

# Akron-Westfield Community Schools



Home of the Westerners

**STUDENT HANDBOOK**  
**Grades DK - 12**  
**2017-2018**

<http://www.akron-westfield.com>



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## School Phone/Fax Numbers:

High School - (712)568-2020 or (712)568-2404

DK - 8 - (712)568-3322

Superintendent's Office - (712)568-2616

Fax - (712)568-2997

**AKRON-WESTFIELD ADMINISTRATION AND TEACHERS**

Mr. Randy Collins..... Superintendent  
 Mr. Derek Briggs.....7-12 Principal (Equity Coordinator)  
 Mrs. Cathy Bobier..... PK - 6 Principal

**Middle School - High School**

Mrs. Laura Armstrong ..... Special Education  
 Mr. Mike Baker..... Mathematics  
 Mrs. Julie Bundy..... Learning Center  
 Mr. Todd Colt..... Mathematics  
 Mrs. Robin Dirks ..... Art  
 Mrs. Kati Fang ..... High School English  
 Mrs. Jill Hoppe ..... Middle School & High School English Language Arts & Reading  
 Mr. Kent Johnson..... Social Studies  
 Mr. Scott Johnson ..... Middle School & High School Social Studies  
 Mrs. Rachel Kelderman ..... Middle School Special Education  
 Mr. Randy Kroksh ..... Vocational Agriculture  
 Mr. Kim Meerdink..... Science  
 Mrs. Michelle Paulsen ..... Special Education  
 Mrs. Jessica Koedam ..... LD SCI Room 5-8  
 Mrs. Angie Rabbitt ..... 6-12 Teacher Leader  
 Mr. Trent Ruhland ..... Industrial Technology  
 Mrs. Jill Schroeder..... 6-12 Mathematics  
 Mr. Joel Schroeder..... Middle School & High School Science  
 Mr. Ryan Schuknecht ..... Elementary Music & 7-12 Vocal Music  
 Mr. Andrew Thonstad ..... Business Education & Technology Coach  
 Mrs. Gina Vreeman..... Spanish  
 Mr. Eric Walkingstick..... 7-12 Physical Education  
 Mrs. Krista Weiland..... 9-12 Guidance  
 Mrs. Colleen Westergard ..... 6-12 Language Arts & Talented and Gifted  
 Mr. Dwain Wilmot..... MS/HS Science & Technology  
 Mr. Timothy Zorr..... Elementary Music & 5-12 Instrumental Music

**Elementary School**

Mrs. Sherry Fickbohm ..... Grades 1-7 Art  
 Mrs. Shawn Hoffman..... DK-8 Guidance  
 Ms. Mollie Ostrihonsky ..... DK-5 Teacher Leader  
 Mrs. Amy Rolfes..... Elementary Reading  
 Mrs. Jennifer Small..... LD Resource  
 Ms. Taylor Woods ..... LD Resource  
 Mr. Eric Thien..... DK-6 Physical Education  
 Mrs. Annie Solberg..... Preschool  
 Mrs. Kari Hemmelrick ..... Discovergarten  
 Mrs. Chris Harvey..... Kindergarten  
 Mrs. Lisa Harris..... Kindergarten  
 Mrs. Tracy Frerichs..... First Grade  
 Mrs. Lisa Wolthuisen ..... First Grade  
 Mrs. Tammy Hillrichs..... Second Grade  
 Ms. Laura Westin..... Second Grade  
 Mrs. Dawn Martinsen ..... Third Grade  
 Mrs. Amy Wilken ..... Third Grade  
 Mrs. Tina Wilken..... Fourth Grade  
 Mrs. Debra Hedlund ..... Fourth Grade  
 Mrs. Tracy Sturgeon ..... Fifth Grade  
 Mr. Lucas Werner ..... Fifth Grade  
 Mrs. Amber Brau ..... Sixth Grade  
 Mrs. LeAnn Tindall ..... Sixth Grade  
 Ms. Tamie Britt ..... Title 1  
 Mrs. Theresa Brent ..... Early Childhood Special Education  
 Mr. John Ludwig..... Technology  
 Mrs. Heather Morehead ..... School Nurse

## **PURPOSE OF THIS HANDBOOK**

The basic purpose of this handbook is to give you a list of the practices and policies for the coming year. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in our society. A good citizen recognizes the responsibilities and obligations necessary to participate successfully in our complex society. The Akron-Westfield Community School endeavors to provide varied activities so that your participation in them will help you find those things within our school which will prepare you to live a better life and finally take your place in our complex world of tomorrow. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you and we hope that you will always be conscious of its traditions and requirement. This school will be whatever you make it. Let us have the spirit to do the things which will make it outstanding.

### **Akron-Westfield Pledge - Mission Statement**

High Expectations + Caring Environment = Responsible and Accountable Learners

### **Core Values**

We encourage **effort and academic** excellence  
We nurture **life long learners and productive citizens**  
We promote **continuous innovation and thinking** curriculum  
We treat everyone with **dignity and respect**  
We cherish **progressive Midwestern values**

### **Vision**

Akron-Westfield . . . the entire community as partners in successful learning

### **ACCIDENTS (Ref. 507.4)**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse.

### **ACCIDENT INSURANCE (Ref. 507.6)**

The Board of Education reviews and adopts an accident insurance plan for each school year. At the present time the following options are available to students.

1. School-time Plan Insurance
2. 24-Hour Insurance: Prices to be announced each year

All students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver indicating that the family has its own insurance coverage on the participant.

### **ADMINISTRATION OF MEDICATION (Ref. 507.2)**

No medication shall be dispensed to any student unless the following rules are observed:

1. Medication prescribed only by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container, which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
8. In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.

9. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
10. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents. If not picked up by the last day of the school year, the medication will be destroyed. If medication is destroyed, it will be documented in the pupil's written record of medication administration and cosigned by the school nurse and other selected personal.

No non-prescription medication will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the medication. These over-the-counter medications must be in the original containers (cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous prescriptions will be destroyed at the end of each school year.

Parents/guardians are asked to bring medication to school and leave it with the school nurse, principal or school personnel. Please do not send medication to school with your child.

### **ANNOUNCEMENTS**

Daily announcements will be given over the intercom during the first period or during Success Time for students in grades 6-12. Elementary students will receive information during the daily opening in the new gym.

### **STUDENT APPEARANCE (Ref. 502.1)**

1. Students must wear clean, recently washed clothing.
2. Students must be clean of person. This includes frequent bathing and washing of hair.
3. Students must wear some kind of reasonable footwear, appropriate to the activity or season.
4. Any article of clothing that is a hazard to safety is unsuitable attire.
5. Any article of clothing that is obscene is unsuitable attire.
6. Students may wear appropriate walking shorts and girls may wear appropriate skirts. Please realize the length of these items is important in regard to the school atmosphere. Walking shorts should not be shorter than the middle knuckle on the index finger and skirts should not be shorter than where the longest finger of the student's hand hits the student's leg when the arm is extended downward.
7. Tank tops and halters are unsuitable classroom attire. Any article of clothing which exposes a bare midriff, cleavage, or a student's rear end is unsuitable classroom attire. Open back shirts are unsuitable classroom attire.
8. Hair styles must be in keeping with the ideals of cleanliness, neatness, and good grooming.
9. Any style of dress, article of clothing or hairstyle, which interferes with or disrupts the maintenance of a learning atmosphere, is unacceptable. This includes "low-riding" jeans, pants, shorts, or miniskirts.
10. Hats or caps are unsuitable school attire unless necessary for a specific class or activity, and when required for a class or activity, they may be worn only during the time that the activity takes place.
11. Any article of clothing advertising drugs and/or alcohol is unsuitable attire.
12. Any article of clothing that is controversial is inappropriate to wear to school.
13. Any pants, shorts, or skirts worn with holes in them must pass the same test used in #6 above for shorts.
14. Students in grades 9-12 who violate the student appearance policy will not be allowed to return to class until their appearance is no longer in violation of this policy. If a student does not have appropriate clothing to change into, the school will provide clothes that can be borrowed and returned.

### **STUDENT AUTOMOBILE USE (Ref. 502.4)**

We shall assume that all students who drive to school have legal driving permits and obey all regulations.

1. Driving a motor vehicle to and from school is a privilege - not a right.
2. Students must not drive around town during the noon hour, during time off for work-study or work release.
3. There will be no parking of autos next to the gas pumps or fire hydrants. There will be no parking in the area between the gas pump and the car shed. (Students are to park only in designated areas).
4. Students are not to park on the east side of the school building.
5. Motorcycles are to be parked so that the kick-stand is resting on concrete or bare ground, not on the blacktop surface.
6. Students may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the

school day without permission from the administration. Violations of the above guidelines could result in not being able to drive to school.

### **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays and utensils to the dish-washing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. No food may be taken from the cafeteria.

### **BREAKFAST & HOT LUNCH**

1. Lunch cards will be issued to students the first day of school.
2. Students need to have lunch cards each day they plan to eat breakfast or hot lunch. Students may keep their lunch cards or have them placed on the school lunch board.
3. Lost lunch cards will cost \$2.00 to be replaced.
4. Students wanting to have money placed in their lunch accounts need to bring it to the main office by 10:00 A.M. if they want it credited to their account that day.
5. Breakfast will be served from 7:30 to 8:15.
6. Please see the section on PaySchools for information on paying for lunch, and other items, online.

### **CELL PHONE AND ELECTRONIC DEVICES POLICY**

The Akron-Westfield Community School District restricts the use of all electronic devices that, in its opinion, have limited or no educational value or their use creates learner distraction or disruption. The Akron-Westfield Community School District reserves the right to define the educational value of any new electronic devices that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

The administration and school board request that if parents choose to allow their students to possess cell phones or other electronic devices at school, please establish an understanding with them that, during school hours, all cell phones and electronic devices must remain turned off and in lockers or in vehicles, with the exception of use during the lunch period in a designated area. Students are not to have cell phones or electronic devices in their possession during the academic day without consent from the principal and they may not go to their vehicles during the day to retrieve a cell phone or any other electronic device.

Student possession of cell phones or other electronic devices in the Akron-Westfield Community Schools is allowable subject to the following rules and regulations:

- Electronic devices are not to be used to take pictures or capture video without the consent of each person being photographed or recorded. This regulation does not pertain to public events.
- They are to be kept in a student's vehicle or assigned locker and are not to be used during instructional hours of the day.
- They are to be turned off (power off) during the instructional school day.
- They may not be used in any manner that will cause disruption to the educational environment.
- The school district will not be responsible for the loss, damage or theft of any electronic device brought to school.
- The school district will not be responsible for the inappropriate use of any electronic device.
- Use of such devices for field trips and extra-curricular events will be at the discretion of the sponsor/coach.
- High school students may use a cell phone during his/her lunch period under the following guidelines:
  - Must remain off until student reaches the commons.
  - May use only in the commons, gym, and south hallway. When a teacher is on duty, students may use a cell phone outside the southeast doors with permission from the teacher on duty.
  - If any high school student incurs a violation of the cell phone and electronic devices policy, the privilege of using cell phones during lunch will be removed for all high school students. Reinstatement of this privilege will be at the discretion of the administration.
  - If any student is removed from a high school dance for inappropriate dancing – which will be left to the discretion of the dance chaperone(s) in conjunction with administration, the privilege of using cell phones during lunch will be removed for all high school students. Reinstatement of this privilege will be at the discretion of the administration.



Students who violate the school's cell phone and electronic devices policy are subject to disciplinary action as follows:

**DK – 8:**

**1<sup>st</sup> offense:** The student's cell phone or electronic device is confiscated and taken to the principal. The student will serve one detention and may pick up the item after school.

**2<sup>nd</sup> offense:** One detention and the student's cell phone or electronic device is confiscated and taken to the principal. Contact is made with the student's parent or guardian for a conference with the principal and the cell phone or electronic device may be picked up at this time.

**3<sup>rd</sup> offense:** Two detentions and the student's cell phone or electronic device is confiscated and taken to the principal. Contact is made with the student's parent or guardian for a conference with the principal and the cell phone or electronic device may be picked up at this time. Student loses privilege of having the cell phone or electronic device on school property.

**Grades 9 - 12:**

**1<sup>st</sup> offense:** One detention and the student's cell phone or electronic device is confiscated and taken to the principal. The student's parent or guardian may pick up the item.

**2<sup>nd</sup> offense:** Two detentions and the student's cell phone or electronic device is confiscated and taken to the principal. The student's parent or guardian may pick up the item. Student loses privilege of having the cell phone or other electronic device on school property for the remainder of the school year.

**3<sup>rd</sup> offense:** One day in school suspension and the student's cell phone or electronic device is confiscated and taken to the principal. Contact is made with the student's parent or guardian for a conference with the principal and the cell phone or electronic device may be picked up at this time. Student remains restricted from possessing a cell phone or electronic device on school property for the remainder of the school year.

Further offenses or a 1st offense that is deemed, by school personnel, to be of a serious nature to include: inappropriate use in an educational setting (i.e. cheating, etc.) or inappropriate use that invades the rights of another person or persons: At the administration's discretion, the student may be assigned disciplinary consequences which include: detention(s), in school suspension, out of school suspension, expulsion, police involvement (item will be kept for evidence), brought in front of the Akron-Westfield School Board.

**CHICAGO SCIENCE/ART TRIP & MUSIC DEPARTMENT TRIP**

The following are the guidelines that will be used for the Science & Art trip to Chicago and the Music Department trip taken to various locations.

1. Students must have completed six semesters of art with a C- or better average per semester and presently be enrolled in art with a C- or better average or completed Chemistry with a C- or better average or presently enrolled in Chemistry and have a C- or better average to be able to attend the Chicago Science and Art trip.
2. Students would be ineligible to attend either trip if they have violated the Akron-Westfield Activity Policy within the previous 12-month period of time from the date the trip begins.
3. If the number of students wanting to attend exceeds the bus capacity, then the selection of students will be based on a first-come first-serve system.
4. These trips are a privilege, not a right. Since each trip is an extended length of time, possibly in a major city, your child's safety is our top concern. We must be able to trust that the student will behave as they would in a school setting. The school has the right to refuse a student's participation based on their previous behavior. In other words, if your son/daughter has had repeated behavior problems he/she may not be participating in this trip. Parents may be asked to chaperone their son/daughter if his/her behavior is questionable.
5. The cost of each trip will be determined by school personnel. A deadline will be established by which time a deposit will be required and a payment plan established for those unable to pay the full amount by the deposit deadline. Individuals who either chose not to attend, or lose the privilege of attending, after a deposit is made will not receive a refund and, if not paid in full, will be required to pay in full by the date the trip begins. Refund of any funds will only be allowed if a replacement is found who pays the school the full amount of the trip, or in emergency situations to be determined by the administration.

**CLOSING OF SCHOOL**

Occasionally, it may be necessary to close school because of weather or emergency situations. It would be good for you to plan with your child what to do in an emergency of this type. As soon as a decision is made to cancel school because of weather conditions, the following stations will be advised: Radio-KLEM (1410). Other radio and TV stations are notified as well, but their reliability has not been as satisfactory as the above listed stations and their lag has been greater in regard to getting the announcement on the air. Please do not call the school offices of the school administrators, as these lines must be kept open for communications.

## **STUDENT COMPLAINTS AND GRIEVANCES (Ref. 502.6)**

### **STUDENT PROCEDURE:**

1. Informal – A student should first take his/her complaint to the person(s) involved and try to solve the problem informally. If this doesn't work, then he/she may go on to the next step.
2. The student must give his/her principal a written and signed complaint or grievance. This should describe the problem and give all the facts. The student should tell what he/she thinks would be the best solution to the problem. This must be given to the principal not more than 10 days after the incident happened.
3. If the student doesn't agree with the principal's decision, he/she may send another grievance, just like in Step 2, to the superintendent. This has to be done within three(3) days following the principal's decision.
4. If the student doesn't agree with the superintendent's decision he/she may send a grievance to the School Board within three (3) days after he/she gets the superintendent's decision. The School Board doesn't have to consider the grievance, but if it decides it will, it has the right to set up the hearing and decision procedures.

**\*A student may have his/her parent's help in all of the above four steps.**

## **STUDENT CONDUCT ON SCHOOL BUSES (Ref. 711.2)**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

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. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door.
6. 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.
7. A rider may be assigned a seat by the driver.
8. Riders are not permitted to leave their seats while the vehicle is in motion.
9. Permission to open windows must be obtained from the driver.
10. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
11. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
12. Students shall assist in looking after the safety and comfort of younger students.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out through the windows.
15. Students shall keep feet off the seats.
16. Roughhousing in the vehicle is prohibited.
17. The Good Conduct Rule is in effect.

Bus drivers will not be requested to wait for student pick-ups more than a reasonable length of time. If the students are not riding the bus, the driver should be waved on by someone in the family to avoid a waste of time and mileage if a family does not intend to ride the bus on a given day.

Any damage done to the bus will be paid for by the person doing the damage, and the privilege of riding the bus may be taken away from that person.

Any student wishing to ride the bus but who is not a regular passenger on the bus will have to secure a permit from the office to do so. This also applies to changing buses and routes. Students riding the morning trips are to get their permits the day previous to the trip. This protects the student as well as the school in case of an accident.

## **CONDUCT POLICIES (Ref. 503.1)**

Pupils shall be expected to conduct themselves in keeping with their levels of maturity at all times. Respect for the authority vested in all school employees, regard for public property, and consideration of the rights and welfare of all students should govern pupil actions. All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to a learning situation. Emphasis shall be placed upon the growth of the ability of the student to discipline himself/herself.

### **DUE PROCESS PROCEDURES (Ref. 503):**

When a student is placed on probation or suspended, denied privileges, declared ineligible for extra-curricular activities, or is removed from a specified class for the balance of a semester, the below procedures will be followed:

1. Prior to suspension, a hearing shall be held with the student at which time oral or written notice is given as to what he or she is accused of doing.
2. The student is to be told the basis for accusation and an explanation of the evidence.
3. An opportunity shall be given during the hearing for the student to present his or her side of the story.
4. The hearing will be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
5. The student will be removed from school immediately when his or her presence constitutes a danger to persons or property or threat of disrupting the academic process. In such case, the necessary notice and hearing (1, 2, and 3) shall follow as soon as practical.
6. Immediately following the suspension of a student, his or her parents shall be notified in writing and/or by phone call, that the suspension has occurred and the reasons therefore.

### **SHORT TERM SUSPENSION (Ref. 503.1)**

A student may be suspended for up to ten (10) school days by the principal or his designee for violation of the regulations or rules established by the board of the district, or for conduct detrimental to the best interests of the district, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or in the normal operation of the school. Notice of suspension will be made to the student's parent(s) or guardian and the superintendent.

### **EXPULSION (Ref.503.2)**

Only the Board of Directors may, by a majority vote, expel for over ten days a student from school for immorality or for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.

The expulsion of a student, when required, shall be done after a thorough investigation of alternatives with due process afforded all individuals directly concerned. The following procedures will be followed:

1. Written notice of the rules violated, the intention to expel, and the time, place, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. Full and fair hearing before the Board of Education,
3. Right to legal counsel or some adult representation.
4. Opportunity to present witnesses or evidence in accused pupil's behalf and to question opposing witnesses.
5. Some kind of written record demonstrating that the decision was based on the evidence.

### **SMOKING-USE OF TOBACCO (Ref. 502.9)**

Smoking, chewing, or possession of tobacco, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation, on school property, including school building grounds, on school transportation vehicles, or at any school activity home or away, is punishable on an annual basis as follows:

- |                                |  |
|--------------------------------|--|
| <u>1<sup>st</sup> offense:</u> | Two day in-school suspension - letter sent home                            |
| <u>2<sup>nd</sup> offense:</u> | Three day in-school suspension - letter sent home                          |
| <u>3<sup>rd</sup> offense:</u> | Five day out of school suspension - letter sent home and parent conference |
| <u>4<sup>th</sup> offense:</u> | Brought to the Board of Education for disciplinary action                  |

### **DRUGS AND ALCOHOL (Ref. 502.9)**

Students who are under the influence, use, sell or have possession of alcohol, illegal drugs or drug paraphernalia on school properties, including school building grounds, on school transportation vehicles, or at any school activity, home or away, will be subject to disciplinary action.

A. Students who use, possess or distribute alcohol or other drugs on school property:

1. First Violation - parent or guardian contacted; three day in-school suspension; referral to the Child Study Team with expectation that all subsequent recommendations be followed; regarding possession, local law officials may be notified.
2. Second Violation - parent or guardian contacted; referral to the Child Study Team; out of school suspension pending board hearing; referral to the Akron-Westfield Board of Education for disciplinary action which could result in a long term out-of-school suspension or expulsion recommendation for an

assessment at a licensed substance abuse treatment agency; out-of-school suspension which can be waived if the assessment recommendations are to receive treatment (either inpatient or out-patient) and if the student and their parent/guardian agree to follow the assessment recommendations; regarding possession, local law officials notified; expectation that all subsequent recommendations of the assessment agency, the Child Study Team, and ultimately, School Administration be followed.

B. Students who sell alcohol or drugs on school property: First Violation and all subsequent violations - parent or guardian contacted; referral to the Child Study Team; referral to the Akron-Westfield Board of Education for disciplinary action which could result in an expulsion (or) out-of-school suspension pending an assessment at a licensed substance abuse treatment agency and pending completion of all subsequent recommendations, including those of the Child Study Team, and ultimately, School Administration; local law officials notified.

**\*Note** - If a student receives services from an outside agency the responsibility for payment will be that of the student's parent/guardian.

**\*Note** - In cooperation with law enforcement agencies and the desire to keep our school drug and alcohol free there may be periodic use of canine patrols to search for contraband.

### **FIGHTING (Ref. 503)**

A suspension of up to three days may be given to students involved in fighting on school property, including school building grounds, at school activities, home or away, or on school transportation vehicles. The aggressor may be placed on probation for the school year after a hearing before the Board of Education. In the case of physical assault, legal action may be taken. Repeat offenders may be referred to the Board of Education.

### **INSUBORDINATION (Ref. 503)**

Insubordination is defined as refusal to obey a school rule, regulation or order of a teacher or school official. A suspension of up to three days may be given to a student for an act of insubordination. The student may be placed on school probation for the school year. Repeated offenders may also be referred to the Board of Education for disciplinary action.

### **STEALING (Ref. 503)**

Students who steal on school property, including school building grounds, on school transportation vehicles, or at any school activity, home or away, shall be subject to disciplinary action as follows:

#### **D – 8 students:**

- 1<sup>st</sup> offense: One day of ISS (in school suspension), notification to parents, and the police may be notified.
- 2<sup>nd</sup> offense: Three days of ISS, (in school suspension), notification to parents, and the police may be notified..
- 3<sup>rd</sup> offense: Referred to Board of Education for disciplinary action the police may be notified..

#### **9 – 12 students:**

- 1<sup>st</sup> offense: Suspended one to three days, notification to parents, and the police may be notified.
- 2<sup>nd</sup> offense: Referred to Board of Education for disciplinary action the police may be notified.

### **EXTORTION (Ref. 503)**

Extortion is defined as obtaining money, property or services of any sort by reason of threat. Any student who commits an act of extortion shall be subject to disciplinary action as follows:

#### **D – 8 students:**

- 1<sup>st</sup> offense: One day of ISS (in-school suspension), notification to parents, and the police may be notified.
- 2<sup>nd</sup> offense: Three days of ISS, (in-school suspension), notification to parents, and the police may be notified.
- 3<sup>rd</sup> offense: Referred to Board of Education for disciplinary action the police may be notified.

#### **9 – 12 students:**

- 1<sup>st</sup> offense: May be suspended one to three days, notification to parents, and the police may be notified.
- 2<sup>nd</sup> offense: Referred to Board of Education for disciplinary action the police may be notified.

### **Anti-Bullying and Anti-Harassment Policy (Ref. 106)**

The Akron-Westfield Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school

district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

## **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

## **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent’s designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

- Developing procedures for reporting acts of bullying and harassing behavior (Policy 106.R1);
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

## **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this

section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### **POSSESSION OF A LETHAL WEAPON (Ref. 502.8)**

The Board believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and that district facilities are not the appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

#### **POSSESSION OF A WEAPON (Ref. 502.8)**

Any student who possesses any weapon shall be subject to disciplinary action. "Dangerous weapon" includes any firearm, knife, club, numchuck, star, bomb, grenade, mine, stun gun and any other device, the frame or receiver for any such weapon, a muffler or silencer for such a weapon which fires or can fire a projectile by the explosion of a propellant charge and any other device, explosive, incendiary or poison gas material designed to or intended to incapacitate, threaten, or inflict bodily injury.

1<sup>st</sup> offense and all subsequent offenses - The student may be immediately suspended and referred to the Akron Police and the Hearing Officer of the Board of Education for disciplinary action.

Students bringing a firearm to school shall be expelled for not less than twelve (12) months. The superintendent shall have authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

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

#### **POSSESSION OF A LOOK-ALIKE WEAPON (Ref. 502.8)**

Any student who possesses or uses any look-alike weapon on any school grounds (including school grounds outside of Akron-Westfield) or while engaged in school sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action. "Look-alike weapon" means any item, which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

1<sup>st</sup> Offense- The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; and referral to a Hearing Panel of the Board of Education for disciplinary action including long-term suspension and expulsion.

2<sup>nd</sup> Offense and all subsequent offenses - Referral to the Hearing Panel of the Board of Education for disciplinary action.

#### **DANGEROUS ACTIONS (Ref. 503)**

Any student who poses a threat to the health or safety of themselves or others in the school may be immediately suspended and recommended for expulsion. Such threat may be demonstrated through assault on another, verbalized intent to injure or attempts to injure themselves or another, possession of weapons and/or any explosive materials or device on school property, or any willful action reasonably expected to cause harm to persons or property. The use or possession of firecrackers and the lighting of any unauthorized fire are some specific violations of this policy and shall be treated as extremely dangerous acts. Persons found in violation of this policy should expect to be denied access to school property and school functions. Violators of this policy will be reported to civil authorities.

## **CARE OF SCHOOL PROPERTY (Ref. 502.2)**

Students who damage or vandalize school property including school buildings, school grounds or school vehicles shall be subject to disciplinary action as follows:

- A. For damage under \$100:
  - 1<sup>st</sup> offense – May be suspended one to three days, notification to parents, and the police may be notified.
  - 2<sup>nd</sup> offense - Referred to Board of Education for disciplinary action and the police may be notified.
- B. For damage over \$100:
  - 1<sup>st</sup> offense - May be suspended one to five days, notification to parents, and the police may be notified.
  - 2<sup>nd</sup> offense - Referred to Board of Education for disciplinary action and the police may be notified.
- C. For any offense, the student and/or parent-guardian will be liable for all damages as determined by state law and the school administration.

## **CONFIDENTIALITY OF RECORDS (Ref. 506.1)**

School Board Policy 506.1 states that the following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises: Names, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

Any student, parent or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school. It is desirable to renew this objection at the beginning of each school year.

## **DK – 6 CONDUCT POLICY – POSITIVE BEHAVIOR SUPPORTS (PBS)**

Elementary and Middle School students will follow a behavior matrix based upon RRPK – being Respectful, Responsible, Prepared and Kind. Students following these expectations will earn a red ticket in grades DK-5 or a red stamp in grades 6. Behavior not reflecting these four criteria will result in consequences listed on the district's behavior referral form. Students are not allowed to hand out personal invitations at school. We want to maintain a positive, non-threatening, safe, environment in our classrooms and many students would have hurt feelings if we allowed invitations to be given at school. Please contact the elementary office if you have any questions.

## **DESKS AND LOCKERS (Ref. 502.7)**

All desks and lockers in the school building are the property of the Akron-Westfield Community School District and remain school property even though they are temporarily assigned to students. Students are to use desks and lockers only for the storage of schoolbooks, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. The desks and lockers will be subject to inspection at any time for cleanliness, missing school property and evidence of vandalism. All students assigned to a desk or locker are responsible for it and may be charged individually or equally for damage to lockers or desks.

In the interest of a healthy and safe school environment, lockers are further subject to inspection and search for the location and discovery of items of contraband. Items of contraband include, nonprescription controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items of contraband are not to be placed in school desks or lockers under any circumstances. Students who place such items in a desk or locker shall be subject to disciplinary action, which may include suspension from school for the remainder of the current school year. No locks may be placed on desks or lockers except those issued or authorized by the principal or other persons in charge of issuing locks. Unauthorized locks may be removed at the Principal's discretion.

## **RULES FOR DETENTION - GRADES 6-8**

For students in grades 6-8, two separate types of detentions may be issued. For lesser infractions, a short detention for students may be held during the student's lunch period. The lunch detention will be monitored by a staff member. For more serious infractions, before or after school detentions will be assigned. When the student receives a detention notice, he/she is to have it signed by a parent or guardian and returned to the teacher who assigned the detention the following day. This ensure parental or guardian awareness of the detention and when the student will be staying after school. A parent or guardian will need to notify the school in case of conflict. Before or after school detentions are to be monitored by the teacher assigning the detention. If the assigning teacher cannot supervise, then another teacher or an administrator may monitor the detention.

## **RULES FOR DETENTION - GRADES 9 - 12 (Ref. 503.1)**

Detention period is a time when the student is assigned to stay after school for any infractions of unacceptable student behavior. Detention is to be served with the teacher assigning the detention. If the student refuses to serve the detention, the detention time will double and will be handled by the principal.

1. Students must report to detention by 3:25 P.M. and remain until 4:05 P.M. and may only leave early if directed by the teacher assigning the detention.
2. Students will take books for study and it is expected that they will be in use for the entire period.
3. Students are given one day to arrange transportation if necessary.
4. Detention supersedes all other student obligations.
5. The first time a student fails to report to detention, he/she will be given an additional period of detention and will be warned that suspension will result for future failures to report to detention.

## **ENROLLMENT INFORMATION**

Physical: A routine physical (within 13 months of starting school) must be performed before the start of the school year for the following students: ECSE (Early Childhood Special Education), Discovergarten, Kindergarten and newly enrolled student's to the district and signed by a Physician, Physician Assistant, Nurse Practitioner, or Chiropractor.

Lead Screening: The school district will forward a list of Kindergarten students for the current school year to the Iowa Department of Public Health (IDPH) within 60 days of the start of school. IDPH will let the parents and the school both know if they do not have a record of a student's blood lead test and provide further guidance on where to get the child tested. Children will not be kept out of school if they have not had a blood lead test. However, childhood lead poisoning is a serious problem in Iowa. It causes learning disabilities and could affect a child's school performance, so we strongly recommend that all children be tested for lead poisoning.

Dental Screening: Parents must provide evidence of the completion of a dental screening or exemption to the school district for those students entering Kindergarten, Ninth grade, and newly enrolled students to the district. The proof of the screening will be on a form provided by Iowa Department of Public Health (IDPH), and must be signed by a provider. For Kindergarten or newly enrolled elementary students, the provider signature must be from a physician, nurse, physician assistant, dental hygienist, or dentist. For ninth grade or newly enrolled middle school/high school students, the provider signature must be from a dentist or dental hygienist. The exemption, also on a form from IDPH, is available for either religious reasons or financial hardship.

## **FACILITIES USE GUIDELINES: COMMUNITY MEMBERS - STUDENTS - OTHERS**

***\*Failure to follow the guidelines listed below will result in losing the privilege of using the school's facilities.***

\*All students regardless of age or grade and other facilities users under the age of 18 wishing to use the school's facilities - including but not limited to: gymnasium, track, weight room, wrestling room, auditorium, classroom, kitchen, etc. - **must be directly supervised** by at least one of the following: **parent, school employee, board-approved volunteer coach, youth coach/sponsor, other adult approved through administration.**

\*Students unable to secure proper supervision - please see administration for assistance prior to using the facilities.

\*Facilities will be open for community and/or student use (under proper supervision) on normally-scheduled school days, Monday through Friday, during the following hours:

**1) 6:00 a.m. – 7:30 a.m. and**

**2) 6:00 p.m. – 10:00 p.m.**

\*For usage outside of these days and times, please contact school administration

\*When a school-sponsored practice is in session, the gymnasiums, track and weight room will be unavailable until the conclusion of the practice. Other non-season activities will be permitted only with the approval of the in-season coach.

\***Youth coaches/sponsors** – please reserve gym times through the athletic director

\*For use of the auditorium, kitchen, classroom, or school-owned property, please contact building administration in advance.

\***Note:** music played while using the school's facilities must be free of obscenities and/or offensive lyrics

## **FIELD TRIPS (Ref. 606.7)**

Field trips are permitted during the regular school day. Trips will be placed on the school calendar at least one week in advance. For the protection of all involved, parental permission for the student's participation in a field trip must be secured prior to the actual trip. Any student not returning a permission form will not be allowed to participate.



## **FIRE AND TORNADO DRILLS (Ref. 507.5)**

Fire drills at regular intervals are required by law and are an important safety precaution. The warning signal will be a long continuous buzzing. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

The tornado warning will be interrupted buzzing and by voice on the intercom. When the warning is sounded students will proceed to their designated areas within the school building and remain there until an all-clear communication has been received.

## **GENERAL SCHOOL POLICIES**

### **MULTICULTURAL NONSEXIST POLICY (Ref. 103)**

It is the policy of the Akron-Westfield School District not to discriminate on the basis of any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in admission or access to, or treatment in, its programs and activities or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX, of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society. Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Principal Derek Briggs, Akron, Iowa, telephone number (712) 568-2020 or to the Director of the Region VII office of Civil Right, Department of Health, Education and Welfare, Kansas City, Missouri.

### **DISCRIMINATION COMPLAINT PROCEDURE**

Discrimination Complaint Procedure - A complaint procedure has been developed to handle these complaints.

Employees, parents or guardians, students and volunteers can file a complaint. Briefly, the complaint procedure includes four steps:

1. Talk to the principal or an immediate supervisor about the complaint to try to solve the problem. If the cause of the complaint is based on the conduct of the principal or immediate supervisor, the complainant should contact that person's immediate supervisor.
2. If not satisfied with the result of Step 1, a complaint form must be filed within fifteen (15) working days with the principal or immediate supervisor. A written response must be made within ten (10) working days by the principal or immediate supervisor. Individuals may obtain a complaint form from the educational equity coordinator by calling 568-2020. The educational equity coordinator will be involved with the processing of the complaint.
3. If not satisfied, the complaint can be filed with appropriate director within five (5) working days after receiving the response from the principal or immediate supervisor. The director must respond within ten (10) working days.
4. If not satisfied, the complaint can be filed with the superintendent within five (5) working days after receiving the response from the director. A response must be made by the superintendent within ten (10) working days of receiving complaint.

If still not satisfied, an individual can seek legal advice or file a formal complaint with the Des Moines Human Rights Commission, Iowa City Rights Commission, the Equal Employment Opportunity Commission, or other agencies. Any formal complaint must be filed within 180 days of the incident giving rise to the complaint. If an individual seeks other avenues of redress, the District will not conduct the internal complaint investigation.

A complete copy of the complaint procedures, along with forms to be filed, can be obtained from the school board secretary, any administrator or the Equity Coordinator, Derek Briggs, or by calling (712) 568-2020.

## **EQUITY COORDINATOR**

The Equity Coordinator for the Akron-Westfield School District is Derek Briggs, the 7-12 principal. If you have any issues or concerns in regard to equity involving any individual or program, please contact the school at (712) 568-2020 and report your concerns to the equity coordinator.

## **EQUAL EDUCATIONAL OPPORTUNITY (Ref. 500)**

It is the intent of the Akron-Westfield Community School district that each individual be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services should be designed to meet the needs of all students and should not discriminate against any individual for any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

## **GUIDANCE (Ref. 607.1)**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of tests scores, occupational information, career information, scholarships, study helps, help with personal, school and/or social concerns, or any questions the student may want to discuss with the counselor.

## **HALL PASSES**

Students are not to be in the halls during class time unless they have a pass from a teacher or the office.

1. If students have a need to visit with a teacher in another part of the building during the study hall, they are to secure a pass prior to the start of their class.
2. There should be no need to visit the lockers during class time. Students are expected to bring all necessary materials with them to each class.

## **HOMELESS CHILDREN AND YOUTH**

Definition:

Individuals age 3 years through 21 years who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

For a list of available resources, please contact our offices if you or anyone you know meets any of the above-listed criteria.

## **INTERNET ACCESS - ONLINE STUDENT INFORMATION FOR PARENTS**

Akron-Westfield has online access, for parents, to student information including: grades, lunch balance, homework assignments (for middle school and high school students), attendance, etc. Please contact the school to obtain login information. The school's web address is: <http://www.akron-westfield.com>

## **INTERNET APPROPRIATE USE POLICY (Ref. 605.6)**

A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demand for each terminal.

**B. On-line Etiquette.**

1. 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.
2. Students are expected to adhere to the following on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- C. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, slanderous, 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 injuries 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.
- D. 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.
- E. Unauthorized Access – If a student allows another student, who does not have Internet Access, to use his/her user ID and password to access the internet, the following consequences will apply.

**Violations of Internet Policy:**

Students who access restricted items on the Internet shall be subject to the appropriate action in board policy or regulations or the following consequences:

1. 1<sup>st</sup> Violation - a verbal and written notice will be issued to the student. A copy of the notice will be sent to the student's parent(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum of fifteen school days.
2. 2<sup>nd</sup> Violation - A verbal and written notice will be issued to the student. A copy of the notice will be sent to the student's parent(s) and a copy provided to the building principal. The student shall forfeit all Internet privileges for the remainder of the school year.

**IOWA SCHOOL IMMUNIZATION LAW (Ref. 507.1)**

All students, Discovergarten through twelfth grade, enrolled in public schools or home schooled are required to submit an Iowa Department of Public Health Certificate of Immunization to the school principal. It is the parents' responsibility to see that this certificate of immunization is completed for diphtheria, pertuisses, tetanus, polio, rubella, and rubeola, and is signed. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa Department of Public Health Certificate of Exemption to be exempt from this requirement. Students not presenting an appropriate certificate to the school are not entitled to enroll. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

**LIBRARY/MEDIA CENTER RULES**

1. The Library is to be used for browsing and checking materials, reading magazines and newspapers, using the computers for coursework and doing research. The Library is not a place for visiting.
2. Upon entering or leaving the library, you must sign in and out at the circulation desk.
3. If you need to work with someone on a project or assignment, you must check with the media center director first and receive permission.
4. No food or drink is allowed.

**Consequences for not following the rules:**

- 1<sup>st</sup> time - Warning
- 2<sup>nd</sup> time - Student must return to study hall for the rest of period
- 3<sup>rd</sup> time - Restricted to Study Hall (5 days)
- 4<sup>th</sup> time - Report to Principal's office

## LOST AND FOUND

We ask that any articles found which do not belong to you be taken to the main office.

## MANDATORY CHILD ABUSE REPORTING (Ref 402.2 & 402.2R1)

Under Iowa Code all certified individuals, teachers, school nurses, school social workers, and school psychologist are presumed to be mandatory reporters unless they do not "in course of employment, examine, attend counsel, or treat children". Certified teachers who are aides, secretaries, etc. are also Mandatory Reporters.

## NOON HOUR RULES – HIGH SCHOOL

1. Students can be in the following areas during their lunch periods:
  - A. Commons
  - B. High school gym when not in use by a physical education class  
(students are reminded-no shoes on the gym floor when in the gym during the lunch period)
2. Students should not be at their lockers, in lockerrooms, or in unsupervised areas during the lunch period.
3. Only town students with prior permission are allowed to go home for lunch.
4. Students are not to be in their car or the parking lot areas during the noon hour without permission from the office.

## PAYSCHOOLS

Akron-Westfield Schools is now offering an online payment processing system, *PaySchools*, that allows parents to have easy and convenient online access to purchase and pay for items and fees 24 hours a day, seven days a week. To ensure your security, *PaySchools* does not store personal bank or credit card information. Items that may be purchased online(as examples) typically would include: Registration Fees, Kindergarten Milk, Athletic Passes, Instrumental Music Fees, School Lunch, School Store Apparel, Yearbook, etc. Visit the school's web page at [www.akron-westfield.com](http://www.akron-westfield.com) and click on the *PaySchools* menu option.

## POST-SECONDARY ENROLLMENT OPTION (Ref. 604.7)

The Post secondary Enrollment Options Act (Chapter 261C, Iowa Code) was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling them to enroll part time in nonsectarian courses in eligible post secondary institutions of higher learning in Iowa. Eleventh and twelfth grade students enrolled in public and accredited nonpublic school districts are eligible to enroll under this Act. A ninth or tenth grade student who is identified as a gifted or talented student according to the school district's criteria and procedures (Iowa Code section 247.43) is eligible to enroll under this Act. The student may receive credits for courses approved by the Akron-Westfield School Board. Courses shall be approved on a case-by-case basis. Students will be reimbursed for tuition and other costs directly related to a course approved by the board up to a maximum of \$250 per course. Administrative rule 281-22.6 requires the pupil, if over eighteen years of age, or the pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work. Students enrolling in PSEO classes are required to pay a fee equal to 50% of the tuition. Upon receiving credit for a course, the fee will be reimbursed.

## RECESS

Elementary students will be going outside at recesses and noon hours, unless raining, wind chill below 5 degrees, or threatening weather. Student will be permitted to remain indoors with Parent Permission for short duration and a doctor's notification for longer periods.

## STUDENT RECORD PROCEDURES (Ref. 506.1)

It is the policy of the Akron-Westfield School to provide safeguards to parents and student of fair information practices with respect to education records. These procedures are detailed in the Board Policy Handbook. Information stated includes:

1. Parent(s) or eligible students will not be denied the right to inspect and/or review the student's records. When a request is made to the building principal (properly authorized individual), the information will be provided within a period of time (not to exceed 30 days).
  - a. Records can be reviewed during customary office hours of the school.
  - b. Copies will be made available at a reasonable cost.
  - c. Records are located in the main office of each building. Some special records pertaining to instruction are maintained in the teacher's room.
2. The parent(s) or eligible student who believes the records are inaccurate, misleading or violates any right of the

student may request that the records be amended. The informal process consists of:

- a. Written request shall be made to principal (signed and dated).
  - b. Statement as to what information is inaccurate, etc., and reasons. With-in two weeks, the principal shall notify (in writing) the person making the request as to his/her decision. If the decision is not to amend the records, the parent or eligible student will be advised of his/her right to a hearing to challenge the content of the education records. If the parent(s) or eligible student wishes a formal hearing, the following process is followed:
    - a. Make written request to the principal
    - b. A hearing will be held within two weeks. The person requesting the hearing must be notified at least five days prior to the date of the hearing.
    - c. The hearing must be conducted by any official of the Akron-Westfield Community School District who does not have a direct interest in the outcome of the hearing.
    - d. The requesting party shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by individuals, including an attorney, of his/her choice and at his/her expense.
    - e. Within one week from the date of the hearing, the school official shall render a written decision.
3. The Akron-Westfield School District does not disclose personally identifiable information without parent consent except to:
- a. School staff having been determined to have a legitimate educational interest.
  - b. School officials of other schools or school systems in which the student seeks or intends to enroll.
  - c. Appropriate parties in a health or safety emergency.
  - d. Information designated as "directory information". "Directory Information" includes the following information relating to a student: The students' name, address, telephone number, date and place of birth, photograph, 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 educational agency or institution attended by the student, and other similar information.
  - e. Comply with a judicial order or a lawfully issued subpoena.
  - f. Accrediting organizations.
  - g. Parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1958.
  - h. Organizations conducting research providing a letter is on file documenting administrative approval.
  - i. State and local officials as required by state statute.
  - j. Authorized representatives or federal officials in connection with audit, enforcement or compliance with federal regulations.
  - k. The Board of Directors setting as a whole.
  - l. Financial aid officials.
4. The building principal has been designated by the Akron-Westfield School Superintendent to be the custodian of the records for students in his/her specific building. This person will assure the confidentiality of any personally identifiable information.
5. Permanent record information shall be maintained without time limitations for those students who were served in special education classes, personally identifiable information will be destroyed when no longer needed, with the exception of the student's IEP (Part 1), and the evaluation may be kept by the AEA and filed accordingly.
6. Parents of disabled students will be informed of their rights at least annually via brochures, and/or the IEP process.
7. A copy of the entire policy concerning Student Records can be secured by contacting:  
**Principal, Akron-Westfield Community School, Kerr Drive, Akron, Iowa 51001**

### **STUDENT RIGHTS AND RESPONSIBILITIES (Ref. 502)**

**Responsibilities:** Students are expected to:

- Cooperate with and respect principals, teachers, school staff members and other students;
- Respect school property;
- Know and observe school rules;
- Do all classroom assignments;
- Help create mutual trust and respect;
- Not interfere with the rights of others;
- Not disrupt school in any way;
- Use appropriate language.

**Rights:** Students have the right to:

Express themselves appropriately;

Help make school rules and give input on curriculum (courses);

Decide whether or not they wish to take part in religious or symbolic activities;

Take part in in-school (instructional) activities and to decide if they want to take part in after-school (extracurricular) activities;

Have counsel and go through due process;

File complaints and have them considered.

## **SAFE SCHOOLS POLICY**

### Unsafe and Hazardous Conditions

When in the judgment of the employee an unsafe or hazardous condition exists and presents a clear and present danger to the students in his/her charge or to himself/herself, said condition will be reported promptly to the Principal. This report shall be in writing and on a form provided by the School District and available in each building office. Upon delivery of said written notice, the employee shall be relieved of any and all liability or evaluate accountability for any subsequent injury or accident arising from the existence of the unsafe or hazardous condition.

### Use of Reasonable Force

An employee may, within the scope of his/her employment, use and apply such amount of force as is lawful and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil for the purpose of self defense, or for the protection of persons or property.

### Assault Upon An Employee

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal.

The board shall give its cooperation in any proceedings initiated by an employee arising from an assault upon the employee while acting in the scope of the employee's duties.

## **SCHOOL DANCE GUIDELINES (Ref. 504.4)**

1. All regulations pertaining to student conduct while in school are in effect.
2. Only Akron-Westfield students in grades 7 and 8 may attend middle school dances.
3. Students that wish to bring a date that does not attend our high school must sign them up in advance at the main office. (Students are not to sign in individuals that are not their dates).
4. Once an individual enters the school dance, he or she may not leave and return at a later time.
5. No one will be admitted one hour after the beginning of the dance.
6. No one will be allowed into the building if suspected of being under the influence of alcohol or drugs.
7. Junior high students are not allowed to attend unless by special invitation from the Student Council.
8. High school students are not allowed to attend dances held for the seventh and eighth grade students.
9. Students must dance appropriately, as determined by dance chaperons in conjunction with administration. "Grinding" and other similar forms of dancing will not be tolerated. Students dancing in such a fashion will be removed from the dance and barred from attending dances for the remainder of the year.

## **SEARCH AND SEIZURE (Ref. 502.10)**

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 any illegal, unauthorized or contraband materials discovered in the 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 presents 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.

### **JUNIOR AND SENIOR PRIVILEGES**

Junior and Senior privileges will begin after the end of the second three-week grading period when progress reports are completed. To obtain junior and senior privileges, a student must meet all of the following, in addition to obtaining parent/guardian permission:

- 1) Maintain a B- or better in each class
- 2) Have no unexcused absences or incidents of truancy
- 3) Have three or fewer tardies in the current semester
- 4) Have no in-school suspensions
- 5) Have no out-of-school suspensions
- 6) Have no infractions of the Cell Phone and Other Electronic Devices Policy
- 7) Sign in and out of the office
- 8) Not hang around the school – either in class or leave school property or sit in the office
- 9) Have no violations of the Activity Policy during the current school year.
- 10) Have no violations of the Student Appearance Policy (Dress Code).

**Note:** Following a violation of any of the above-listed criteria, privileges may or may not be reinstated at the discretion of the principal.

### **SPECTATOR BUSES-PLAYER BUSES-PARTICIPANT BUSES (Ref. 711.3)**

When student sign up is sufficient, a special activity bus will be provided to away games and other school activities. This is a privilege granted to those who do not abuse it. A fee will be collected in advance for tickets to the activity plus a fee to help cover the cost of transportation. The following regulations must be followed:

- a. All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride and further disciplinary action.
- b. The bus will depart from the school at the time designated. All students who ride the spectator bus or the participant bus must ride to and from the activity in the transportation provided by the school unless a parent or guardian contacts the instructor in charge of the activity directly and asks permission for the child to ride to or from the game with them. If unable to contact the director of the activity an administrator should be contacted. When a parent is transporting a child to or from an away activity, we would ask that you personally speak to the director of the activity when arriving or leaving the activity with your son/daughter.
- c. Only Akron-Westfield students are permitted to take the away game bus. No other students or non-school people may be guests.
- d. Activity buses or spectator buses will load only at the school site. Students will not be picked up at other points unless the point is a designated pick up or drop off stop. Designated pick-up or drop-off spots authorized by the Board of Education are:
  - \*The Westfield School building site
  - \*The Akron School building site
  - \* Knapp farm lane site off Highway 12

The Westfield building site and the Knapp farm lane site will be utilized only when the trip direction and location enables the bus to stop there without additional mileage necessitated since the bus will be going by the location.

### **STUDENT COUNCIL (Ref. 504.1)**

The Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

### **HIGH SCHOOL STUDENT COUNCIL AND CLASS OFFICERS**

Membership Eligibility: Any student who has violated the Akron-Westfield Activity Policy during the previous 12 months will not be eligible to run for Student Council and/or any class officer position.

Termination from Student Council and/or class officer position: Any student who is found guilty of violating the Akron-Westfield Activity Policy, such as with alcohol, tobacco, drugs or behavior, etc., will have their membership terminated in the Akron-Westfield Student Council and/or from serving as a class officer. Termination would be for the remainder of the school year and students would be ineligible to run again for 12 months.

### **RULES FOR HIGH SCHOOL STUDY HALL**

1. A seating chart will be created by the study hall supervisor.
2. Each student must come to study hall with study materials each day.
3. Roll will be taken at the beginning of each period.
4. Students must be seated when the second bell rings, without running, or will be tardy.
5. After roll is taken, students will be allowed to sign out to the library, their locker, the guidance office, or the restroom. Students are limited to two sign-outs per study hall with the exception of signing out to the guidance office. Order of sign-outs is up to the supervisor.
6. Students who are found in a location other than where they have signed out will be restricted as follows:  
**1<sup>st</sup> Offense** – restricted to study hall for 10 school days with no sign-outs other than: **a)** one-time per study hall to the restroom and/or **b)** to a teacher with a pass secured before study hall.  
**2<sup>nd</sup> Offense** – restricted permanently to study hall for the remainder of the school year with no sign-outs other than: **a)** one-time per study hall to the restroom and/or **b)** to a teacher with a pass secured before study hall.
7. Students will not be allowed to sign out to other parts of the building unless a pass has been secured ahead of time from the teacher who will be supervising them.
8. Students will be allowed to work with one other student for one 10-minute period per study hall. Students will sign up on a sheet and work in a location near the study hall supervisor. **Note:** Students may be allowed to work for longer periods of time with a note from a teacher and at the sole discretion of the study hall supervisor.
9. Students will be restricted to study hall if they have any grade less than a C at the end of any grading period – including progress reports or report cards. Restricted students will be restricted to study hall with no sign-outs other than: **a)** one-time per study hall to the restroom and/or **b)** to a teacher with a pass secured before study hall.

### **TECHNOLOGY – 1:1 LAPTOPS AND IPADS RESPONSIBILITIES AND EXPECTATIONS**



#### **Parents:**

Your child will be loaned a MacBook Air computer or iPad to improve and personalize his/her education this year. It is essential that the Akron-Westfield Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. **In order for your child to use the MacBook Air or iPad in class and to take the MacBook Air home, you must be willing to accept the following terms and responsibilities:**

- 🍎 Will read the Acceptable Use Policy and discuss it with my child.
- 🍎 Will supervise my child's use of the MacBook Air at home.
- 🍎 Will instruct my child to keep the MacBook Air or iPad in a secure location when not in use in class.
- 🍎 Will make sure my child brings the MacBook Air to school each day.
- 🍎 Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- 🍎 Will not attempt to repair the MacBook Air or iPad, or have either repaired through a private service.
- 🍎 Will report any problems or damage to the MacBook Air or iPad to the Technology Coordinator and/or administration.
- 🍎 Will not change or attempt to change the configuration of software or hardware.
- 🍎 Will not download or attempt to install any programs or files from the Internet or other sources.
- 🍎 Will not remove any program or files on the MacBook Air or iPad except personal documents of my child.
- 🍎 I agree to make sure that the MacBook Air or iPad is returned to the school when requested and upon my son's/daughter's withdrawal from Akron-Westfield Community Schools.

#### **Students:**

Your MacBook Air or iPad should be used for EDUCATIONAL PURPOSES ONLY. **In order to use the MacBook Air or iPad in class and to take the MacBook Air home, you must be willing to accept the following terms and responsibilities:**

- 🍎 Will read the Acceptable Use Policy and discuss it with my parent(s)/guardian(s).



- 🍌 Will adhere to the terms of the Akron-Westfield CSD Acceptable Use Policy and District guidelines each time the MacBook Air or iPad is used.
- 🍌 Will not take my MacBook Air or iPad into the gym during lunch time.
- 🍌 Will recharge the MacBook Air nightly and begin the school day with a fully charged battery.
- 🍌 Will bring the MacBook Air to school each day and keep it in a secure location when not using it in class.
- 🍌 Will keep the MacBook Air or iPad in the school issued backpack, or personal backpack that has been approved by school personnel, at all times when not being used.
- 🍌 Will make the MacBook Air or iPad available for inspection by an administrator or other staff member upon request.
- 🍌 Will use appropriate language in all communications when using district issued equipment.
- 🍌 Will abide by copyright laws.
- 🍌 Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- 🍌 Will not give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- 🍌 Will report loss/theft of the MacBook Air or iPad to parents, school and proper authorities (police) immediately.
- 🍌 Will not use the MacBook Air, iPad or any other electronic device to record(audio/visual) others without their permission.
- 🍌 Will not download or attempt to install any programs, apps, or files from the Internet or other sources.
- 🍌 Will not change or attempt to change the configuration of, install, or remove software or hardware.
- 🍌 Will report all problems and damage immediately to the Technology Coordinator and/or administration.
- 🍌 Will not remove or attempt to remove identification tags on the MacBook Air or deface with stickers, marking pens, etc.
- 🍌 Will regularly back up my files to a flash drive, Google Drive, or other cloud based storage.

**Failure to abide by the above guidelines may result in losing the privilege of using the MacBook Air, iPad, or any other electronic device.**

## **TECHNOLOGY – ACCEPTABLE USE POLICY**

### **Statement of Purpose - Acceptable Use Policy for Technology**

The Akron-Westfield Community School District, hereinafter referred to as the “District” uses technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as life-long learners. Technology includes, but is not limited to, the electronic transfer of voice, video, data and internet connectivity. Technology provides unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school’s available technology must do so in a way that is consistent with the District’s educational mission.

This *Acceptable Use Policy for Technology* is intended to provide general guidelines and examples of prohibited uses, but does not attempt to state all required or prohibited activities by users.

Students and employees will sign a form acknowledging that they have read and understand the *Acceptable Use Policy for Technology*, that they will comply with the policy, and understand the consequences for violation of the policy.

### **Expectation of Privacy**

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

**Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and information received via the district technology shall be considered the property of the district. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.**

### **Acceptable Uses**

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

### **Unacceptable Uses**

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

1. **Inappropriate Use of Technology (24/7)** - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

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

### **Consequences**

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

### **Responsibility**

The District utilizes electronic systems which are Children's Internet Protection Act (CIPA) compliant and other methods to regulate student and employee technology use. These monitoring methods do not guarantee compliance with this policy. **The user understands that their activities may be monitored when logging onto district owned technology.** The District assumes no responsibility for the accuracy of information found on the internet or for any unauthorized charges made by users, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

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

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

All users of District technology agree to indemnify the school or district against any losses or damages that occur out of violations of this *Acceptable Use Policy for Technology*.

### **TELEPHONE USAGE (Ref. 508.3)**

Except for emergencies, students will not be called from their classes to answer the telephone. Office telephones are for business purposes. If it is necessary for a student to use the telephone, ask permission to do so. There is a pay telephone for student convenience in the Commons.

### **TEXTBOOKS - TOWEL FEE**

There will be a minimal charge for your textbooks. Textbooks are the property of the school district. Every student is obligated to give his/her books the best care. A book which is lost or damaged while it is checked out to a student will be paid for by the student. A yearly charge will be made for the service of clean towels, which are available for each P.E. class and extra-curricular practice.

## **TITLE I**

The Title I program is federally funded and provides an opportunity for those who require additional help in reading in grades 1-5. The class setting may be conducted as a pull out and/or in-class team teaching. Children are chosen on the basis of test scores and teacher and parent recommendation. Students generally work in groups of 2-8 for 20-30 minutes each day, three to five days per week.

### **TRANSFERS IN/OUT OF THE DISTRICT (Ref. 501.6 - 501.7)**

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

### **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register in the office. There is open visitation during the school day for parents except during the first two weeks and the last two weeks of the school year. Other than bringing a parent, students may not bring a guest to school during the school day. Visitors are expected to leave promptly when their business is completed.

### **ASSIGNMENT BOOKS - GRADES 4 - 8**

Assignment books are to be used as a running commentary of the daily objectives of all the classes in which students are involved. It should be checked for any homework assignments. Parents may write messages in the book for their student to share with the teachers. Only if the books are used and viewed as a benefit will the students derive positive reinforcement from it. Each student will be given an assignment book at the start of the school year. If lost, the replacement cost will be equal to what the school paid for the assignment book.

### **CLASS LOAD**

Each student in the ninth or tenth grade must be enrolled in at least six periods of class daily plus physical education as a minimum, while each student in the eleventh or twelfth grade must be enrolled in at least seven periods of class daily plus physical education as a minimum. Note: Seniors that are in the Concurrent Course Program or the Work Release Program are exempt from the class load requirement.

### **CONCURRENT COURSES PROGRAM**

Students who have accumulated 38 credits and have attained the class rank of second semester seniors are eligible for this program. It allows the qualified student to enroll in one of the cooperating colleges or universities for one or two courses, while taking one or more high school courses simultaneously. This program provides an opportunity for second semester seniors to try out college on a limited basis while living at home and at the same time continue to participate in their high school activities. The same program as outlined here will apply to students who wish to attend W.I.T. and are able to work out a mutually acceptable schedule. All students who wish to participate in this program should inform the counselor no later than the beginning of the second 9 weeks of school, so that all necessary arrangements can be made. All students participating in the Concurrent Courses Program must have the approval of the Akron-Westfield School Administration. All students would be expected to show a minimum of 44 credits at the time of graduation. Graduation with less than this number of credits would have to be considered separately for any student so requesting it.

### **EARLY GRADUATION (Ref. 505.7)**

Akron-Westfield students may graduate prior to the completion of grade twelve providing that the course work required for graduation, under board policy "Graduation Requirements", has been fulfilled.

Students graduating early will not be allowed to participate in any of the school curricular or extra-curricular activities.

This includes all sports, music, plays, class trips, summer baseball, summer softball, and any other activity of the Akron-Westfield Community School. (Exceptions are the Junior/Senior Prom, Baccalaureate, and Commencement.)

### **EXPLORATORY PROGRAM - GRADES 6 - 8**

The exploratory program consists of all courses not a part of the interdisciplinary core structure. It is extremely important that the students in grades 6 - 8 be exposed to a wide variety of educational experiences. Exploratory exposure will assist them in making important future educational decisions. The exploratory courses are designed to meet many of the unique needs and characteristics of the early adolescent.

### **GRADUATION REQUIREMENTS (Ref. 505.6)**

In order to qualify for graduation from the Akron-Westfield High School, a student must currently meet the following minimum requirements. Seniors must have earned 44 credits and passed Physical Education yearly. A credit is defined as the successful completion of one semester of work. By completing the following minimum requirements, students will complete all of the state recommended Model Core Curriculum. In addition, starting with the graduating class of 2010, all students must have a 4-year plan on file with the office and signed by a parent or guardian. The 44 credits must include the following:

- A. 8 credits of English (Required are: English 9, 10, Speech I, English 11 or Advanced English 11 or Business English) plus 1 elective.
- B. 6 credits in Math (Required would be Algebra I (or Algebra A and Algebra B) and either Geometry or Informal Geometry)
- C. 6 credits in Science (Required would be: **Option 1**) Integrated Science, Biology and Chemistry or **Option 2**) Unified Science, Integrated Science and Biology)
- D. 6 credits of Social Studies (Required courses are: 2 credits of U.S. History, 1 credit of second semester World History, 1 credit of Economics, and 1 credit of American Government) plus 1 elective.
- E. Physical Education - All physically able students shall be required to participate and pass the physical education program for a minimum of 1/8 unit during each semester they are enrolled except under the following conditions:
  1. A pupil shall not be required to enroll in physical education if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupils religious beliefs.
  2. A twelfth grade student may be excused from physical education by the principal of the school in which the student is enrolled when either of the following circumstances exists:
    - a. The student is enrolled in a cooperative, work-study, or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
    - b. The student is enrolled in academic courses not otherwise available. The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student has been excused.
    - c. A student may be excused from physical education class for up to one semester per year provided that the student is involved in an organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student has been excused.
  3. Students in grades nine through eleven may be excused from physical education by the principal when either of the following circumstances exists:
    - a. A student may be excused from physical education class for up to one semester per year provided that the student is involved in an organized and supervised athletic program which requires at least as much time of participation per week as one-eighth unit of physical education. The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student has been excused.
    - b. The student is enrolled in academic courses not otherwise available.
  4. When a student has successfully completed the 44 credits of required course work and passed physical education each semester they have been enrolled, they would be eligible for early graduation. If a student selects early graduation, further physical education requirements would be waived.

A student will not be allowed to graduate with fewer than 44 credits without the approval of the board. Special education students may meet individual graduation requirements as stated in their individual education plan. The board shall have complete discretion to determine extraordinary circumstances. \*Note: Seniors not having enough credits to graduate will be allowed to attend graduation activities, but it will be noted, either verbally and/or in the graduation program, that a certificate of attendance is being issued and not a diploma.

## LEARNING CENTER

The learning center intervention will be a temporary placement for students who need academic, social, and/or emotional support. These services will be short term in nature and are set up to assist students in becoming more successful and to provide a holistic system of support that will foster resiliency. The learning center will service students in grades kindergarten through twelfth before and after school and during the day. Students' school schedules, ages, development levels and their specific needs will determine scheduling and provision of services.

## PHYSICAL EDUCATION

Students in grades 5 - 12 are required to have gym shoes/tennis shoes when participating inside. Students in grades 5 - 12 will dress out for P. E. and shower at the end of the period. Permission to be excused from P.E. requires a parental note. For exclusion from P.E. for longer than two days, a note is required from a doctor, certified trainer, or other certified health care professional.

## RETENTION POLICY - GRADES D - 8

In grades 6 - 8, it will be recommended to the board of education that a student be required to repeat a grade if he/she were to fail more than two core classes during a semester and does not make up the needed coursework during summer school. Core classes include: Math, Reading, Social Studies, Science and Language Arts. Any student receiving an F in any course for a semester will be required to attend summer school and complete the work needed to receive a passing grade.

Parents will be informed of possible impending action when it becomes evident a student in grades 6 - 8 will be recommended to the board of education to be retained in the current grade level for an additional year. The decision for placement will be based upon the collective judgment of the licensed instructor(s) and the principal with input from the parent(s)/guardian(s). The board of education will make final decision on retention based on the results of an appeal process.

## SCHEDULE CHANGES

The first five days of each semester will be used to drop or add courses. After the fifth day of a semester, dropping or adding a class will be difficult and left to the discretion of the principal.

## SCHEDULE OF HIGH SCHOOL AND MIDDLE SCHOOL CLASSES

**Note:** School begins at 8:15 a.m. and ends at 3:20 p.m. You will be counted tardy if you are not in your classroom on time. Unless you are being supervised or studying in the commons, you should not be in the building before 7:45 a.m. or after 3:45 p.m.

Period 1	8:15-8:57
Period 2	9:00-9:42
<b>Success Time</b>	9:45-10:25
Period 3	10:28-11:10
Period 4	11:13-11:55
Period 5A	11:58-12:40
Period 5B	12:23-1:05
Period 6	1:08-1:50
Period 7	1:53-2:35
Period 8	2:38-3:20

### The noon lunch for grades 7-12 will be served during 2 lunch periods

5A	11:55-12:20
5B	12:40-1:05

## SCHEDULE OF CLASSES – FOR LATE STARTS AND EARLY OUTS

<u>2 Hr. Late Start</u>	<u>2:20 p.m. Early Out</u>	<u>2 Hr. Late Start &amp; 2:20 p.m. Out</u>
10:15-10:47 1 <sup>st</sup>	8:15-8:55 1 <sup>st</sup>	Follow the 2:20 p.m. Early Out
10:50-11:21 2 <sup>nd</sup>	8:58-9:38 2 <sup>nd</sup>	Schedule, and drop periods 1-3
11:24 -11:55 3 <sup>rd</sup>	9:41-10:21 3 <sup>rd</sup>	
5A and 5B – as usual	10:24-11:04 4 <sup>th</sup>	
1:08-1:39 4 <sup>th</sup>	11:07-11:47 6 <sup>th</sup>	
1:42-2:13 6 <sup>th</sup>	11:50-12:30 5A Class	
2:16-2:47 7 <sup>th</sup>	12:15-12:55 5B Class	
2:50-3:20 8 <sup>th</sup>	12:58-1:38 7 <sup>th</sup>	
No Success Time	1:41-2:20 8 <sup>th</sup>	
	No Success Time	

## WORK RELEASE (Ref. 504.7)

Seniors are eligible for work release. To qualify they must have met or be meeting course requirements for graduation. They will take a minimum of 4 classes plus Physical Education each semester and must be in attendance at least one half day. They are eligible for extra-curricular activities. Approval of the Parent and Principal is necessary. The work release program is administered by the Guidance Counselor and the Principal. **Note: Students must be taking 4 graded academic subjects to qualify for the honor roll.**

## GRADING SYSTEMS

### D-8 Grading

Early in the fall, you will receive notification; the D-8 will be having a BACK TO SCHOOL NIGHT. At this time you will have an opportunity to meet your child's teacher/s, find out about the grading system to be implemented, as well as other important information regarding your student's daily routine. Report Cards will be issued at the end of each Nine Week Grading Period for grades 3-8. Report cards will be issued at the end of each semester for grades D-2.

### 9-12 Grading

Grades are an evaluation of what you have accomplished within a given class. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. It is our policy to use the following alphabetic system for grading. The alphabetic system is as follows:

<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Points</u>
No GPA Difference between A or A+			<b>94 – 100</b>	<b>A/A+</b>	<b>4.00</b>	<b>90 – 93</b>	<b>A-</b>	<b>3.67</b>
<b>87 – 89</b>	<b>B+</b>	<b>3.33</b>	<b>83 – 86</b>	<b>B</b>	<b>3.00</b>	<b>80 – 82</b>	<b>B-</b>	<b>2.67</b>
<b>77 – 79</b>	<b>C+</b>	<b>2.33</b>	<b>73 – 76</b>	<b>C</b>	<b>2.00</b>	<b>70 – 72</b>	<b>C-</b>	<b>1.67</b>
<b>67 – 69</b>	<b>D+</b>	<b>1.33</b>	<b>63 – 66</b>	<b>D</b>	<b>1.00</b>	<b>60 – 62</b>	<b>D-</b>	<b>0.67</b>
<b>0 – 59</b>	<b>F</b>	<b>0.00</b>						

### **HONOR ROLL – GRADES 6-8**

Sixth grade students qualify for the Honor Roll each semester, based upon receiving a grade average in all classes including exploratory, music, and band. The criteria for the Honor Roll is as follows:

1. A Honor Roll a grade point average of 4.0
2. B+ Honor Roll a grade point average of 3.5 to 3.9
3. B Honor Roll a grade point average of 3.0 to 3.4

A Principal's Award may be given to students recommended because of extra effort.

### **HONOR ROLL – GRADES 9 - 12**

The Akron-Westfield High School will publish a student honor roll after each semester. The Honor Roll will consist of three parts: (1) 3.0-3.49, (2) 3.5-3.99, and (3) 4.0 Note: **To qualify for the honor roll, students must be taking 4 graded academic subjects.**

### **PROGRESS REPORTS (Ref. 505.2)**

Progress reports are mailed out to the parents at the end of the 3<sup>rd</sup> and 6<sup>th</sup> week of each 9-week grading period when the quality of a student's work is at the failing point or when the work is below the level of expectation. If you receive this report, read it carefully. Both you and your parents should consult the teacher for suggestions for improvement. Supervised help is provided in the Learning Center from 3:30 – 4:30 p.m. each day.

### **REPORT CARDS (Ref. 505)**

Report cards are issued at the end of each semester for grades 3-12. The cards are property of the students and are not returned to the school. Parents are asked to review the cards.

### **STUDENT ATTENDANCE (Ref. 501)**

It is the educational philosophy of the Akron-Westfield Community School District that regular attendance by all students at school is an essential part of the learning process and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the staff of the Akron-Westfield Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

## **ATTENDANCE POLICY FOR GRADES DK – 12 (Ref. 501.3)**

A student in grades DK - 12 is expected to be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year. Note: **Seniors may be released early in accordance with state statutes and board approval.**

The School District realizes that a student may have an occasional need to be absent from school, but these absences are acceptable only within certain limitations. Therefore, the Board has established a limitation of eight (8) days for students in grades DK – 5 and six (6) days for students in grades 6 – 12 of absence per semester for each student at Akron-Westfield Community Schools. This limitation includes both absences excused by a parent and absences which are unexcused. Absences which are due solely to hospitalization, long-term home illness, doctor appointment and dentist appointment will not be counted in the eight (8) (for grades DK – 5) or six (6) (for grades 6 – 12) day limit, if parents provide the school with a written doctor's excuse within three (3) days of the student's absence which lists the specific dates in question. Other absences that will not count on the eight (8) (for grades DK – 5) or six (6) (for grades 6 – 12) day limit include: approved school activities; Suspensions; religious holidays; and the funeral of parent, sibling, or member of immediate household; and, pre-arranged absences that are approved through the principal's office.

When a student exceeds the eight (8) (for grades DK – 5) or six (6) (for grades 6 – 12) day limitation per semester, he/she will not receive academic credit in those missed class sessions where the absences have occurred unless that time is made up with a supervisor before school, after school or on a designated Saturday. When a student is making up time, he/she will need to do so in sessions which are at least 40 minutes in length or longer. In order for the time to be counted as make-up, a student must work on the academic material of the class or classes that he/she is making up. The supervisor of the student will fill in a card stating the amount of time made up and the subject area in which the student was working. The supervisor will then bring the card to the office of the principal so the make up time can be properly credited to the student. Each student needing to make up time must do so within twenty-one (21) days of the end of each semester. **Note: At the end of second semester, a student may make up time for second semester classes during the first twenty-one (21) days of summer vacation. \*Note: Students with time to make up as a result of too many absences, truancy, or unexcused absences will not be allowed to participate in school-related functions, including but not limited to: dances, Prom activities, school trips, etc.**

## **ATTENDANCE NOTIFICATION**

When a student has accumulated a total of five (5) (for grades DK – 5) or three (3) (for grades 6 – 12) days of absences during a semester a notice will be sent to the parents informing them of the dates of absence, reasons given for the absence and whether the absence was considered excused. Whenever a student is absent from school seven (7) (for grades DK – 5) or five (5) (for grades 6 – 12) days during a semester a notice will be sent to the parent asking them to visit school to discuss the attendance of their child.

## **APPEAL PROCESS (Ref. 502.6)**

A student and/or his/her head of household may follow the student complaints and grievances procedure if they feel that academic credit is being denied to them due to inaccurate records or violations of student rights.

## **ATTENDANCE INFORMATION**

It is felt the following reasons for absences should be considered as very poor excuses and should be eliminated:

- A. Shopping trips
- B. Working for someone other than parent

Absences for the following reasons should be cut down on and used when only absolutely necessary:

- A. Vacations
- B. Work for parents

Absences from school that are considered excused are:

- A. Personal illness
- B. Death or serious illness in the immediate family
- C. Medical or dental appointments which cannot be made other than during school time-try to make early or late in day so you miss only ½ day
- D. Other reasons which can be justified from an educational standpoint
- E. Religious Holidays
- F. College Visit Days for seniors only – seniors are allowed two bona fide college visit days to be used during the senior school year. These days will not count against the student's attendance if approval is granted, ahead of the leave, by either the guidance counselor or the principal.

If you are absent on a specific day, we ask that you have a parent call the office before 8:30 a.m. and the following guidelines will be utilized pertaining to student absenteeism:

- A. Principal is to be informed of the reason for the absence
- B. Students are to pick up absent slip in the office prior to 8:20 A.M. upon their return
- C. Students in H.S. must present make-up slip to each teacher of classes that were missed
- D. Students in H.S. will not be allowed into class without a make-up slip
- E. The absence will be unexcused until a call or note is received.
- F. Work missed must be made up, whether the absence is excused or unexcused. Two days will be granted to make up work for the first day absent and then one day for each consecutive day of absence. Examples: If a student misses Monday, all work is due Thursday. If a student misses Monday and Tuesday, all work is due the following Monday.
- G. Teachers may require students to take tests and/or hand in assignments at the scheduled time if the students had been informed of the due dates prior to their absence.

### **LEAVING THE SCHOOL GROUNDS (Ref. 503.1)**

1. Town students going home for dinner must have permission form signed from their parent or guardian and must indicate which period they are going home (only one period).
2. High school students going home for dinner must sign out and in daily at the main office.
3. No other students may leave without permission. Students leaving without permission will receive an unexcused absence and make up required time after school. Students leaving for illness must see school nurse first and check out through the office.
4. Students having 1<sup>st</sup> and 8<sup>th</sup> periods free must be in school unless they have senior privileges.

### **TARDINESS**

Tardiness is inexcusable in practically all instances. Practice being punctual. It is a habit that is respected. A good record for promptness will be important to you whenever you make application for employment, and the habit of promptness will stand you in good stead. You are tardy if you are not in your assigned area when the class begins. Students will not be admitted to classes if they are over 5 minutes tardy. You are to report to the office for a pass before being admitted to your class. If you are late to school because of family matters, have your parents call the office to indicate the reason. If a teacher holds you until you become tardy for reasons other than discipline, obtain a pass from that teacher excusing your tardiness and present it to your next teacher. This tardy is excused. Students who have unexcused tardies of over 5 minutes to class will receive the same penalties as having an unexcused absence from that class.

#### **6-8 TARDINESS**

Detentions for tardies will be assigned and supervised by individual classroom teachers.

Beginning of the day tardiness – more than 5 minutes late:

- first offense – noon detention
- second offense – noon detention – parent contact will be made
- third offense – after school detention from 3:30 p.m. – 4:10 p.m.

#### **9-12 TARDINESS**

Repeated unexcused tardiness will result in penalties and may require a parent-pupil-principal conference. After receiving 3 unexcused tardies in a semester students will be assigned detention for each unexcused tardy up to 8. After the 8<sup>th</sup> unexcused tardy in a semester, a call will be placed to the parent(s) and the student will be assigned 2 detentions for each unexcused tardy up to 12. After a student has reached 12 unexcused tardies, the student will report to the main office and a parental conference will be scheduled.

### **TRUANCY (Ref. 501.10 R1)**

Truancy is defined as a student's absence from school or class without parental knowledge or consent. Students who are truant shall be subject to disciplinary action as follows:

#### **DK – 8:**

All offenses: Must make up the amount of time missed.

#### **Grades 9 – 12:**

- 1<sup>st</sup> offense: Make up twice the time (two hours makeup for one hour truant) – call parents.
- 2<sup>nd</sup> offense: Make up twice the time missed – parent conference at the school before student is allowed to return to class. Loss of school privileges.
- 3<sup>rd</sup> offense: Make up three times the amount of time missed – brainstorming meeting with parent(s)/guardian(s), superintendent, principal and the board president.
- 4<sup>th</sup> offense: Referred to the Board of Education for disciplinary action.



## UNEXCUSED ABSENCES (Ref. 501.10)

Students who are absent from school or class without reasonable excuse shall be subject to the following:

**DK – 8:** All offenses: Must make up the amount of time missed.

### **Grades 9 – 12:**

1<sup>st</sup> unexcused absence - make up twice the amount of time missed

2<sup>nd</sup> unexcused absence - make up twice the amount of time missed - parent contact and removal of school privileges.

3<sup>rd</sup> unexcused absence - make up three times the amount of time missed – parent contact and removal of school privileges.

4<sup>th</sup> unexcused absence - 2 days in-school suspension - parent meeting prior to returning to class

5<sup>th</sup> unexcused absence - meet with Board of Education - long-term suspension

## ACTIVITIES POLICY \* RULES OF ELIGIBILITY (Ref. 504.8)

It is the belief of the Akron-Westfield High School that it is a privilege and honor to be able to represent A-W in co-curricular activities. Students who choose to participate in co-curricular activities serve as role models for other individuals and their attitude and behavior can have a great impact on our school and community.

The following policy will apply to any Akron-Westfield High School student who participates in any co-curricular program of the school. The policy is in effect year round and includes conduct both in and out of school. Any student participating in the co-curricular program of the Akron-Westfield Community High School will be denied eligibility to participate if he or she:

1. Did not pass all regular academic subjects last semester or if a student is not passing four academic subjects during the current semester. (Academic progress will be noted every three weeks and at the end of each quarter.) This portion of the policy may be voided if state rules differ.
2. Consumes, transports, procures, or is in possession of any type of alcoholic beverage.
3. Uses, consumes, chews, or has in their possession any type of tobacco substance.
4. Uses, transports, procures, or has in their possession any mood, mind, or behavior-altering drug or controlled substance as defined by Iowa Code, except those that have been prescribed by a licensed physician for that individual.
5. Criminal offenses punishable by local, state, or federal law, except simple misdemeanors under the Motor Vehicle Code. Some, but not all, of the criminal offenses covered are: vandalism, theft, shoplifting, and malicious mischief.

**Note\*:** Any other type of conduct by students in co-curricular activities that is deemed unacceptable will be dealt with by the administration, coaches or sponsors of the activities.

**Note\*:** Students who have completed the 8<sup>th</sup> grade and/or are competing in high school activities are subject to the high school activity policies.

**Note\*:** During the period of time a student is deemed ineligible in any activity, the student will be ineligible in all co-curricular activities until the original penalty is completely served.

**Note\*:** the principal will have the final decision on what counts as community service.

**Note\*:** Penalty may be reduced for students in grades 9 – 12 if the student reports the violation within three calendar days of committing said violation. Self-reporting can be done by contacting the school principal, athletic director, any coach, or other school official. May also be reduced if the student is questioned by a school official about a possible violation of the activity policy and is truthful. Note: Penalty will be reduced for self-reporting and/or honesty only if the student has not been found in violation of the offense by a third party (i.e. ticket received, drug test failed, staff member witnessed, etc.).

**Note\*:** When a student incurs a violation of this policy, ineligibility must be completed in both of the following categories of activities, regardless of the timing of each activity: 1) Athletics, Cheerleading, and Drill Team and 2) Fine Arts to include, but not be limited to: Speech Contests, School Play, Instrumental Music, Vocal Music, FFA, FCCLA, Art Club, Etc.

**Note\*:** Each student becomes fully eligible for all extracurricular activities starting the second school year following the year in which a violation was incurred, as long as all community service hours have been served and properly communicated to the administration.

### Determination of ineligibility:

An Akron-Westfield Administrator shall make the determination as to whether the student has violated the A-W Activity Policy or Good Conduct Rule. The student shall have the right to an informal hearing before the administrator. During that hearing, the administrator shall inform the student of the information or evidence, which he or she has gathered and the student shall have the right to respond to the evidence.

In determining whether a violation has occurred the school administrator will review and consider the information and

evidence available. The administrator may consider all types of evidence. Evidence may include, but shall not be limited to:

1. The student's admission of violating the A-W Activity Policy. Admission to school officials or law enforcement officers are both valid.
2. Observations made by law enforcement officers or a member of the Akron-Westfield administration, faculty or staff of a student violating the A-W Activity Policy.
3. Students who plead guilty or are found guilty in a court of law, including the juvenile intake system (including alternative disposition and/or the penalty of community service).

Appeal: Any student denied eligibility under the Activity Policy may appeal under the Due Process provisions found in the General Information - High School Conduct Policies section of this student handbook.

**Violations of #s 2 - 5 above will result in the following lengths of ineligibility – violation of #5 may result in ineligibility beyond this policy and is at the discretion of the principal in conjunction with the superintendent:**

<b>Grades 7 &amp; 8</b>				
	<b>1st Activity Violation</b>	<b>2nd Activity Violation</b>	<b>3rd Activity Violation</b>	<b>4th and Succeeding Activity Violations</b>
<b>Ineligibility:</b>	3 weeks	6 weeks	One Calendar Year	One Calendar Year
<b>With Counseling Completed:</b>	1.5 weeks	3 weeks	6 weeks	One Calendar Year

<b>Grades 9 - 12 and involved in Athletics, Cheerleading or Drill Team:</b>				
	<b>1st Activity Violation</b>	<b>2nd Activity Violation</b>	<b>3rd Activity Violation</b>	<b>4th and Succeeding Activity Violations</b>
<b>Ineligibility:</b>	30 % of the contests plus community service	60% of the contests plus community service	One Calendar Year	One Calendar Year
<b>If Self-Reported:</b>	25% of the contests plus community service	50% of the contests plus community service	One Calendar Year	One Calendar Year
<b>With Counseling Completed:</b>	No Reduction	10% Penalty Reduction	60% of Contests in next season	One Calendar Year
<b>Community Service:</b>	8 hours	16 hours	N/A	One Calendar Year
<b>With Counseling Completed:</b>	8 hours	12 hours	16 hours	16 hours

*Violation Guidance for Speech Contest, School Play, Instrumental Music, Vocal Music, FFA, FCCLA, Art Club, Etc. is located on the following page.*

<b>Grades 9 - 12 and involved in Speech Contest, School Play, Instrumental Music, Vocal Music, FFA, FCCLA, Art Club, Etc.</b>				
	<b>1st Activity Violation</b>	<b>2nd Activity Violation</b>	<b>3rd Activity Violation</b>	<b>4th and Succeeding Activity Violations</b>
<b>Ineligibility:</b>	30 % of the contests or 4 weeks, whichever is less plus community service	60% of the contests or 8 weeks, whichever is less plus community service	One Calendar Year	One Calendar Year

<b>If Self-Reported:</b>	25% of the contests or 3 weeks, whichever is less plus community service	50% of the contests or 6 weeks, whichever is less plus community service	One Calendar Year	One Calendar Year
<b>With Counseling Completed:</b>	No Reduction	10% or 1 week Penalty Reduction	60% of Contests in next season or 12 Weeks	One Calendar Year
<b>Community Service:</b>	8 hours	16 hours	N/A	One Calendar Year
<b>With Counseling Completed:</b>	8 hours	12 hours	16 hours	16 hours

**Guidelines for the administration of ineligibility in the co-curricular programs:**

1. In athletics, cheerleading or drill team, the number of games or contests that a student would be ineligible for will be determined after confirmation of the student’s violation. The number of games missed will be based on the established regular season games. If the season or school year ends prior to the completion of the penalty, the percentage unserved will be applied in the next activity the student participates.
2. In all extracurricular activities other than athletics, cheerleading or drill team, the ineligibility for the first or second violation will run consecutively starting with the week of the first scheduled performance or, in the case of a club, the week of the first scheduled meeting the student attends.
3. A participant may be denied a letter or denied a tournament trip by the coach if training rules or other regulations are not followed. This is a decision of the coach and/or the administration if appealed. The severity of the infraction or infractions will be considered. Anyone dismissed from, or who quits a squad, forfeits their right to win a letter.
4. A student will not be given credit for making up ineligibility if they fail to complete the activity in good standing.
5. A student will not be allowed to join any extracurricular activities after the start of the season if the student has any penalty remaining to be served, or if the student violates the Activity Policy after the start of the season. Injury, illness or similar circumstances outside of the student’s control will be possible exceptions – to be determined by the principal. Note: A student may join Vocal or Instrumental Music for the second semester only with the approval of the instructor and principal.

**Penalty Reduction**

The Akron-Westfield Community School recognizes that some individuals need professional help in dealing with chemical use, abuse and dependency. It is recommended that students who violate the drug, alcohol, or tobacco policies seek appropriate help and guidance from professionally qualified individuals such as drug counselors, medical doctors, psychiatrists, or psychologists. In addition, a list of acceptable counseling resources is provided below. Counseling is suggested for anyone who violates the Activity Policy, but will only be accepted in reducing ineligibility for the second and third violations.

**Note\*:** The school is to receive a letter or statement from the director or counselor of the treatment center stating that the student has completed the treatment program.

**Note\*:** Students choosing to use this reduction procedure will be required to get a card from the office that is to be completed by each individual that counsels them and then return it to the main office prior to reinstatement.

**Note\*:** Counseling will only be accepted if a parent or guardian completes all required hours of counseling along with the student.

**Note\*:** No more than 4 hours shall come from any one of the above sources of counseling with the exceptions of #1 and #2, where up to 8 hours will be accepted from each.

**For 2<sup>nd</sup> and 3<sup>rd</sup> violations:**

A student that has violated the A-W Activity Policy could reduce their penalty if he/she completed a 20-hour counseling program. The 20 hours would be chosen from the following with a 4-hour limitation from any one area, except for #1 and #2 where up to 8 hours will be accepted from each:

1. Professional Counselor from outside the school
2. Qualified Treatment Program
3. Akron-Westfield Guidance Counselor
4. Minister of your choice
5. Law enforcement officer or probation officer
6. Parent
7. Akron-Westfield Administrative Staff

8. Individuals approved by the Akron-Westfield administrative staff.
9. Akron-Westfield Athletic Director
10. Akron-Westfield Coach
11. Choose from a list of school staff volunteers

### **Self-Referral**

Akron-Westfield students that have no **confirmed or pending** co-curricular policy violations and voluntarily seek help in a chemical treatment program will not risk loss of eligibility in extra-curricular activities.

### **ANABOLIC STEROID USE**

1. Steroid use is unsportsmanlike conduct in that it can give unfair athletic advantage to the user.
2. As of September 1, 1990, any athlete who uses anabolic steroids is subject to a ONE-CALENDAR-YEAR period of ineligibility from ALL high school athletics.
3. The only exception to an athlete who uses anabolic steroids being declared ineligible for one calendar year will be if a medical doctor signs an affidavit that they have prescribed anabolic steroids for the student-athlete. Information regarding such usage must be filed with the high school principal or athletic director prior to the athlete taking part in high school athletics.

### **ATHLETIC HOLIDAY PRACTICE POLICY:**

The Akron-Westfield Community School recognizes the importance of the family unit and family gatherings during the holiday seasons. It also is cognitive of the fact that practices are necessary to allow students to be fully prepared for upcoming competition. With these facts in mind the following rules will apply for holiday practices:

No practices will be held on the following holidays:

- a. Thanksgiving Day
- b. Christmas Day
- c. New Year's Day
- d. Easter Day

**Note\* The conference sets aside one week(seven consecutive days) during Winter break when no practices are held.**

In the case that a student has a holiday family gathering at a time when a practice has been scheduled, the student and/or parent should contact the coach and explain the situation. We do realize that being involved in activities means commitment and sacrifice for the student and their parents. We sincerely feel that the benefits that can be gained by the student's participation in the extra-curricular activities is well worth the extra effort.

### **ATHLETIC PHYSICALS AND INSURANCE (Ref. 504.8 & 507.6)**

1. Every year, each athlete shall present an athletic physical signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner, to the effect that the student has been examined and may safely engage in athletic competition **before** he or she can participate in a sport.
2. Every year, athletes participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must waiver indicating that the family has its own insurance coverage on the participant. School insurance premiums must be paid directly to the main office, prior to participating in the sport.
3. Coaches are to explain the types of insurance to players and parents.
4. Every year, parents/or guardians and the athlete must sign parent permission and concussion forms before the athlete can participate.

### **ELIGIBILITY - A STUDENT IS NOT ELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES:**

1. If a student is not in attendance for a minimum of one-half of the school day. Exceptions: family emergencies (ex: funerals, court appointments, etc.), school-related activities, or any other situation if pre-approved by the principal.
2. For athletics, cheerleading and drill team: If a student does not have a doctor's certificate of fitness issued within the last calendar year, or if he is twenty years of age or over.
3. If a student has attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes a semester).
4. If a student was not enrolled in a minimum of four regular academic subjects last semester.
5. State Policy: If a student did not receive credit in each academic subject by passing each course:
  - a. in all extracurricular activities: student is ineligible for the first period of 30 consecutive calendar days. If this occurs at the end of the school year and the student is a contestant in baseball or softball, student is ineligible for the next four weeks of that sport and has full eligibility in the fall.

6. Local Policy: If a student is not passing a minimum of four academic subjects during the current semester. (Academic progress will be noted every 15 school days and end of each quarter.) The student will remain ineligible until the end of the next 15 day grading period at which point the grades will be noted again and eligibility determined based upon those current grades.
7. If the student was out of school last semester or if he/she entered school this semester later than the second week of school.
8. If the student has changed schools this semester. (Except upon like change of residence of your parents)
9. If the student has ever accepted an award for high school athletic participation other than the unattached letter of your school or an inexpensive, un-mounted, unframed paper certificate of recognition, or if you have ever received any money, expense or otherwise, for your participation in any athletic activity.
10. If the student has competed during the school year on a team other than your school team without the previous written consent of your superintendent or if he has trained with a college squad or has participated in a college contest.
11. If a student participates in an outside school sport during the school year, the student may not accept any award the value of which exceeds Ten Dollars (\$10.00). At no time may a student accept any award in the form of money. During the summer months a student may enter as an individual or as a member of a team not representing their high school in swimming, track, golf, tennis or baseball. If such person wins an award, they may accept the award provided it does not violate the amateur award rule of the organization responsible for conducting such amateur sport. When the student violates the award rule, the student becomes ineligible in that sport which the rule was violated.
12. No football practice in junior high school shall start before the first day of school or September 1, whichever comes first. The first interscholastic football contest may not be played before the completion of ten weekdays of practice. No football game shall be played nor any practice be conducted after the first day of November, and until the first day of next September or the first day of school, whichever comes first.
13. No 7<sup>th</sup> or 8<sup>th</sup> grade boy shall be permitted to play in an interscholastic athletic contest involving any student below the 7<sup>th</sup> grade and above the 8<sup>th</sup> grade.
14. If a student joins a team after the start of the season, he/she must complete a minimum of 10 practices to be eligible to compete in any level of competition. Exception to this rule: if a student moves into the district and had been competing in that activity at previous school.

#### GENERAL ATHLETIC RULES

1. School halls are not to be used for conditioning purposes without administration approval.
2. Changing Sports: Athletes will be allowed to transfer from one sport to another sport during the same season only upon agreement of coaches of both sports and with the consent of the Director of Athletics. **(Parents should be consulted).**
3. Reporting for practice:
  - a. Athletes will report to locker room not more than 20 minutes before practice is to start.
  - b. On days of contests, report no earlier than time set by coach.
  - c. For after school practice be dressed and ready 20 minutes or less after school is dismissed.
  - d. Loitering: It should be made clear to all athletes and enforced by all coaches that students must have a good reason for being in the building after school hours. During basketball season when your team practices late, instruct your athletes where they are to wait until their practice begins. They are not to run loose throughout the building. Anyone hanging around the locker room or other areas of the building who does not have a good reason for being there should be told to leave the building.
4. Procedure for dropping from squad: Athletes will, when they learn that it is necessary to quit a sport, be sure to do the following: Notify coach of this decision; turn in all gear that has been issued; pay any fees pending.

#### HOMECOMING ROYALTY AND PROM WAITER/WAITRESS

Homecoming and Prom are activities sponsored by Akron-Westfield High School. Being on the Homecoming Royalty Court or serving as a Prom waiter/waitress is both an honor and privilege. Members of the Royalty Court and those serving as Prom waiters/waitresses are role models for peers and underclassmen and represent our school. Therefore, students need to realize that to be eligible for the Akron-Westfield Royalty Court or Prom waiter/waitress the following rules will be applied:

- A. If a student has violated the Akron-Westfield Activity Policy, the student would need to have his or her ineligibility made up prior to the vote for Homecoming Royalty or Prom waiter/waitress.
- B. If a student violates the Akron-Westfield Activity Policy during the time period after they have been selected as a member of Royalty or Prom waiter/waitress, and prior serving in such a capacity, he/she will be removed from serving on Royalty or as a Prom waiter/waitress.

## **INJURIES - ATHLETIC**

Should an athlete be injured he or she must do the following:

- a. Report to the coach the nature of the injury and how it happened.
- b. Report to the school nurse so she can start an Insurance Claim if injury required doctor's care and/or hospitalization.
- c. Any athlete injured in any athletic activity must have a signed statement from the attending physician or dentist stating that he or she is physically fit to participate in athletic activity before returning to practice.
- d. Coaches should be conscious of the supervision responsibility that we all have regarding injuries
- e. Out of town injuries, the coach will notify the parents. If parents cannot be reached, the coach will notify the Principal or Athletic Director.

## **INTERSCHOLASTIC ATHLETICS (Ref. 504.8)**

### **ATHLETIC TRAINING POLICY**

The Akron-Westfield School abides by all rules and by-laws of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. Akron-Westfield student athletes are expected to abide by all A-W Activity Policies and training rules.

### **DISQUALIFICATION FROM INTERSCHOLASTIC CONTEST**

Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regular scheduled game/meet at the level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) game/meet automatic ineligibility.

**HOURS** - Athletes during the season must be home by the following times:

- A. Nights before a school day - - - 10:30 P.M.
- B. Nights prior to non school days - - - 12:00 P.M.

Exceptions to the above hours must have the approval of a member of the coaching staff and/or administration.

**Note \* If a student is under the direct supervision of their parents at an activity or an event the student would not be considered in violation of the curfew policy. By direct supervision we mean the parent is present at the event or activity with the student.**

- A. Each offense - - - Miss the next athletic contest
- B. Habitual Violation - - - Dismissal from the team

### **UNEXCUSED ABSENCE FROM PRACTICE**

Athletes must be excused from practice by a coach in the sport that the athlete is participating. If an unexcused absence from practice takes place the following penalties will apply:

- A. Each offense - - - Miss the next athletic event
- B. Habitual Violation - - - Dismissal from the team

## **LOCKER ROOMS AND COACHING OFFICES**

1. Towel Service - There isn't any difference between athlete and non-athlete in respect to the towel service. The financial arrangement will be taken care of in the office. After each practice session coaches should either see to it or require their manager to wheel all towels to the laundry room.
  - a. Coaches should see that towels are handed out properly.
  - b. P.E. classes - designate a student to hand out and check in towels each period.
  - c. No clean towels left in canvas bag at any time. If visiting teams are given towels-the same number of towels need to be returned.
  - d. Away and home games and practice - Team manager to distribute one towel to each player and collect wet ones at the end of session.
2. Behavior of athletes in the locker room is important. Horsing around leads to foolish accidents. Shower as quickly as possible and hang up gear; turn in wet towel, lock padlock and leave locker room. When entering the locker room to dress for practice and games, athletes will: Enter quietly, dress as quickly as possible and go to the practice area.
3. Players are not to enter offices, training room, or equipment room, without coach or A.D. permission.
4. Valuables are to be collected and kept in safe place – this is for practices as well as a game or meet night.

## **MUSIC, BAND AND ATHLETICS - GRADES 5-8**

Students in grades 5 - 8, before adding or dropping music, band or athletics (grades 7 & 8) will need:

1. Signed permission from a parent or guardian **and**
2. Approval by the instructor or coach

Arrangements must be made through the counselor and/or principal and given to the secretary for any changes.

### **PAYING OF BILLS**

The paying of all bills should be done through the office of the Superintendent. Coaches should keep a close record however and not let these bills linger for a long period of time. An athlete should pay first, bring the receipt to the head coach and then pick up the gear he has purchased.

Players should be reminded that they are responsible for all school equipment that is issued to them during the season. The only equipment that each player must purchase himself is: (1) shoes, (2) mouthpiece, (3) shorts, (4) T-shirts, (5) socks, (6) supporters, (7) elastic bandages, (8) soap, etc.

### **STUDENT TRANSFER RULE**

Any student declared ineligible under the prior school district's Good Conduct Rule/Activity Policy, and then without having completed the full period ineligibility at that school transfers to Akron-Westfield High School, will not be eligible for interscholastic competition at Akron-Westfield High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Akron-Westfield High School as far as any Activity Policy is concerned.

### **TRANSPORTATION (Ref. 711.3)**

Students participating in school sponsored activities must ride in the transportation facilities provided by the school unless a parent or guardian contacts the instructor in charge of the activity directly and asks permission for their child to ride to or from the game with them. If unable to contact the director of the activity an administrator should be contacted. When a parent is transporting a child to or from an away activity we would ask that you personally speak to the director of the activity when arriving or leaving the activity with your son/daughter. The school is responsible for all students traveling to and from school sponsored activities and therefore must demand that students ride in the transportation provided unless a parent requests acceptance of that responsibility. When on activity trips all students, whether spectators or participants are representatives of the Akron-Westfield Community School and are expected to conduct themselves accordingly. (See Student Conduct On Buses section found in this handbook).

### **USING THE FACILITIES**

1. Athletes will enter and leave gym only through doors specified by coaches. Athletes should remain out of the gym while other groups are using it. Refrain from hanging on baskets, backboard supports, etc. Do not use other equipment in the gym not specifically for your sport.
2. No practice on Sunday unless you have special permission from the Principal or Superintendent. Practices must always be supervised by a state-certified coach.
3. No activity on Wednesday night. It is considered church night. (Make no exceptions)

## 2017/2018 Akron-Westfield Elementary/Middle School Supply List

Headphones for the computer lab will be needed for every D-5<sup>th</sup> grade student.

Headphones will be available for sale at registration/or in the office for \$5.00 or you can bring them from home.

**PHYSICAL EDUCATION CLASSES:** All students are required to wear socks and gym or tennis shoes (must have laces or Velcro, no slip-ons.), Middle School PE clothes (shorts, shirt, socks, tennis shoes with backs)

### DISCOVERGARTEN

Four pencils - sharpened  
Two 4oz. Elmer's School Glue (no glue sticks)  
Large. box of Kleenex  
Coloring book or drawing pad  
Mat for rest - thin, red and blue  
Backpack (no wheels)  
Four boxes skinny sz. eight count Crayola Crayons  
Box of Crayola Markers  
Four EXPO Dry Erase Markers  
One box 12 count Crayola colored pencils  
One 70 pg. spiral notebooks (10  $\frac{1}{2}$ " x 8")  
**boys** - Pink eraser  
**girls** - 2 pkg. 3x5 index cards

### KINDERGARTEN

Four pencils - sharpened  
Six glue sticks  
Large box of Kleenex  
Two EXPO Dry Erase Markers  
One spiral notebook - wide lined  
Large pink eraser  
Mat for rest - **thin, red and blue**  
Backpack (no wheels)  
Four boxes 24 count Crayola Crayons  
Box of Crayola Markers (classic colors)  
One box 12 count Crayola colored pencils  
\$1.50 for word book  
D/K students - Please do not send plastic pencil boxes, due to lack of space.

### FIRST GRADE

Two 24 ct. box of Crayola crayons  
One set of 8 Crayola fine washable markers  
Watercolor Paint Set  
Twelve #2 pencils (label & sharpen)  
Two Elmer's washable glue - 4 oz. **Bottle**  
Four glue **sticks**  
School container (approx. 5  $\frac{1}{2}$ " x 8  $\frac{1}{4}$ ")  
Five 2 pocket heavy duty **folders(not plastic)**  
Fiskar scissors  
Four Expo dry erase markers  
Two spiral wide lined notebooks: **(non-perforated)**  
Pkg. pencil top erasers  
Large pink eraser  
2 boxes of tissues  
girls - One pkg. 3x5" index cards  
boys - 1 box Quart size Ziploc bags

### SECOND GRADE

1 box of 24 #2 lead pencils (label and sharpened)  
Two large erasers  
Two boxes Crayola crayons (24 count)

Set of thin Crayola markers - 8 ct.  
Set of 12 Crayola colored pencils  
One Elmer's white washable glue - 4 oz. Four glue sticks  
One red pen  
Fiskar scissors  
Four Expo dry erase markers  
White board eraser or old sock  
Two yellow highlighter markers  
School Box (approximately 5  $\frac{1}{2}$ " x 8  $\frac{1}{4}$ ")  
1 package 3x5 index cards  
One solid colored notebook- wide  
Solid colored 2 pocket folders -  
*One each of orange, yellow, green, purple, blue*  
*One 3 ring binder - 1"*  
*two red folders*  
Two large boxes tissues  
girls - one box sandwich bags  
boys - 1 box Quart size Ziploc bags

### THIRD GRADE

Two boxes facial tissue  
Two boxes of Crayons (24 colors)  
Scissors  
Two 4oz. bottle of washable glue  
Three notebooks (wide)  
Two red pens  
Twenty-four #2 lead pencils (Not Mechanical)  
Two large erasers  
School box (app. 5  $\frac{1}{2}$ " x 8  $\frac{1}{4}$ ")  
Set of 12 colored pencils  
Washable markers  
Two highlighter  
Four Expo dry erase markers  
One Composition notebook - wide ruled  
Four folders (1 red, 1 blue, 1 orange, 1 green)  
1 box Quart size Ziploc bags  
White board eraser/sock

### FOURTH GRADE

Twelve #2 lead pencils  
1 eraser  
Set of 12 colored pencils  
glue bottle  
Two large boxes of Kleenex  
48 Crayola Crayons  
Crayola Markers  
1 roll scotch brand tape  
One 3-Subject Mead Notebook - wide ruled  
4 solid colored folders (red, blue, green, yellow)  
2 spiral single subject notebooks (wide)  
3 highlighters - different colors  
3 Expo dry erase markers  
One individual package 3x3 post-it notes  
1 inch 3-ring binder  
White board eraser/sock

### FIFTH GRADE - Absolutely no binders

Two large boxes of facial tissues  
Twelve #2 lead pencils (**not mechanical**) Large Eraser  
Fiskar scissors  
Glue - 4 oz.  
Box of colored pencils  
Two pens (black or blue, not gel pens)  
Seven solid colored wide spiral notebooks  
Seven solid colored plastic folders  
School Box (must fit in desk)  
One yellow highlighter  
Two white board dry erase markers  
1 pkg, 3x3 post-it notes any color  
Two composition notebooks

### SIXTH GRADE

Two Large boxes of facial tissues  
Three Dozen #2 lead pencils  
Large Eraser or pencil top erasers  
Box of colored pencils  
One yellow highlighter  
Three pens (two black or blue, one red)  
Protractor  
Five spiral notebooks  
Two Composition notebooks  
Seven two-pocket folders  
Two white board dry erase markers  
Pencil Box  
1 container Clorox wipes  
Ruler  
Two 2" Binders

### SEVENTH AND EIGHTH GRADE

Two large boxes of facial tissues (give to first academic teacher)  
Two dozen #2 pencils  
Eraser - large  
Box of colored pencils  
Three pens (black or blue)  
Nine spiral notebooks (wide ruled)  
Nine two-pocket folders  
3 ring binders - 1 - 2", 1 - 1 $\frac{1}{2}$ " , 1 - 1"  
Two pkgs. of dividers for binders  
Scientific calculator (TI 30Xa)  
One package loose-leaf paper - wide  
Two white board dry erase markers  
One - 100 page composition notebook - non-wire bound