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INTRODUCTION:

WELCOME TO WALNUT COMMUNITY SCHOOL!

This handbook has been prepared to give essential information to the students of Walnut Community School.

Its primary purpose is to keep before the students all pertinent information concerning the school and its policies of operation. Students and parents will find this book a useful reference throughout the coming school year. Everyone must understand the school policy if our school is to function smoothly and efficiently.

Should some question or problem arise during the school year for which there is no immediate answer to be found in this handbook, consult your classroom instructor or the high school principal.

This handbook is not to be all-inclusive or conclusive. The items contained herein are open for suggestions and revision. School is a living and moving organization and all material dealing with it must be adaptable. All students are expected to know the provisions in this book.

GOOD LUCK TO EACH OF YOU for a fine and wonderful school year. If we all work together this will be a good year for everyone at WALNUT COMMUNITY SCHOOL.

Mission Statement:

The Walnut Community School, in cooperation with parents and the community, will be accountable for a positive learning environment to encourage all individuals to be productive members of a changing world.

Mission Objective:

Another name for the mission objective is the Comprehensive School Improvement Plan, or CSIP. The CSIP has measurable goals (mission objective) set by the Walnut Community School Faculty each year. The goals are set in five areas as follows:

- Reading: 78.3% of all grade 4 students will be proficient in reading comprehension on the ITBS; 83.3% for 8th grade; 89.2% for 11th grade.
- Math: 85.8% of all grade 4 students will be proficient in math on the ITBS; 87.5% for 8th grade; 82.5% for 11th grade
- Science: 83.3% of all grade 4 students will be proficient in science on the ITBS; 83.3 for 8th grade; 89.2% for 11th grade
- Climate: Reduce numbers of student referrals.
- Technology: 90% of all 8th graders will be technologically literate as a result of the use of technology by teachers in their classrooms.

WALNUT COMMUNITY SCHOOL STAFF

Superintendent

Jeff Kruse

Preschool-12 Principal

Jedd Sherman

Walnut Board of Education

President	Jeff Krueger
Vice-President	David Krueger
Director	Andy Blum
Director	David Blum
Director	Ellen Holtz
Board Secretary	Susan Libby
Board Treasurer	Susan Shepherd

School Secretary

Patty Kay

Lunch / Guidance Secretary

Teri Harmon

Faculty

Jennifer Arnold	Third Grade
Kandy Dea	K-12 Art, Middle School Social Studies
Trudy Eblen	College English, TAG, Publications
Loleta Hansen	First Grade
Nicole Hansen	Secondary Science
Bernadine Hardisty	Librarian, HS Math, Business (Accounting)
Ryan Hargens	At-Risk Counselor, MS Math
Bob Hein	Industrial Arts
Maureen Hoffmann	MS English, Teacher Mentor
Nick Hoffmann	HS and College Computers, HS English
Amy Hoodjer	Preschool
Bill Kearney	Band, Secondary Vocal Music
Julie Kennon	HS Social Studies
Marie Livengood	Kindergarten, Athletic Director
Analise Madsen	Second Grade
Lindsey Meyer	Title I Reading and Math
Gloria Myers	Resource Room Kndg-12
Rene' Redman	Fifth Grade
Amber Rourke	Fourth Grade
Alan Sorensen	Vo-Ag

East Pottawattamie Regional Academy (EPRA) in conjunction with Iowa Western Community College
Trudy Eblen, Comp/Amer Lit; **Cathy Grosvenor**, Psychology; **Bob Hegna**, Biology;
Lori Higby, Mathematics; **Nick Hoffmann**, Computers

School Song:

Cheer, cheer for ol' Walnut High,
Bring out the banners into the sky!
Cheer our players, shout their names;
We'll win the victory and the game.
We'll make the others sorry they played,
For on the field they will be laid!
So fight, fight, fight, with all your might,
And we'll win the game tonight!

W-A-R-R-I-O-R-S

School Colors and School Mascot:

Walnut Community School's school colors are red and black. The school mascot is the American Indian warrior.

Description of the School's History:

Miss Jenny Hall was the first schoolteacher in Walnut in 1872. This would imply that Walnut Community School has been educating Walnut students for 133 years!! The schoolroom was located in the Burmeister Hotel in downtown Walnut. The first actual schoolhouse was built in 1875 for \$5,000. It had an enrollment of 25 students. By 1905, Walnut Community School finally became an accredited state school. This would mean that Walnut Community School has been an accredited institution for a century! The inspector reported that it was the only school in the state to receive this recognition in which there were only three teachers in the high school. Unfortunately, the schoolhouse burned down in 1913.

In the spring of 1913, construction began for the new school building. It was not completed for a few years. This building is still standing as part of the campus and is currently housing Walnut's upper elementary and middle school. In 1926, the "Old Gym" was built and at the time, was referred to as the high school auditorium. An addition to the north of the campus (lower elementary today) was built circa 1950. In 1959, the new high school plans were approved. This new addition (today's current high school) was constructed just south of the "Old Gym" and was dedicated in 1961.

Regarding the school's enrollment history, in 1948, the K-8 enrollment for Walnut Community School was 105 and the high school enrollment was 81. By 1963, the K-8 enrollment was 333, and the high school enrollment was 116. This would imply that as late as the 1960's, Walnut Community School's annual dropout rate may have been about 22%. Nowadays, Walnut Community School's dropout rate is perhaps around 1 %. We sure have come a long way regarding the school's dropout rate!

Roma L. Arndt, mayor of Walnut in 1966, put it very nicely: "May we, the youth of today, build a lasting magnificent edifice upon the basic, substantial arch so ably constructed by our forebears." How true these words yet ring today.

Equal Educational Opportunity:

Walnut Community School does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation or disability. 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 are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. Sherman, principal, and he can be reached at (712) 784-3615. 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.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team, or TAT Committee for short, is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Mr. Sherman at (712) 784-3615.

Jurisdictional and Behavioral Expectations Statement:

This handbook is an extension of board policy and is a reflection of 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 are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity, obscene gestures or engage in public displays of affection (PDA).

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within 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, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact Mr. Sherman, principal, for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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 an event or an activity, or whether they are held on or off school grounds.

School Fees:

The school 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 hardship should contact Mr. Sherman, principal, during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

<u>Fee Name</u>	<u>Regular</u>	<u>Reduced</u>
Textbook Rental	\$ 30.00	\$ 15.00
Driver's Education	\$200.00	\$125.00
Safety Goggles	\$ 5.00	\$ 5.00
Hot Breakfast (K-5)	\$.75	\$.30
Hot Breakfast (6-12)	\$.85	\$.30
Hot Lunch (K-5)	\$ 1.45	\$.40
Hot Lunch (K-12)	\$ 1.50	\$.40

Emergency Forms:

At the beginning of each school year during the registration period, parents must file an emergency form with the office providing the emergency telephone numbers of the parents 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 cannot be reached. Parents must notify Mr. Sherman, principal, or the school secretary if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE:

The Walnut School Board and Staff believe that regular school attendance is the responsibility of the parents and the students. The District recognizes that regular attendance is essential to a quality education and that excessive absences and tardiness disrupts a student's education.

Attendance:

Parents are required to call in the student's absence on the day that the absence occurs. A message can be left on Child Find, (712) 784-3311 (available 24 hours) should there be no personnel in the office at the time of the call. The office will make every effort to contact the absent student's parent or guardian should there not be a message left in the office. Without any parental or guardian contact, the absence will be considered unexcused.

This policy will be in effect for Walnut Community Students who are in grades kindergarten through twelfth grade, provided that they are less than 17 years of age.

It is recognized that for secondary students less than 17 years of age and their parents, school attendance is a legal obligation. Yet students will not be subject to sanctions for failure to attend school if lack of attendance is beyond the control of the student. Some absences shall be excused without penalty. Illness, family emergencies, recognized religious observances, and school-sponsored or approved activities are examples of excused absences. All students shall have a note from a parent or guardian or doctor upon return. Walnut Community school will not allow more than **ten** unexcused absences from any one class per semester. If a student reaches **five excused or unexcused** absences, the student must then bring in a doctor's note for the next five absences; a phone call or note from a parent or guardian will no longer suffice after five excused or unexcused absences. If a student reaches ten unexcused absences even in one class, then the student and his or her parent(s) or guardian(s) will be brought to the office of the county attorney. Here they will meet with the county mediator. A letter will be drawn up and signed by the student and parent(s)/guardian(s) as well as the mediator. If the student's attendance does not improve as dictated by the letter, then the parent(s)/guardian(s) will be held accountable. This accountability or penalty could include incarceration of the parent(s)/guardian(s), monetary fines, and penalties imposed on the student.

Important Definitions:

Tardy: A student is not present in a class at the time that the bell rings for the commencement of class. All students for grade K to 12 must check in at the main office with the school secretary when they are tardy to school before entering the classroom. Also all students should check in the office when leaving the building early. Three (3) tardies in any one class will equal an absence for that class.

Absence: If a student walks into the class at the 24 minute mark for any class, they are considered absent for that class. This also includes when a student is not present in school for the day, or if the student comes to his or her elementary class by 9:45 AM or later.

Grade reductions may result from absences in the following situations.

- a) Failure to attend make-up sessions as assigned for the completion of make-up work;
- b) If point or percentages for attendance and participation are given, the denial of those points or a percentage for absenteeism is a reasonable practice;
- c) Alternative work may be assigned to compensate for class time lost due to absences. However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes ground for reduced credit.

****Please remember that absences shall not include suspensions or classes missed because of attendance at a school-sponsored trip or activity.**

*****Administrators should be given and are expected to use judgment in the determination of excused versus unexcused absences and also in the imposition of a range of sanctions for lack of attendance. The sanctions shall be imposed within the parameters established by the requirements of substantive and procedural due process.**

College Visits:

Seniors will be allowed two (2) school days for visiting colleges. These visits are to be verified by the office. If the office is unable to successfully verify the college visit, the absence will be considered unexcused. Juniors are allowed one (1) visit per year. Parents are encouraged to attend these visits with their students.

Early Release:

Early release is available for those students enrolled in the CORE program. CORE is only open to the seniors. Seniors enrolled in CORE may only leave early if they have taken all of the necessary courses required for graduation purposes. This early release should happen no earlier than the high school lunch period.

Parents who plan to pick up a student at school should notify the principal and/or teacher when they are coming for the student. A note given to the teacher or office at the beginning of the day is preferred.

School Calendar and Daily Academic Schedule:

These items are included in the appendix of this handbook.

Inclement Weather:

In the event school classes must be canceled, delayed or terminated for the day because of weather or other emergencies, official announcements will be made over the following radio and television stations:

KNOD - Harlan (FM - 105.5)	KJAN - Atlantic (FM - 103.7/AM - 1220)	KMA - Shenandoah (AM - 960)
KSOM - Atlantic (FM 96.5)	KMTV 3 - Omaha KETV 7 - Omaha	WOWT 6 - Omaha

STUDENT HEALTH, WELL-BEING AND SAFETY:

In order to promote the health, well-being, and safety of all students at Walnut Community School, the following sections are included in this student handbook. We hope that if we have missed an issue in the following sections, you will take the time to notify Mr. Sherman, principal, or the school secretary so that we can address this concern. Your child's well-being is very important to us here.

School Day:

School hours are from 8:15 a.m. until 3:20 p.m. for all students Preschool-12. Teachers are not on duty before school until 7:45 a.m. For that reason and for the safety of your children, students may be present on school grounds before 7:45 a.m. or after 3:20 p.m. **only when they are under the supervision of an employee or an extracurricular activity sponsor.** Students may not enter the building before 8:10 a.m. unless they are eating breakfast or have special permission. (Breakfast starts at 7:45.) Students should arrive earlier or stay later only if they are taking part in a school sponsored activity or need a teacher's assistance. Please remind your student/s to always cross the street at a crosswalk.

Hawk-I Insurance for Children:

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 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 web site at <http://www.hawk-i.org/> for more information.

Immunizations:

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

First through fifth graders who have not already had a second MMR (measles, mumps, rubella) vaccination will need one. Iowa has made this a requirement. The shots are readily available, free of charge, through most County Health Departments. Other locations may offer them free or at a reduced rate. Health officials strongly recommend that 11 and 12 year olds get a second MMR, if they haven't already, and a tetanus booster. They recommend a hepatitis B shot for this age group because it can protect against sickness resulting from body-piercing, tattoos and sexual activity. To get the shots, call your physician or a clinic to set up an appointment. If you go to a clinic, you must take along a record showing your children have received the whole battery of shots required earlier in their childhood.

Entrance into Kindergarten:

Kindergarten entrance age is governed by Iowa Law. To enter kindergarten a child must be five (5) years of age on or before September 15 of the school year of intended enrollment. Parents may withhold their child if they feel that his/her physical, emotional or social readiness is such that the child would not perform well. In such case, please consult school officials.

A physical examination is required for all kindergarten students. All kindergartners will need two shots plus proof they have received the full sequence of the childhood vaccinations that begin at birth. The two new shots kindergartners need are a second MMR (they should have received an earlier one between 12 and 15 months) and a DTAP shot. This is the new, improved version of the old "DTP" shot that protects against diphtheria, tetanus and acellular pertussis. It reduces the potential for side effects such as fever. Kindergartners will need to gulp down a pink cherry-flavored drink polio vaccination. Although a chicken pox vaccination is not required, it is available free of charge at the health department for children over age 1.

Physical Examinations:

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.

Emergency Drills:

Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. 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 false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication:

Written permission must be given by parent and physician before medication is dispensed by school personnel. The written statement by the doctor must include the amount to be given for one dose; time of day the medication is to be given; and for how long the medication is to be given. Medication is held in a locked cabinet and distributed by the school secretary or other designated staff member. 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 number for parents. No medication is to be kept by the students (all grades K-12) in their locker, desk or on their person.

The above policy includes the dispensing of over the counter medication. (Note: Caution is advised in the use of aspirin, which may result in Reyes Syndrome). All students needing to keep Tylenol/ibuprofen or other over-the-counter medication at the school for occasional headaches/pain, MUST bring the original bottle, a note from the parent giving permission to the school to dispense to that student and the amount to be given. The medication and permission slip must be on file at the school with the school secretary or other certified personnel.

Student 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. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. 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.

Student Insurance:

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the main office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

School Nurse:

Although Walnut Community School district does not have a nurse on duty full time, a school nurse is available from Shelby County Health Services upon request. An audiologist will check hearing each year. The school nurse from Shelby County Health Services conducts vision screenings each year.

Communicable and Infectious Diseases:

Students who have an infectious or communicable disease 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. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

Health Screening:

Throughout the year, the school district **may** sponsor health screenings for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees:

The school 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 school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Sherman at (712) 784-3615 as its Level I investigator. Nurse Dianne Book may also be contacted through the main office of Walnut Community School, or she can be contacted through the office of Shelby County Medical Clinic at (712) 755-5130.

If the Level I investigator determines that there has been a possible incident of physical or sexual abuse committed by the school employee, the investigation is then turned over to a Level II investigator, in this case, the Pottawattamie County Sheriff.

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 educational environment.

Asbestos Notification:

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

STUDENT ACTIVITIES:

Assemblies:

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Students should never proceed to the assembly without the rest of their class and teacher. In general, students should be seated with their class for the duration of the assembly. The youngest aged classes should be seated at the lowest possible bleachers, or when using seats, the seats closest to the actual performance. Students should not get up in the middle of the assembly unless there is a very important reason, and should receive the permission of an administrator or their teacher in charge before leaving the assembly.

If an assembly lasts beyond the class period it started, then teachers should come to the assembly if they have students attending the assembly. In other words, if you are a teacher with a free period, you do not have to attend the assembly, but if you are a teacher with a class or some students in the assembly, then you need to attend the assembly as a part of supervising students.

Field Trips:

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. 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 absences.

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.

Prior to attending a field trip, students must return a note signed by the student's parents. A sample field trip notice is attached towards the back of this handbook.

School-Sponsored Student Organizations:

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include the following:

FFA	FCCLA	Band
Choir	Declam	Play
Prom	Concession Stand(Junior Class)	Cheerleading
Annual (Yearbook)	School Newspaper	Junior Class
Freshman Class	Sophomore Class	Senior Class
	Student Council	

All high school students can join these organizations unless it is “class-specific”. In some instances, younger students may participate in some of the aforementioned organizations if that student receives the permission of the sponsor.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Participation in school-sponsored student organizations may also be dependent upon eligibility rules, which are mentioned in a separate section of this handbook. See the table of contents for its location.

Activity Bus:

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Students traveling to music events or field trips must check with their coach or sponsor to see if they will be allowed to bring food or drink on the bus.

A travel release from the activity bus is at the back of this handbook. You can use it or use it as a sample for writing a travel release to the school.

Student Funds and Fund Raising:

Students may raise funds for school activities upon approval of the principal at least 2 weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may solicit funds from teachers, employees or other students during the school day but should take care not to repeatedly ask this person should they say no.

Dances:

School-sponsored dances must be approved by the principal at least 2 weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

If a student is being disciplined through the Good Conduct Policy, that student will not be allowed to attend the dance as part of the consequences of implementing the Good Conduct Policy.

Student Council:

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Classes and other organizations shall elect a president, vice president, secretary and such other officers as are considered necessary.

When voting for candidates for offices or special positions, voting will be done by secret ballot. The president of the class and one student under the supervision of the class sponsor will count the ballots. If these rules are not followed, the election will be void.

All money received by a class or organization is to be given to the school secretary where a receipt will be issued for it. All purchases should be cleared through the class/ organization and sponsor. From time to time the secretary should compare records with those maintained at the office.

The class sponsor must approve parties and all class meetings.

Student Activity Tickets:

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the principal. The fee entitles admission to numerous school sponsored activities. The student fee is \$25.00 for admission to all volleyball, football, basketball, wrestling, softball, and baseball games. (A ticket will not be available for one single sport unless purchased at the cost of \$25.00.) The individual game price will be \$3.00 for students.

SPECTATOR RULES

Please note the following rules applying to school athletic events.

1. You must have your ticket /or pay the admission fee at the door.
2. Once you leave, you are out and must pay to re-enter (your season ticket will only be honored once.)
3. Students should be inside the gym during game time-not in the lobby area, outside by the door, etc.
4. SEATING: Children through second grade must sit with their parent/guardian.
5. Do not leave the gym while the game is in progress.
6. Please stay off the playing part of the new gym floor with street shoes.
7. During basketball, do not wave hands and make noise when the other team is shooting a basket.
8. Show good sportsmanship and pride for our teams!

STUDENT RECORDS:

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. This paragraph meets the annual notice requirement: so, by including the notice here, the school district does not need to notify every parent when records are forwarded.)

(4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the end of August to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpcol/> for more information.

The Walnut Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records of each student are located in the main office. The name and position of the person responsible for maintenance of student records for Walnut Community School is Mr. Sherman, K-12 principal.

Non-custodial parents have the same rights as custodial parents. However, school districts generally only maintain regular contact with the custodial parent unless asked to do otherwise. If a non-custodial parent asks for all information received by the custodial parent, school districts must comply with the request. This may entail notifying teachers and/or sponsors of the non-custodial parent's request for information as well.

The only time school districts can deny student record access to non-custodial parents is when a court order denying access, such as terminating parental rights, has been added to the student's file.

STUDENT RIGHTS AND RESPONSIBILITIES:

Student Searches:

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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; and
- 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 or a 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, bookbags, 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 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 articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student 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 desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections 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 officials.

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 articulable suspicion that the contents contains 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.

Threats of Violence:

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Computer and Internet Use:

Student use of computers and the Internet is a privilege and not a right. Students may be able to access the Internet through their teachers. Individual student accounts may be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

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

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

Students who access restricted items on the Internet are subject to the consequences outlined under the student discipline section.

Computer and Internet use permission forms will be signed off by the parents or guardians of the student. These forms are found in the back of the handbook.

Regarding the school's technology, keep in mind the following:

- Games are not to be played on computers unless the supervisor permits them for educational reasons.
- It is prohibited to knowingly receive and use materials in violation of U.S. or state regulation. This includes, but is not limited to copyrighted materials, threatening, harassing, pornographic or obscene material, or anything protected by trade secret. Violation may lead to suspension and/or civil act.
- Any commercial or political activities are prohibited unless approved in advance by the administration.
- Personal and private use should be kept to a minimum.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- Inappropriate language, such as vulgarities, swearing, etc., is prohibited.
- E-mail is not guaranteed to be private. Computer storage areas are school property. The school staff has the option of reviewing files and communications. Illegal activities may be reported to the authorities and result in a suspension from school.
- Do not use computers for sending chain letters.
- Using chat lines is prohibited.
- Obtain permission before downloading large files.
- Limit the amount of time you are on the computer as others may be waiting. Classroom use will take precedence over independent use.
- Do not infiltrate a computer system or alter the software components of a computer. This includes forging E-mail, hacking, viruses, and attempting to use administrative commands. Violations may result in suspension and/or civil action.
- Any vandalism to a computer system, software or hardware, may result in suspension and /or civil action.
- Any violation of security is forbidden. This includes trespassing in another's work or files; giving out your password or the password of others; attempting to log-in to another individual's account; failure to notify the supervising staff member of a security problem.
- Due to technology advances, this policy is subject to periodic review.

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. 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.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

See the next page for particulars regarding the dress code.

1. Students are to be clean and neatly dressed. Teachers will also encourage good taste and appropriateness by word and example. Exceptions not permitted are: apparel with derogatory sayings, liquor, tobacco pictures/advertisements, or profanity. For example: "Hooters" shirts are inappropriate for ALL students.
2. Students participate in outside recesses all year long, so adequate clothing and boots are essential.
3. Weather temperatures should be taken in to consideration on these dates. All shorts should be neat and clean with trimmed or hemmed cuffs and of adequate fit and length. Shorts and skirts should go as far down as the middle of a student's thigh.
4. Outfits with back-less or strapless tops are not permitted, as well as tops that do not cover the stomach. Sleeveless undershirts are not permitted by any student.
5. Shoes must be worn at all times.
6. Alterations of student's dress may be allowed for special activity days, field trips, etc.
7. Students are expected to adhere to school dress when attending extra curricular activities or participating in school activities.
8. Rubber soled shoes are required for P.E., preferably a pair worn only for P.E.. Other P.E. attire is at the discretion of the physical education teacher.

Care of School Property:

Students are expected to take care of school property including desks, chairs, books, 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.

Hall Passes:

There are three (3) minutes to pass from class to class. Students are expected to do this in a quiet and orderly manner. Running is not allowed. When in the halls and on the stairs please keep to the right.

All students in the halls at a time other than designated passing time will be checked for hall passes. If a proper pass is not presented a discipline referral will be issued.

Illegal Items Found in School or in Students' Possession:

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

Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

Dual Enrollment Students:

Home school or home school assistance program students enrolled in classes or participating in school activities in the 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 school's principal.

Interferences in School:

Students may not possess electronic devices in general, including but not limited to radios, CD players, cell phones, music players with or without the headphones, and televisions. In addition, students should not have water guns, toys and other similar items on school grounds or at school activities. The items are taken away from the students and returned at a later date.

Posting of Information:

Students who wish to post or distribute information must receive permission from the principal at least 7 days before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing, Harassment, or Bullying:

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

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

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Student-Parent Concerns:

If a student or parent has a concern, he/she must see the person involved directly with the situation to see if the concern can be resolved. Every attempt should be made to work out the problem before consulting the next authority in the chain of command. This order must be followed if you have a problem or concern.

1. Instructor / Sponsor / Career Coach
2. Principal
3. Superintendent
4. Board of Education

Understand that each level must be allowed adequate time to resolve the problem before advancing to the next level.

Student Publications:

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material, which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook. Board policy 504.3 offers the basic guidelines of student publications as approved by the Walnut Board of Education.

STUDENT SCHOLASTIC ACHIEVEMENT:

Report Cards and Parent-Teacher Conferences:

Every attempt will be made to send the report card home within five school days following each nine-week session. Questions concerning any particular grade should be directed to the respective teacher. There will be individual parent-teacher conferences during the first and second semesters. Before the conference each parent will receive an appointment notice stating the day and time of conference. **It is very important that parents attend the conferences.** *If you are a working parent, please contact the secretary well in advance of the scheduling time* and every effort will be made to work out a time convenient for everyone.

Parents are encouraged, however, to call for an appointment with the teacher whenever they have a concern to discuss. Student problems can be handled much more effectively when parents and teachers work together.

Homework:

Teachers assign homework, extra class activities or assignments 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. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

We want to do all we can to prepare your child for the next step in his/her education. We must work together if this is to be accomplished. Occasionally, your child may be asked to do some work at home. You can help by providing the time and a quiet place for such activities.

Standardized Tests:

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless excused by the principal.

Human Growth and Development:

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Good health is a valuable asset. Students in all grade levels one through twelve shall receive, as part of their health education, instruction about nutrition, family life, substance use and nonuse, including the effects of alcohol, tobacco, drugs, and poisons on the human body, prevention and control of disease, including characteristics of education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning in grade seven, characteristics of communicable disease shall include information about sexually transmitted diseases.

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 by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. 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. Students interested in open enrolling out of the school district must contact the board secretary for information and forms.

Parents/Guardians considering the use of the enrollment option to enroll their children in another public school district in the state of Iowa should be aware that the third Thursday before the third Friday of September is the last date for enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the following school year.

Class Loads:

Students must be registered for at least seven classes per semester unless the principal grants permission.

Adding/Dropping Courses:

Students who wish to add or drop a class must do so within five days after the start of the year. The teacher and principal/guidance counselor's permission are necessary to add or drop a class.

Study Hall:

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to independently occupy them for the entire study hall. They may not go to their locker once study hall begins. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass. If students need to use a computer, the student must have written permission from the teacher who assigned the computer assignment. If a student is placed onto the ineligible list, that student may be required to serve their study hall in the Room of Opportunity with the at-risk counselor. No card playing, eating food or drinking beverages is allowed. Detentions may be issued for not following these rules, particularly when a student is not engaged in their own work or reading silently and independently.

Honor Roll and Academic Honors:

The school district honors students who excel academically. All students, 6-12 will have a GPA computed at the end of each quarter for honor roll purposes. There will also be a semester honor roll at the end of each semester. All subjects except physical education and driver education are counted toward the honor roll.

'A' Honor Roll.....	All A's
Honor Roll.....	3.50 and up

Students who are suspended will not be on the Honor Roll that quarter. A further honor towards the end of the school year is the Academic Awards Presentation. At this function, high school students will receive a letter for their academic accomplishments over the year. If they already have an academic letter, they will also receive the lamp of knowledge and a bar for each additional year that they excel.

All members of National Honor Society are advised to carefully read the following information. If there are any questions, please see the Advisor, or a member of the NHS Faculty Board.

Selection Process:

1. Candidate for NHS must be a sophomore, junior, or a senior, and have completed a minimum of two school semesters from an accredited high school.
2. Candidates for the fall of the current school year must have a 3.50 GPA. If they fail to meet the GPA once admitted, they will be placed on probation for one semester. If they fail to regain the minimum GPA by the end of that semester, they will be removed from NHS.
*Candidates must maintain the GPA to which they joined NHS.
3. The status of all new members will be reviewed and all those who qualify will be permitted to apply for membership. In addition to meeting the GPA requirements, candidates must show evidence of outstanding performance in the areas of character, leadership, and service, as defined in the NHS official handbook. Candidates with a poor discipline record such as a suspension or an excessive number of referrals are considered a poor risk and will not be considered a candidate for NHS.
4. Members are selected to the chapter by a majority vote of the faculty council.
5. Except where Walnut School NHS procedure apply, we will follow the policies outlined in the National NHS Handbook.

6. The high school teachers will evaluate each new candidate in the areas of character, leadership, and service. If three teachers have issues with the candidates' qualities, the candidate's application will be denied. If two teachers have issues with the candidate's qualities, the candidate's application will be approved but the candidate will be put on probation.

DISMISSAL:

1. The Walnut High School NHS Chapter shall follow the current guidelines of the National NHS handbook. The guidelines are as follows:
 - A. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the NHS. A written description of the dismissal procedure shall be available to interested parties.
 - B. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. Except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
 - C. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
 - D. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.
 - E. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in dismissal cases. National Honor Society members will follow the consequences of the discipline policy and will be required to appear in front of the NHS faculty council for possible expulsion from the NHS.
2. Members who have committed a serious offense such as being suspended from school or convicted in a civil offense shall be immediately dismissed from NHS.
3. Any probationary period will be for the duration of the membership. Any second infraction will result in the termination of the membership.
4. Sophomores and Juniors who receive three (3) referrals during their membership will be placed on probation. If a total of six (6) referrals are received during their membership, the membership will be terminated. Seniors joining for the first time are allowed only three (3) referrals before membership is terminated.
5. Precedence will be followed as much as possible when considering dismissal from NHS.

GUIDELINES:

1. Members must participate in all community service projects.
2. Senior medallions will be as follows: Gold for three (3) years of membership, Silver for two (2) years, and Bronze for one (1) year.
3. If membership is terminated, all NHS cards, pins and certificates are to be returned.

Academic Eligibility for Extracurricular Activities:

Students who do not meet the eligibility standards as stated below will not be able to enjoy all the privileges enjoyed by secondary level students at Walnut Community School.

This policy is in effect for grades 6-12.

- 1) Teachers will average grades at the end of each week.
- 2) A student failing any class at the end of the week (Friday) is put on a WARNING list. If he/she fails any subject a second time within a given quarter, he/she becomes ineligible to participate in all extra curricular activities for the following week, or until he/she achieves a passing grade in said subject.
 - a) A student remains ineligible for at least one week. Student will be allowed to practice, but cannot participate in the activity.
 - b) The ineligible period extends from Monday through and including Sunday.
- 3) Parents will be mailed warning and ineligible notices every Monday.
- 4) Copies will be distributed to all staff members.
- 5) Weekly eligibility names are due from teachers no later than 8:30 AM Monday.
- 6) Students receiving an 'I' (incomplete) on a report card will be placed on the ineligible list until the 'I' is removed.

ELIGIBILITY REQUIREMENTS

Students who desire to compete in an interscholastic contest or take part in a school activity must be in attendance at least a half day (four class periods of school the day of the activity.)

(See Discipline Policy and Good Conduct Policy)

Definition of Extracurricular and Co-curricular Activities:

Extracurricular activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, FCCLA, National Honor Society, speech, student government, dances, ceremonies (excluding graduation), and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics, music, speech, and other such school activities.

Extracurricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

An extracurricular activity is any activity that is offered by the Walnut Community School to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity. In summary, an extracurricular activity or event is one in which the student would appear in the public eye and for which he/she would not receive a grade. Any student in violation of the good conduct policy cannot participate in such activities or events.

A co-curricular activity is one that is directly related to an academic course. This would include, but is not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc.

Postsecondary Enrollment Options:

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th, 10th, and 11th grade talented and gifted students and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however, are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 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 school district may waive the cost of the course for students who fail the course 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 interested in participating in this program should contact the principal.

Early Graduation:

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements.

Students who graduate early become alumni of the school district and are not allowed participation in school activities, including senior activities, except for graduation ceremonies.

Graduation:

Students 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 the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

The following credits in specified subjects must be earned by the student before he/she will be approved for graduation:

- English..... 8 credits
- Science..... 6 credits
- Math..... 8 credits
- Social Studies.. 7½ credits
- Computers..... 2 credits (Starts with the class of 2009)

To be eligible for graduation from high school a minimum of 46 credits is required. No student with fewer credits shall take part in graduation activities.

MISCELLANEOUS:

Telephone Use during the School Day:

There will be no checking out to use the phone. All calls must be made before school, during noon break or after school. Only in emergencies will students be called out of class for phone calls. Phones in each classroom are not to be used by the student unless in case of emergency and then only with permission from the classroom teacher.

Telephone calls to the school for students should be made only when DEEMED ABSOLUTELY NECESSARY. When it is at all possible to give the message to the school secretary to be given to the student, this should be done rather than insist that the student be called out of class.

Since the school office telephones are for business purposes, personal use is discouraged. Students desiring to make plans to visit with friends after school will be asked to make these kinds of arrangements outside of the school and school day. There is a phone in the hallway for student use, however, long distance calls will require a calling card.

Finally, students should not be using their cell phones during the passing time, nor should they try to use hall pass time during the class to use cell phones. Cell phones are not to be used during the school day.

School Announcements:

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal or their sponsor for the class/club. Announcements will be posted at the main bulletin board in the high school wing. Announcements should be read by teachers to their students by some pre-determined time during the day.

Visitors/Guests:

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. In order to get the principal's permission, the student who is inviting a guest must get a signed permission form with all eight classroom teachers' permissions. Teachers and other school district personnel shall not take time from their duties to discuss individual matters with visitors. Visitors who fail to conduct themselves accordingly or who do not abide by the requirements set out by the board for visiting the school facilities will be asked to leave.

Legal Status of 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. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Open Gym during Non-School Hours:

Open gym is at the discretion of the school administration. Patrons or students of the district will check with administration to see if Open Gym will be possible.

Cafeteria:

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items including milk. Breakfast and lunch will be available to all students at a nominal cost. Breakfast will be served between 7:45 a.m. and 8:15 a.m. Non-bus students are expected to arrive for breakfast in plenty of time to eat and get to their classroom when their bell rings. The price for breakfast (K-5) is \$15.00 for a 20 day ticket (6-12 is \$17.00), or \$0.75 if purchased daily (6-12 is \$0.85). The lunch price is \$29.00 for a 20 day ticket for Preschool-5 or \$1.45 per day. The price is \$30.00 for a 20 day ticket for 6-12, or \$1.50 per day. For all adult guests, a daily ticket for breakfast is \$1.00 and lunch is \$2.25.

Note: Only 10 lunch charges will be allowed. After 10 charges an altered lunch will be served. Free and reduced price breakfasts and lunches are available for students whose family income is below certain standards. If you have any questions as to whether or not your family might qualify for the free or reduced price breakfast/lunch, fill out an application form that is available from the secretary.

We ask that you not send pop with your child's cold lunch unless it is some special occasion such as a class picnic. **Gum and candy are not permitted in the school or on school grounds except in cases of birthdays, class parties, etc.**

Buses and Other School District Vehicles:

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations:

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Keep your arms, legs, and all objects inside the bus.
4. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver. This ties into the bus pass policy.
5. A rider may be assigned a seat by the driver.
6. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or the replacement.
7. Riders are not permitted to leave their seats while the vehicle is in motion. They must be seated on the furniture. No roughhousing!
8. Walk in front of the bus (no closer than ten feet) if it is necessary to cross the road after unloading. Remember to look both ways before crossing the road.
9. Students shall not throw objects about the vehicle nor out through the windows.
10. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
11. The Good Conduct Policy is in effect.
12. Please put litter in the proper container. Do not drop litter on the floor.
13. Pop is not allowed on the school bus on daily routes.
14. Do not talk to the bus driver while he or she is driving.
15. No profanity is allowed.
16. Conduct yourself in a courteous manner at all times.

Media Center:

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center. In order to use a computer in the media center, you will need to provide a written permission form from the teacher who is assigning you work that requires the use of the computer. At the beginning of the year, your parent needed to indicate whether or not they wanted to use the computer, and hopefully this year, you received their permission, or otherwise, you will not be able to use the computer.

Teacher Assistance Team:

The Teacher Assistance Team, or TAT, meets once per week to discuss up to two students who may need special help on issues related to academics, behavior, or both. Students will be recommended by a teacher to be reviewed by a team of teachers so that special interventions may be implemented to benefit a student. Students are sometimes invited to the TAT meetings.

Lost and Found:

Lost and found articles are brought to the school office. Parents are urged to mark children's jackets, overshoes, mittens, etc. to provide easy identification. This helps to eliminate loss and confusion of ownership. All lost articles should be reported to the office immediately. Students are to bring to the office any articles they might find.

Parent-Teacher Organization:

Walnut Community School does have a PTO. During registration at the beginning of the year, please take the time to indicate your interest in joining the PTO. Visit the office for more information.

Contact Information:

Elementary – High School	784 3615
Child Find (available 24 hours).....	784 3311
Superintendent	784 2251

For an additional convenience we now have a toll free number 1 888 739 3615.

For email addresses, check our web site, currently at www.walnut.k12.ia.us.

Walnut Community School is located at: P. O. Box 528
415 Antique City Drive
Walnut, IA 51577

Special Education Services:

The special education services are designed to provide both direct and indirect assistance for children with speech, hearing, physical, academic, emotional, and/or social problems. Direct services include individual diagnostic work-ups, therapy, counseling, and special classroom placement among others. Indirect services include consultation with teachers, parents and other school personnel, along with providing in-service programs in all of the above areas. If you have questions, please feel free to contact Jeff Kruse, Superintendent, Gloria Myers, Resource Teacher, or call the Harlan AEA office at 1 712 755 3896.

Emergency Disasters: The principal/designee and special education teachers shall review rosters to determine if adjusted emergency procedures are warranted. If students are identified with a hearing loss, then the principal/designee and special education teacher shall develop a written plan outlining the following for each student. This plan shall be reviewed annually and a new plan developed when a student(s) changes attendance centers. See “Rules of Special Ed” (281-41.27(3) IAC), p.24.

STUDENT BEHAVIOR:

Character Education Program:

Walnut Community School is in the process of implementing a new character education program called Positive Behavior Supports, or PBS. PBS has been recently piloted statewide with only a handful of school districts participating. We will be working on this pilot project as well.

The premise of PBS is to positively support good behavior in a proactive manner rather than in a reactive manner. Therefore, character education becomes the focus point for our district’s efforts in reducing the number of disciplinary actions taken by the administration.

A PBS committee has taken the word “heart” (of a warrior) for the acronym to reinforce five major character traits.

Have pride
Effort
Acceptance
Responsibility
Teamwork

All American Indian warriors had a spiritual “heart”, and the PBS team and faculty decided that the “heart of a warrior” will make a great mnemonic device to teach the five important character traits. Following this page is a character traits grid that will show what these five important traits look like in the various areas of our school, whether it is in the classroom or hallway.

Student Discipline:

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and the school. In order for your child to receive the best possible education, it is felt that students should know appropriate school behavior. We work hard to establish a positive school environment that depends on compliance with fair and consistent rules of behavior.

Your child's teacher may be sending home a copy of their discipline plan for their room. We believe that every child can behave appropriately and when he/she does not, it is because he/she chooses to behave inappropriately. We expect your child to behave so teachers can teach and students can learn. It is in your child's best interest that we work together to make his/her learning experience as meaningful as possible.

A student may be required to stay after school for a variety of reasons, such as tardiness, misbehavior, or to finish school work. The student will be given a one day notice in order to make necessary arrangements. Extreme discipline problems may result in an immediate suspension or possible expulsion from school.

On the following page is a discipline grid. By looking down the “offense” column on the right side, you can easily determine the disciplinary consequence.

DUE PROCESS STATEMENT All students, when charged with an infraction of school rules, will be given notice of the charges against them and have the opportunity to present their side of the story.

Notice of school rules and regulations is given in the student handbook. It is the responsibility of all students to read the handbook and present any questions or concern regarding the regulations to their teachers or the school administration for clarification.

Administrative Discipline Grid:

Consequences for Major Offenses of Discipline Policy Per Year

<u>Offense</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Disruptive Behavior	Detention (2) @ 25 minutes	Detention (4) @ 25 minutes	Suspension (1 day ISS)
Harassment Bullying	Suspension (2 day ISS) Parent Conf.	Suspension (3 day ISS) Parent Conf.	Refer to Supt. Parent Conf.
Truancy	5 Absences/semester (Parent Letter)	10 Absences/sem (Parent Letter)	15 Absences/semester (Parent Letter)
Fighting	Suspension (2 day ISS) Parent Conf.	Suspension (3 day OSS) Parent Conf.	Suspension (7 day OSS) Parent Conf. in Front of Board of Ed
Possession/Use of Tobacco @ School	Suspension (2 day ISS)	Suspension (3 day OSS)	Suspension (5 day OSS)
Possession/Use of Alcohol @ School	Suspension (3 day ISS)	Suspension (5 day OSS)	Refer to Supt.
Possession/Use of Drugs @ School	Long term suspension or expulsion. Call Authorities.		
Vandalism/Theft (repair or replace)	Suspension (2 day ISS)	Suspension (3 day OSS)	Refer to Supt.
Insubordination	Detention (2) @ 25 minutes	Suspension (2 day ISS) Parent Conf.	Suspension (3 day OSS) Refer to Supt.
Blatant Disrespect/ Threat/Profanity Toward Staff	Suspension (3 day ISS)	Refer to Supt.	
Cheating	Zero Given Parent Contact	Zero Given Parent Conference	

National Honor Society members will follow the consequences of the discipline policy and will be required to appear in front of the NHS Board for possible expulsion from the NHS.

A minor offense in a teacher’s classroom requires no due process. You must serve their discipline.

SCHOOL SPECIFIC TOPICS:

Elementary:

OUTSIDE RECESS and PLAYGROUND RULES

Because various problems can arise, students should only use balls supplied by the school for playground use.

On numerous days throughout the school year, we must decide if the weather and related conditions make outdoor recess inadvisable.

1. Safety (ice, presence of snow removal equipment, storm/lightning).
2. Number of days children have been without an outdoor recess.

All students will be strongly encouraged to go outside for recess. We feel that any student that is well enough to come to school should be well enough to go outside for a short recess. There may be times, however, when students are allowed to stay inside. They include:

- a) Doctor's request to have the child remain indoors for a period of time designated by the physician.
- b) Written parental request to keep a child indoors. (This will be accepted on a one day at a time basis.)
- c) Permission from a staff member.

PLAYGROUND RULES

1. Stay away from the wooden cellar door, gas meter and pipes, and fire escape.
2. All students are to stay within the hard surfaced, blacktop area east of the school. Do not go into the street, unless playground supervisor gives permission.
3. No wood or metal bats or hard balls of any kind are allowed.
4. No **tackle** football or pulling on clothes.
5. No throwing of snowballs.
6. No playing on the west side of the building at any time.
7. Do not throw balls against the building.
8. Do not push or shove.
9. Do not throw rocks.
10. No toys from home on the playground.
11. Use all equipment as intended. No roughhousing or horseplay.
12. No playground activity before school. Supervision is not provided. Playground activity after school dismissal is not supervised and the School District is not responsible for accidents or injuries on the playground after 3:20 PM.

PARTIES

The elementary teachers plan three parties each year for the children. They are held at Halloween, Christmas and Valentines Day. Each class selects two or three Room Mothers who help supervise parties, field trips, etc. Grades K - 5 have a Christmas gift exchange with a \$3.00 gift limit.

Each grade K -5 has a picnic during the last week of school in the spring.

TOYS and PLAYTHINGS NUISANCE ITEMS

Please monitor what personal property your child takes to and from school. It is not the intention to limit show and tell items or other appropriate uses of play material, but to avoid the loss or damage of important items.

Any items that are dangerous or disruptive are considered nuisance items and are not allowed in school. Radios, water pistols/guns, cap guns, weapons are examples of nuisance items.

Middle School:

ASSIGNMENT NOTEBOOKS

Assignment notebooks are needed for all 6th-8th grade students. Students will be required to write down their daily assignments for each class. These can be purchased on your own or from the school at a cost of \$3.00. Lost notebooks must be replaced at the students expense.

NOON LUNCH BREAK

7th & 8th Grade must remain on campus during the lunch period. Students may bring a lunch to school, but it must be eaten in the lunchroom.

JR HIGH FCCLA (Family, Career, and Community Leaders of America)

The FCCLA High School Chapter encourages seventh and eighth graders to become junior high members to learn the basics of leadership and communication skills. They will also develop better timelines for their future participation in high school FCCLA membership.

Seventh graders learn what opportunities are available, vote for officers and hold meetings during seventh grade Health class. This is completely voluntary. They do not pay dues /they participate in sales to cover their costs of membership. They have the opportunity to participate in district meeting, district STAR Events, State STAR Events and National Meeting.

Eighth graders are members with the high school students, they have no officers. High school meetings are held over the noon hour in Mrs. Madson's classroom. This is completely voluntary. They do not pay dues /they participate in sales to cover their costs of membership. They have the opportunity to participate in district meeting, district STAR Events, State STAR Events and National Meeting.

High School:

NOON BREAK

Students must remain on campus during the lunch period. Town students who have written consent from a parent may be excused to go home for lunch if the following conditions are met:

- A. Students must check out at the office by bringing a note from home in the morning. Failure to check out will result in two (2) detentions, which is a suspension for leaving campus without permission. You must inform the office by 8:15 to have your name in the daily announcements.
- B. Failure of a student to return on time for his/her next class will result in a referral for being tardy.
- C. He/She must go to his/her own home.
- D. Driving is not permitted-the student must walk.
- E. Only town students are permitted to go home for lunch.
- F. A student going home for lunch must attend 5th hour class or study hall prior to leaving for lunch.

Students may bring a lunch to school, but it must be eaten in the lunchroom.

STUDENT CARS

Cars are not to be driven or ridden in by students at any time during the school day.

- There will be no sitting in cars during the noon break.
- Do not drive by parked buses while they are loading.

PARKING

Parking is permitted:

- On the east side of the playground and all side streets.
- A yellow marked curb means a NO PARKING ZONE. Do not park in this area.
- No parking is allowed behind the school near the alley or in the North lot by the Daycare.
- VIOLATORS WILL BE TOWED AT THEIR EXPENSE for improper parking.

LEAVING SCHOOL/CAMPUS

Students must have permission from the administrative office to leave school. Leaving campus without permission will result in a suspension. The “campus” is defined as school grounds. Students are required to check out in the office if they have appointments, and are to check back in when/if they return. A sign in sheet is located on the front counter in the office. If you fail to sign in, you could be counted absent for a whole or part of the day.

SOCIAL EVENT

All social events sponsored by the school shall end at 10:30 on school nights and no later than 12:00 midnight on Friday and Saturday nights. Exception: because it begins after the game, the Homecoming dance will end at 12:30 am.

All high school social events shall have at least three teachers in attendance and shall be placed on the school calendar at least one week in advance of the event. Administrative approval must be obtained before scheduling all activities.

When guests are permitted to the school function, they must be registered with the principal's office two days prior to the event.

DRIVER EDUCATION

Driver Education is offered at the Walnut Community School during the spring semester. A student may take Driver Education if their fifteenth (15th) birthday falls before June 1 (July 1 if the class size permits).

WEIGHT ROOM PROCEDURES

Students wishing to use the weight room at any time must have a sponsor who is a responsible adult and preferably is employed by the school. It is the responsibility of the sponsor to arrange a schedule with the administration and to check out a key. Keys are to be in the possession of the sponsor/supervisor at all times and are not to be issued to students. When the weight room is not in use, it will remain locked.

The use of the weight room will follow a published schedule. The schedule will be posted on the weight room door as well as on the high school bulletin board. The supervisor will unlock the room when he/she arrives, remain inside the room during the time that students are there, and lock the room when he/she leaves.

The supervisor is responsible for maintaining a reasonable amount of control regarding the activities that are taking place inside the room. The weight room is not a lounge or a center for social activities, nor is it a gathering place for people who have no business there. People using the weight room for purposes other than which it is intended will be asked to leave by the supervisor or the administration.

GOOD CONDUCT POLICY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district all through the calendar year whether away from school or at school. Students who wish to have the privilege of participating in school extracurricular activities must conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others throughout the calendar year.

Students in grades 7-12 who have been verified by the administration to be in violation of any civil or criminal laws (minor traffic offenses are exempted) such as stealing, shoplifting, use and/or possession of alcohol (including non-alcoholic beer), tobacco, chewing tobacco, or illegal drugs as defined by law at any place or time, are subject to temporary removal from extracurricular activities. The distinction between extracurricular and co-curricular activities is as follows:

Definition of Extracurricular and Co-curricular Activities

Extracurricular activities include, but are not limited to, athletics, cheerleading, dramatics, non-graded FFA activities, FCCLA, National Honor Society, speech, student government, dances, ceremonies (excluding graduation), and other school-sponsored clubs and organizations. Extracurricular activities also include all non-graded interscholastic competitions and events for dramatics, music, speech, and other such school activities.

Extracurricular activities do not include graded activities, field trips, work experience, and other such activities which are directly associated with the instructional experiences of a particular course and its content. Non-graded interscholastic competitions and events fall under the category of extracurricular activities.

An extracurricular activity is any activity that is offered by the Walnut Community School to students for their participation but is not a part of the curriculum of course offerings. Such activities require students to commit extra time beyond the regular school day for supervised practice, participation, and/or performance. Thus, a student's graduation cannot be dependent upon his/her participation in such an activity. In summary, an extracurricular activity or event is one in which the student would appear in the public eye and for which he/she would not receive a grade. Any student in violation of the good conduct policy cannot participate in such activities or events.

A co-curricular activity is one that is directly related to an academic course. This would include, but is not limited to graded music, student publications, and FFA contests. Participation in these activities is an expectation of the class, and a student's grade is based in part upon this participation. Such co-curricular activities are limited to participation in local events, concerts, graded interscholastic competitions, etc.

Penalties

Upon the finding of a violation, the student must appear before the Good Conduct Board, consisting of the principal and two teachers, who will determine the appropriate penalty. The following periods of ineligibility begin with the student's next activity or event. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student may attend all practices or rehearsals but may not "suit up" or perform/participate. Also, a student cannot go out for a sport or event that he or she was not in at the time of the incident for the purpose of fulfilling the time requirement. In other words, a student must start the sport or event at the beginning of its season to fulfill the time requirement. A season begins with the first practice/rehearsal. If a student is serving a previous ineligibility period for a prior offense at the time of his/her violation, he/she must complete that penalty before beginning to serve the next penalty.

First Offense

1. Six (6) calendar weeks of ineligibility.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration and within one week of the incident, the student's penalty will be reduced by two (2) weeks.

Second Offense

1. Twelve (12) calendar weeks of ineligibility.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration and within one week of the incident, the student's penalty will be reduced by one (1) week.

3. Community Service: Students may choose to further reduce their twelve week punishment by completing 20 hours of community service under the supervision of a school appointed/approved mentor. This community service must be completed during the first nine weeks of the student's ineligibility and will result in a two (2) week reduction of the original twelve week penalty.

4. Evaluation: Second offenses involving alcohol and drugs will require professional evaluation within one week of the offense, or within one week of the date that the offense is verified by the administration. The school must approve the evaluation program. If the student fails to obtain the evaluation within one week from the date that the offense is verified by the administration, or if the student fails to follow the evaluation recommendations, third offense penalties apply. The school will contact the evaluation site to verify the recommendations, and expenses incurred for the program will be the responsibility of the student and his/her parents. The following are approved treatment facilities:

Manning Family Recovery Center
Manning, IA
1-800-656-6372 or 712-653-2072

Gordan Recover Centers
Denison, IA
712-263-5065

Alegent Health Behavioral Services
427 E. Kanessville Blvd.
Council Bluffs, IA
712-328-2609

Mercy Franklin Medical Center
Youth Renaissance (Adolescent Program)
1818 48th St. Des Moines, IA
515-271-6075

The Bridge Outpatient Alcohol and Substance Treatment Center
300 Hutchings St.
Winterset, IA
515-462-2373

Third (and subsequent) Offenses

1. Twenty-four (24) calendar weeks of ineligibility.
2. Community Service: Students may choose to reduce their twenty-four week penalty by completing 50 hours of community service under the supervision of a school appointed/approved mentor. This community service must be completed during the first eighteen weeks of the student's ineligibility and will result in a four (4) week reduction of the original twenty-four week penalty.

Self-Reporting of Substance Abuse Problem

If a student feels he/she has a substance abuse problem, the student or his/her parents may consult with the school about the student's use of alcohol and/or drugs without penalty for the purpose of obtaining help. The school will advise the student and provide him/her with information regarding referral agencies. This applies to students who want help for alcohol or drug use only and does not include an offense.

ALCOHOL, TOBACCO, AND DRUG POLICY (ALL STUDENTS)

(The Good Conduct Policy precedes the Alcohol, Tobacco, and Drug Policy)

The use and /or possession of alcohol, (to include low alcohol e.g. 'near beer'), tobacco, or drugs by any students from Walnut Community School, athletes and non-athletes, at any place and at any time, will result in their immediate removal from the team for the remainder of the semester during which the infraction occurred and for the following semester, and a suspension from all school activities for the same amount of time. Infractions occurring during the summer will render the athlete/student ineligible for the remainder of the summer and for the fall semester. Second semester infractions will also render the athlete/student ineligible for athletics and extracurricular activities during the summer vacation, as well as the fall semester.

A second and all subsequent offenses, anytime during a high school student's career, will remove the member/student from the team and all extracurricular activities for the same amount of time as a first offense and require the offender to receive alcohol or drug counseling at an established center. The player/student will remain ineligible for all extracurricular activities until the program is completed. Examples of established centers are: Alcohol & Drug Assistance Agency, Atlantic Alcoholics Anonymous; Manning General Hospital; Mercy Hospital, etc.

The principal is authorized to determine if a treatment program meets the requirements of an "established center".

Expenses incurred for the program shall be the responsibility of the student and their parent/s.

The policy is effective for all sports and will be the responsibility of the coaches to enforce. Coaches may refer parental complaints to the principal who will explain the policy to the complainant.

Extracurricular activities include the following: All athletics, cheerleading, newspaper and annual staff, student council, FCCLA, FFA, SES, 'W' Club, musical, class play, jazz band, swing choir, Speech, prom, all field and class trips and NHS.

Concerts and contests for choir and band and graduation are not considered extra-curricular activities. Students removed from NHS are never again eligible for membership.

STUDENT PARTICIPATION AND PARENTAL APPROVAL FORM

Each student planning to participate in athletic activities at Walnut Community school must have a physical examination, signed physical form and signed parental approval on file with the school athletic director.

All 7-12 students must sign and have parents'/guardians' signatures on a good conduct policy form on file with the Athletic Director before they can participate in any school activity.

SAFETY GLASSES

Code of Iowa 280.20

This code requires that all student/teachers in any public or private school or college participating in vocational or industrial arts shops or laboratories shall wear industrial quality eye protection devices at all times while participating in any phase of activity of such course which may subject the student/teacher the said courses. Visitors to such shop and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of teacher/sponsor to enforce this requirement. Students who are in these programs will be required to purchase glasses at a cost of \$5.00 per pair. These become their property and if lost will cost \$5.00 to replace.

STUDENT PUBLICATIONS

Code No. 504.3

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expressions made by students in the exercise of free speech, including student expression in official school publications, is not a expression of official school policy. The school district, the board and the school district employees or officials are not liable in any civil or criminal action for any student expressions made or published by students, unless the school district employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

No student shall express, publish or distribute in an official school publication material which is: obscene, libelous, slanderous, or encourages students to: commit unlawful acts, violate school rules, cause a substantial disruption of the orderly and efficient operation of the school or school activity, disrupt or interfere with the educational program, interrupt the maintenance of a disciplined atmosphere or infringe on the rights of others.

Please refer to school board policies #504.3, 503.R, 309, 402.5, 502, 502.6, and 504 for complete details. These policies are on file at the school office.

Sexual harassment will not be tolerated in the school district. Sexual harassment by board members, administrators, certified and non-certified personnel, students, vendors, and any others having business or other contact with the school district is prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- >submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- >submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- >such conduct as the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to Jedd Sherman, Principal/Counselor, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to Jeff Kruse, Superintendent, who shall be the alternate investigator for harassment complaints.

NON DISCRIMINATION

It is the policy of the Walnut Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life style open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the right, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to Principal, Jedd Sherman, PO Box 528, Walnut, Iowa 51577, phone (712) 784 3615, to the director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Mo.

SEARCH AND SEIZURE

(See policies attached: 502.9, 502.12, 502.12R1)

Exhibit D
Code No. 502.9

STUDENT LOCKERS

Student lockers are property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect them all or a random selection of lockers. Either students or another individual will be present during the inspection of the lockers. Student lockers may also be searched at any time without advance notice in compliance with board policy regulating search and seizure.

NOTE: Iowa law requires students or another individual to be present during the inspection of lockers. For locker searches, see Policy 502.8, Search and Seizure.

Legal Reference: Iowa Code ch. 808A (Supp. 1997)
Iowa Code 272.8; 280.14 (1997).

Cross Reference 502 Student Rights and Responsibilities
Approved 12-08-97 Reviewed _____ Revised _____

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize an illegal, unauthorized or contraband materials discovered in search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their locker. Substantive changes were made to 502.8R1

Approved 12-08-98 Reviewed _____ Revised _____

SEARCH AND SEIZURE REGULATION

I Searches, in general

- A. Reasonable and Articulate suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonable related to the objectives of the search.

Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay

II Types of Searches

A. Personal Searches

- (1) A student's person 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.
- (2) Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a 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.
 - (b) A more intrusive search, short of a strip search, of the student's person, 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 following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks 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 officials. The contents of a student's locker or desk, (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains 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.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority 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 articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Approved __12-08-97 Reviewed _____ Revised _____

Field Trip Permission Form

Walnut Community School's *name of grade or class, team, club* **is/are planning a field trip to** *location on date* **.We will be leaving at** *time* **and returning to the school at** *time*.

Please list a phone number or numbers that we can contact you during the time of the field trip: _____

If there are any medications that need to be administered to your child during this time, please list them and dosage:_____

The basic outline of the itinerary is as follows:
write itinerary here

- There will be lunch provided by the school.**
- There will be lunch available to be paid for by the student.**
- No lunch is necessary.**

The cost to the student and/or parents for this trip is as follows:
enter any costs

My child, _____, **has my permission to participate in this field trip.**

Parent or Guardian Signature: _____

Walnut Community School District

Travel Release

This is to certify that _____ has my permission to ride (to - from - both) the _____ activity event on (date)_____ at (location)_____.

I certify that I am personally transporting the above named student. The reason for not riding the bus is_____.

I understand that the Walnut Community School Activity rules require that students ride the buses to and from all activities and departure from this requirement will release the Walnut Community School District from all liability for any adverse results that may occur.

I agree to release the Walnut Community School District and its employees and officers from all liability with reference to the above stated transportation.

(Parents Signature)

I have reviewed the student handbook and understand that I must comply with it.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent Signature

Date

Please neatly print the names below so that we know whose signature is on file:

Walnut Community School



STUDENT HANDBOOK