation for expulsion Referred to Activity Director for Good Conduct violation Referral to local law enforcement		
Extortion	1st offense up to 3 days OSS	2nd offense minimum 5 days OSS May be recommended for expulsion	
Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Board Policy 508.08			
Fighting and Use of Physical Force **Including: Physical Aggression without Injury** **Physical Aggression with Injury** **Physical Aggression with Serious Bodily Injury**	1st offense possible 1-3 day OSS Police notified Legal action and charges may be filed Re-entry conference with parent, student and administration Possible: conflict resolution, intervention program, and/or anger management	2nd offense possible 1-3 days OSS Police notified Legal action & charges may be filed Re-entry conference with parent, student, administration & JCL Possible: conflict resolution, intervention program, and/or anger management	3rd offense 5-10 days OSS Police notified Legal action and charges may be filed May recommend expulsion or alternative placement to Board May contact police to immediately remove from school property

The building level administrator retains the discretion to carefully assess the situation and determine appropriate level of discipline in response to threats and/or acts of violence. This approach allows us to consider the unique circumstances surrounding each incident and take the necessary actions to ensure the safety and positive development of our students.

Harassment and/or Bullying	Step 1 Meet with the Guidance Counselor. Discuss future steps and consequences. Documentation of the incident shared with the principal. Notification of parents	Step 2 Meet with the Guidance Counselor and Principal. Students and parents meet with Guidance Counselor and Principal. 1 day ISS JCL will notify police	Step 3 Students meet with the principal(s), and JCL. Students issued consequences ranging from 3 days OSS to 10 days OSS. May be considered for expulsion or alternative placement. JCL referral to court and charges may be filed
Insubordination Including: Disruption	May range from detention to recommendation for expulsion		
Lying or Cheating	1st Offense Detention and possible restitution	2nd Offense Detention and restitution	3rd Offense ISS and restitution
Misbehavior in Cafeteria	1st Offense Detention or quiet lunch	2nd Offense Suspended from lunchroom for minimum of 1 week or more	3rd Offense Suspended from Lunchroom for 1 calendar month. Any subsequent offenses equal suspension from lunchroom for remainder of year
Possession of Dangerous Weapon	Look alike may range from detention to expulsion. Possible referral to law enforcement	Laser-pointing device 3 day ISS and confiscation. Possible referral to law enforcement	Firearm – student will be referred for expulsion and referred to law enforcement
Skip Class	1st offense Parents contacted by the teacher. Teacher documents incident. Communicates with the principal. After school detention with teacher – failure to show = 2 detention office	2nd offense Parents contacted by the teacher. Meeting with parents, student, principal, and teacher. 2-30 min detentions	3rd offense Student may be removed from class and assigned alternative learning plan. 1 day ISS

Tardy to Class	1st offense warned by teacher and recorded in grade book	2nd offense warned by the teacher verbally and in writing. Silent Lunch	3rd offense Warned by the teacher verbally and in writing. 30 minute detention. 4 tardies in a specific class will result in 1 silent lunch. 5 tardies will result in a 30-minute after-school detention to be served in the main office. 6 tardies in a specific class will result in a 60-minute detention. 7 tardies will necessitate a family meeting and 1 day of in-school suspension (ISS). An alternative plan for the student may be determined based on the accumulation of 7 or more tardies.
Theft	May range from detention to recommendation for expulsion. All stolen property will be returned or replaced.		
Tobacco, Look A-likes, Vapes and Electronic Cigarettes	1st offense 2 day ISS Activity Director notified – Code of Conduct violation. JCL notified and police referral. Letter to parents	2nd offense 5 day ISS (reduced to 3 days if voluntarily speaks to substance abuse counselor). Activity Director notified– Code of Conduct violation JCL notified and police referral Conference with parents, administrator, JCL and student	3rd offense 3 day OSS Activity Director notified– Code of Conduct violation JCL notified and police referral. Required substance abuse program at student expense Conference with parents, administrator, JCL and student 4th offense will result in referral to alternative placement or recommendation for expulsion

Truancy	1st offense/year JCL, Administration and Counselor will meet with student. 1 day ISS	2nd offense/year JCL, Administration and Counselor will meet with student. Attendance contract written. 3 day ISS. Referred to county attorney.	3rd offense/year JCL, Administration and Counselor will meet with student and parents. Attendance contract revised. 5 day ISS. Referral to County Attorney 4th offense/year Possible Referral to Board for expulsion. County attorney will take action if student is 16 or younger
Unexcused Tardies to School	Detention double to amount of time missed		
Vandalism and/or Property Damage	May range from detention to recommendation for expulsion. All property damaged will be repaired or replaced at the student's expense.		

**Administrators reserve the right to determine the severity of all consequences.*

Dress Code

Hats will be allowed to be worn in the school/classroom IF they are not a distraction to the learning environment or interfere with others ability to see the instructional materials. Hats will need to be school appropriate and not violate other provisions of the dress code. Students will be required to remove their hats if requested to by a staff member or administration. Hats should be removed during the Pledge of Allegiance. Hats can NOT cover the ears. If this permission becomes an issue, WCSD reserves the right to discontinue hats in the school.

Driver Education

Driver Education is provided by Street Smarts, a company from Indianola, Iowa. Class sessions are held in Winterset during the summer, fall, and spring. There is a fee determined by Street Smarts. Registration forms are available on their website https://streetsmartsdriversed.com

Grading Scale

Percentage Range	Grade	4.0 Scale
95-100	A	4.0
90-94	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.67
0-59	F	0.0

Passes

No student is to be out of a classroom without an active/approved digital hall pass.

School Safety

The health, safety, and wellbeing of our students is of primary importance at Winterset Junior High and High School. Risky behaviors including substance abuse, underage drinking, and vaping are a sobering reality among many teenagers today and are behaviors that our school takes seriously. In addition to being unlawful, studies show that these products are detrimental to the health and wellbeing of students. To promote a safe and healthy learning environment for all, Winterset Junior High and High School conducts occasional searches of students and belongings when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of school rules. These searches may now include the use of a metal detector wand. Additionally, to promote education around these topics, students who are suspended for a vaping and/or THC substance abuse violation will be required to complete an online substance abuse course at the district's expense. Students will also incur a citation from Winterset Police. Please feel free to reach out to a school administrator or counselor for more resources to start the conversation with your teen regarding substance abuse.

Structured Day

Following an In-School and/or Out-of-School suspension, students will rejoin their classes under a "Structured Day" format. This is designed to facilitate a smooth transition back into the school environment. During this probationary period, students are expected to adhere to the behavioral expectations of Winterset Junior High.

As part of this protocol, students will be required to check their phones in at the main office for a designated period of time. This measure is intended to minimize distractions and promote focused engagement in classroom activities.

A student may be required to have silent lunch, where they sit separately from peers, for a period determined by administration. This is intended to offer a quiet environment for reflection on behavior and encourage compliance with school rules.

Tardy Policy

The tracking and management of student tardiness will be overseen by the main office. Tardies will be tallied for each specific class, and consequences will be assigned based on the number of tardies accumulated within that class, not cumulatively across classes. All tardy counts will reset at the beginning of each new academic term.

The disciplinary process for tardiness is as follows:

- Accumulating 4 tardies in a specific class will result in one silent lunch.
- Accumulating five tardies will result in a 30-minute after-school detention to be served in the main office.
- Accumulating six tardies in a specific class will result in a 60-minute detention.
- Accumulating seven tardies will necessitate a family meeting and one day of ISS. An alternative plan for the student may be determined based on the accumulation of seven or more tardies.

Water Bottles

We encourage students to stay hydrated throughout the day by drinking water. Water bottles will be allowed throughout the day as long as:

- Water bottles are of a hardened shell and capped with either a push-bottom, sip-lid, or an auto seal spout. Sports type bottles that squirt are not allowed from 8:00-3:05
- Water bottles are filled during passing time using our filling stations or with permission from a teacher

Any Student using their water bottle in an inappropriate way will have their water bottle privilege revoked until further notice.

WJH Social Media

@WintersetJH

Winterset Junior High

https://www.winterset.k12.ia.us/o/wjhs

Infinite Campus messages and the Electronic Backpack will also be utilized to share pertinent information

High School Specific Information

Academic Eligibility

To be eligible to participate in co-curricular activities, students must pass all classes. If a student is not passing all classes at the end of a final grading period, the student will be ineligible to participate for a period of 20 consecutive calendar days. Students not passing at the end of the school year will be ineligible for summer sports or will be ineligible in the fall, depending on participation. Students in fine arts are ineligible for 20 consecutive school days after each grading period.

Academic Integrity

All student learning is based on the understanding that everyone is thoughtfully engaged in academic tasks and respectful of the work of others. Academic integrity applies to all aspects of teaching and learning. Class assignments and assessments are tools to help students learn; grades show to what degree students achieve learning goals. Therefore, all assignments and assessments for which students receive grades should result from the student's own effort and understanding.

- Behaviors that violate Winterset High School standards for academic integrity include but are not limited to:
    - Plagiarizing work: Plagiarism is the appropriation of and use of another person's writing or intellectual property and submitting it as the student's original work. Whether the source material is from another student, the web (including artificial intelligence when not permitted), or any other medium, students will not appropriate source material and pass it off as their own.
    - Sharing work or unauthorized collaboration: Students will not aid or assist other students in any way on individually assigned tasks.
    - Cheating: All traditional forms of cheating are also unacceptable. This includes behaviors such as capturing images of tests, communicating during exams, and inappropriate or unapproved use of AI, etc.
    - Students will not use humanizers to adjust, refine, or 'filter' any work intended for assessment. Humanizer tools adjust student work to seem more likely completed at their level after an AI tool is used to do the work for the student. This includes any form of student work such as papers, digital creations, images/videos, or any other student task that is a form of assessment which will be graded.
    - Students in CE courses found to have cheated/committed academic dishonesty may have their ability to take CE courses revoked.
        - Automatic loss of Opt-Out for the respective term.

- First Offense:
    - Students will be directed to resubmit the assignment, for partial credit, with original work or complete an alternative assignment, potentially under adult supervision.
    - Appropriate disciplinary actions may be assigned, including but not limited to detention, ISS, parent communication/meeting, or other additional measures.

- Second Offense:
    - Students will be directed to resubmit the assignment, for partial credit, with original work or complete an alternative assignment under adult supervision.
    - Appropriate and potentially more serious disciplinary actions may be assigned, including but not limited to detention, possible code of conduct violation, ISS, or other additional measures.
    - Parent communication required to review our district academic integrity policy.

- Third Offense:
    - Students may be removed from the class with an "F" on their transcript - Academic Dishonesty will be noted.
    - Appropriate and potentially more serious disciplinary actions may be assigned, including but not limited to possible code of conduct violation, ISS or OSS, or other additional measures.

Violation Count	Course-Specific Track	School-Wide Track	Fairness to Student
First of course (term/ semester) ***Logged on Master Sheet***	Student required to resubmit (50%-100% credit at teacher's discretion); Husky Time intervention (1 session). Teacher communication with parent/guardian (email, phone, in-person).		Focuses on "learning from the mistake." High instructional value.
Second (Same Course) ***Logged on Master Sheet***	Zero on assessment, no resubmission; loss of opt-out. Parent/Teacher/ Student/Admin conference.		Escalates because the student disregarded previous feedback
Second (Different Course) ***Logged on Master Sheet***		Resubmit (Max 50%); Husky Time intervention (1 session). Teacher communication with parent/guardian (email, phone, in-person). Administrator intervention with student and loss of opt-out.	The student is held accountable for a pattern of behavior, even if the subject is new.
Third (Same Course) ***Logged on Master Sheet***	May be removed from the course with a failing grade, Academic Dishonesty noted. Additional discipline may be assigned (detention/ISS). Student placed on Academic Probation*.		The student is held accountable for a pattern of behavior, protecting the school's and course's academic and credit integrity.
Third (Overall) ***Logged on Master Sheet***		Zero on assessment (regardless of course); Academic Probation; Additional discipline may be assigned (detention/ISS). Parent/Teacher/ Student/Admin conference; Behavioral Contract.	The student is held accountable for a pattern of behavior, protecting the school's and course's academic and credit integrity.
Subsequent Violations ***Logged on Master Sheet***	Student will be extended on Academic Probation, assigned additional discipline (detention/ISS), other measures may be assigned		

**Academic Probation*

- Students found in violation for a third instance may be placed on Academic Probation, as determined by building administration.

1. The "Human-in-the-Loop" Clause

AI detectors can produce false positives. When a district-approved AI detection tool flags as AI, this will require a conversation between student and teacher before reporting it as cheating and a grade is entered into Infinite Campus. To hold a student accountable fairly:

- The Burden of Proof: A district-approved AI detection tool report alone shall not be the sole evidence. Teachers will look for "Instructional Discrepancy" (e.g., the student's writing in class looks nothing like the submitted work) and use Google Version History. Additionally, the burden of proof lies with the student to produce pre-writing and version history.
- The Oral Defense: If a student is suspected of AI misuse may be directed to an "interview" to explain their logic and vocabulary.

2. Tiered Definitions of "Misuse"

Not all AI use is equal. AI use in class will vary based on the objectives, learning goals, assessment type, and at the teacher's discretion.

- AI as a Tutor: Using AI to explain a concept (may be allowed/encouraged in practice, but not on an assignment when the student is supposed to demonstrate progress toward mastery).
- AI as a Ghostwriter: Using AI to generate the actual prose or solve the math, for example, (permitted only when directed by the teacher, not when the teacher is assessing students' work).
- Failure to Cite: Using AI but not citing it (could be treated as a violation/learning moment, and dependent upon how the teacher requires the AI use be cited).

3. The "Clean Slate" Provision

For the School-Wide Track, violations "reset" at the end of the academic year.

Academic Letters

Letters are awarded to students who have a 3.0 grade point average or above after the first three terms of the school year. Beginning with the class of 2029, students will need to have a 3.25 grade point average or above to be awarded this letter. The 3.0 grade point average (3.25 for the class of 2029) or above is determined in the same manner as the honor roll. If students are on the Honor Roll for the first three terms, consecutively, they are awarded a "star pin" along with their academic letter. If a student qualifies for an additional academic letter, they will receive a bar (or "star pin") rather than a letter.

Advance Absence Notice & School Work Slips

Students on field trips or at competitions or who know of an upcoming absence for any reason for 1 or more days must get an advance absence slip from the high school office. This needs to be signed by the student's teachers for the classes they will miss before students will be allowed to leave. An administrator can sign if a teacher is absent or if a student is unable to obtain a teacher signature. Teachers have the right to refuse signing due to incomplete work or a failing grade. Students watching other students participate in state events must have parents call and get an advance notice slip signed and turned into the office a day before the event.
If this policy is not followed the absence will be considered an unexcused absence.

Advanced Placement (AP) Classes

Advanced Placement (AP) offers motivated students an exciting learning opportunity to pursue college level studies in high school. Those who choose to participate may be eligible to receive advanced placement standing, credit, or both when they enter college. An AP course usually takes a full school year in which to prepare for the exam(s) given every May. Students enrolled in these courses are encouraged to take the Advanced Placement exam. AP credit is not accepted at the college level without successful completion and score of the AP test.

Advisory/Husky Time

The goals of Advisory are to build positive relationships among students, to provide an adult advocate for each student, plan for college, career, and life readiness, and to monitor and support student growth toward academic and personal excellence. Advisory will be by grade level. Advisory will be held once each week and attendance is required for all 9-12 students. Husky Time will be held 4 days each week, attendance is required for all 9-10 students and select 11-12 students and will take place in students' Advisory teacher classroom. Class meetings will be on a weekly rotating schedule, one Advisory per month.

If a student needs to complete academic work and needs the support of their teacher, teachers and students will use a scheduling platform for Learning Seminar attendance. If students do not select a Learning Seminar to attend or are not selected by a teacher to attend a learning support, students will be defaulted to their Advisory in the Seminar scheduling tool and will report to their Advisory classroom for the duration of Advisory time.

<u>9th & 10th Grader Students</u>
Wednesday Advisory > 1:07 – 1:32
Attendance is required for <u>EVERYONE</u>

- Report to Advisory classroom, attendance taken.
- Complete Xello lessons, assignments, surveys, portfolio work, team building, career planning, fun activities.

Monday, Tuesday, Thursday Husky Time > 1:07 - 1:32; Friday Husky Time > 11:12 – 11:36
Attendance required for <u>ALL</u> 9-10 students
Report to Advisory teacher classroom, attendance taken.

- Work on school work for the course for which you are enrolled. Based on Husky Time scheduling, students should work on Xello activities, portfolio, career planning, other course(s) with a low grade(s) or missing work, or study. Certain clubs may meet during this time as well.
- SmartPass will be used to send students to another teacher during Husky Time.

<u>11th & 12th Grade Students</u>
Wednesday Advisory > 1:07 – 1:32
Attendance is required for <u>EVERYONE</u>

- Report to Advisory classroom, attendance taken.
- Grade check for C- or above for Husky Time (Mon., Tue., Thur., Fri.)
- If student has been pulled into Husky Time by a teacher, student must attend even if normally would leave.
- Complete Xello lessons, surveys, portfolio work, team building, fun activities, assignments.
- SmartPass will be used to go to other teachers.

Monday, Tuesday, Thursday Husky Time > 1:07-1:32; Friday Husky Time > 11:12 – 11:36
Attendance required for all students not meeting one criteria or more (see Juniors & Seniors: Husky Time attendance is NOT required when:)

- Report to Husky Time classroom, attendance taken.

- Work on make-up work, homework, Xello activities, studying. Certain clubs may meet during this time as well.
- SmartPass will be used to go to other teachers.

Juniors & Seniors: Husky Time attendance is NOT required when:

- Parent/Guardian permission slip submitted with approval, AND
- C- or higher in EVERY class, AND
- NO suspensions in respective Term,
- Then students do NOT need to report to Seminar.
- Have a 4th block Checkout (not all students have a Checkout).

Audit

Students may take a class on an audit basis if it is not required to graduate. No credit will be received. It will be listed on the cumulative records of the student. The student is required to do the same work as other students enrolled in the class. Required forms to audit a class may be obtained from the guidance center. Forms must be completed the first week of each term.

Backpacks

Student backpacks need to be a traditional backpack/duffle bag that can fit inside the student's locker. The following guidelines around this policy:

- Teachers have the final say if backpacks are allowed in their classroom
- There are certain areas where backpacks will not be allowed: metals/woods shop, FCS kitchen area, in assemblies/pep rallies, the lunch line.
- Backpacks need to be arranged in a way in the classroom in which they are not posing a tripping hazard or preventing students from being able to safely exit a classroom.
- In the event of an emergency, bags should be left in the classroom (ie. Evacuation for ALICE or a fire drill).

CLEP Tests: College Level Examination Program

The CLEP series of examinations allows you to show knowledge in a wide range of subject areas. There are five General Examinations (English Composition, Humanities, Mathematics, Natural Sciences, and Social Studies and History) and 30 specific subject examinations to choose from. CLEP can be an extra boost toward your college career. A number of colleges and universities grant credit based on CLEP performance. This information can be found in the specific college catalogs.

College Visit Guidelines

Seniors may use up to two (2) days for on-campus visits to colleges or universities. Juniors may take one (1) day for on-campus college visits. These days do not count as absences if set up through the counseling office. Additional days for on-campus college visits are subject to approval by the principal. Students wishing to make on-campus visits must pick up the proper form from the guidance office. Students must have all signatures necessary, and their work made up in advance for the visit to be approved. A college representative must also sign the form during their visit. The form is returned to the high school office after the visit.

Cyber Harassment and/or Bullying

Students are prohibited from recording, capturing, or sharing any video, audio, or pictures that may harm or embarrass other students, faculty, or staff through social media or any other electronic medium, while on school property, in a school vehicle, or at a school sponsored activity.
The posting of abusive, threatening, or disruptive language on social media that is intended to demean or intimidate another student or staff member is prohibited while on school property, in a school vehicle, or at a school sponsored activity.

1st offense: -The student must check their phone in the main office for 5 school days -The student will conference with the building administrator and their parents/guardians -Possible 1-3 days of ISS/OSS	2nd offense: -The student must check their phone in the main office for 10 school days -The student will conference with the building administrator and their parents/guardians -Possible 1-3 days of ISS/OSS	3rd Offense -The student must check their phone in the main office for 10 school days -The student will conference with the building administrator and their parents/guardians -Minimum of 5 days OSS, may be recommended for expulsion

Daily Schedule

Students are allowed in the academic corridor at 7:45
Students who wish to enter the academic area before 7:45 a.m. must go through the high school office where they are to sign in before being allowed into the academic corridor. Students must have a valid academic reason for entering the academic area before 7:45 a.m.

3:05 Dismissal		1 Hour Delay		1:05 Dismissal	
EB	7:00-7:55	EB	8:00-8:55	EB	7:00-7:55
Breakfast	7:40	Breakfast	8:40	Breakfast	7:40
B1	8:00-9:30	B1	9:00-10:16	B1	8:00-9:00
B2	9:34-11:04	B2	10:20-11:36	B2	9:04-10:04
B3	11:08-1:03	B3	11:40-1:20	B3	10:08-11:08
A Lunch	11:29-11:52	A Lunch	12:02-12:26	Husky Time	11:12-11:36
B Lunch	12:16-12:39	B Lunch	12:29 -12:53	B4	11:40-1:05
C Lunch	12:39-1:03	C Lunch	12:56-1:20	A Lunch	11:36-12:00
Husky Time	1:07-2:37	Advisory	1:24-1:49	B Lunch	12:01-12:25
B4	1:36-3:05	B4	1:53-3:05	C Lunch	12:41-1:05

**Early bird and athletes in am practices will remain in designated areas*

Deliveries to High School

In addition to school policy on Deliveries to School (pg. 26), students at the high school are not permitted to order food delivery to the high school using a delivery service (Uber, DoorDash, etc.). If one is received it will be held in the high school office and the student can pick it up at the end of their school day.

District Testing

The Iowa Assessments will be given to students each year. Other group tests will be given to determine student aptitudes and interests as it relates to post-secondary education and vocational choices.

Dress Code

Hats will be allowed to be worn in the school/classroom as long as they are not a distraction to the learning environment or interfere with others ability to see the instructional materials. Hats will need to be school appropriate and not violate other provisions of the dress code. Students will be required to remove their hats if requested to by a staff member or administration. Hats should be removed during the Pledge of Allegiance. Hats can NOT cover the ears. If this permission becomes an issue, WCSD reserves the right to discontinue hats in the school.

Driver Education

Driver Education is provided by Street Smarts, a company from Indianola, Iowa. Class sessions are held in Winterset during the summer, fall, and spring. The fee is determined by Street Smarts. Registration forms are available on their website https://streetsmartsdriversed.com

Dual Credit Courses

Des Moines Area Community College and our high school have formed a partnership to offer junior and senior students the opportunity to earn college credit in some courses and programs, including the Madison County Career Academy. Tuition for these courses is covered through an agreement with WCSD and DMACC. See the course guide for dual classes taught at Winterset.

Students may transfer these earned credits to a four-year institution. It is the responsibility to the student to communicate with other colleges to decide if and how credit will be accepted.

Early Graduation

Early graduation from WHS will be allowed for students that have completed the requirements outlined in Board Policy 505.06. Students will need to have met the minimum graduation requirements as well as turned in a completed Early Graduation Application. The application requires student and parent signatures, and a counselor signature prior to turning into the office. The principal's signature will be the last signature for the form. In addition, students will need to meet with their counselor and principal to discuss their desires for early graduation as well as future plans. A transcript review will be done at that time. All applications will be submitted along with the required typewritten letter to the Winterset School Board requesting to graduate early and outlining future plans. Letters that do not contain proper letter and sentence structure, the required length (2 paragraphs) or that contain spelling and grammar errors may be returned to the student for fixing. The letter needs to meet the qualities of a professional letter prior to being presented to the School Board.

Due to the time needed to check transcripts, complete schedules, etc. we ask that the following serve as a timeline for early graduation application submission. Applications may be accepted outside of these guidelines at the discretion of the building principal and on a very limited basis. It is the responsibility of the student requesting to graduate early, to complete and submit all needed materials by the dates below.

Senior year after Term 1
Applications submitted to WHS Office by October 1, approved at October Board Meeting

Senior year after Term 2
Applications submitted to WHS Office by October 1, approved at October Board Meeting

Senior year after Term 3
Applications submitted to WHS Office by December 1, approved at December Board Meeting

Juniors after the end of Term 4
Applications submitted to WHS Office by December 1, approved at December Board Meeting

Grades

Grades are given for work satisfactorily performed in a given course according to standards.

A = Superior	C = Average	F = Failure
B = Above Average	D = Below Average	I = Incomplete

Grading Percentages

The criteria for grading will be based upon assignments, tests, quizzes, papers, rubrics, projects, activities, participation, and final exams. Individual instructors will determine weighting of these items. All students will be required to take final exams at the end of each quarter, unless they have earned opt out privileges. *All grades are rounded up .5 and above (for instance, 89.5-89.9 will be rounded to 90)

A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	Below 59	.00

Graduation Requirements

Language Arts	8 credits (includes speech, writing and literature/reading classes)
Mathematics	6 credits (includes Algebra 1, Geometry, Algebra II)
Social Studies	6 credits (includes World History, US History, Government and Financial Literacy)
Science	6 credits (must include Physical Science and Biology)
Health Education	1 credit
Physical Education	4 credits
Husky Ready	1 credit (Class of 2024 & beyond)

To receive a high school diploma from Winterset Community Schools, a student must have earned a total of 52 credits. All students must participate in physical education, unless excused by a physician or for religious beliefs. A complete list of course offerings can be found in the course registration guide. Credits needed to be classified as a sophomore are 13; a junior, 26; and a senior, 39. Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of graduation ceremony or other senior activities will not be allowed to participate.

Students are not required to participate in the graduation ceremony; if you are not planning on participating in the graduation ceremony, please notify the High School office.

Homework Policy

Teachers assign homework, extra class activities, or other schoolwork as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work.

Honor Roll

Each term a student honor roll is published. Students must have a grade point average of 3.00 or better for all full credit subjects. Starting with the class of 2025, this GPA will transition to 3.25 or better. Students receiving "Audit" grade from the music department in a full credit music course or an art course will have an opportunity to be on the honor roll, but the student must receive a passing grade in that audit course. Anyone receiving a grade lower than a "C-" in any subject, including ½ credit subjects, is automatically eliminated from the honor roll.

Independent Study

Any senior interested in the privilege of independent study must apply to the guidance department before the beginning of the term involved. He/she must meet the approved criteria of the counselors, teachers, and principal.

Infinite Campus Grade Recording

Teachers will complete Infinite Campus Lesson Planner entries and grades on a weekly basis. The information in Lesson Planner will be clear to students who may have missed class and to parents who access Lesson Planner.

Each grade recorded into Infinite Campus will be labeled so that students and parents can understand what the grade was for and when the grade was recorded. Grades will be updated at least once a week.

Mid-Term Grades

Mid-term grades should be considered indicators of performance at that point in the term. Mid-term grades will be presented at Parent/Teacher Conferences. Grades can be checked at any time on Infinite Campus on-line. Parents are urged to contact teachers whenever they feel it necessary to discuss the progress of their student.

Open Campus - Juniors/Seniors

High school juniors and seniors are eligible for open campus lunch privileges with written parental consent. While off-campus, students are representatives of Winterset High School and are expected to conduct themselves responsibly and respectfully. Failure to adhere to school policies, local laws, or exhibiting behavior detrimental to the school's reputation may result in the suspension or revocation of open campus lunch privileges. Students must promptly return to school and be on time for scheduled classes. Open campus privileges are a privilege, not a right, and may be revoked at the discretion of school administration. Students in grades 9-10 are NOT permitted to leave the building during lunch.

Opt-Out Term Test

Students have an opportunity to opt- out of one term exam of their choice. Opting out is an earned privilege and can be taken away.

The following criteria will be used to determine eligibility for the opt -out:

- Not having a detention for the term;
- Not having an ISS or OSS for the term;
- Having an 80% or better in the class of choice;
- Cannot have any unexcused absences from school.

Eligibility is for each term: loss of eligibility may also be due to tardy from previous opt- out, ISS or OSS.

An instructor has the right to have the student take a term exam. Some classes do final projects from which students cannot opt- out. Students are allowed to leave school during their block of opt-out time, or parents may request their child stay in school.

Students will need to be attendance during all blocks in which they have a course during Term Finals whether they have a final or not. This includes PE, Band, Study Hall, etc.

In order to earn an additional opt-out from ISASP tests, a student must be proficient in all tested areas.

Pass/Fail

A senior student may take a course on a pass-fail (P/F) basis, with the approval of an academic counselor, if it is not a required course. Pass-fail applications must be renewed at the beginning of the second term for two term courses. Students taking a P/F course will receive a “P”, which does not affect their GPA. Students who fail the course will receive an “F” on their transcript and the “F” is counted toward their GPA. The P/F status must be established within the first three school days of the course. A CE course cannot be taken on a P/F basis.

Phones/Personal Devices

To foster the best educational experience, students need to feel connected to their learning environment and the school community. Building these meaningful connections can happen in many ways. While technology has enhanced our ability to connect across various virtual platforms and can enrich the learning environment when used effectively, it is essential for students’ developmental health and growth that they have opportunities for in-person interactions. In-person learning and engagement allow students to develop crucial life and social skills that are essential for their future success in the community.

To ensure a more focused learning environment, students are prohibited from using personal electronic devices during instructional time. District-owned electronic devices are available for instructional purposes as deemed appropriate by the classroom teacher. "Personal electronic devices" means any device capable of electronically communicating, sending, receiving, storing, recording, reproducing, or displaying information and data. While students may wear smart or electronic watches, they must disable notifications and refrain from using any communication features or applications that are prohibited on other devices. Devices authorized under an Individualized Education Plan (IEP), a Section 504 Plan, or an Individual Health Plan (IHP) are exempt from this policy. Instructional time is defined as the period from the start-of-class bell to the end-of-class bell. Students will need to store their personal electronic devices in their locker, backpack, or use the pouch system within the classroom. Personal electronic devices should not be in a student’s pocket, or otherwise on their person.

All district staff are authorized to help enforce this policy and its regulations as needed. To minimize distractions during instructional time, personal electronic devices must be silenced or turned off, kept out of sight, and not physically attached to the student. Students may store devices in their backpacks unless directed otherwise. Staff members may set classroom-specific rules for the placement of personal electronic devices during instructional periods, consistent with this regulation. If a student is observed using a device during instructional time, the observing staff member will notify building administration. The administration will require the student to turn in the device, which will be secured in the front office until the end of the school day. The district is not responsible for any loss, theft, or damage to personal electronic devices brought to school, district property, or school-sponsored events.

Students may use personal electronic devices outside of instructional time while on school property, at school-sponsored events, or in ways that could impact the educational environment, provided their use complies with all applicable laws and board policies. Any violation of this policy may result in disciplinary action. The superintendent, in collaboration with building-level administration, will establish administrative regulations to support and enforce this policy.

Violations of this policy, throughout the school year, will be handled as follows:

- 1st Violation: The device will be confiscated and stored in the office for the remainder of the school day. Students will be able to pick up their phone at the end of the day. Parents will be notified.
- 2nd Violation: The student's phone will be confiscated and stored in the office for the remainder of the day and the next consecutive school day. Parents will be notified; student will lose their opt out.
- 3rd Violation: The student's phone will be confiscated and stored in the office area for the remainder of the day and will be checked into the office before school for one week. Parents will be notified and detention time will be assigned.

Any subsequent violations will result in the device being confiscated, stored in the office area, and checked into the office before school for one week. Parents will be notified. Detention or in-school suspension will be assigned. If a student in violation of this policy refuses to turn over their device, this will be considered insubordination, and other discipline options will occur.

Post Secondary Enrollment Options (PSEO)

Students in grades 9-12 may receive class or vocational-technical credits that count towards graduation requirements for successfully completing courses at any eligible community college, private college, or state university. WCSD may pay up to $250.00 of the tuition cost of a course taken by 9th or 10th grade talented and gifted students and 11th and 12th grade students. WCSD pays only for courses that are NOT offered by the high school and only after students have exhausted the curriculum offerings at the high school. Only then, will a PSEO course be considered. WCSD does not pay for summer school classes. However, upon prior approval from the high school administration summer school classes taken by the students at their expense may be eligible for credit.

Before enrolling in a course, students aged 18 or over or the parents of students under age 18, shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The student must reimburse the school district for all costs directly related to the course that either failed or failed to receive credit. The school district may waive the cost of the course for students who fail for reasons beyond their control, including but not limited to, the student's incapacity, death in the family, or a move to another school district.
Students will be responsible for their own transportation and other costs.

Report Cards

Report cards are available through Infinite Campus at the end of each nine-week term. Report cards will only be mailed at the end of the school year at parent's request. Letter grades are used to designate a student's progress for each term. Grades can be checked at any time on Infinite Campus Parent Portal.

Schedule Changes

The counselor does not encourage students to make course changes; however, sometimes circumstances necessitate an adjustment because of the following situations: computer error, course already completed and passed, and teacher recommendation.
Students are encouraged to make schedule change requests prior to the start of each term. Student schedule changes are not allowed after the 2nd day of each new term.

All changes must go through a counselor to verify credits and requirements; changes will be based on career and educational plans.

Parents are encouraged to discuss schedules with their child and the guidance department.
Students are not allowed to drop a course without approval after the first five (5) days of the term/semester. Any student dropping the course will receive an "F" for the course and will not receive credit for the course. Students wishing to drop a course must have prior approval from a parent, a counselor, and administration.

School Safety

The health, safety, and wellbeing of our students is of primary importance at Winterset Junior High and High School. Risky behaviors including substance abuse, underage drinking, and vaping are a sobering reality among many teenagers today and are behaviors that our school takes seriously. In addition to being unlawful, studies show that these products are detrimental to the health and wellbeing of students. To promote a safe and healthy learning environment for all, Winterset Junior High and High School conducts occasional searches of students and belongings when school authorities have a reasonable suspicion that the

search will uncover evidence of a violation of school rules. These searches may now include the use of a metal detector wand. Additionally, and in an effort to promote education around these topics, students who are suspended for a vaping and/or THC substance abuse violation will be required to complete an online substance abuse course at the district's expense. Students will also incur a citation from Winterset Police. Please feel free to reach out to a school administrator or counselor for more resources to start the conversation with your teen regarding substance abuse.

Term Finals

Each course will have a Term Final, which could be a traditional assessment, a paper/essay, a project, or another approved assessment form. Students are required to complete each Term Final, unless the student elects to use their "opt-out". Teachers do have the authority to require a student to complete a Term Final, regardless of student's "opt-out" request. Students with an approved "opt-out" for 1st block or 3rd block Term Final do not have to report to school until their next scheduled final unless they are requested by a teacher to be at school to prepare for a final exam.

- Students must stay until the end of each testing period.
- If a student does not attend a Term Final in which they are not using an "opt-out", attendance will be marked accordingly and the student may receive a zero (0) for the Term Final.
- If a student has been called out by a parent/guardian in which they will miss the Term Final, the student will receive an Incomplete (INC) mark in the gradebook until the Term Final has been completed.

Discipline

The discipline guidelines discussed in this section are not designed to describe all possible situations. Any other acts that are judged to be a failure to adhere to standards of appropriate conduct may be disciplined ranging from detentions to expulsion. Administration reserves the right to determine the severity of all discipline consequences.

Behavior Guidelines

Students should understand that any teacher or school employee has the authority to correct misconduct or submit a discipline referral to the administration at any time.

Detentions

Teacher-Assigned Detentions:

- A behavior referral will be submitted when detention is used as a consequence.
- Teachers assign detentions for actions that are inappropriate for the classroom and school environment. A student will have two days to serve an assigned detention. For example, if a student is assigned a 30-minute detention on Monday, the student must have the detention served by the end of the day on Wednesday.
- If the student fails to serve the detention in the two-day time frame, the detention referral is turned over to the Assistant Principal and the amount of issued time automatically doubles.
- The teacher issuing the detention will be responsible for notifying the student being issued the detention.
- The teacher will also be required to contact the parent of the incident and the purpose for issuing the detention.
- Practices, rehearsals and scheduled activities will not be considered reasonable exceptions for missing assigned detention time.
- Incomplete Detentions - Students who earn a detention for any reason cannot participate in a contest, performance, dance, club event/activity, or extracurricular activity until the issued detention has been completed in full, unless it was issued the previous school day or the day of said activity. Practices or general meetings are not included. Administrator discretion may be used for making final decisions on unserved detention time and an event/activity.

High School Discipline Matrix

Abusive or Inappropriate Language, Profanity	1st offense Parents contacted by the teacher. Detention-ISS	2nd offense Parents contacted by the teacher. Detention-ISS	3rd offense Student may be removed from class and assigned alternative learning plan
Arson	Range from detention to recommendation for expulsion		
Bomb Threat	Range from detention to recommendation for expulsion		
Disrespect	1st offense Parents contacted by the teacher. Detention - ISS	2nd offense Parents contacted by the teacher. Detention-ISS	3rd offense Student may be removed from class and assigned alternative learning plan
Dress Code	Conference with the student; student may be asked to change		
Drugs/Alcohol	Range from OSS up to 10 days to recommendation for expulsion. Referred to Activity Director for Good Conduct violation Referral to local law enforcement		

Extortion	1st offense Minimum 3 days OSS	2nd offense Minimum 5 days OSS and may be recommended for expulsion	
Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence – Board Policy 508.08			
Fighting and Use of Physical Force **Including:** Physical Aggression without Injury; Physical Aggression with Injury; Physical Aggression with Serious Bodily Injury	1st offense 1-3 days ISS/OSS Police may be notified Legal action and charges may be filed Re-entry conference with parent, student, and administration may be held Possible: conflict resolution, intervention program,	2nd offense Minimum 5 days ISS/OSS Police may be notified Legal action & charges may be filed Re-entry conference with parent, student, administration & JCL Possible: conflict resolution, intervention program, and/or anger management	3rd offense 10 days ISS/OSS Police may be notified Legal action and charges may be filed May recommend expulsion or alternative placement to Board May contact police to immediately remove from school property
The building level administrator retains the discretion to carefully assess the situation and determine appropriate level of discipline in response to threats and/or acts of violence. This approach allows us to consider the unique circumstances surrounding each incident and take the necessary actions to ensure the safety and positive development of our students.			
Harassment and/or Bullying	Step 1 Meet with a Guidance Counselor. Discuss future steps and consequences. Documentation of the incident shared with the principal. Notification of parents	Step 2 Meet with the Guidance Counselor and Principal. Students and parents meet with Guidance Counselor and Principal. ISS/OSS Possible referral to law enforcement	Step 3 Students meet with the principal(s), and JCL. Students issued consequences ranging from 3 days ISS to 10 days OSS. May be considered for expulsion or alternative placement. Possible referral to law enforcement
Insubordination	1st offense Parents contacted by the teacher. Detention-ISS	2nd offense Parents contacted by the teacher. Detention-ISS	3rd offense Student may be removed from class and assigned alternative learning plan. Detention-ISS/OSS

Misbehavior in Cafeteria	1st Offense Suspended from lunchroom for 1-5 days	2nd Offense Suspended from the lunchroom for a period of 1-4 weeks	3rd Offense Suspended from the lunchroom for the remainder of semester. Any subsequent offenses equal suspension from the lunchroom for 4-9 weeks
Possession of Dangerous Weapon	Look alike may range from detention to expulsion. Possible referral to law enforcement	Laser-pointing device 1- 3 days ISS and confiscation. Possible referral to law enforcement	Firearm – student will be referred for expulsion and referred to law enforcement
Removal from Class	1st offense Parents contacted by the teacher. Teacher documents incident and calls and communicates with Administrator Detention with teacher – failure to show = 1 day ISS	2nd offense Parents contacted by the teacher. Meeting with parents, student, Administrator, and teacher. Detention- 1-3 day ISS	3rd offense Student may be removed from class and assigned ISS for the remainder of term OR student may be referred to Bridges. Student may receive failing grade for term

Skip Class Defined as: a student who misses 10 minutes or more of a class and is within the building.	1st offense Parents contacted by the teacher. Teacher documents the incident and communicates with the administrator. Detention with teacher; failure to show = 1 day ISS	2nd offense Parents contacted by the teacher. Teacher documents the incident and communicates with the administrator. Referral by teacher, consequence may range from detention OR suspension, managed by the office.	3rd offense Student may be removed from class and may be assigned ISS-OSS. Students may receive a failing grade for term and receive no credit.
Tobacco, Lookalikes, Vaping Devices, and Electronic Cigarettes *(Law enforcement may be contacted)*	**1st offense:** 1-3 days ISS/OSS Activity Director notified – Code of Conduct violation. JCL notified and police referral. Letter to parents	**2nd offense:** 1-5 days ISS/OSS (reduced to 3 days if voluntarily speaks to a substance abuse counselor). Activity Director notified– Code of Conduct violation JCL notified and police referral Conference with parents, administrator, JCL and student	**3rd offense:** 3-5 days ISS/OSS Activity Director notified– Code of Conduct violation JCL notified and police referral. Required substance abuse program at student expense Conference with parents, administrator, JCL and student 4th offense referral to alternative placement or recommendation for expulsion
Theft	May range from detention to recommendation for expulsion. All stolen property will be returned or replaced. Law enforcement may be contacted.		
Vandalism and/or Property Damage	May range from detention to recommendation for expulsion. All property damage will be repaired or replaced at the student's expense. Law enforcement may be contacted.		

**Administration reserves the right to determine the severity of all discipline consequences*

Expulsion

Expulsion excludes a student from school and all school activities for any period of time in excess of ten school days per term. The Board of Education shall retain sole and exclusive authority to invoke expulsion as a disciplinary measure. If a student is recommended to the Board of Education for expulsion, that student will be suspended from school for a period not to exceed ten consecutive school days. Students may be suspended for periods longer than ten consecutive school days if the school and the parents agree upon it. If a student is suspended, either in-school or out-of-school, or expelled, that student will be excluded from all Winterset Community School activities, either as a participant or a spectator, for the duration of the suspension. In addition, any student who is suspended is not permitted on school property, except when attending the in-school suspension program or with the permission of the Principal or Associate Principal.

In-School Suspension

In-school Suspension (ISS) is the temporary isolation of a student from the general student population. In-School Suspension will be served in the main office or ISS room.

Students are not eligible to participate, attend extra-curricular activities or practices while under suspension.

The guidelines are as follows:

- Students will be allowed restroom breaks at the discretion of the supervisor.
- The student will eat lunch when the Success Center Supervisor determines.
- Studying or reading is required.
- Sleeping or laying head down will result in more assigned time ranging from detention – additional ISS

Out of School Suspension

An Out-of-School Suspension is a period of time not to exceed ten (10) consecutive school days which removed the student from the school building. Students will not be allowed on school grounds, and they may not participate or attend any school-related functions or activities while serving their Out-of-School Suspension.

Tardies

Unexcused Tardies

- Definition: Student late to class after the bell rings without a pass/SmartPass. If a student is more than 10 minutes late it will count as an Unexcused Absence (UN).
- Teachers will complete a referral document for three tardies and above.
- Tardy consequences
    - 1-2 unexcused tardies: will be tracked and managed by the classroom teacher and recorded in Infinite Campus. Teacher will give the student a verbal warning.

- 3-4 unexcused tardies: will be tracked and managed by the classroom teacher and recorded in Infinite Campus. Student will be issued a 15-minute detention to be served with the teacher. Teachers will utilize at least two interventions within the classroom with one being contacting the student's parent/guardian in a collaborative effort to address the student's tardiness.
- 5-6 unexcused tardies: Classroom teacher will record in Infinite Campus. Student may be required to serve a detention (30-45 minutes).
- 7-9 unexcused tardies: Classroom teacher will record in Infinite Campus. Student may be put on an attendance contract and/or a meeting may be held bringing the student, parent/guardian, counselor/administrator, teacher(s) together to work on assisting the student in managing their academic responsibility and timeliness. Student may expect to be issued ½ day - 2 days ISS.
- 10th unexcused tardy: Classroom teacher will record in Infinite Campus. Student will have an attendance meeting with counselor, administrator, and parent/guardian to be considered being dropped from class and may not receive course credit.

Rights and Responsibilities

Areas off Limits in the High School

The following areas are off limits to all students, unless they are under the direct supervision of a teacher:

- All classrooms
- Media center
- Gymnasium
- Laundry room and custodians' rooms
- Physical education offices and locker rooms
- Parking lots (during the school day)
- Computer labs
- Junior high area
- Auditorium

Beverage Policy

Individual classroom teachers have the discretion whether to allow consumption of beverages or food in their classrooms.

Cell Phone & Office Visits

Students who are brought into the high school office for disciplinary reasons or investigation purposes may be required to check their cell phone into the office upon arrival. The device may be returned at the conclusion of the incident or investigation or administrator approval.

Check -Out Privileges for Juniors and Seniors

Seniors may have the opportunity to check- out twice (2) throughout the school year. Juniors may have the opportunity to check -out once (1) throughout the school year. A student checking out must leave the building, or go to the Media Center, for the time they are allowed and not return until the next class begins.
If a student wants to remain in the building, he/she must have permission from the office.

Students may have check out privileges if they meet the following requirements:

- Signed permission slip from their parents
- Passing all their classes
- No misconduct violations (determined by administration).

College Representatives/Visits

Juniors and seniors are encouraged to visit college representatives when they visit our school. Students may sign up in the Guidance Counselors office after the visit has been announced; however, juniors and seniors may not miss a class more than four times a year to visit a representative.

HALO/Vape Sensor Investigation Protocol

The Junior High / High School has installed HALO sensors in the restrooms throughout the building. These sensors provide information regarding the use of a vape, THC, or other chemicals in the restrooms. In addition, these sensors provide information regarding possible emergency, aggression, and tampering events. The sensors are connected to the school's camera system and therefore we are able to see who is in the restrooms when the sensors alert us to a possible situation. Below is the investigation protocol for HALO/Vape Sensor alerts:

- Using cameras identify students that were present in the area at the time of detection.
- Each student will be called to the office and questioned.
- Each student will be asked to empty/dogear pockets, show waistline, show shoes and socks.
- Students' bags and locker will be searched.

If Vape **with** THC is found:

- Parents notified
- Police will be contacted
- Discipline will be followed per the Drugs section in the Junior High / High School Discipline Matrix
- Parents/Guardian will need to pick up the student

If Vape **without** THC is found:

- Parents notified
- Police will be contacted
- Discipline will be followed per the Tobacco, Look A-Likes, Vaping Devices, and Electronic Cigarettes section in the Junior High / High School Discipline Matrix

If nothing is found:

- Parents notified
- Behavior Referral may be sent - Consequence = Warning
- Further situations may result in corresponding consequences (ie. detention - ISS)

In the event of an Aggression, Tampering, or Emergency alert, the handbook will serve as the guideline for the investigation and possible disciplinary action.

Motor Vehicles

Once the vehicle has arrived on school property, the vehicle should be parked in the student designated parking lot. Once a student parks their car, they are considered to be at school and are governed by all regulations and policies.

- No one is to enter a motor vehicle without permission from the administration until school has been dismissed for the day.
- Any reckless driving, carelessness, or infractions of the rules may result in the suspension of the student's privilege to drive a motor vehicle to school, and a referral to law enforcement.
- If the privilege to drive a motor vehicle to school results in truancy, excessive tardiness or illegal activity this privilege may be revoked.

Parking Lot Regulations

Driving a motor vehicle to and from school is a privilege, not a right. It is important that all students follow these regulations for the safe operation of our parking lot:

- Any and all vehicles a student drives to campus will be registered with the high school office. The registration process will include completing a form to ensure details of the driver and vehicle are on file. This form can be completed during the first week of the school year and if/when a new vehicle is driven to campus.
- Students who do not park correctly (within the space provided) or park in restricted areas during the school hours may be fined and/or towed. All fine money will be placed in the Student Activity Account. Staff parking spaces will be identified and off limits to all students. Students will be fined if in violation of improper parking.
- Students are not to loiter in the lot 30 minutes after events.
- Students who drive recklessly will be treated as follows:
  - First Offense--Warning
  - Second Offense--A complaint will be filed with the police.
  - Third Offense- Vehicle may be towed at owner's expense.
- Students that park in the red fire zone in front of the east doors and loading dock will have their cars towed immediately without warning. This policy is in effect 24 hours a day.
- School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school.
- Students who fail to follow the rules will lose the privilege of driving a motor vehicle and may also be subject to additional consequences.

School Permit

An Iowa Minor License (school permit) for athletics and activities is available on a limited basis to students who meet all the following criteria:

- In grades 9-12
- Involved in an extracurricular or co-curricular activity
- Completed the Athletics and Activities Application
- Transportation is not available to the activity/sport in which the student wishes to participate
- Completed a certified driver's education program
- Possesses a student learner's permit for at least six (6) months
- Follows conditions set by the Iowa Department of Transportation (DOT) and the Iowa Department of Education (DOE)

Additional district requirements include:

- The district may deny requests if adequate parking is not available at the high school

- The district will pursue appropriate action for students who abuse their driving privileges. The school permit is to be used only to go to and from the school activity/sport and to obtain fuel. The local authorities may act strictly on abuse of the school driving permit.

Application Process:

- Student in grade 9-12 and participate in extracurricular/co-curricular activity
- Complete the Student Activity Driving Application and obtain all required signatures
- Fill out the Iowa Department of Transportation Affidavit for School License and obtain the proper signature
- Contact the Administration Office for final sign-off at 515-462-2718. Bring all signed and completed paperwork and permit.
- Take copies of the forms to the DOT to obtain the activities school driving permit.

WHS Social Media

 @WintersetHS, @WintersetHusky

 Winterset High School

 https://www.winterset.k12.ia.us/o/whs

Infinite Campus messages and the Electronic Backpack will also be utilized to share pertinent information

Technology and Digital Devices

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law.

Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Cell phones may not be used inappropriately in the restrooms, dressing rooms, locker rooms or any areas where a reasonable expectation of privacy exists.
If students are found using their cell phones inappropriately in undesignated areas or without permission, the phone will be confiscated and the student will be subject to the following consequences:

First Offense:

- Student's cell phone will be confiscated and turned into the office for the remainder of the day; and the warning will be entered into Infinite Campus

Second Offense:

- Student's cell phone will be confiscated and turned into the office; student will turn in their phone before their first class for five (5) school days.
- Student will prove it is a working phone
- The parents/guardians will be contacted
- Consequence will be entered into Infinite Campus

Third Offense:

- Student's cell phone will be confiscated and turned into the office; student will turn in their phone before 1st class for one month or remainder of semester (whichever is longer)
- The parents/guardians will be contacted

Fourth Offense:

- Student's cell phone will be confiscated and turned into the office
- The parents/guardians will be contacted and asked to retrieve the cell phone.
- A conference with parents/guardians, student, and administration will be scheduled to discuss an alternative plan.

**The count of offenses resets to zero at the start of the new semester.*

Athletics and Activities

Activity Awards
Students are selected for certificates, awards, and letters for co-curricular activities and athletics according to the rules and regulations of the activity or sport. The club sponsor, activity sponsor, and coach will inform students of requirements for the awards.

Assemblies
Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students are expected to be respectful during the assembly.

Attendance and Eligibility
A student must be present in school two blocks of the day to be eligible to participate or attend a school activity that night. This includes practices and rehearsals. Exceptions to this rule can be made by the administration when the situation is discussed with the administration prior to the absence.

Attendance at Extracurricular Activities
Students may not leave the school during an activity and be readmitted later even though he/she may have an activity ticket.

Co-Curricular Clubs and Activities
Regular club meetings will be conducted on an as-needed basis. In addition, cabinet meetings of various organizations are held when necessary, before or after school hours. For a student to be a member of a club or an organization, he/she must sign up and pay the necessary dues by the date that is established at the beginning of each year. All organizational meetings will take place before or after the school day or during seminar time. Only those students who have paid their dues will be allowed to attend.

Dances
The following guidelines will be followed for all dances sponsored by Winterset High School:

- Dances are for WHS students (grades 9-12) who are in good standing and their dates (9th grade and above).
- Out of school dates are subject to all regulations and must be cleared by the administration by 3:10 p.m. on the day of the dance. A date 21 or older may not attend.
- Students must have attended school at least two blocks on the day of a dance to be eligible to attend unless prior arrangements are made with the principal or associate principal.
- Doors will be closed one hour after the beginning of the dance. No one will be allowed into the dance once the doors are closed.
- Students who leave the building during the dance will not be readmitted and must leave the school premises.
- Vehicles driven to the dance must be left in the school parking lot and are subject to policy supervision.
- Dress should be appropriate for school.
- Dancing needs to be appropriate for school. Dancing needs to be face-to-face dancing with appropriate space between partners. Students will be warned if they are not meeting expectations and asked to leave if they continue or do not comply.

Junior-Senior Prom – Junior and senior students may invite other students grades 9 and above to the Junior-Senior Prom. Anyone 21 or over may not attend. All WHS students that attend need to be in good standing with the school. Students are not to invite a student younger than a junior with the intention of that invited person spending the evening with another student who is younger than a junior. When it is determined that this is the case, the younger students will not be allowed to attend.

Prom is a formal occasion and students are expected to dress appropriately. Any date (not a current Winterset student) is to be signed up in the office before the end of the day on the Friday before prom. All other rules pertaining to dances are in effect.

Silver Cord
Each year, starting the summer of their 8th grade year, students may do 40 hours of pre-approved community service for a total of 160 by May 1st of their senior year. The hours can come from a list of pre-approved activities or by filling out a pre-approval form and gaining confirmation. These hours cannot be requirements, court- ordered community service, compensated work, or jobs performed for relatives. They can be hours spent working with other student groups to help non-profit organizations; more information about this is available in the handbook. Upon successful completion of the 160 hours senior students will be recognized at the awards banquet, presented with a certificate and given a silver cord to be worn at graduation. These students will also be recognized at graduation for their community efforts and leadership.

Tailgating on School Property
Tailgating, at the high school level, has recently become a popular activity for some students. Tailgating is defined as the preparation or consumption of food or beverages on District property. Tailgating can also include congregating on District property at a vehicle for social interaction. Tailgating on school property must cease at the beginning of the first event of the

evening. Tailgaters will be subject to all WCSD Board policies. Tailgaters should be aware of Board Policy 903.4 – Public Conduct on School Premises. Any person damaging District property will be responsible for the cost of repairs. All trash must be disposed of in trash containers or removed from District property.

Once an event begins, individuals will be expected to either enter the event or immediately leave school property. Congregating and loitering on school property will not be allowed during the time in which the event is in progress or after the event.

Possession of alcohol, tobacco and other illegal substances on district property is prohibited. Violators will be subject to any WCSD Board Policy and should be specifically aware of Policy 502.7 – Student Rights and Responsibilities: Smoking-Drinking-Drugs and Policy 905.2 - Public Conduct on School Premises.

Inappropriate or unsportsmanlike behavior may result in removal from District property and suspension from future activities. WCSD and the Winterset Police will work together to support a safe environment for everyone. Adherence to these expectations will allow WCSD to continue the support of tailgating activities.

The Winterset School District is not responsible for accidents, damage, loss or theft of materials or personal property.

Activities Program Expectations

Dear Parents and Students:

Welcome to the activities program at Winterset. The Activities Department at Winterset Community Schools is committed to the overall vision and mission of the school. The department strives to have its participants reach their full potential in all areas of participation. It is my hope that your participation will be a rewarding one! As a participant, you are held to the code of good conduct and also to academic requirements of the school system. When you choose to be a member of a team, you then choose to represent yourself, your team, your school, and community. Please do so in a positive manner!

Student participants are striving to succeed in two demanding areas simultaneously- academics and activities. Students have the responsibility of developing and working toward an educational goal as well as training in their sport or activity. The activities department encourages and assists students in maintaining academic eligibility so they can continue to participate.

The staff is eagerly anticipating the next season and is excited to have the opportunity to work with you. In order to facilitate your participation, we have put together this information for you concerning expectations, lettering criteria, and tryouts. This handbook is meant to give you general information regarding rules and regulations. Your coaches or activity sponsors may decide to put additional guidelines in place for your particular sport or activity.

As a participant, you have the right to understand what expectations are placed on you. As a parent, you have the right to understand what expectations are placed on your son or daughter. This begins with clear communication from the coach or sponsor of the respective team or organization. Communication from the coach or sponsor should include:

- Philosophy of the coach/sponsor
- Location of games/events and practices
- Team requirements
- Team expectations, discipline, and behavior

Once again, welcome to the activities program at Winterset. We hope this information is helpful to you and we are looking forward to seeing you support the Huskies this year!

Activities Philosophy

Winterset Community Schools recognizes the value co-curricular activities play in the total development of a student's education. Co-curricular activities are an extension of the educational process. Students learn from their participation in interscholastic athletics and activities. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics play an important role in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit, provides enjoyment and fun, and helps all students, spectators and participants develop pride and unity in their school and community. When a conflict arises between a co-curricular activity (an activity that is tied to the curriculum, i.e band, choir) and an extracurricular activity (i.e football, baseball) it is the expectation that the student participates in the co-curricular activity.

Athletic Department Goals and Objectives

- To develop students' abilities through participation and healthy competition.
- To bring about the realization in our students that participation and competition is a privilege that carries definite responsibilities.
- To represent Winterset Community Schools in a manner that brings respect for the school and personal development, self-esteem, enjoyment, and satisfaction for the individual.
- To develop a healthy attitude toward competition and opponents and realize that everyone strives to give their best efforts to emerge victorious.
- To allow every individual the maximum opportunity to participate in an activity, while recognizing that some activities and sports are competitive situations, where some excel, some succeed, some will fail; but all will benefit merely by participating.
- To stimulate the desire to excel through structured participation in individual and group effort.

Academic Eligibility Requirements

To be eligible to participate in co-curricular/extra-curricular activities during any term, 9-12 students must be passing all full credit classes at the end of the previous term. If the student is not passing all classes at the end of the term, the student will be ineligible to participate for 20 consecutive days in the interscholastic athletic event in which he/she is a contestant. See more specific information on the Scholarship Rule in this section. Students must be in good standing the entire season in order for the period of ineligibility to be considered fulfilled. If not passing all classes at the end of final grading period of the school year and student is a contestant in baseball or softball; the student is ineligible for the next 20 days of that sport but has eligibility in the fall. Students in fine arts (speech, debate, band and vocal) are ineligible for 20 consecutive school days after each grading period. In order to participate in athletic activities, each student must pass a physical exam and be covered by a school accident policy or home insurance with a family accident policy and have the physical exam form and Parent-Permit-Insurance Form plus Warning Agreement on file. A student must attend class and/or study hall at least the last two blocks on the day of a co-curricular/extra-curricular event in order to participate in or attend the activity unless advance approval has been granted by the principal and/or activities director.

Junior High students may participate in extra-curricular and co-curricular activities. When grades are at the D or F level, teachers and/or coaches may request students to attend a study session after school in lieu of practice and playing time may be affected.

Code of Good Conduct

Philosophy

Students of the Winterset Community School District are encouraged to participate in co-curricular activities so that they might gain from the positive educational benefits of participation in these activities. Among the benefits of participation is the development of constructive attitudes for future citizenship including the principles of fair play and sportsmanship, respect for others, rules, authority, and for one's own health and well-being, and the development of leadership, group pride, teamwork, self-discipline, and the values of self-sacrifice.

Students who participate in co-curricular activities represent our school to the community and their conduct is one factor by which our school is judged. To encourage a high standard of conduct on the part of students and to ensure the reputation, integrity, and high standing of our school system, students participating in co-curricular activities must conform to certain standards. Their failure to do so directly relates to and affects the reputation, character, and efficiency of the Winterset school system. Students, who wish to have the privilege of participating in school co-curricular activities and other school-sponsored activities, must conduct themselves in accordance with the Board's Student Behavior Policy throughout the calendar year.

Purpose

The purpose of the Good Conduct Policy is to establish and provide for the enforcement of standards of conduct for students participating in co-curricular activities in Winterset Community School District. "Co-curricular activities" shall mean interscholastic athletic competition, music programs, drama and speech programs, clubs and organizations and all other school programs and activities in which students may participate under the sponsorship of the District.

Violations

Any student who is in any co-curricular activity will be governed by the following set of guidelines. These will be in effect on a year-round basis.

- In the event that a student admits to, or is found guilty of, the use or possession* of tobacco, beer, liquor, or any other controlled substance, he/she shall be subject to the sanctions described hereinafter.
    - Students are in possession if reported to the District's Juvenile Court Liaison Officer by law enforcement or juvenile court officers as discovered to be in, found in, or charged with possession. The investigation of facts required under the Administrative Determination section is not required as such a report is sufficient fact that a violation has occurred. If one or more parents or citizens report names to school officials for purposes of this article, the parents or citizens will be directed to report to law enforcement or juvenile court officers.
- If a student commits an act, which would be in violation of the Iowa Criminal Code or local ordinance code other than a minor traffic violation, he/she will be subject to the sanctions described hereinafter.
- Any student whose conduct both in and out of school during the school year or summer months is such to make him/her unworthy to represent the ideals and principles of this school system as outlined in the philosophy statement above, shall be subject to the sanctions described hereinafter.
- Being in attendance at a function or party where underage persons know or have reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave and thus are in violation of state and federal laws shall be considered in violation of the Code of Good Conduct.
- Visual evidence may substantiate a violation. If, on the basis of evidence it is deemed a violation, the student will be ineligible for the period of time as described in the code.

Sanctions

Any student in violation according to the aforementioned stipulations will be dealt with according to the following minimum consequences:

First Offense

The student will not be permitted to participate in activities for ¼ of the season, make a commitment of 10 hours of community service to school or community approved source. If a student denies guilt and then is proven guilty, the ineligible period will be raised to ½ the season plus previous requirements.

Second Offense

The student will not be permitted to participate in activities for a full season, make a commitment of 20 hours community service to school or community approved source, and if violation is "A" must enroll in an approved substance abuse program and be evaluated by a trained counselor. The counselor will provide a written statement of attendance to the activity director before eligibility is reinstated. If a student denies guilt and then is proven guilty, the ineligible period will be raised to 32 weeks of the season plus previous requirements.

Third Offense

The student will not be permitted to participate in activities for 1 calendar year in which he/she was participating during the time of the violation or in which he/she plans to participate after the violation, make a commitment of 30 hours community service to school or community approved source, and if violation is "A" must enroll in an approved substance abuse program and be evaluated by a trained counselor. The counselor will provide a written statement of attendance to the activity director before eligibility is reinstated.

Fourth Offense

The student will not be permitted to participate in activities for the remainder of his/her high school career.

This chart outlines the period of ineligibility for students who have violated the Code of Good Conduct and refers to contests or performance dates.

Number of Contest/Performance Dates		
Activity	**First Offense**	**Second Offense**
Academic Competition	1	2
Band*	¼ of season	Full Season
Baseball	¼ of season	Full Season
Basketball	5	Full Season
Cheerleading/Dance	¼ of season	Full Season
Club/Organizations	1	15 weeks
Cross Country	3	Full Season
Drama	1 production	2 productions
Football	2	Full Season
Golf	3	Full Season
National Honor Society	Removal	NA
Soccer	4	Full Season
Softball	¼ season	Full Season
Speech	1	Full Season
Student Council	3 meetings	6 meeting
Track	¼ of season	Full Season
Vocal*	¼ of season	Full Season
Volleyball	4	Full Season
Wrestling	4	Full Season

**Band and Vocal are considered to consist of three seasons: Fall, Winter, and Spring*

- **Special Provisions**
  When a student athlete participates at more than one level of competition in a sport (e.g. – junior varsity and varsity) the period of ineligibility is measured against the higher level of competition at which the student athlete participates. The period of eligibility will be served at that level of competition and will include all other games/meets in the interim at any level of competition. If the higher level of competition plays an abbreviated schedule (e.g. – sometimes only a few games may be scheduled at the junior varsity level in a sport which generally schedules several more games) the period of ineligibility will be measured against the more full schedule of the lower level competition.

- If a student's period of ineligibility begins at a point in the season or activity where less than the ineligible number of contests or performances remain, the ineligibility will carry over into the next season or activity. The percentage of contests or performances in which the student has been ineligible will be computed. The student will be ineligible for the remaining percentage of the activities in his or her next season or activity. All fractions of ½ or larger will be rounded off to the next whole number.

- If a student begins to serve a period of ineligibility during a sport season but fails to participate in that sport for the entire season, no ineligibility will be reduced from the original sanction. A student must complete a sport season in order for the period of ineligibility served in that sport to count. A student may not join an activity once the season has begun in order to serve out their suspension.

- The student must practice during the period of ineligibility if the coach/ sponsor of the activity requires attendance at practice for 1st and 2nd offense only.

- Students who have been suspended from school or placed on an in-school suspension are not eligible to practice or participate in public performances or contests while under suspension, including the afternoon and evening of the final day of the suspension.

- Students who participate in the student activities program are subject to the policies of the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa High School Music Association, and the Iowa High School Speech Association.

- Each activity sponsor shall retain the prerogative to add additional regulations pertaining to their activity (e.g. – training hours, attendance requirement at practice, etc.) but shall not be allowed to impose additional sanctions beyond the code. A copy of these regulations must be approved by, and be on file with, the principal and/or activities director. Once a student has been declared ineligible to participate in

an activity for a period of time, reinstatement of eligibility in that activity will be accomplished only with the approval of the activity sponsor.

- Failure to complete community service or other stipulations on time = double suspension.

- In the event that a situation occurs which is not covered in this code, the building principal and/or activities director will provide a ruling based upon the intentions of the code.

- Reporting Procedures:
    - Teachers/School personnel are required to report violations of Code of Good Conduct to the Activity Director or Principal that they have seen or admission of guilt by student.
    - The law enforcement system/court system will report violations of Code of Good Conduct to the juvenile court liaison officer/or school personnel.
    - Student admission of violations of the Code of Good Conduct to Activity Director, Principal, or School Personnel.

- Honesty Clause – if a student comes forward to an Administrator or School Personnel to admit (self-report) a violation of Code of Good Conduct prior to a finding of guilt by the administration, the student's penalty may be reduced by one half for sanctions of 1st Offense and 2nd Offense. This would be for the suspensions of activities, only, not community service. This clause would not be in effect for the student's 3rd Offense of Code of Good Conduct. The honesty clause is only applied to procedures (a) and (c) of the above Reporting Procedures. The honesty clause is not applicable to Reporting Procedure (b) when law enforcement/court system is involved.

Notice to Student

The principal and or activities director, upon receiving determination that a student has violated the Code of Good Conduct, shall promptly mail or deliver to the student's parent(s) or guardian(s) (or to the student if 18 years of age or older and not residing with a parent or guardian) a written Notice of Violation of Code of Good Conduct which shall contain the following:

- The student's name and the names and addresses of the student's parent(s) or guardian(s).
- A statement as to the time, place and circumstances of the violation the student is determined to have committed.
- A statement describing the consequence to be imposed upon the student for violating the Code of Good Conduct and the effective date on which such consequences shall commence.
- A statement indicating that any appeal taken to contest the principal's and/or activity director determination must be made using the complaint procedures as described in Board Policy 1003.3.

Responsibilities

As adults we are responsible to be a role model that teaches and demonstrates values that are essential for life beyond high school. We must always reinforce the desired behavior to our students through positive communication. Achievement of one's goals or expectations can only be achieved through sacrifice, discipline and hard work by all.

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication You Should Expect from Your Child's Coach

- The philosophy of the coach or sponsor as it pertains to their activity
- Expectations the coach has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e. fees, special equipment, off-season conditioning
- Procedure should your child be injured during participation

Communication Coaches Expect from Players

- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

As your children become involved in the programs at WHS, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those following must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play calling
- Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If You Have a Concern to Discuss with a Coach, the Procedure You Should Follow:

- Call WHS at 515-462--3320 to set up an appointment
- If the coach cannot be reached, call the Activities Director and he will set up the meeting for you.
- Please do NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution

What Can a Parent Do if the Meeting with the Coach did not Provide a Satisfactory Resolution

- Call and set up an appointment with the Activities Director to discuss the situation.
- At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes both your child's and your experience with the Winterset High School Activities program less stressful and more enjoyable.

Student Transportation for Performances

Students are responsible for their own transportation to practices and performances within the school district. Students who choose to participate in shared programs, such as swimming with Indianola, are responsible for their own transportation to and from practices, performances, and events.

Summary of Scholarship Rule, 281-IAC 36.15(2)

The following requirements were effective 7/01/08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at the end of the final grading period, the student is ineligible for the first period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. 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 is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. All original failing grades (even those remediated for purposes other than athletic eligibility) must be reported to any school to which the student transfers.
- The "look back" period for academic eligibility is one year.

For more information on eligibility visit www.ighsau.org or www.iahsaa.org.

District Notices

Each year, various state and federal laws, as well as School Board policies, require the district to provide a variety of annual notifications to parents. Many of these notifications can also be found in student/parent handbooks, or on the school district website.

Annual Notice of Nondiscrimination

The Winterset Community School District offers career and technical programs in the following service areas:

- Agricultural Education
- Business Education
- Health Occupation Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

Admission Criteria for Career and Technical Education (CTE) Courses:
In order to enroll in a career and technical education course, students must successfully complete prerequisite course(s) (if applicable). In order to enroll in a career and technical course offered for concurrent credit through Des Moines Area Community College, students must have passed prerequisite course(s) (if applicable) or be identified as talented and gifted. Lack of English language skill will not be a barrier to admission and participation in Winterset Community Schools CTE programs.

It is the policy of the Winterset Community School District not to discriminate on the basis of race, creed, color, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment), or socio-economic background (for program) in its educational programs and its employment practices. 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 office at 303 Wambold Dr., Winterset, IA or call 515-462-2718. The District's Equity Coordinator is Corey St. John Director of Teaching & Learning(cstjohn@winterset.k12.ia.us)

Asbestos Notification

The Asbestos Management Plan for Winterset Community Schools is on file and available for review at the office of Ray Dawson at 923 East Lane Street in Winterset. The periodic surveillance required by the plan was performed on June 10, 2021, and the required three-year re-inspection was completed July 28, 2022.

Asbestos locations in the District as identified in the Asbestos Management Plan re-inspection July 28, 2022 are as follows:

• High School

• Elementary School

Specific locations are indicated in the Management Plan and are available for review. Asbestos locations are not accessible to students or the public and are assessed low risk.

Questions should be directed to Physical Operations Director, Ray Dawson at 515-462-2550.

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids district employees from using corporal punishment against any student. Board Policy series 500. Certain actions by district employees are not considered corporal punishment. Additionally, district 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. Employees are provided annual training on this law.

State law also places limits on district 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.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.educateiowa.gov.

Equal-Educational Opportunity

Winterset Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status in its educational programs, activities, or employment policies as required by Title IV and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code #216.9. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against may direct inquiries and grievances to Superintendent of Schools, 303 Wambold Dr., PO Box 30, Winterset, IA 50273, (515) 462-2718, or the Director of Iowa Civil Rights

Commission, 500 West Madison Street, Suite 2800, Chicago, IL 60661. Staff and others may contact the district Affirmative Action Coordinator. The Affirmative Action Coordinator can be reached at (515) 462-2718. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Fees

The district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial assistance should contact their school secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually. A schedule of school district fees can be found in this handbook.

Free and Reduced Meals Program

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

If you need an application or information about free and reduced food guidelines, please contact the Administration Office at 515-462-2718.

For information about state food assistance benefits, contact 1-877-937-3663 (1-877-YES-FOOD), or apply online at www.yesfood.iowa.gov.

Grievance Procedure

It is the policy of the Winterset Community School District not to 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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator, 303 Wambold Dr., 515-462-2718.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 5 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;

- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class. The decision of the superintendent shall be final.

Handbooks and Board Policies

Each year, students/parents may receive a copy of the student/parent handbook. Handbooks and school board policies are posted on the district website at www.winterset.k12.ia.us. Parents are strongly encouraged to review the handbook and policies of the Board of Education with their student so that both understand the regulations and expectations of the district for students. Handbooks include many important annual notices and information about policies students and their parents are responsible for knowing and understanding. Ignorance of the contents of the handbooks and the policies of the Board of Education excuses no one from complying with these regulations.

Highly Qualified Teacher/Title 1 Parent Notification

The Winterset Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

Homeless Students

In accordance with 281 IAC Chapter 33, Iowa Administrative Code, the Winterset Community School District is required to give written notice to homeless children and families if the district is going to deny access to their educational programs. Homeless children and families may obtain free legal services by contacting:

Legal Aid Society of Polk County
1111 9th Street – 3rd Floor
Des Moines, IA 50314
1-515-243-1193

Chapter 33 of the Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of three years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- A child or youth who is sharing the housing for other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement
- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting, or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above

Human Growth and Development

The district provides students with instruction in human growth and development. Parents may review this curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the classroom teacher, if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Internet Use and Opt-Out

The Winterset Community School District offers a variety of online tools for students and teachers on the district website. Depending upon the class, students may have opportunities to download class materials, complete assignments online, participate in classroom moderated blogs, and use the internet for research and more. Because of these expanded capabilities, we offer the opportunity for parents to opt children out of Web use in this manner. We ask that you read the notice below, and only return the form to your school office if you do not agree to the terms within. The form is available at registration or in any school office.

Internet Use Statement – As a parent or legal guardian of a student enrolled in Winterset Community School District, I recognize that in accordance with School Board Policy, my student has access to district-owned and operated computer systems, networks, and the Internet. Some of these systems are interactive in nature, and allow my student to participate in online activities designed to enhance and extend classroom learning opportunities. I understand that this access is delivered under the direct supervision of a teacher or other trained adult employee.
Furthermore, I understand that while the Winterset Community School District strives to provide protection from all objectionable material found on the Internet, some objectionable material is impossible to filter and may inadvertently be accessed. I, as parent or legal guardian, accept responsibility for guidance of appropriate Internet use as it pertains to the exploration and selection of media and information.

Form Instructions

- If you agree with the terms above: No further action is necessary.
- If you do not agree with the terms above: Please fill out and return the internet opt-out form to your student's school. If you have more than one student you wish to opt-out of Web use, please print additional copies and fill one out for each student. If you have questions about the form, please call (515) 462-2718.

Iowa Concussion Legislation

Iowa law requires that students in grades 7 – 12 who participate in extracurricular interscholastic activities, cheerleading and dance; and their parents/guardians; must sign a copy of the acknowledgement form and return it to their school.

Students cannot practice or compete in those activities until this form is completed.

In addition, please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

Key definitions:

"Licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.

"Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

Level 1 Investigator: Abuse

The district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the district to designate an independent investigator to look into the allegations. The district has designated the school nurses: Nicole Anderson (PreK-3), Brittany Salton (4-6) and Mackenzie Osborn (7-12) at (515) 462-2718, as Level I investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academia decisions affecting that student; or the conduct has the purpose of effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Notice to Parents Regarding Teacher Qualifications

Parents/Guardians in the Winterset Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title 1 program.

Parents/Guardians may request this information from the Office of the Superintendent by calling (515) 462-2718 or sending a letter of request to Office of the Superintendent, 303 Wambold Dr., PO Box 30, Winterset, IA 50273

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Winterset Community School District will accept students for open enrollment. You may reference Winterset Board of Education policies on open enrollment on the Winterset Community School District website. Please contact the Administration Office for open enrollment questions at (515) 462-2718.

Parents' Roles During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, families play a critical role in preventing and responding to emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

A. Before

Prevention: The Role of Parents in Keeping Schools Safe – Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety to district or law enforcement officials. Emergency Help Numbers are posted on the front page of the district website.

You also can help by following and supporting all security measures when you visit one of our school buildings. This includes signing in and out at all school district offices and wearing a visitor's badge at all times while in the building.

Contact Information: Another of the most important steps parents can take prior to an emergency is to ensure contact information is updated regularly in the district's Infinite Campus system. Please regularly update emergency and contact telephone numbers, e-mail addresses and other information with your school to ensure you receive information and updates during emergency situations.

It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts", and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.

If your child is on medication, be sure the school has at least a two-day supply.

Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to ww.bereadyiowa.org.

B. During

In a school emergency, the first instinct of many parents is to pick up the telephone and call their child or school, and/or rush to the school to get their children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions.

- **Do not** report to your child's school during emergency situations. Law enforcement officials will not allow entry to the school site during a lockdown or shelter-in-place.
- **Avoid** calling the school or the district during the emergency.

*Notification and Communication***:** The district is committed to providing parents and guardians with the latest and most accurate information available. Parents will be asked to monitor official emergency updates at the district's website. In today's world, it is likely students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate**; ensure the information you are using is official and comes directly from the Winterset Community School District.

School Emergency Response Protocols: A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether district officials will

put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?

- *Lockdown* -- A lockdown is normally in effect when there is a threat inside the building. Students and staff are removed from harm's way by having them safely located inside secure classrooms or other areas inside the building to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.
- *Shelter-in-Place* – Shelter-in-place is instituted when the threat is outside the building. Students and staff are secured inside a classroom or other areas inside the building reducing the risk for exposure to inclement weather or other potential harm such as a gas release.
- *Evacuation* – Evacuations are typically conducted to remove students and staff from harm's way by having them safely evacuate the school and reassemble in a more secure location.

If the school building is evacuated, how will I be able to locate my child?

- Parents will be directed to a specific location where they will be required to show proper identification. At the reunification site, school administrators, police and fire officials account for students and provide aide to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

C. After

Monitor your child's behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.

Recovery Plan – Depending on the nature and amount of damage, school may be moved to a different location. The district will inform parents of any changes.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Winterset Community Schools to notify you and obtain consent or allow you to opt your child out of participation in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys")

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incrimination, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities schedules after the school years starts, the Winterset Community Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

a. Illegal, anti-social, self-incriminating, or demeaning behavior;
b. Critical appraisals of others with whom respondents have close family relationships;
c. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
d. Religious practices, affiliations, or beliefs of the student or parents; or
e. Income, other than as required by law to determine program eligibility.

9. Receive notice and an opportunity to opt a student out of:
   a. Any other protected information survey regardless of funding;
   b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

10. Inspect, upon request and before administration or use –
    a. Protected information surveys of students;
    b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Winterset Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Winterset Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Winterset Community School District will also directly notify, such as through U.S. mail, or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part of the education department.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
400 Maryland Avenue, SW
Washington, DC 20202-5901

Section 504 – Notice of Rights

Winterset Community School District does not discriminate in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evacuate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the Board of Education Policy Manual that is available on the district's website (www.winterset.k12.ia.us). Parents/guardians disagreeing with the decisions reached by district personnel regarding necessary accommodations for access to the educational program may request a hearing before an impartial hearing officer by notifying the districts' ADA/Section 504 Coordinator. The parent/guardian is entitled to participate in the hearing and to be represented by counsel.

Student Media Interviews

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio or other reporters in regard to projects, activities and other school events. This is considered a part of the district's directory information consent policy (Student Records, see below), along with photos, video and other media. If you object to your student being interviewed in this manner, you should read and fill out the district's directory information opt-out form. To obtain a copy of this form, please contact your school's main office.

Use of Recording Devices in School Buildings and on School Buses- Policy 802.08

District-Owned and Operated Recording Devices

The Winterset Board of Education supports the use of recording devices in District buildings, on school grounds and on District buses used for transportation to and from school as well as for field trips, curricular, or extracurricular events. Recording devices may be used as a means to monitor and maintain order and to help promote a safe environment for students and employees.

Recording devices may be used on school buses and other district vehicles and in public areas of the school buildings. Recording devices will not be placed or be used in bathrooms, shower facilities, locker rooms, or other similar spaces where privacy is reasonably presumed. Determination of how

recording devices will be used and which areas of the school will be equipped with recording equipment will be made in consultation with the building principals and Director of Operations.

The contents of the recordings may be used as evidence in student or employee disciplinary proceedings, and also for regular driver training and improvement on an individual or group basis. The content of the recordings may be considered a confidential education record and/or a confidential personnel record. Such records will be handled in accordance with applicable law and Board policies regarding access to and disclosure of student and personnel records. Parents may request to view a recording which is an education record of their child to the extent permitted by law.

Notice

The school District will annually provide the following notice to students and parents:

> The Winterset Community School District Board of Directors has authorized the use of recording devices in legally authorized locations in District buildings on school District buses. The recording devices will be used to help monitor and to maintain order in school buildings and on school buses to promote and maintain a safe environment for students and employees. Students and parents are hereby notified that the recording may be used in a student or employee disciplinary proceedings. The content of the recordings may be a confidential education record and handled in accordance with applicable law and Board policies regarding access to and disclosure of education records. Recording will be retained, if necessary, for use in a student or employee disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view recordings which are an education record of their child to the extent permitted by law.

The following notice will also be placed on all school buses equipped with a recording device:

> *"This bus is equipped with a recording/audio monitoring system."*

The following notice will also be placed at District buildings:

> *"These premises are monitored by a recording monitoring system as permitted by Iowa law."*

Review of Recording Devices

Authorized personnel of the school District may review the recordings randomly or when necessary as a result of an incident. The recordings not otherwise saved will be routinely re-circulated for erasure.

Viewing of the recordings is limited to the school personnel having a legal right or legitimate educational purpose. A written log will be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recordings was viewed.

Student Conduct

Students are prohibited from tampering with the recording devices on the school buses or District buildings. Students found in violation of this regulation will be disciplined in accordance with the school District discipline policy and will reimburse the school District for any repairs or replacement necessary as a result of the tampering.

Recording by Parents, Students or Visitors

Photography and recording audio or video is generally prohibited during the instructional day on District property, as it frequently materially interferes with the District's educational mission. Students, visitors, parents/guardians of students, and community members may take photographs, record audio or video or livestream public events held at school and may only do so during non-public events if authorized in advance to do so by a school staff member. A staff member may take photographs, record audio or video or livestream only if doing so assists in fulfilling the staff member's duties.

Recordings by Employees

No employee may make an unauthorized audio or visual recording of a conversation or meeting pertaining to District business unless the employee making the recording notifies all participants in the conversation or meeting of the recording. An employee making an authorized recording shall ensure that the recording device is located in plain view for the duration of the conversation or meeting. Secret recordings are prohibited and the use of these recordings may lead to disciplinary action, up to, and including termination.

These provisions are not intended to limit or restrict recordings involving authorized investigations conducted by District personnel or any meeting recorded in accordance with Board policy. including Board meetings. grievance hearings. and audio recordings of meetings or proceedings at which the substance of an employee grievance is discussed.

Monitoring Devices

A parent or student shall obtain approval from the principal before operating technology allowing for remote recording or listen-in capability at school or at school-sponsored events. Because of student privacy concerns, the District requires remote listen-in technology to be disabled while the device is on District property. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

Water Testing

The Iowa Department of Public Health requires school districts to conduct testing of all water coolers and fountains for lead-containing sediment. The Winterset Community School District has completed the required testing of all district water coolers and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Operations at 515-462-2550.

Winterset Community Schools Fight Song

We're loyal to you, Winterset High
You're the old Gold and Black, Winterset High
We'll back you to stand 'gainst, the best in the land
For we know you've got sand, Winterset High
Rah! Rah!

So pass 'round the ball, Winterset High
We're backing you all, Winterset High,
Our team is our fame protector
On, team, for we expect a victory from you
Winterset High