

To Manson Northwest Webster Junior/Senior High School Students & Parents:

This handbook is intended to inform you of official policies and procedures that have been adopted by the Manson Northwest Webster Community School Board of Education or implemented as administrative procedures and regulations. This book will provide a basis from which to make good decisions during the 2010-2011 school year.

All students and parents need to be familiar with the contents of the handbook and should consult it from time to time as questions arise. The parameters for behavior described in the handbook are intended to provide the best possible academic, social and emotional environment for every student.

Let's work together as students, parents and school staff to make this a most successful year for all of us.

Sincerely,

**Shawn Holloway
JH/HS School Principal**

GENERAL INFORMATION

PHILOSOPHY

We, the Manson Northwest Webster Community School District, believe our goal is to foster a community of caring, cooperative, and involved citizens. To serve this community we will establish a safe, disciplined environment providing a positive place to learn.

We believe in creating an environment that will nurture acceptance and respect of others and self. Each individual in the school community will have the opportunity to grow in self-esteem and self-confidence. The opportunity will be provided to develop a strong character that will enable each student to make moral, professional, and intellectual decisions.

We believe the educational process must provide opportunities that encourage its citizens to become life-long learners. These citizens will demonstrate and communicate knowledge that leads to insightful problem solving.

We believe that education must be progressive and flexible in order to meet our changing needs. Adherence to these beliefs will provide direction for the people of our district, allowing them a vision for the future.

POLICY OF MNW COMMUNITY SCHOOL DISTRICT

It is the policy of the Manson Northwest Webster Community School District not to discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in its educational programs, activities, or employment policies.

MISSION STATEMENT

Manson Northwest Webster Community School is dedicated to achieving excellence in education and developing responsible citizens. We welcome the challenge.

SCHOOL HISTORY

Manson Northwest Webster Community School is a reorganized school district of the historical Manson Community School and Northwest Webster Community School. Reorganization of the two districts took place on July 1, 1993. Prior to reorganization, the two districts were involved in whole grade sharing for grades 6-12. Currently MNW has two attendance centers: K-6 center in Barnum and 7-12 center in Manson.

TELEPHONE NUMBERS

Superintendent:	Mark Egli	Phone:	712-469-2202
JH/HS Principal:	Shawn Holloway	Phone:	712-469-2245
JH/HS Counselor:	Jeff Anliker	Phone:	712-469-2245

SCHOOL DAY

Students may be present on school grounds before 7:30 a.m. and/or after 3:20 p.m. only when they are under the supervision of an employee of MNW Schools. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

FAMILY NIGHT

Wednesday night of each week has been designated as Family Night by the Manson Northwest Webster Community School District. The junior high shall have no activities after dismissal of school on Wednesday.

The high school will have no extracurricular practices or events after 6:00 p.m. on Wednesday. The only exception to the policy is if there is a state competition scheduled for Wednesday evening, for Homecoming events, and for the summer athletic schedule.

DEFINITIONS

Parent - also means "guardian" unless other stated.

Administrator's title, such as superintendent or principal - means that individual's designee unless otherwise stated.

School grounds - includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

School facilities - includes school district buildings.

School activities - means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

JURISDICTIONAL STATEMENT

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the board. The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. Students will be expected to use good judgment and show consideration for all other students and staff at Manson Northwest Webster Junior/Senior High School. Regarding public displays of affection, holding hands, kissing and any other inappropriate contact will be discouraged.

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

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; for conduct which disrupts the orderly and efficient operation of the school district or school activity; for conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or for conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

SCHOOL COLORS AND MASCOT

The school colors for Manson Northwest Webster are navy blue, gray and orange. The mascot is the Cougar.

SCHOOL SONG

CHORUS:

Now let us show our Manson Northwest Webster Pride
And we will proudly show it night and day.
We'll always fight for vict'r'y, each and every game,
Because we're Cougars, through and through, in every way.
So we will cheer our chosen Navy blue and grey,
We have become friends and neighbors, cheering side by side.
And now we're one great school from many towns,
Let's show our Cougar Pride!

REFRAIN:

When the Cougars prowl, you better watch out for our team!
(Yell) COUGARS!
Cougar Pride will show wherever we are seen!
(Yell) COUGARS!

INTRODUCTION:

Here we go! The Cougars are the best!

CHORUS:

(Repeat words)

JUNIOR/SENIOR HIGH DAILY SCHEDULE

NON-A/A DAYS

<u>ZERO HOUR</u>	7:00 START
<u>PERIOD 1</u>	8:20-9:22 (62)
<u>PERIOD 2</u>	9:26 – 10:28 (62)
<u>PERIOD 3</u>	10:32-11:34 (62)
<u>PERIOD 4</u>	11:37-12:59 (82)
1 ST Lunch Shift	11:39-11:56(23)
2 ND Lunch Shift	12:07-12:30(23)
3 RD Lunch Shift	12:36-12:59(23)
<u>PERIOD 5</u>	1:03-2:05(62)
<u>PERIOD 6</u>	2:08-3:10(62)

A/A DAYS (Monday & Friday)

<u>ZERO HOUR</u>	7:00 START
<u>PERIOD 1</u>	8:20-9:18 (58)
<u>PERIOD 2</u>	9:22 – 10:20 (58)
<u>PERIOD 3</u>	10:24-11:22 (58)
<u>PERIOD 4</u>	11:26-12:48 (82)
1 ST Lunch Shift	11:26-11:49(23)
2 ND Lunch Shift	12:56-12:19(23)
3 RD Lunch Shift	12:25-12:48(23)
<u>A/A PERIOD</u>	12:52-1:07(15)
<u>PERIOD 5</u>	1:11-2:09(58)
<u>PERIOD 6</u>	2:13-3:10(57)

SHORTENED DAY SCHEDULES

SCHEDULE A

Early Dismissal - 12:10

1st Period 8:20-8:55(35)
2nd Period 8:59-9:34(35)
3rd Period 9:38-10:13(35)
4th Period 10:17-10:52(35)
5th Period 10:56-11:31(35)
6th Period 11:35-12:10(35)
LUNCH 12:10-12:30

NO A/A

SCHEDULE B

Early Dismissal - 2:10

1st Period 8:20-9:11(51)
2nd Period 9:15-10:06(51)
3rd Period 10:10-11:01(51)
4th Period 11:05-12:20(75)
1st Lunch-11:10-11:33(23)
2nd Lunch-11:35-11:58(23)
3rd Lunch-12:00-12:23(23)

5th Period 12:24-1:15(51)

6th Period 1:19-2:10(51)

NO A/A

SCHEDULE C

Late Arrival - 10:20

1st Period 10:20-10:59 (39)
2nd Period 11:03-11:42 (39)
4th Period 11:46-1:01(75)
1st Lunch-11:48-12:11(23)
2nd Lunch-12:13-12:36(23)
3rd Lunch-12:38-1:01(23)
3rd Period 1:04-1:43(39)
5th Period 1:46-2:25(39)
6th Period 2:29-3:10(41)

NO A/A

SCHEDULE D

Late Arrival - 9:20

1st Period 9:20-10:11(51)
2nd Period 10:15-11:06(51)
3rd Period 11:10-12:01(51)
4th Period 12:04-1:16(75)
1st Lunch-12:06-12:29
2nd Lunch-12:31-12:54
3rd Lunch-12:56-1:19
5th Period 1:23-2:14(51)
6th Period 2:18-3:10(52)

NO A/A

ACTIVITY DAY SCHEDULE

1st Period 8:20 – 9:10(50)
2nd Period 9:14 – 10:04(50)
Activity Time 10:08 – 11:08(60)
4th Period 11:12 – 12:27(50)
1st Lunch-11:14-11:37(23)
2nd Lunch-11:39-12:02(23)
3rd Lunch-12:04-12:27(23)
3rd Period 12:31-1:21(50)
5th Period 1:25-2:15(50)
6th Period 2:19-3:10(51)

NO A/A

**Manson Northwest Webster Junior/Senior High School Staff
2009 – 2010 School Year**

<u>NAME</u>	<u>POSITION</u>
Mary Allen	Language Arts/Mass Media
Linda Anderson	Food Service Director
Jeff Anliker	Guidance Counselor
Tom Beacom	Science
Connie Birkey	Food Service
Russ Bristow	Building Trades
Max Dodds	Associate
David Freed	Science
Kayla Gaskill	Social Studies
Doug Gaul	Ag. Education
Marcey Gerke	Social Studies
Ryan Harman	Physical Education
Shawn Holloway	Principal
Cheryl Huss	Secretary
Andrew Jacobson	Math
Mike Jepson	Activities Director
Kimberly Keller	Language Arts
Brad Kruse	Technology Coordinator/Bus. Ed.
Cheryl Krzmarzick	Food Service
Lisa Lang	Associate
Cassie Langstaff	Vocal Music
Jenny Larson	Enrichment Ed.
Mark Lynch	Science/Math
Rose McCubbin	Food Service
Deb Mefferd	French
Mary Musselman	Media Center
Brian Nelson	Industrial Technology
Stacey Nimke	7 th & 8 th Special Ed.
Mike Richman	Special Education
Jim Schlapkohl	Art
Kathy Sonntag	Associate
Jan Stoulil	Secretary
Betty Sweet	Math
Julie Tague	Family Consumer Science
Kyle Teeselink	Business Education
Toni Tews	Library/PSEO Associate
Arlin Top	7 th & 8 th Special Ed/7 th P.E.
Delaine Warnke	Health Occupations, Nurse
Dean Whaley	Alternative Program/JH Health
Bryan Willer	Instrumental Music
Kevin Wood	Special Education
Wade Wubben	JH PE
Jeff Zinnel	Language Arts

SCHOOL FEES

BOOK RENT	OK	\$ 12.50
	K-12	\$ 25.00
PADLOCKS for PHYS. ED.		
	(replacement fee)	\$ 5.00
BAND INST. RENTAL		\$ 45.00
	Drums	\$ 25.00
CHOIR ROBE RENTAL		\$ 5.50
	Quantum shirt/skirt rental	\$ 2.50
BAND UNIFORM RENTAL		\$ 8.50
	plus flags or drum major	\$ 11.00
BAND CARD		\$ 15.00
HOT LUNCH		
	7-12 Student Lunch	\$ 2.00
	Adult Lunch	\$ 2.50
	Seconds of main menu item	\$.75
	Extra Milk and Juice	\$.30
	7-12 Breakfast	\$ 1.20
	Adult Breakfast	\$ 1.60
ACTIVITY TICKETS (09-10 School Year)		
	Students	
	One student in family	\$ 50.00
	Two students in family	\$ 60.00
	Three or more	\$ 70.00
	Adults	\$ 75.00
SINGLE EVENT TICKETS		
	Students	\$ 3.00
	Adults	\$ 5.00
PLAYS/MUSICALS		
	Students	\$ 4.00
	Adults	6.00
DRIVER EDUCATION		\$350.00

EMERGENCY DRILLS

Periodically the school holds emergency fire and tornado drills. Emergency procedures and proper exit areas are posted in all rooms. The principal will notify students and staff when it is safe to return to their respective areas after an emergency drill.

EMERGENCY PROCEDURES

STORM WARNING

In case of severe weather conditions, a warning will be given over the intercom. If the electricity is off, the principal or a staff member will give the alarm by going from room to room. SIGNAL: An interrupted sound on the Fire Klaxon. Students should follow directions given by their instructor as to what part of the building to move to.

The exit schedule for the high school is as follows:

ROOM

104	Girls/Boys restrooms, east end of first floor hallway
105	Girls/Boys restrooms, east end of first floor hallway
106	Girls/Boys restrooms, east end of first floor hallway
107	Girls/Boys restrooms, east end of first floor hallway
108	Girls/Boys restrooms, east end of first floor hallway
204	Basement shelter
205	Basement shelter
206	Basement shelter using stairwell on east end of 2nd floor
207	Basement shelter using stairwell on west end of 2nd floor
208	Basement shelter using stairwell on west end of 2nd floor
209	Basement shelter
210	Basement shelter
211	Basement shelter
212	Basement shelter
220	Basement shelter
221	Basement shelter
222	Basement shelter
223	Basement shelter
Auditorium	Girls locker room and rooms on northwest side of gym*
Student Center	Girls locker room and rooms on northwest side of gym*
Admin. Office	Girls locker room and rooms on northwest side of gym*
Library	Basement shelter
Music Dept.	Basement shelter
Ag. Ed.	North room in gym area
Ind. Tech.	North room in gym area
Phys. Ed.	North room on north end of the gym - west wall
298/299	North room on north end of the gym - west wall

*Those who cannot get into the locker rooms should go into the north room of gym. Close all doors.

***TEACHERS WILL STAY WITH THEIR CLASS DURING ALL EMERGENCY DRILLS.**

FIRE DRILLS

SIGNAL: A continuous sound of the Fire Klaxon. At the sound of the alarm, pupils should proceed to the door designated by the teacher in charge. Walk fast, do not run. The teacher will go last, closing all windows and doors and turning out the lights.

Pupils must take these drills seriously, giving complete cooperation at all times. It is our intention to cooperate completely with suggestions given by local and state first authorities.

The exit schedule for the high school is as follows:

ROOM

104	West Door
105	West Door
106	West Door
107	West Door
108	West Door
204	East Stairs - East door and West door of Library Wing
205	East Stairs - East door and West door of Library Wing
206	West Stairs - West door
207	West Stairs - West door
208	West Stairs - West door
209	West Stairs - West door
210	West Stairs - West door
211	East Stairs - East door and West door of Library Wing
212	East Stairs - East door and West door of Library Wing
220	East Exit - Down stairs and out East doors
221	East Exit - Down stairs and out East doors
222	East Exit - Down stairs and out East doors
223	East Exit - Down stairs and out East doors
Student Center	West main entrance
Auditorium	West main entrance
Ind. Tech	Door at foot of stairway
Ag. Ed.	East door of Ag. Shop
Vocal Music	West doors of Library Wing
Band	East Entrance
Library	North exit door in Library

EVACUATION

In case it becomes necessary to evacuate the building for whatever reason, a warning will be given on the bell system. The warning for evacuation will be intermittent blasts on the bells for as long as necessary. All students and employees will exit the building by the use of fire drill exits.

In all emergencies, keep calm and listen to directions.

BEHAVIORAL GUIDELINES

You control the impression that other students and your teachers have of you. Therefore, taking responsibility for behaving with good manners is always important. Good manners make others feel comfortable and leave them with a positive impression of you. Dressing appropriately, walking instead of running in the halls, and keeping the campus free of litter are all examples of responsible behavior.

Public displays of affection will not be tolerated. Embracing, kissing and otherwise engaging in affectionate behaviors that make others uncomfortable will result in disciplinary measures.

STUDENT APPEARANCE

Research says there is a strong connection between a student's academic performance and his/her appearance and conduct. To that end, students are prohibited from wearing the following items in school during school hours:

1. Clothing which advertises or promotes items illegal for use by minors including, but not limited to, alcohol and tobacco.
2. Shoes with cleats, except for outdoor athletic practices.
3. Clothing displaying or suggesting obscenities, profanity, vulgarity, racial or sexual remarks.
4. Clothing associated with gangs, gang activity or gang colors.
5. Hats or other headgear deemed by the principal to be distracting or otherwise inappropriate.
6. All clothing worn to school should be in good repair and fit properly.

Under certain circumstances, or for certain classes or activities, a stricter dress code may be appropriate and students are requested to comply with the stricter requirement.

The principal will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Parents may be notified if appearance or clothing is inappropriate.

STUDENT LOCKERS

Students' lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. Students are not to keep pop, candy, or other food/drink items in their locker. It is the responsibility of each student to keep the assigned locker clean and undamaged. Posters, etc., are not to be displayed on the outside of lockers. The cost to repair damage to a student's locker will be charged to the student.

CARE OF SCHOOL PROPERTY

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher, office secretaries, guidance counselor or principal.

CHILD CUSTODY

Generally, when parents are divorced, both parents have equal rights where their children are concerned. However, if there is a court order that limits the rights of one parent in matters of custody or visitation, it is the responsibility of the parent to provide a copy of the court order to the school. Unless the court order is on file with us, we will provide equal rights to both legal parents.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify and show proof to the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

BICYCLES AND MOPEDS

All bicycles and mopeds are to be parked on the west side of the high school in the racks provided. Bicycles and mopeds are not to be parked against the buildings or other places except the racks. All bicycles and mopeds should be locked and are not to be used during school hours.

TELEPHONE USE DURING THE SCHOOL DAY

The school telephones are for school business. Parents may call to leave messages for students. However, students will not be called to the phone except in emergencies. A phone for student use has been installed in the student center to be used only before school, at lunch, or after school. The student center phone is for local calls only. Students needing to make long distance calls must do so at their own expense. Office phones are not for student use, except emergencies.

STUDENT USE OF COPY MACHINES

Students will not be permitted to use the copy machines in the Central Office and on the second floor faculty workroom. A copy machine for students will be available for use in the library at a cost of five cents per copy. If students request office staff or faculty to make copies on school machines, a charge of five cents will be made.

ADVISOR/ADVISEE (AA)

Each student is assigned an advisor. The purpose of the program is to provide each student the guidance and support essential for each student to reach his/her potential. Grade checks will be completed on Mondays of each week.

STUDENT PLANNERS

Each junior high student is given a student planner at the beginning of the school year. Students are to use the planner to write down their daily assignments. The use of this planner is a great way for parents and school to communicate. Planners for high school students are available upon request.

GRADE REPORTS

Students receive progress reports in the form of report cards at the end of each quarter and trimester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Mid-term reports are sent to students receiving grades of a D or below.

ONLINE GRADES

A parent can access their student's grades by signing into our web site at www.manson-nw.k12.ia.us. Grades are updated every Friday, if as a parent your child's grades are not being updated regularly please contact Mr. Holloway at sholloway@manson-nw.k12.ia.us. A form can be filled out at the office to request the user i.d. and password for any student in grades 7-12.

DISTRICT WIDE ASSESSMENTS

MAP Test – Grades 2-11: The MAP test is given in the fall and in the spring of the year to look at student growth and give teachers information about students' strengths and weaknesses. The data is useful for making instructional decisions.

ITBS/ITED – Grades 3-11: The ITBS/ITED are standardized tests. They are the assessment the state uses to meet reporting requirements of the state and federal government. These results are also used to look at student achievement and set annual goals. They are given in the spring of the year.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. The daily announcements are posted on the MNW web site, the office window and in each classroom. Students who wish to have an item included in the daily announcements must have permission from the principal.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class or time after school. Homework will not be assigned on Wednesday nights for Junior High students.

HUMAN GROWTH AND DEVELOPMENT - Board Policy 602.6E1

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the curriculum director and/or principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

CAFETERIA

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items including milk, but they must eat in the cafeteria. There will be no candy, pop, or food other than the hot lunch program or sack lunches, consumed during the lunch hour unless permission is granted by the principal. Lunches must be kept in the kitchen. Students will not be permitted to leave school at noon.

LUNCHES

The Manson Northwest Webster School District will be using the School Dining System. This lunch system will be utilized in all centers. All students are assigned a four-digit number of which they punch in on a keypad as they go through the meal line. Parents may send any amount of money for meals, seconds on main menu item, extra milk and extra juice. All students in a family, no matter which center they attend, will be in one (1) family account. Money deposited into this account will be accessible by family members in each center. Money for a family account may be turned in to any one of the building offices. A positive balance must be maintained. Parents who request a password will have the capabilities of viewing their family accounts on the MNW web site at any time. When the family account is low you will be contacted either by e-mail or letter. Applications for free and reduced price meals are available upon request.

LOST AND FOUND

Lost and found items are usually kept in the high school office. If items are valuable, they may be held in the vault in the office.

VISITORS/GUESTS

Visitors to the school grounds must check in at the principal's office. Students are not permitted to bring visitors or guests to school with them unless approved in advance by the principal.

CITIZENSHIP

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Superintendent.

HIGH SCHOOL AUTOMOBILE REGISTRATION

All vehicles that MNW High School students drive or may drive to school must be registered. The registration stickers will be distributed during registration, and throughout the school year at no cost to the students. The registration stickers must be displayed in the rear window in the lower left corner.

STUDENTS DRIVING CARS TO SCHOOL

Students driving cars to school will park them in the south and east parking lots at the high school. All cars must display an approved MNW Student Parking Permit. Cars or other forms of motor vehicles are not to be moved until the end of the school day. Lock all cars in the lots. Students are NOT allowed in the cars during the school day. Students are not allowed in the parking lots during the school day, except for arriving and leaving school. Snowmobiles **and All Terrain Vehicles** are not permitted to be driven to school under Manson City Ordinances. They will be removed from school premises.

VENDING MACHINES

Vending machines in the high school are for student/staff use at the hours designated. They are a privilege and will remain available only so as long as containers are disposed of properly.

CLOSED CAMPUS

MNW High School operates under a closed campus policy. This means that students are required to be in the school building, unless under staff supervision outside the building, from the time of their arrival until the end of their school day. Students are not to leave the school building during school hours without prior permission from the Principal's office. Students who have permission to leave school during the school day must sign out in the office. When a student returns to school from an approved pass out they must sign in at the office.

MEDIA CENTER/LIBRARY

The Media Center is open from 7:45 a.m. - 3:30 p.m. The Media Center/Library is a "quiet" study and research area. Students must check out materials with the media specialist or person in charge. Students found removing materials from the Media Center without checking them out will forfeit all future rights to the use of the facility. Prompt return of Media Center materials is expected, and if the materials are damaged or lost, a fine will be levied.

HIGH SCHOOL STUDY HALLS

The development of good study habits is a very important part of school life. Manson Northwest Webster High School has a three tiered study hall approach in place to help all students achieve success, with grade checks happening every 4.5 weeks.

Open Study Hall:

There are three eligibility requirements for open study hall:

1. Proficient ITED scores
2. Good academic standing (no grades below a C-) for grading period
3. Zero discipline consequences from principal's office

Open study hall is a privilege not a right, students who do not follow all expectations and check out procedures will be removed from this setting and placed in a classroom study hall. Once a student is removed from open study hall for discipline reasons he/she will lose this privilege for the remainder of the school year. Freshmen are not eligible for open study hall until after the ITED results are returned to the school district.

Study Hall:

A student will be assigned to study hall if he/she is not proficient on their ITED exams and/or have received a grade below a C for the grading period. Students who have been removed from open study hall for discipline reasons will also be placed in this setting.

Success Center:

A student who receive any "F's" or "Incompletes" and/or two or more "D's" on any midterm or trimester progress report will be assigned to the success center until the next study hall list is distributed. The success center is a mandatory structured environment for students who are struggling academically. Students will be assisted daily in the areas of work completion, grade checks, and tracking late assignments.

JUNIOR HIGH STUDY HALLS

Study hall placements will happen every 4.5 weeks.

Study Hall:

A student who is in good academic standing (not required to attend the success center) will attend regular study hall.

Success Center:

A student who receive any “F’s” or “Incompletes” and/or two or more “D’s” on any midterm or trimester progress report will be assigned to the success center until the next study hall list is distributed. The success center is a mandatory structured environment for students who are struggling academically. Students will be assisted daily in the areas of work completion, grade checks, and tracking late assignments.

SUMMER SCHOOL

High School: Students who have failed a course during a trimester of the school year are eligible for credit recovery summer school. Cost per credit is \$250. MNW summer school offers independent study options using the on-line alternative school program.

Junior High: Junior high students who receive a failing grade for the trimester in a core academic area (language arts, math, science, and social studies) must recover that credit before becoming eligible for exploratory classes as an 8th grader or elective classes as a high school student. There is no cost for JH summer school. MNW summer school offers independent study options using the on-line alternative school program.

GUIDANCE COUNSELOR

The Guidance Department provides services for vocational/career planning, referral to specialized agencies, college planning, college applications and financial aid, personal counseling, and improvement of interpersonal relationships. The counselor will help with scheduling classes, preparing for employment or college, and informing students of upcoming college entrance tests (SAT and ACT) or information about requirements for college or trade schools. Parents are encouraged to call and visit about their child's school program with the school counselor.

POSTING OF INFORMATION

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

MAP OF THE BUILDING

STUDENT HEALTH, WELL-BEING AND SAFETY

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the principal's office if the information on the emergency form changes during the school year.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information provided on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel if necessary and attempt to notify the parents regarding where the student has been transported for treatment.

SCHOOL INSURANCE

Students may enroll in the First Agency, Inc. Forms may be picked up at the school on registration day or any day after that. Claims will be handled by R.B. Collmann Agency.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. Parents must complete an insurance verification form as proof of insurance. Student athletes who do not have and who cannot afford insurance should contact the principal or counselor.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are to be excluded from school for the period of time that their condition may endanger the health of others. A signed note from a doctor may be required for the re-entry if so designated by the school superintendent. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

HEALTH SCREENING

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

IMMUNIZATION

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may be required to pass a TB test prior to attending school. Parents who have questions should contact the school nurse at 712-469-2245.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Prior to the start of a sport, students are required to provide a school district physical examination form signed by a qualified medical practitioner stating that the student is physically fit to perform in athletics. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the principal or counselor. When possible, a doctor will be present at a designated time for conducting physicals at the high school.

Attendance Policy – Manson Northwest Webster High School

Regular attendance is a necessary component of quality education at Manson Northwest Webster. *Excessive* absenteeism places a burden not only on the student to learn, but also upon the teacher who must use a larger percentage of their planning time to try and get students “caught up”. The following attendance policy will be enforced at Manson Northwest Webster High School for the 2010–11 school year. Disciplinary measure will continue to be taken towards truancy, but the following policy towards attaining credit will be enacted:

1. During the course of a trimester, following the 4th instance of absenteeism from a class, a warning letter will be sent home to the student and parents. Upon the 8th instance of absenteeism in any class for any reason, the student will lose the opportunity to gain credit in that class. The student will be assigned study hall for that class period for the remainder of the trimester. If a student misses more than ten days in multiple courses he/she will be removed from the classes and may be placed in the Manson Northwest Webster Credit Recovery program.

TARDIES vs. ABSENCE – If a student does NOT attend at least 20 minutes of a class period, this will be considered an ABSENCE and not a tardy.

2. Upon discussion between the student, principal, and guidance counselor, the student who has been removed from multiple classes may be allowed to enroll in a class or classes in the alternative school, the credit recovery program, or Iowa Central Student Success Center to earn credits. The student will have to start from the beginning for any of those courses that the student enrolls in.

3. The principal has the right to permit exceptions to this attendance policy for highly unusual or extreme cases, such as for a surgery or long-term illness, as long as a written doctor’s excuse is provided.

4. Upon notice of loss of credit for a class, if a student chooses to appeal the decision, they may do so by delivering a written appeal explaining their reasoning within three school days. The principal will respond in writing, either accepting or denying the appeal, within three school days. During the appeal process, the student will be allowed to remain in class.

COLLEGE VISIT DAYS, SCHOOL SPONSORED TRIPS, ADMINISTRATIVE ABSENCES

COLLEGE VISITS - Seniors are allowed three (3) college visits per year and Juniors are allowed one (1). These will NOT be calculated into the 8 absent days.

COLLEGE REPRESENTATIVE VISITS - Seniors are allowed to visit with college representatives who come to the high school five (5) times during the year and Juniors are allowed three (3). These will NOT be calculated into the 8 absent days.

SCHOOL SPONSORED TRIPS – If a student is absent from class because they attended an activity that was sponsored and supervised by school administration and/or staff, they will NOT be calculated in the 8 absent days.

ADMINISTRATIVE ABSENCES – In school or out of school suspension are considered administrative absences and will NOT be calculated in the 8 absent days.

EXTRA-CURRICULAR PARTICIPATION – Any student who is removed from a class due to excessive absences, will also not be allowed to participate in any school sponsored extra-curricular activities until the start of the next trimester.

**Note – Changes based on state mandated “Scholarship Rule 36.15(2)”.

NOTIFICATION WHEN ABSENT

Manson Northwest Webster School District **DOES NOT ACCEPT NOTES**. Parents or guardians are required to call in all absences the day of the absence prior to 9:00 a.m. or at least 48 hours prior to a planned long-term absence. If a student is absent, and the school does not receive a phone call, the office will either call the parent or expect to receive a phone call for the absence.

Students for whom notification is not received within the above-mentioned time limit will be considered truant until parent notification is received. Late notification will result in removal of truancy status, but the infraction will be recorded as an absence.

TARDIES

Three (3) tardies in one trimester = one (1) 30-minute detention. Every second detention after this results in another detention.

ATTENDANCE ON DAY OF A SCHOOL ACTIVITY

See Good Conduct section of handbook.

MAKE-UP WORK

Students will be assigned make-up work for absences. Teacher discretion will determine the kind and quantity of make-up for each absence. Generally, for each day of absence the student will have one day to make up the work. Long-term absences will be handled differently. In that case, make-up work must be arranged for, and when possible, completed in advance of the long-term absence. Additional work may be assigned to compensate for loss of class time due to absence. If participation points are given in a class, denial of those points will result from student absence. A student's grade may be lowered for late make-up work, incomplete make-up work, or make-up work not handed in. The teacher has the option of issuing a grade of incomplete (I) for which no credit is awarded when the student fails to turn in or complete all assignments. Detentions may be assigned for incomplete or late assignments.

TRUANCY - UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse and without the permission and knowledge of the student's parent/guardian and the school district. These absences shall include, but not be limited to, [tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment]. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

A student who is truant for a partial day will be assigned detention to be served that day. A student who is truant for an entire day will be assigned in-school suspension.

SENIOR SKIP DAY

If 25% or more of the class is absent for no apparent reason then a day of school will be added to the end of the school year.

STUDENT RIGHTS AND RESPONSIBILITIES

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

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

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

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

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

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

II. Types of Searches

A. Personal Searches

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

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

(a) **Pat-Down Search:** If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness of the same sex present.

(b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections and Searches

1. **Inspections:** Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism without notice. Periodic inspections of all or a random selection of lockers may be conducted by school officials in the presence of the student. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

2. **Searches:** The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness.

C. Automobile Searches

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

ELECTRONIC DEVICES AND INTERFERENCES (Cell Phones) IN SCHOOL

Students may not use radios, walkmans, televisions, pagers, cell phones (including text messaging, receiving or leaving messages, or taking pictures) laser lights, toys, and other similar items in the school facilities during school hours unless having received prior permission from administration. Cell phones or any electronic devices are not allowed to be used in locker rooms at any time or in any inappropriate manner. Consequences for the use of electronic devices will be as follows: First offense the device is kept until the end of the school day. Second offense the device is kept over night and returned following the next school day. Third offense the device is kept for two nights and returned following the next school day. Each additional offense will result in an additional day's consequence. **The only place cell phones are permitted to be used is in the cafeteria area during lunch and open study halls.**

HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials

and a copy shall be made to any person at the central administrative office at 1227 16th St., Manson, IA 50563.

Individuals who feel that they have been harassed should:

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

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the building guidance counselor. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

PHYSICAL OR SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, counselor, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. The school district has designated

Mr. Shawn Holloway at 712-469-2245 as its Level I investigator. The Level I alternate investigator is **Mr. Jeff Anliker at 712-469-2245**.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

LEAVING THE SCHOOL DURING SCHOOL HOURS Board Policy 501.7

Students leaving school for any reason during the school day are to report to the Principal's office before leaving and sign-out. Students must sign-in when returning to the building during the school day. Before a student leaves the building for any reason, the Principal's office must receive a phone call from the parent or guardian for confirmation. If you leave school grounds without proper permission an office consequence will be issued.

MULTI-CULTURAL GENDER FAIR POLICY STATEMENT

Enrolled children in the school district shall have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity at Manson Northwest Webster Community School shall be directed to the compliance officer by writing to Mark Egli, Title IX, Title VI and Section 504 Compliance Office, Manson Northwest Webster School District, Manson, Iowa 50563; or by telephoning above at 712-469-2202; or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

The Manson Northwest Webster Community Schools are committed to providing the finest education children can be offered. We believe that means helping every student to learn, use and enjoy the basic skills, as well as to stress achievement in social studies, science and the arts. All of this takes place in schools where teachers believe in the importance of discipline, study skills, self-confidence and responsibility.

Standards are high, for we are always involved in the pursuit of excellence in business practices, educational programs, and support services. Citizens who care about education, a competent staff, and exceptional students make Manson Northwest Webster one of the finest school districts in the State of Iowa.

EQUAL EDUCATIONAL OPPORTUNITY

The school district will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status.

The school district requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The school district is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the school district affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is **Mr. Mark Egli**. He can be reached at **1-712-469-2202**. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI. 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA., 50319-0416, (515) 281-5294.

STUDENT CONDUCT AND DISCIPLINE

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting for their age and maturity level and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; for conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; or conduct that interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against others on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities is suspended by the principal. Notice of the suspension shall be sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the students which may include expulsion. Assault for purposes of this section of this policy is defined as:

-an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or

-any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

-intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another (see page 25 for weapons policy).

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

BUS CONDUCT

School Bus Incident Reports: If a student misbehaves on the school bus, a school bus incident report will be filled out by the driver and turned in to the Principal. The Principal will take action on the report and a copy will be mailed to the parents of the student and the bus driver will be given a copy. The third copy will be retained in the office. The Principal will discipline the student according to school rules.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are in use.

The driver is in charge of the riders and the vehicle. Persons riding in school district vehicles shall adhere to the following rules:

1. Be at the designated loading point before the arrival time.
2. Wait until the vehicle comes to a complete stop before attempting to enter.
3. Sit in your assigned seat.
4. Keep head and arms inside the vehicle, feet on the floor, and remain seated while vehicle is in motion.
5. Keep aisles clear at all times.
6. Load and unload through the right front door - emergency door is for emergencies only.
7. When boarding or departing from a vehicle, pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver
8. Depart from the vehicle at the designated point unless written permission to get off/out at a different location has been given to the driver.
9. Deposit materials to be thrown away in the waste containers provided.
10. Obtain permission from the driver before opening windows.
11. Display good conduct at all times.
12. Assist in looking after the safety and comfort of younger riders.
13. Shooting paper wads, throwing objects, roughhousing, crowding and pushing are prohibited.
14. Profanity, violence, weapons and the use or possession of alcohol, tobacco or look-a-like substances are prohibited.
15. Eating and drinking (including pop) on the bus is prohibited.

The driver, sponsor, and chaperone/s are to follow school district policies, rules and regulations for student violations. Failure to comply with the rules and regulations may result in one or more of the following consequences: Suspension from the bus for one (1) day, three (3) days, ten (10) days, permanently. Riders who damage seats or other equipment may be required to reimburse the school district for the cost of the repairs or replacement.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, while loading or while unloading or leaving the bus.

STUDENT DISCIPLINE

1. A complete Board Policy Book will be kept in the Principal's office and in the Media Center and is available to any student, parent or staff member upon request.
2. All school personnel are authorized to take appropriate disciplinary measures with any student when misbehavior occurs.
3. Students who persistently violate the rules of the school may be suspended or expelled.
4. Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal. Detention may be assigned by the principal or school staff person at his/her discretion. Detention is a punishment for misconduct in the classroom or other area of the school. One detention is thirty (30) minutes. Detentions may be served with the staff person who assigned the detention and/or with the principal or his/her designee. If a student does not attend detention when they are assigned, a second detention will be assigned. If a student misses both, then an in-school suspension will be assigned.
5. Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student may be removed from the school environment, which includes school classes, activities and all school premises. At the discretion of an administrator, a student may be required to serve their suspension at the Rabiner Treatment Center. An out-of-school suspension will not exceed ten days.
6. Probation means a student is given a conditional suspension penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.
7. Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board but no longer than one school year. Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.
8. Fighting, profanity, and abusive treatment toward any student or school personnel are prohibited and are suspendable actions. Any acts of this nature which occur away from the school which may have a negative impact on the environment of the school may result in discipline.
9. Flagrant insubordination (resisting the authority of teachers) and attempts to strike or physically resist, or to inflict pain or injury to any staff member will result in the immediate suspension of the student.
10. Stealing from students, school staff or from the school will be met with severe disciplinary measures, generally suspension, and possibly arrest and prosecution of the guilty person.
11. The Board prohibits the use of tobacco and the use or possession of alcohol, other controlled substances, or "look-a-like" substances that appear to be tobacco, alcohol or controlled substances, by students on school property or at any activities sponsored by the school on or off school property. Students shall conduct themselves in accordance with Board policy, "Student Conduct." The Board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Students in the use or possession of these types of substances shall be subject to suspension.

12. Students are prohibited from distributing, dispensing or manufacturing illegal chemicals on school grounds. Students violating this regulation will be recommended for expulsion to the Board of Education and turned over to local law enforcement authorities.
13. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, shall be reported to law enforcement officials.
14. The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes 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 who have been found to possess a weapon or dangerous objects or look-a-likes 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.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized adults to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. There shall be no weapons or look-a-likes used in school plays or skits by students. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

15. Students are to remain in the stands during activities, leaving only during half time or between games. Students leaving the building or athletic grounds will not be allowed to return unless they have a bona-fide excuse. Parents are asked to accompany preschool children to restrooms, concessions, etc., if at times other than mentioned. If weather is unfavorable during football games, it will be announced if there will be IN-OUT passes at half time. **There are NO ALCOHOLIC BEVERAGES ALLOWED at any school-sponsored activity.**
16. Destruction of private property on school grounds is prohibited. Violators will be referred to local law enforcement officials and will be subject to disciplinary action including suspension and expulsion.
17. Damage to school facilities and property is prohibited. Violators may be referred to local law enforcement officials and will be subject to disciplinary action including suspension and expulsion as well as an assessment of damages for reimbursement.
18. Possession of drug paraphernalia as defined by the Manson City Code is prohibited. Violators will be referred to local law enforcement officials and will be subject to disciplinary action including suspension and expulsion.
19. Possession of pornographic or obscene written or graphic materials is prohibited. Violators will be subject to disciplinary action including suspension and expulsion.

ACTIVITY ELIGIBILITY

ELIGIBILITY

The Board of Education, following the guidelines of the Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union, states that an athlete is ineligible for competitive sports if the athlete:

1. Does not have a doctor's certificate of fitness issued for the current school year.
2. Does not have insurance coverage.
3. Is 20 years of age or older.
4. Has attended high school for more than twelve trimesters.
5. Is a full time student and did not pass a minimum of four full credit subjects for the previous trimester.
6. Was not in school the previous trimester.
7. Entered school this trimester later than the second week of school.
8. Has changed schools this trimester (except upon like change of residence of parents).
9. Has accepted any money or expenses for participation in any athletic activity.
10. Accepted awards for high school participation other than the customary awards issued by the school.
11. Has trained with, or has been a member of, a college squad or has participated in a college contest.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

High School:

Academic Policy for Trimester Grades

The following is the State of Iowa academic eligibility policy. MNW's policy reflects the state policy. If the state policy changes MNW's policy will change in accordance to the state policy.

Trimester Grades – If a student fails at the end of the first trimester, they are ineligible for the next 30 calendar days if involved in an athletic sport. If a student is currently not participating in any extra curricular activities, they will be held from competition for 30 consecutive days of their following activity.

EXTRA-CURRICULAR PARTICIPATION – Any student who is removed from a class due to excessive absences, will also not be allowed to participate in any school sponsored extra-curricular activities until the start of the next trimester.

Junior High School:

Students in the seventh and eighth grade will be subject to academic eligibility policies, as outlined below. These policies will affect student participation in athletics, extracurricular activities, and extra-scheduled social activities. Those policies will also affect student participation in free library and computer time. In addition, these policies will not affect the fall, winter, and spring music concerts or contests, but will affect special music activities and plays.

Failing/incomplete grades will cause a seventh or eighth grade student to lose eligibility. This loss of eligibility will last for one week

Students must receive passing grades in all courses at the end of each mid-term. Students who do not meet this requirement are not allowed the privilege of participating in extra-curricular activities for one (1) week. The ineligibility period will run the Monday through Sunday of the following week reports come out.

Trimester Grades: Since there is no opportunity to improve these grades, a student will be declared ineligible for a **two week period**. The ineligibility period will run the Monday through Sunday of the following week reports come out.

At the end of the week a student must complete an Academic Update Form (see below) from the teacher whose class the student is failing. If the student is passing the class, the student will be allowed to return to full participation the next week. If the student is still failing, they become ineligible for another entire week. This procedure continues until the student is passing the class(es) they failed.

Trimester Grades: Since there is no opportunity to improve these grades, a student will be declared ineligible for a **two week period**. The ineligibility period will run the Monday through Sunday of the following week reports come out.

GOOD CONDUCT PROVISION

Introduction:

The rules are demanding – you must be able to say “NO” when pressured by friends to break the rules – if you feel the price and sacrifices are not too great – and if you can meet the standards and demands placed upon you – PLEASE PARTICIPATE IN MANSON NORTHWEST WEBSTER COMMUNITY SCHOOL EXTRACURRICULAR PROGRAMS.

Annually, the student and parent will receive the MNW Good Conduct policy provided in the Student Handbook. Team coaches and organization coach/sponsors are strongly encouraged to hold meetings with students and parents/guardians or to send written communication to students and parents/guardians to clarify the provisions of the Good Conduct policy, the role of the students, parents and school staff in the application of the policy.

Any student who admits to or is found by Administration, based upon substantial evidence, to have violated the Good Conduct Rules shall be subject to a period of ineligibility to represent the school.

Violations of Good Conduct Rules include:

1. Use or possession of alcoholic beverages.
2. Use or possession of tobacco.
3. Use or possession of controlled substances.
4. Commission of illegal or criminal acts of intent.
5. Violation of school policies, rules or regulations, including fighting and harassment.

Jurisdiction: Good Conduct rules apply throughout the calendar year and whether away from school or at school. *Good Conduct violations will be investigated by MNW administrators, activities director, sponsors and coaches under any of the following conditions: they are committed on school property or at school activities whether at home or away; are witnessed and reported by school employees or bus drivers on routes or activity trips; are reported by law enforcement to school authorities.*

Application: All extracurricular activities (examples: interscholastic athletics, fine arts performances and competitions, FFA, debate and speech competitions) and honorary or representative positions (examples: Homecoming Court, FFA, class officers, student council, activity or athletic/activity officers or captaincies) are covered by the Good Conduct Rules. If a performance or activity is associated with a class for which credit or a grade is given, suspension from such a performance or activity shall not result in a diminishment in the student's credit or grade and alternative "make up" assignments may be imposed by the teacher or activity sponsor to substitute for the missed performance or activity.

Due Process:

1. A student shall be provided a hearing with the Principal. During the hearing, the student shall be told the basis for the accusation and shall be given an opportunity during the hearing to present the student's side of the story. The Principal may hear from witnesses, such as the athletic director, the activity sponsor, coach or others with information regarding the alleged violation. The Principal shall determine whether the student has violated the good conduct rules and shall notify the student and the student's parent or guardian in writing of the decision, including the consequences. The consequences shall begin immediately.

2. A student, if 18, or a student together with his parent or guardian may appeal a Principal's decision regarding a good conduct violation by written notice to the Superintendent or designee personally delivered within three days, excluding Saturday, Sunday and holidays, of the Principal's decision. The Superintendent shall conduct an appeal hearing within three calendar days after receipt of the appeal notice. The Superintendent shall submit a written decision to the student and parent or guardian. If the Superintendent's decision alters the principal's decision, the consequences will go into effect immediately.

3. The Superintendent's decision may be appealed within five days, excluding Saturday and Sunday and holidays, to the Board by personally delivering a written appeal to the Superintendent. The Superintendent shall schedule the appeal for a regular or special meeting of the Board to be held within 10 days after receipt of the appeal notice. An appeal to the Board does not stay the Superintendent's decision. The decision of the Board shall be set forth in writing.

The failure of the student or his/her parent or guardian to appeal to the board within five days a decision pursuant to this policy waives further protest

Consequences:

Offenses are cumulative, i.e. 3rd offense means the 3rd offense for a student during his/her high school years, not within one school year.

First offense: Suspension from participation in all activities for four weeks and must include a minimum of four scheduled participation events or performances.

Second offense:** Suspension from participation in all activities for 12 weeks and must include a minimum of six scheduled participation events or performances.

** In the case of use or possession of illegal chemicals violation, the suspension may be reduced by one-half if the student successfully completes a Community and Family Resources educational program or equivalent as approved by the Principal.

**In the case of the commission of illegal acts, violations of school policies, rules or regulations, including fighting and harassment, the suspension may be reduced by one-half if the student successfully completes a counseling or educational program directed toward the involved behavior. This counseling or educational program will be arranged by the student and the student's family and approved by the guidance counselor and building principal or his/her designee.

All costs for approved educational or counseling programs will be paid by the student or student's family.

Third offense: Suspension from participation in all activities for one calendar year (365 days).

Fourth offense: Suspension from participation in all activities for the remainder of the student's high school years.

Serving of Good Conduct Suspension

Suspension penalties must be served in their entirety and will carry over from one school activity season to the next. Penalties will carry over to the following school year in order to complete existing penalty.

Any combination of violations of the good conduct rules will result in enforcement of the penalties prescribed. A student shall not be permitted to go out for an activity that has already begun as a means of serving a suspension. A student is required to participate in local practices while serving a suspension. If the student chooses to drop the activity the full penalty will be enforced at the beginning of the next chosen activity.

Honorary and Elected Positions (Examples: Homecoming Court, FFA, class officers, student council, activity or athletic/activity officers or captaincies).

A first Good Conduct Suspension shall result in suspension from any elected or honorary position for a period of 120 days from imposition of the suspension.

A second Good Conduct violation will result in suspension from any elected or honorary position for a period of one calendar year, 365 days from imposition of the suspension.

A third Good Conduct violation will result in suspension from any elected or honorary position for the remainder of the student's high school years.

Suspension during the time period in which elections or appointments take place will result in the student being Ineligible for that election or appointment.

Suspension or Expulsion from School: If a student is suspended or expelled from school, the student is also suspended from participation in all activities including practices. A student may not rejoin the activity or be on school property until the school suspension or expulsion has been lifted by school. Additional team or activity rules may be issued by the director or coach of the relevant activity or sport. Such rules shall be submitted to and approved by administration and board. These rules shall be presented to each student at the beginning of the activity/sport.

Any student declared ineligible under a prior school district's good conduct rule, and then without having completed the full period of ineligibility at that school, transfers to the Manson Northwest Webster Community School, will not be eligible for interscholastic competition at the Manson Northwest Webster Community 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 the Manson Northwest Webster Community School as far as any good conduct rule is concerned.

ATTENDANCE

A student must be in attendance for his/her regular school day by the start of 2nd hour which is 9:16 of a regular school day of competition. A student who has previously requested and received approval from an administrator is not affected by the attendance requirement. The Principal may request appointment confirmation.

SCHOOL EQUIPMENT

A student shall not have in his/her possession any school owned equipment from this school or any other school, except that which has been issued by authorized staff.

PLAYER EJECTION POLICY

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

Additional team or activity rules may be issued by the director or coach of the relevant activity or sport. Such rules shall be submitted to and approved by Administration. These rules shall be presented to each student at the beginning of the activity/sport.

Any student declared ineligible under prior school district's good conduct rule, and then without having completed the full period of ineligibility at that school, transfers to the Manson Northwest Webster Community School, will not be eligible for interscholastic competition at the Manson Northwest Webster Community School, until the full period of ineligibility has been completed. When that time of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at the Manson Northwest Webster Community School as far as any good conduct rule is concerned.

STUDENT ACTIVITIES

ASSEMBLIES

Throughout the year the school district may sponsor school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

FIELD TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

ACTIVITY/PEP BUS

The school district may sponsor an activity bus (pep bus) to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the principal and the student's parents. Students who opt to not ride school transportation must have the appropriate School Board approved form signed and returned to the principal's office a day prior to the trip. Forms are available from the activity director or in the school office.

STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Prices for activity tickets can be found in the section on school fees in this handbook. Students who cannot afford a student activity ticket should contact the principal or counselor.

STUDENTS ATTENDING EXTRA CURRICULAR ACTIVITIES

Students are to remain in the gym during activities, leaving only during half-time or between games. Students leaving the building or athletic grounds will not be allowed to return unless they have a bona-fide excuse. Parents are asked to accompany preschool children to restrooms, concessions, etc., if at other times than mentioned. If weather is unfavorable during football games, it will be announced if there will be IN-OUT passes at half-time. There are NO ALCOHOLIC BEVERAGES ALLOWED at any school sponsored activity.

STUDENT PUBLICATIONS

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

SCHOOL DANCES

School-sponsored dances must be approved by the principal at least three weeks prior to the dance. School dances will be chaperoned by staff members and/or parents. School district policies, rules and regulations apply to students while they are attending school dances. Students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Once a student leaves the dance they will not be readmitted. Manson Northwest Webster students who bring dates who are not enrolled at Manson Northwest Webster must have their date present a picture ID at the door before they will be allowed to enter. Each student will be responsible for his/her date.

JUNIOR/SENIOR PROM

In order to attend MNW's JR/SR prom the person attending must be in 11th or 12th grade, underclassmen are not allowed to attend prom. This includes MNW students as well as out of town dates. Adults who are out of high school can attend the prom with permission of the building principal. Manson Northwest Webster students who bring dates who are not enrolled at Manson Northwest Webster must have their date present a picture ID at the door before they will be allowed to enter. Each student will be responsible for his/her date.

Special Functions (i.e. Dances, After Prom, etc.) Procedures for MNW Senior High School:

Dance Chaperones and Parent Sponsors

1. 3 staff members
 - a. One staff member to take money
 - b. One staff member to help to administer the breathalyzer tests to participants
 - c. One staff member to monitor front doors and the sign out sheet
2. 3 sets of parents
3. One administrator must be present during the "open door time period"
4. If the following conditions are not met the sponsoring group will not be allowed to have a dance the following year.

Student Entrance and Exits

1. All students must enter through the office door entrance
2. Once a student has paid there will be no refunds on cost of admission
3. Coats, purses, and other non-essential clothing items must be left on the coat rack with a chaperone.
4. Doors will be open 45 minutes after the start of the dance. After that point the doors will be closed.
5. If a student chooses to leave the dance early they will need to sign out with the front door chaperone.
6. Once a student leaves, he/she will not be allowed back into the dance.

Breathalyzer Policy

1. Every student and guest who enters a dance will be issued a breathalyzer test. At Manson Northwest Webster dances are considered a choice and privilege not a right.
 - a. The Alco-Blow device
 - i. The green light means the test was negative (.01 and below) and the student is allowed to enter the dance.

- ii. The yellow light indicates a low level of alcohol (.10 to .20). The student will be taken to the principal's office and given another breath test in five minutes. If the second test comes back with a yellow or red reading. The student will be issued a "Code of Conduct" violation and the parents will be contacted.
 - iii. The red light indicates high levels of alcohol (.20 and above). The student will be taken to the principal's office. The student will be issued a "Code of Conduct" violation and the parents will be contacted.
 - iv. Code of conduct consequences will be issued for breathe tests reading red and two consecutive yellow readings. Our code of conduct policy is a zero tolerance policy. Students can request a police breathe test if s/he feels the Alco-Blow device gave a wrong reading, however students will also be prosecuted by the law enforcement for a positive test and will still be subject to the school district's "Code of Conduct" policy.
2. If any adult believes a student is under the influence (reasonable cause) during the dance/event that student will be retested in the principal's office.
 3. If a student leaves with the dance with permission from a chaperone for any reason and is allowed back into the dance the student will be issued another test

STUDENT FUNDS AND FUNDRAISING

Students may raise funds for school activities upon approval of the principal at least three (3) weeks prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the Board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal and/or superintendent prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund-raising activities being denied.

CLASS AND ORGANIZATION MEETINGS

All class and organizational meetings should be scheduled through the high school office. The sponsor or a faculty representative must be present at the meetings. The treasurer is to turn funds in to the Principal's secretary who then sees they are deposited in the class or organization's account. Funds are to be turned in daily. The sponsor of a group having a party, picnic, etc. is to contact the principal's office and arrange for the date of the activity and the use of a bus if needed.

STUDENT ORGANIZATIONS ELIGIBILITY

Students are not eligible to serve as class/organization officers or members of the Student Council or National Honor Society if they are on probation or have not met the grade level classification

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Non-school organizations wishing to use the school facility need to complete a building contract which is available in the principal's office.

GRADE REPORTS, HONOR ROLL, PARENT-TEACHER CONFERENCES

MIDTERM REPORTS

Midterm reports will be mailed after the midterm grading period of each trimester. Students who are in danger of not passing a class will receive a midterm report. However, any student may receive a midterm report which will include the student's grade and comments from teachers.

PARENT-TEACHER CONFERENCES

The purpose of parent teacher conferences is to help the teacher relate the student's progress to the parents and to allow communication which will help both the teacher and the parents better understand the student so he/she can reach his/her maximum potential in school.

Conferences may be scheduled at any time during the year at the request of the parents, teachers, counselor or administrator. Parents are encouraged to contact their student's teacher(s), guidance counselor or administration with any questions or concerns. Students are considered an important part of Parent-Teacher Conferences and are strongly encouraged to attend all conferences held between parents and teachers.

HONOR ROLL AND ACADEMIC HONORS

The school district honors students who excel academically. Manson Northwest Webster High School will be using the four point system for determining students for the honor roll. The following scale will be used:

A	=	4.00
B	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00

A student must have an average of 3.00 to be eligible for the honor roll. Only full credit academic classes will be included when determining the honor roll.

ENROLLMENT, GRADUATION AND RECORDS

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Superintendent of Schools.

FULL-TIME STUDENTS

All students must be enrolled in a class each instructional block of the school day. Exceptions to full-time student status for medical or other reasons will need administrative approval.

Students enrolled for a fifth (5th) year or thirteenth (13th) trimester may enroll only in the number of credits needed to complete graduation requirements. It is the responsibility of each student to be certain he/she has completed and successfully passed the required number of academic credits for graduation.

PROCEDURES FOR STUDENTS TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request for the student's records from the high school. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

POST SECONDARY ENROLLMENT OPTION

The Post Secondary Enrollment Options Act allows juniors and seniors and identified TAG students to enroll part time at an eligible community college, state university, or private college or university. The act has a dual purpose: to promote rigorous educational pursuits and to provide a wide variety of options for students. If you are interested in this program, contact the high school guidance counselor.

ALTERNATIVE ASSESSMENT FOR SENIOR YEAR PLUS ELIGIBILITY

Starting with the 2010-11 school year the Iowa Department of Education is mandating that: “students must demonstrate proficiency (41%) in reading, mathematics and science on their most recent ITEDs or ITBS to be eligible for Senior Year Plus classes. If a student is not proficient in one or more content areas of reading, mathematics and science the local school board MAY establish alternative but equivalent qualifying performance measures. The school board is not required to establish equivalent performance measures, but if it does so, such measures may include but are not limited to additional administrations of state assessment, portfolio of students work, student performance rubric or end-of-course assessments. A school board that establishes equivalent performance measures shall also establish criteria which its district personnel shall determine comparable proficiency.”

If a student does not demonstrate proficiency (41%) in reading, mathematics and science on their most recent ITEDs or ITBS to be eligible for Senior Year Plus classes it is determined by the MNW School Board that alternative but equivalent qualifying performance measures will be.:

- 1) The student must currently have a cumulative GPA of at least 2.50.
- 2) Must take all 3 areas of the COMPASS test (Writing Skills, Reading Skills and Math Skills) and have a minimum score of 60 in each of the areas.

Any testing or transportation fees are the responsibility of the student and/or their parent/guardian.

OTHER INFORMATION:

COMPASS test scores range from 1-100. ICCC requires a score of at least 60 in all areas to take any upper level course work there. There are higher requirements for certain coursework such as:

- COMPOSITION I requires a minimum score of 65% on the ITED test and a 65 on the COMPASS test.
- COLLEGE LEVEL READING CLASSES requires a minimum score of 65% on the ITED test and an 80 on the COMPASS test.
- COLLEGE LEVEL ALGEBRA OR HIGHER LEVEL MATH COURSE requires a minimum score of 85% on the ITED test and a 64 on the COMPASS test.
- ANY SCORES BELOW A 60 ON THE COMPASS TEST REQUIRES STUDENTS TO TAKE 000 LEVEL COURSES BEFORE TAKING 100 LEVEL COLLEGE COURSES.

IT IS THE STUDENT’S RESPONSIBILITY TO SCHEDULE THE TEST AND STUDENT’S EXPENSE FOR TRANSPORTATION TO TAKE THE TEST.

THE COMPASS TEST IS OFFERED AT THE IOWA CENTRAL COMMUNITY COLLEGE SUCCESS CENTER DURING THEIR REGULAR HOURS (these vary between school year and summer.) THIS TEST IS FREE OF CHARGE THE FIRST TIME THE STUDENT TAKES THE TEST AND THEN THERE IS A FEE FOR FURTHER TEST.

PHONE NUMBER TO THE ICCC SUCCESS CENTER: 515-574-1042 or 800-362-2793 ex. 1042

ADDING OR DROPPING COURSES

- Students who request to change classes during the trimester must have parent/guardian, and counselor permission.
- Schedule changes will be made on the basis of the best academic interest of the student and the availability of space in the class(es). Schedules **will not** be changed to accommodate individual work schedules or student's desire to manipulate their school day for reasons other than academic.
- Students may change a class in their schedule within the first week of the trimester.

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the Board in order to graduate. Students must successfully complete each grade level, grade one through grade twelve, and complete the required course of study prior to graduation as determined by the Board and by the State Department of Education.

It shall be the responsibility of the superintendent to ensure that students complete grades one through eight and that high school students complete 52 credits, which includes 24 elective credits, and 4 P.E. credits. The following credits will be required:

Language Arts: 8 trimester credits (4 units). Credits must include:
Language Arts I – 2 trimesters (freshman requirement)
Language Arts II – 2 trimesters (sophomore requirement)
Language Arts III – 2 trimesters (junior requirement)
Speech

Social Studies: 6 trimester credits (3 units). Credits must include:
World Geography – 1 trimester (freshmen requirement)
World History – 2 trimesters (sophomore requirement)
American History – 2 trimesters (junior requirement)
U.S. Government – 1 trimester (senior requirement)

Science: 6 trimester credits (3 units)

Mathematics: 6 trimester credits (3 units)

Keyboarding: 1 trimester credit (1/2 unit)

Health: 1 trimester credit

Electives: 24 credits

Physical Education: 4 trimester credits

Zero Hour P.E. is a year-long program.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

STUDENT RECORDS

YOUR CHILD'S SCHOOL RECORDS - QUESTIONS ASKED BY PARENTS:

Why are education records maintained?

Education records are needed in order for professional persons to deal effectively with the total educational, psychological, social/emotional and physical development of children. At the same time, it's necessary to protect the rights of privacy and confidentiality of the student and their parents.

The Education Records Plan is required as a result of Regulations of the State Board of Education, the Family Educational Rights and Public Law 94-142.

Family Education Rights and Privacy Act

The Manson Northwest Webster Community School District maintains records of:

1. Birthday, birthplace, phone, home address, and names of parents
2. Educational aptitude, achievement and grades
3. School attendance
4. Health data

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel under certain circumstances, challenge the records and offer additional information to the records. You may exercise these rights by contacting your school administration office.

The Manson Northwest Webster Community School District will forward education records to other school districts, on request, in which the student seeks or intends to enroll. Unless the parents or students of majority age object, education records are sent automatically to other school districts making such a request.

Once information is placed in my child's file, does it remain there indefinitely?

Records, which are no longer appropriate, may be destroyed. Parents will be notified in writing of their right to receive a copy of these records at least 30 days before destruction.

May a child be involved in a research project without my knowledge?

No, information may not be collected from students without prior informed consent (in writing) of the student and/or the parents.

STUDENT PHOTOGRAPHS

All students are required to have their picture taken for school records, but parents are not required to purchase any pictures.

Manson Northwest Webster Community Schools

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Manson Northwest Webster Community School District (MNWCSD), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “Computer”) for use while a student is at Manson Northwest Webster Community School District, hereby agree as follows:

1 Equipment

1.1 Ownership

MNWCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Manson Northwest Webster administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided:

Efforts are made to keep all laptops configurations the same. All computers include ample RAM and hard disk space, a protective laptop case, software, and other miscellaneous items. MNWCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment:

In the event the Computer is inoperable, MNWCSD has a limited number of spare laptops for use while the Computer is repaired or replaced.

However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

1.4 Responsibility for Electronic Data:

The Student is solely responsible for any non-MNWCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. MNWCSD provides a means for backup along with directions but MNWCSD does not accept responsibility for any such software.

1.5 Students Eligible for 1:1 Laptop Program

Full time Manson Northwest Webster students will be issued a laptop at the start of each school year. Students that are enrolled in the MNW Alternative School are not eligible to receive a laptop. Alternative education students will have laptops provided within the alternative education classroom. Dual enrolled students are eligible depending on the class offering that the student is taking.

2 Damage or Loss of Equipment

2.1 Insurance and deductible:

VOLUNTARY USAGE FEE

The total voluntary usage fee is \$25.00 per school year and is non-refundable. It is agreed and understood that participation in this damage/loss cooperative is voluntary.

- A separate application and fee will be needed for each student in a family.
- By signing YES
 - The student is responsible for the first \$200.00 of any damage.
 - The student is responsible for all intentional damage per instance.
- By signing NO
 - If you waive the voluntary usage fee, the student and parent are responsible for ALL damage.
 - Total value will be determined at the time of loss or damage. (Total value of computer and accessories is currently \$600.00)

All students are required to return the computer at the end of the school year in the same working condition with all accessories issued. If you lose any of the accessories during the school year, the student is responsible for replacement.

2.2 Responsibility for Damage:

The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage not covered by the warranty, the MNWCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

2.3 Responsibility for Loss:

In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss:

Report the problem immediately to the Director of Technology. If the Computer is stolen or vandalized while not at a Manson Northwest Webster sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair:

MNWCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

3 Legal and Ethical Use Policies

3.1 Monitoring

MNWCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with MNWCSD's Legal and Ethical Use Policies.

3.2 Legal and Ethical Use:

All aspects of MNWCSD Computer Use Policy remain in effect, except as mentioned in this section.

3.3 Filesharing and Filesharing Programs

File sharing and File sharing Programs: The installation and/or use of any Internet based file sharing tools is explicitly prohibited. Filesharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Examples of such program include but are not limited to the following: BitTorrent, Limewire, Kazaa, and Acquisition. Individuals with legitimate, school related needs to use these tools must seek prior approval from the Director of Technology or School Administrator.

3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). All customizations of computers needs to be school appropriate.
- The Student *is permitted* to download music to iTunes. Applications and programs can be downloaded if needed for classroom use.

STANDARDS FOR PROPER COMPUTER CARE

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities:

-
- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MNWCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk.

Avoid leaving the Computer in environments with excessively hot or cold temperatures.

- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to MNWCSD School’s Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology or Secondary Principal..
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Laptop Facilitator or Director of Technology.

- Don't force anything (e.g., connections, popped off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Sleep mode is sufficient—there is little reason to actually shut down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack. The laptop case was chosen expressly for this purpose. Simply slide the Computer in and out while leaving the case within the school pack. Do not overstuff your pack—extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components
- Never move the Computer while a CD or DVD is actively being used.

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a charge of over \$600 to the family

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap.

- Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the trackpad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home
- with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the HP user guide.

EQUIPMENT LENDING INFORMATION

This **additional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement Form*.

The MNWCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptops \$600, digital cameras \$250, video cameras \$400, and assorted peripheral items \$25-\$500.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the Director of Technology.
7. I will always transport the equipment within the case provided whenever leaving the school building.
8. I will adhere to MNWCSD School' Acceptable Use Policy when using this equipment at all times and locations.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

COMPUTER USE AND CONDUCT POLICY

The primary goal of MNWCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use.

The following is a list of rules and guidelines which govern the use of MNWCSD computers and network resources. *Network Resources* refers to all aspects of MNWCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of MNWCSD' network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto MNWCSD computers
- to copy MNWCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”

Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

Legal Issues and Jurisdiction

Because The MNWCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MNWCSD’s network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The MNWCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Manson Northwest Webster Community School District. While MNWCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At MNWCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, MNWCSD account holders take full responsibility for their access to MNWCSD’s network resources and the Internet. Specifically, MNWCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;

2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Physical Education “Opting Out” Contract High School Students Only

In 2008, the Iowa Legislature enacted “the Healthy Kids Act,” requiring that all students in grades 6 – 12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement. Please fill out the items below, sign and return to the school by the end of the first week of the trimester. If you have any questions, call Mr. Holloway or Mr. Harman.

Name of Student: _____

Current Grade: _____

In order to opt out of Physical Education for one trimester the student must be out for a sanctioned Iowa athletic sport. Manson Northwest Webster offers the following sanctioned athletic sports: cross country, football, volleyball, wrestling, basketball, golf, track, baseball, and softball. How many minutes per week of physical activity will this sport require of you. Calculate practice times and games (your coach should be able to help with this)?

What sport are you participating in _____

Number of minutes of physical activity each week _____

Signature of Student _____ Date Signed: _____

Signature of Parent/Guardian: _____

Signature of Athletic Coach: _____

ORANGE CORD PROGRAM

Purpose: To recognize and encourage the development of character of Manson Northwest Webster Community School students that comes with the giving of service/volunteer work to community and school with an orange cord to be worn by graduating seniors at graduation.

Guidelines:

Service or volunteer work will be recognized as work done in the community, school and other organizations for which no pay or class credit is given.

- Each student of the Manson Northwest Webster Community School in grades 9-12 will keep and complete a running log of service/volunteer activities for himself/herself.
- A student will not be required to work toward the Orange Cord, but will be asked to keep a running log for the purpose of seeing how close he/she does come to meeting the requirement.
- The high school Character Counts Committee will be responsible for promoting and implementing the Orange Cord Program.
- The running logs will be turned in by April 30th so that Orange Cords can be ordered for eligible seniors. If a senior has not achieved the required number of hours by April 30th, the committee will determine if that person can feasibly meet the requirement by graduation. The committee can then order the cord and have it available to be awarded at graduation upon the successful completion of the requirement. A separate log for May will be kept.
- Certificates of Service/Volunteer Work will be awarded yearly to students of the freshman, sophomore, and junior classes that have accumulated a minimum of 15 hours of service/volunteer work in a year. The running logs of 9-11 students will be submitted to the counselor by May 10th. If a 9-11th grade student has not met the required number of hours by that date, the committee will individually monitor those requesting it to determine if an award can be given by the graduation date that year.

Hours of Requirement:

- 80 hours of service/volunteer work with a minimum of 10 hours coming during the senior year.

Examples of Service/Volunteer Work:

- Community: City-wide Clean-up Days, public library volunteer, volunteer in any town activities or celebration, ambulance driver, care center volunteer, etc.
- School: Student tutor, bloodmobile or Community Cares participant, school clean-up volunteer, etc.

**Character Counts
Service Learning Project
(Hand in to Mr. Harman)**

Name _____

Name of Service Learning Project: _____

Goal of Project: _____

Beginning Date: _____ Ending Date: _____ Total Hours: _____

*Project supervisor signature: _____

*Phone Number: _____

Personal reflection of Service Learning experience: _____

Date: _____ Signatures of Character Counts Team:

_____ Copy to student

_____ Copy to file

GUIDELINES FOR THE CHALLENGE OPTION MNW TALENTED AND GIFTED PROGRAM

1. High School students need to declare their intention to challenge a course on or before the first day of class and have completed the challenge tasks by the end of the second week of the course. **This form must be submitted to the Guidance Counselor or Principal on or before the first day of classes by the TAG coordinator.**
2. Teachers of the course being challenged will be responsible for designing an appropriate challenge that:
 - a) represents one trimester worth of work.
 - b) covers the standards and benchmarks set for the class.
 - c) is based on their course syllabus.
3. Teachers also need to provide the student with a course syllabus and study guide. This will be provided on the first day of the trimester.
4. A successful challenge will be measured as 90 % accuracy on the challenge.
5. When the challenge is unsuccessful the appropriate teacher has 3 options:
 - a) return the student to the class with no adjustment to the curriculum.
 - b) return the student to the regular class and compact the curriculum in a manner appropriate to his/her abilities. (It is recommended to include the TAG coordinator in determining appropriate modifications.)
 - c) allow the student two days in which to re-do the parts of the challenge which did not meet the standard.
6. When the challenge is successful:
 - a) The appropriate teacher submits a written form to the effect that the student has met the criteria for the course and should be awarded credit.
 - b) The teacher records a grade of "P" for a final grade.
 - c) The student's transcript will show "P" for passing on their transcript.
 - d) The TAG coordinator informs the guidance counselor of the successful challenge.
 - e) The TAG coordinator sets up alternative coursework for the student with the guidance counselor.
7. A student must meet one of these two requirements:
 - 1) score in the 90 percentile or above on their ITED's in the subject area they are challenging or have a composite score in the 90th percentile or above.
 - 2) meet the required MAP score that is considered gifted for their class.
8. This must be a trimester by trimester challenge.
9. A student can only challenge out of a required course.
10. The test must be taken one within one week of the start of the trimester.

CONTRACT FOR THE CHALLENGE OPTION

Student Name: _____

Date of Application: _____ Trimester: _____

School Year: 20 / 20 Course: _____

Will you be requesting a course syllabus/study guide? Yes / No

Why are you choosing to challenge this class?

What do you plan to do with the time if you successfully challenge this course?

Student Signature: _____

Parent Signature: _____

TAG Instructor Signature: _____

Teacher Signature: _____

This section must be completed after taking the Challenge Option test.

Completion Date: _____ **Challenge Outcome:** _____ %

Teacher Signature: _____

Counselor's Signature: _____

TABLE OF CONTENTS

Letter to Parents.....	1
General Information	2
Philosophy	2
Policy of MNW Community School District	2
Mission Statement.....	2
School History	2
Telephone Numbers	2
School Day	2
Family Night	2
Definitions.....	3
Jurisdictional Statement	3
School Colors and Mascot	4
School Song.....	4
Daily Schedule	5
Shortened Day Schedules	6
Activity Day Schedule	6
Junior/Senior High School Staff	7
School Fees.....	8
Emergency Drills	9
Emergency Procedures	9
Fire Drills	10
Evacuation	10
Behavioral Guidelines.....	11
Student Appearance.....	11
Student Lockers	11
Care of School Property	11
Hall Passes	11
Child Custody.....	11
Legal Status of Student.....	12
Bicycles and Mopeds.....	12
Telephone Use During the School Day.....	12
Student Use of Copy Machines.....	12
Advisor/Advisee (AA)	12
Student Planners	12
Grade Reports.....	12
Online Grades	12
District-Wide Assessments.....	12
School Announcements	12
Homework.....	13
Homework Completion for Junior High Students	13
Human Growth and Development.....	13
Cafeteria	13
Lunches	13
Lost and Found	14
Visitors/Guests	14
Citizenship	14
Inspection of Educational Materials	14
High School Automobile Registration.....	14
Students Driving Cars to School.....	14
Vending Machines	14
Closed Campus.....	14
Media Center/Library.....	14
High School Study Halls.....	15
Junior High Study Halls.....	15
Summer School.....	15
Guidance Counselor.....	15
Posting of Information	16

Map of Building	16
Student Health, Well-Being and Safety	17
Emergency Forms	17
Student Illness or Injury at School.....	17
School Insurance.....	17
Communicable and Infectious Diseases.....	17
Health Screening	17
Immunization	17
Physical Examinations.....	17
Attendance Policy	18
College Visits, School-Sponsored, Admin. Absences, Extra-Curricular.....	18
Notification When Absent	18
Tardies.....	18
Attendance on Day of a School Activity	19
Make-Up Work	19
Truancy – Unexcused Absences.....	19
Senior Skip Day.....	19
Students Rights and Responsibilities	20
Search and Seizure Regulation.....	20
Electronic Devices and Interferences in School.....	21
Harassment	21
Complaint Procedure.....	23
Investigation Procedure.....	23
Resolution of Complaint.....	23
Points to Remember in the Investigation	23
Conflicts	23
Physical or Sexual Abuse and Harassment of Students by Employees	24
Leaving the School During School Hours	24
Multi-Cultural Gender Fair Policy Statement.....	24
Equal Educational Opportunity	25
Student Conduct and Discipline	26
Student Conduct	26
Bus Conduct.....	27
Buses and Other School District Vehicles	27
Student Discipline.....	28
Activity Eligibility	30
Eligibility.....	30
Academic Eligibility for Extracurricular Activities	30
High School	30
Junior High School.....	31
Good Conduct Provision	32
Attendance	34
School Equipment.....	34
Player Ejection Policy	34
Student Activities	34
Assemblies	34
Field Trips.....	34
Activity/Pep Bus	34
Student Activity Tickets.....	34
Students Attending Extra-Curricular Activities.....	35
Student Publications.....	35
School Dances.....	35
Student Funds and Fundraising.....	36
Class and Organization Meetings.....	36
Student Organizations Eligibility	36
Use of School District Facilities by Student Organizations	36
Grade Reports, Honor Roll, Parent-Teacher Conferences	37
Mid-Term Reports	37
Parent-Teacher Conferences	37
Honor Roll and Academic Honors	37
Enrollment, Graduation	37
Dual Enrollment Students.....	37
Full-Time Students.....	37

Procedures for Students Transferring to Another School or School District.....	37
Post Secondary Enrollment Option	38
Adding or Dropping Courses.....	38
Graduation Requirements.....	38
Student Records	39
Student Photographs	39
Computer Network Use	40
Guidelines for the Use of High School Computer Network.....	40
Internet Appropriate Use Violation Notice, Code No. 604.5E2.....	40
Internet Access Permission Letter to Parents, Code No. 604.5E1.....	41
Orange Cord Program	42
Purpose	42
Guidelines	42
Hours of Requirement.....	42
Examples of Service/Volunteer Work.....	42
Service Learning Project Form	43
Orange Cord Record Form	44
Guidelines for the Challenge Option MNW Talented and Gifted Program	45
Contract for the Challenge Option	46