

Jesup Community School District

“Learning For The Future”



PK-12
2011-2012
Student Handbook

Jesup Community Schools

Student Handbook

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JESUP COMMUNITY SCHOOL DISTRICT

MISSION STATEMENT

The Jesup Community School District will develop well-rounded, productive, responsible, caring citizens who are life-long learners.

District Values

- Integrity
- Honesty
- Responsibility
- Perseverance
- Citizenship
- Respect
- Cooperation

District Belief Statements

We believe that:

- All people have value
- All are responsible for their own actions
- Change is on-going
- All can learn
- Learning is a life-long process

Learner Performance Goals

- Problem Solver/Critical Thinker
- Quality Producer
- Knowledgeable Person
- Cooperative Worker
- Effective Communicator
- Leader/Contributing Citizen

The High School (Grades 9-12) prepares students to think critically, to communicate effectively, to understand our interdependent world, and to engage in further learning, work, and responsible citizenship.

The Middle School (Grades 5-8) responds to the needs of students in transition through instructional programs that emphasize academic skills, physical activity, and a variety of exploratory experiences.

The Elementary Program (Grades 1-4) assists students in their shift from concrete to abstract thinking by developing skills to build knowledge, providing widely diversified content, and addressing personal needs.

The Early Childhood Program (Grades PK-K) builds a foundation for learning; this program emphasizes positive attitudes, communication capabilities, and social competence along with appropriate academic content.

Special Services provide support in addressing the immediate needs of the student.

Community Education assists people in enhancing their lives.

Co-curricular Program provides resources and support for additional educational opportunities.

ANNUAL PUBLIC NOTIFICATION

The Jesup Community School District does not discriminate on the basis of sex, race, or physical disability in employment or in access to or participation in educational programs and services. Inquiries concerning the application of this statement should be addressed to the District Compliance Coordinator:

**Lisa Loecher
Jesup Middle School
PO Box 287
Jesup, IA 50648
319-827-1700 (Ext. 1202)**

The Jesup Community School District adheres to the following standards in the management of educational records:

1. Students' parents and eligible students have the right to inspect and review a student's educational records. Educational records may be accessed during the regular business hours of the district. If copies of documents are requested, a fee for such copying may be charged.
2. The Jesup Community School District limits the disclosure of information contained in a student's educational records except under the following conditions:
 - a) by the prior written consent of the student's parent or the eligible student;
 - b) as directory information that the parent or eligible student has not prohibited from disclosure;
 - c) under certain limited circumstances permitted by the "Family Educational Right and Privacy Act" (FERPA).
3. The student's parent or eligible student has the right to seek to correct parts of the student's educational record which s/he believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The parent has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education; 600 Independence Ave. Washington, DC 20202-4605 under section 99.64 concerning alleged failures by the district to comply with the requirements of this act.

SCHOOL POLICIES

The information in this handbook acquaints you with the policies governing the Jesup Community Schools. You are responsible for this information. Read the entire handbook carefully, know its contents, and discuss it with your parents. Information in this handbook applies to all students grades PK-12 unless exclusively designated Elementary (PK-4), Middle School (5-8), or Senior High (9-12).

Attendance Policy

Regular attendance at school is important for students to reach their maximum achievement. Punctuality and consistency in attendance are desirable habits for students to develop.

Absences can be kept to a minimum if careful planning is done ahead of time. Each student's attendance is calculated on a semester basis. All absences are to be reported to the building level office. **The school's phone number is 827-1700 with the following extensions: Elementary (Ext. 1101), Middle School (Ext. 1201), and High School (Ext 1301). Prior to 7:30 a.m., absences can be left within the secretary's voice mail.** In cases where telephone contact cannot be made, the student must bring a written excuse signed by a parent or guardian on the first day back to school. E-mail notes are accepted but may be verified through telephone contact. Please include the following information:

1. dates of absences
2. reason for the absence
3. full name of the student
4. signature of parent or guardian

All students who are late to school must check in and get an admit slip from the office. Students with doctor appointments or excessive absences due to illness may be asked to bring an excuse from the doctor.

Excused Absences

The school will excuse absences for illness, bereavement in the family, medical appointments (With verification by Doctor's note within 7 calendar days), court appearance as a witness, or religious observances. Up to one day as a Junior and two days during the Senior year for college visits are considered excused with verification from the college. It is the responsibility of the student to contact each teacher in order to make up schoolwork.

The school understands that on rare occasions there may be extenuating circumstances not covered in the above paragraph that will prevent students from attending school. In these cases, parents need to make a written request to the principal's office, at least three days in advance of the absence. If the principal approves the absence, a form (picked-up at office) must be taken to each of his/her teachers. Each teacher will sign the form and give advance assignments along with appropriate deadlines. The school staff is expected to support the student's initiative to complete make-up work. However, students and parents should understand that often there is no way to recreate an equivalent experience for work missed.

Students who miss class because of participation in an approved school activity are not considered absent. The student has been permitted to substitute one school activity for another. Students will still be required to complete the class work from the missed class.

Unexcused Absences/Truancy

Students can gain the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents/guardians and the proper school officials. It should be understood that if students are absent without being properly excused, the absence is unexcused and might be considered truancy. Such unexcused absences are subject to the assignment of make-up time. Truancy (Attending less than 172 days) is defined as follows: a

student does not attend school without an approved excuse; a student does not attend a class; a student leaves school after arrival without permission of school officials and parents.

Tardiness

Tardiness is being late to class. Students late to class without an excused pass are subject to discipline by the teacher.

Excessive Absences

Parents/guardians will be notified of their student's attendance record. High School students, at the discretion of the principal, will not receive credit for a class when they accumulate six **unexcused** absences within a semester. Additionally, they may be removed from class. See above for an explanation of unexcused absences. Unexcused absences, for the purposes of this section, do not include days suspended by the principal.

Academic Make-Up- High School

When students have been absent from a class, they are responsible to make arrangements for make-up work. Teachers should be consulted before the school day, before or after class, or at the end of the school day. Along with the academic work, teachers will set appropriate deadlines. If project and test due dates are known in advance, students may be required to meet those deadlines immediately upon return to class. As a general guideline students will be allowed one-day make-up for each day missed plus one total additional day. For example a student who missed three days – he/she has three days + one day for a total of four days to submit the missed assignments. When the student is absent several days consecutively, is absent near the end of a grading period, or has accumulated several absences, the teacher may design a special makeup schedule.

Academic Make-Up - Middle School

When students have been absent from a class, they are responsible to make arrangements for make-up work. Teachers should be consulted before the school day, before or after class, or at the end of the school day. Along with the academic work, teachers will set appropriate deadlines. If project and test due dates are known in advance, students will be given one day from the day they returned to class to meet those deadlines. As a general guideline students will be allowed one-day make-up for each day missed plus one total additional day. For example a student who missed three days – he/she has three days + one day for a total of four days to submit the missed assignments. When the student is absent several days consecutively, is absent near the end of a grading period, or has accumulated several absences, the teacher may design a special makeup schedule.

Student Conduct

Students, parents, and staff expect and demand a safe, secure, and orderly school environment. The procedures in this behavior code comply with Jesup Community School District policy as well as state and federal law. They are based on timely and consistent consequences for conduct which is disruptive to our school.

The purpose of this behavior code is to ensure a safe and orderly educational climate conducive to learning for all students and to promote the good citizenship within each individual, which is necessary to function effectively in American society.

The goal of the Jesup Community School District is to develop well-rounded, productive, responsible, caring citizens who are life-long learners. Students are expected to demonstrate

responsible behavior that does not interfere with the safety, well-being, or educational opportunities of themselves or others. Students are not born disciplined. Discipline, or self-control, is a learned behavior.

The Jesup Community School District strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of expectations has been developed as well as clear expectations of acceptable behavior.

The Jesup Community School District recognizes that a well-ordered and safe environment can only occur in cooperation with all members of the school community -- students, staff, and parents.

STUDENT- TO STUDENT - HARASSMENT

STUDENT-TO-STUDENT HARASSMENT INVESTIGATION PROCEDURES

Students who feel that they have been harassed should:

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

Complaint Procedure

A student who believes that the student has been harassed shall notify their principal, the designated investigators. The alternate investigator is either of the other Jesup Community School District principals. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

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

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the

alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall 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.

LEVEL I AND II INVESTIGATORS

Level I Investigators

Elementary

Lisa Loecher
Rod Chamberlin – Alternate

Middle School

Rod Chamberlin
Brian Pottebaum – Alternate

High School

Brian Pottebaum
Lisa Loecher – Alternate

Level II Investigator

Bill Wolfgram
Buchanan Co. Sheriff
(319) 334 -2567

Detentions

Detentions may be assigned students for minor rule infractions. The building principal or individual teachers may assign detentions. Detentions are served before and after school and/or on non-school days. Failure to serve a detention will result in two detentions being assigned. Failure to serve the detentions on time could result in removal from class until detention time is served.

Suspensions

Suspensions are either in-school or out-of-school. In-school suspension is disciplinary action that keeps the student in school but isolated from the rest of the student body. Out-of-school suspension is disciplinary action that involves removal of a student from school. Class work is given and must be completed. Suspensions may be carried over from one school term to another. Repeated suspensions may result in a student being expelled by the Board of Education (Code of Iowa 282.4).

Expulsions

Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Expulsions may be carried over from one school term to another. Only the Board of Education may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

Due Process

The principal will conduct an informal investigation upon the report of an incident. During the investigation, the student will be interviewed and given the opportunity to state his/her side of the story. At the close of the investigation, the principal will make a decision based upon the information available, including a judgment about the credibility of those providing information. The principal will inform the student orally of the decision, and in the case of a serious incident, a follow-up letter will be mailed and a phone call may be made to the student's parent or guardian.

Examples of Disciplinary Actions

The following is a listing of disciplinary violations. It is not intended to be all-inclusive, but it is intended to give the parent/guardian an idea of the type of actions that will not be tolerated by the school:

- Any act that threatens the health and safety of school employees or fellow students.
- Fighting.
- Public Display of Affection
- Truancy from school.
- Possession or use of drugs, alcohol, or tobacco on school property.
- The use of profanity.
- Excessive tardiness.
- Harassment, including sexual harassment of school employees or fellow students.
- Reckless driving or improper parking on school grounds.
- Failure to follow the direction of school employees.
- Continuous disruptive behavior.
- Misbehavior in the lunchroom:
 - Throwing food
 - Failure to return plate and eating utensils
 - Crowding in the lunch line
 - Changing seats/roaming
- Forging a pass from a teacher, principal, nurse, superintendent, or parent/guardian.
- Threatening any employee or fellow student, either verbally or physically.
- Cheating on class assignments and tests.
- Pulling fire alarms.
- Bringing weapons to school or threatening violence on school grounds.
- Violating rules on the school bus as established by the bus driver and the district.
- Theft or vandalism
- Repeated misconduct

These disciplinary violations are listed as examples of unacceptable behavior. Other violations will be dealt with appropriately as determined by the principals, employees, or the superintendent of schools. Consequences may range from detention, suspension, or recommendation to the school board for expulsion, dependent upon the violation. Other consequences may include repairing damage to the building, cleaning of the building or grounds, and assessment of damages to replace school property and equipment. Students participating in school activities are also governed by the Good Conduct Rule. Repeated violations of school rules may result in more severe consequences.

Nuisance Items

All students are not to bring non-educational items to school. Electronic devices (example: iPods, MP3 players) are not to be brought to the high school. The middle school will allow iPods, MP3 players to be brought to school as long as they are put away in their locker during the school day, unless given permission to use in the classroom. The school will not be responsible for lost, stolen, or damaged items. Pets may be brought to school by parents with the permission of the building principal.

Cell Phones: Cell phones are not to be used in the building during regular school hours (8:15-3:15). If students are using a cell phone or the cell phone rings, the phone will be confiscated. If a student desires to use their cell phone during regular school hours, the phone must be used in the office during the times outlined above. Unless a cell phone is being used within the parameters stated above, the phone should be turned off. This policy also applies to text messaging. Confiscated phones will be returned at the end of the day the first time. At the second offense, parents will need to come in to get the phone from the principal. Repeat offenders will be addressed on an individual basis. Refusal to turn cell phone over to a staff member will result in disciplinary action approved by the building principal.

Dress Code

- Students may not dress in a manner wherein such dress is dangerous to the student's health and safety of others.
- No distractive or inappropriate attire that interferes with the learning and teaching process.
- No see-through clothing is allowed.
- No bare midsections or visible belly buttons (shirts must be able to be tucked in).
- Shirts or blouses must have straps over both shoulders that are at least an inch in width with a tight arm opening.
- Students may not wear low-cut tops that expose cleavage.
- Shorts and skirts must be an appropriate length.
- Pants must be worn at the waist.
- Any underwear must not be visible.
- All straps and suspenders must be fastened.
- No clothing with profane, obscene language or pictures which are sexually explicit or display vulgar gestures, racial, ethnic, or sexist slurs or advertise any alcohol or tobacco products or messages that encourage the use of drugs of any type.
- No headgear (examples: hats, caps, bandanas, etc.).
- No chains.
- No apparel and/or garments, backpacks, book covers, or notebooks that display or depicts inappropriate logos and/or organizational names (i.e., racist groups, gangs).

Because of the dynamic changes that occur with regard to dress, the dress code is subject to change at any time. Students will be notified via the school bulletin of any changes. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing and/or be subject to discipline that may include suspension.

Student Arrival and Dismissal

The school day begins at 8:15 a.m. and ends at 3:15 p.m. for grades PK-12. Students are to plan their arrival so they do not arrive at school prior to 7:55 a.m. at which time they are allowed to enter the building. Students who plan to eat breakfast may arrive at 7:40 a.m., but must remain in the cafeteria until 7:55 a.m. Other students arriving before 7:55 a.m. should report to the building principal's office. Breakfast will be served from 7:40 a.m. to 8:10 a.m. in the cafeteria.

Students are expected to leave the building promptly each day unless they are scheduled for an activity or have made arrangements to study under a teacher's supervision. All students must be out of the building at 3:30 p.m. unless staff supervises them.

Parents/guardians arriving to pick up students before dismissal are asked to report to the office unless prior arrangements have been made.

School Grounds

The following regulations apply to activity on the playground and other areas on school property:

1. Student conduct policies apply on school grounds.
2. Students are not allowed to leave the playground or other school areas without permission.
3. Snowballs are not to be thrown on school grounds at any time.
4. Roller blades, skateboards and scooters may not be used on school grounds at any time.
5. No snowmobiles are allowed on school grounds.

Recess

Recess privileges may be restricted for incomplete work or misbehavior.

1. Students are to participate in recess unless they have a valid note or medical excuse.
2. Students are to dress appropriately for the weather, and the school notifies them when boots are needed.
3. Under adverse weather conditions, students may have indoor recess.
4. Students are not to bring toys or other materials from home.

Announcements

Announcements are read daily. They are also posted at designated points throughout the building. It is the student's responsibility to be aware of all announcement information.

Lockers

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with Board Policy Code No. 502.8 Search and Seizure. The school is not responsible for valuables left in lockers. Locks can be purchased from the building principal's office. The cost of a lock is \$5.00. Only school purchased locks can be used to secure school lockers.

Search and Seizure

School district authorities may, without a search warrant, search students or student protected areas based on a reasonable and articulable suspicion that a school district policy, rule regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. (Reference - Code of Iowa 808A – Student Searches)

Telephone

Students are to use the telephone only when necessary. We will not interrupt a class to deliver a phone message to a student except in the case of a bona fide emergency. If there is such an emergency, please call the office, state the nature of the emergency, and if approved, we will deliver the message as soon as possible. The phones in the gym lobbies are not to be used during the school day.

Invitations

PK-8 invitations to parties are allowed to be distributed at school if all members of the class are invited.

School Cancellations

Information on school closings or delays is broadcast over the following radio and TV stations:

KXEL — 1540 (AM)	KOKZ — 105.7 (FM)
KWLO — 1330 (AM)	KFMW — 108 (FM)
WMT — 600 (AM)	WMT — 96.5 (FM)
KOEL — 950 (AM)	KOEL — 92.3 (FM)

KGAN — (TV)2 KWWL — (TV)7 KCRG — (TV)9

Other options for notification: Iowa School Alerts (sign up at <https://schoolalerts.iowa.gov>) or call school and select #7 on our regular school phone system.

Homework

Homework is defined as those extra-class activities and assignments that may properly be considered as extensions and enrichment of the regular classroom instructional program. The purposes of carefully assigned homework are: practice in research and exploratory activities; sharing and discussing ideas; reviewing and summarizing materials being studied; becoming acquainted with the libraries and other sources of reference material; organizing students' thoughts and thinking processes in preparation for classroom activities; and making up incomplete course or subject assignments.

Elementary Grades

Grades 1 and 2 will have assignments each week. Time spent on homework should last no more than 15 minutes per school day.

Elementary Grades

Intermediate grades 3-4 will have assignments each week. Time spent on homework should range from 15-45 minutes per school day.

Middle School

Middle school grades 5-8 will have assignments each week for each subject. Time spent on homework should range from 45-75 minutes per school day.

High School

High school grades 9-12 will have assignments each week for each subject. Time spent on homework should range from 60-90 minutes per school day.

Failure to Complete Homework Policy:

9th & 10th grade- Assigned to homework study table

11th & 12th grade- Zero on assignment

High School Homework Study Table

- If a student does not complete the required homework from the previous week, including current Monday, they will be assigned to Wednesday's after-school study table to make up or complete the work. This does not include work that was assigned in class to be completed during class.
 - Students assigned to study table are to be notified during the class period on Monday with a list to be posted in each classroom.
 - Teachers are to update the study table list prior to Wednesday's study table.
 - On Wednesday, late assignments can only be handed in during a student's class time in which the assignment is due. The student will remain on the study table list until the "teacher" accepts the late assignment(s) and removes the student from the study table list. All other late assignments must be turned in at study table.
 - If unable to update on the "L" drive, teachers should report to the study table to remove any students who have completed their work.
 - Study Table - Wednesday, 3:15 to 5:30 or until done (which ever comes first)
 - On early dismissals days for teacher in-service, study table will run from 1:15 to 3:30.
 - Study table is to take precedence over all other school activities.
- If a student fails to attend an assigned study table they will be assigned Saturday School. These students will be required to stay the whole 3 hours at Saturday School.
- If a student attends study table but still has not completed their late work, they will have until Friday to complete their late work. If they still have not completed their late work, they will be assigned Saturday School. In this case, students will be able to leave Saturday School once they have completed their work.
 - Saturday School - 8:00 to 11:00
 - Saturday School is to take precedence over all other school activities.
 - Teachers are to update the incomplete homework list prior to the end of the day on Friday.
 - Doors will be locked at 8:10.
 - Report to study hall room.
 - Move to library after doors are locked
- If a student fails to attend Saturday school, they will be assigned to the next Saturday school.
- If a student fails to attend a 2nd Saturday school, within a quarter, they will be assigned to Four Oaks for 2 days.

Grading of late work:

- Students will receive 70% of the earned grade if they complete the required work and turn it in prior to the end of Wednesday's study table.
- Students will receive 60% of the earned grade if they turn it in by the end of Saturday school.
- After an assignment has gone through study table and Saturday school, teachers have the option of leaving the assignment on the study table list and giving partial credit (max of 60% of grade) or giving the student a zero for the assignment.

Final Exams

The final exam is intended to be a culminating activity designed to enhance learning.

High School

A semester exam (18 weeks) or culminating activity may be given in each course. No single activity will account for more than 20% of the final semester grade.

Grading

Each grade PK-2 has a specific marking system.

The marking system for grades 3-12 is as follows:

A (93-100), A- (90-92) — Superior

Addresses requirements of the subject in an outstanding manner.

Shows independent resourcefulness.

Has a positive influence on the class.

Forwards group activities.

Demonstrates continuous improvement.

B+ (87-89), B (83-86), B- (80-82) — Good, Above Average

Exceeds all requirements on the subject.

Achieves to expectations through motivation.

Has a proper effect on the class.

Cooperates in group work.

Shows marked progress.

C+ (77-79), C (73-76), C- (70-72) — Average

Needs some encouragement to meet requirements of the subject.

Exercises initiative at times.

Has a neutral but not objectionable effect on the class.

Is effective in group work on an irregular basis.

Improves at an ordinary rate.

D+ (67-69), D (63-66), D- (60-62) — Below Average Yet Passing

Meets the requirements of the subject on an infrequent basis.

Lacks initiative.

Has an improper effect on the class.

Lacks involvement in group work.

Improves on an irregular basis.

F — Failing

Fails to meet requirements of the subject.

Demonstrates little effort.

Is indifferent to the subject.

Has an irregular attendance pattern.

Shows little improvement.

An incomplete is given at the principal's discretion, only in an emergency or by pre-arrangement. This work, in most cases, must be made up within two weeks from the end of the grading period. If work is not made up in the allowed time, the incomplete then may become an "F."

Progress Reports

High School

Reports are sent at mid-quarter intervals (approximately four and one-half weeks) to inform parents of student progress in each class. Individual progress reports may also be sent to parents at any time that it is deemed necessary during the school year.

Middle School

Reports are sent the fourth & seventh week of each quarter to inform parents of student progress in each class.

Elementary School

Reports are sent at mid-quarter intervals (approximately four and one-half weeks) to inform parents of student progress in each class.

Conferences

Parent-Teacher Conferences are scheduled twice a year. Parents may request additional conferences during the school year.

Report Cards

High School

At the end of each semester, students receive report cards containing their final semester grades in all of their courses. The grades on the semester report card become a part of each student's permanent record.

At the midpoint of each semester (the end of the quarter) a report card indicating midterm grades is also issued. This quarter grade is really a progress report to give students and parents an idea of the student's work at that point.

Elementary and Middle School

At the end of each quarter, students receive report cards containing their final quarter grades in all of their courses.

Middle School Retention Policy

Any student who fails two or more quarters in the same core course (Literature, Language Arts, Math, Science, or Social Studies) will be retained in his/her current grade level for the following year. In order to pass on to the next level, the student must take an approved summer school program, at the expense of the parent or guardian, to make up for the failed class(es).

Credits

High school students are responsible for knowledge of their total number of credits accumulated toward graduation. Students may check on this information at any time with the counseling office.

1. Students will be classified as freshman, sophomore, juniors or seniors based on year in high school and the amount of credits they have successfully completed.
 - a. Freshman 0-13 credits
 - b. Sophomore 14-26 credits
 - c. Junior 27-40 credits
 - d. Senior 36-52 credits and in their 4th year of high school.
 - i. Only students classified as seniors will be included in senior activities (examples: class composite, senior echo, etc.).
 - ii. Only students who are still on pace to graduate after the end of the 1st semester of their senior year will participate in the graduation ceremony.
2. Beginning with the graduating class of 2012, students are required to take a CPR course prior to graduation sometime between grades 6-12.

PSEO and Hawkeye Classes

The Post-secondary Enrollment Options Act (PSEO) allows students in grades 11 and 12 and students identified as “gifted and talented” in grades 9 and 10 to enroll part time at an eligible community college, state university, or private college or university. The purpose of this act is to “promote rigorous educational pursuits and to provide a wide variety of options for students.” The high school pays the cost of tuition, textbooks, materials, and fees up to \$250 for public school students. Parents /guardians/custodians/students over age 18 are required to reimburse the school district for all costs if the student achieves an incomplete or failing grade for the course. Students interested in the PSEO should make arrangements at the time of registration.

Jesup High School and Hawkeye Community College work together to provide the opportunity for students to take concurrent Hawkeye courses for college credit. These classes may be taught at Jesup during the regular school day or at the Hawkeye Community College Independence Center throughout the day. Students who successfully take these classes will receive high school credit, with possibility of college credit, depending upon certain criteria being met. To determine how these Hawkeye credits will transfer to a particular college or university, the student will need to contact either Hawkeye or the school in question.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll.

High School

An honor roll list is compiled at the end of each semester. Any student with a 3.50 grade point average or above will be listed on the Gold Honor Roll. Any student with a 3.00 to 3.49 grade point average will be listed on the Silver Honor Roll.

Middle School

An honor roll list is compiled at the end of each quarter. Any student with a 3.50 grade point average or above will be listed on the Gold Honor Roll. Any student with a 3.00 to 3.49 grade point average will be listed on the Silver Honor Roll.

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
	F = 0.00	

School Publications

School publications are a learning experience for students and therefore under the guidance and direction of the teacher and school administration. The instructor/principal may, at his/her discretion, refuse to publish material that does not conform to standard journalistic integrity and procedures.

Physical Education

If a student cannot fully participate in physical education, a doctor’s statement may be required. A student who is not able to participate in physical education due to a doctor’s statement is required to perform alternative assignments in order to qualify for credit. Doctor’s excuses must be presented at the time the condition exists in order to make up work. Students are allowed three "medical days" per semester without an excuse from a

doctor. Students are required to dress for physical education. High school students must pass eight semesters of Physical Education to graduate.

Family Night/Sunday

Wednesday night is designated as “Family Night.” All student functions, practices, etc. will be scheduled so that students are out of the building by 6:00 p.m. on Wednesday night. The only exception to this is when state associations schedule tournaments or meetings for Wednesday night. Also, there are to be no school functions scheduled on Sundays prior to noon or after 6:00 p.m. The only exception is approved activities (by building principal) including scheduled practices only before a state association tournament game/event.

Visitors

- All visitors are asked to sign in at the Principal's office on arrival. A visitor's badge will be issued for wearing during the visit. A visitor is anyone who is not a student of the district or non-staff members.
- Visitors desiring to make classroom visits must obtain prior approval from the principal.
- Student visitors are not allowed except for extenuating circumstances. This is done to help insure the safety of the student body and provide a minimum of disturbance in the classroom. If there are extenuating circumstances, the principal should be consulted one week in advance for his/her decision on whether or not to allow the visit.
- When making classroom visits, parents are asked not to bring younger children.

Activities

The following apply to the activity program:

1. Student behavior policies apply for all school-sponsored activities.
2. Meetings and other activities of a school organization must be approved and supervised by the group's sponsor(s).
3. Plans for activities are made in advance and submitted to the principal for review before the activity is approved. Changes to plans are also reviewed and approved by the principal.
4. All signs, posters, and bulletin announcements are submitted to the principal for review before they are posted in the school building.
5. An activity pass may be purchased each year that allows students admission to school activities beginning in the fall and concluding in the summer. Students must present their activity pass at each event or they will be required to pay the admission price.
6. Activities are not to be scheduled on Wednesday evenings or Sunday, this includes practices.
7. Evening rehearsals and practices are dismissed no later than 9:15 p.m. All students must be out of the school building by 9:30 p.m.
8. Only Jesup High School students attend school dances unless approved by the principal in the initial activity plan. In those cases, guest names must be submitted one week prior to the dance. All requests are reviewed and approved on a case-by-case basis. Criteria will include: safety, discipline situations at home, school and prior problems at a Jesup High School activity.

9. The administration reserves the right to post-pone the start of practice until 7:00 p.m. due to heat.
10. When school is dismissed due to inclement weather practices will also be cancelled.
11. No one is admitted to a dance after the first hour of the dance.
12. Students are expected to remain at school activities. Once a person leaves, s/he will not be re-admitted.
13. Only Jesup Middle School students may attend middle school dances and fun nights.
14. All fundraisers must receive prior approval as outlined in the staff handbook.

Insurance

Students who participate in athletics are required to have insurance or their parents/guardians must indicate that they carry sufficient coverage on an insurance form. Forms are available from the Athletic Director or from the Principal's Office.

Student Activities Code

The Jesup Community Schools have established the Student Activities Program to provide experiences not normally gained in the classroom. The Student Activities Program includes school organizations, athletics, and those activities not part of classroom requirements.

The privilege of participation is earned by meeting the standards established by the Board of Education. Each student who participates in an extracurricular activity must meet the eligibility requirements set forth by the school and is subject to the consequences of the Student Activities Code.

Section I — IHSAA and IGHSAA Regulations

You are not eligible if:

1. You have not had a medical examination by a physician. The certificate of medical examination is good for one calendar year.
2. You are 20 years of age or older.
3. You have attended high school for more than 8 semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
4. You are not passing all coursework and are not making adequate progress towards graduation requirements at the end of each grading period.
5. You were out of school last semester, or you entered school this semester later than the second week of school.
6. You have changed schools this semester. (Except upon like change of residence of your parents.)
7. You have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or you have ever received any money for expenses or otherwise for your participation in an athletic contest.
8. You have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent. (Example: While you were out for wrestling and during the wrestling season you want to participate on an outside school wrestling team or tournament, you must have permission from the school superintendent or principal, or you will be declared ineligible. Once wrestling season is over you can participate without written permission.)

9. You have ever trained with a college squad or have participated in a college event.
10. Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.

Section II — Eligibility Requirements

The Board of Directors of the Jesup Community School District offers a variety of voluntary activities designed to enhance the classroom education of Jesup students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year. Students who represent Jesup in activities, whether away from school or at school, are expected to be good role models. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity, coaches and sponsors. The principal shall keep records of violations of the good conduct rule.

The following activities are covered: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), or other school sponsored activities where the student represents the school outside of the classroom. Senior Parents' Night, Prom, Graduation Ceremonies, Academic Award Night, Dollars for Scholars, Booster Club Athletic Banquet & Fine Arts Award Night are not subject to this provision. Students will be recognized with their parents at Senior Parents' Night for athletics but will not wear the uniform.

The principal may initiate an investigation into a possible violation of the Good Conduct Code on the basis of any information. However, in order to be considered a violation of the Good Conduct Code, the allegation must be proven true to the principal's satisfaction.

Academic Eligibility

High School

To be eligible for an activity, students participating must:

1. be under 20 years of age for students in athletics, music, or speech activities;
2. be enrolled or dual-enrolled in school;
3. be present in school for the whole day unless excused by the administrator, prior to the absence, due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee.
4. be passing all coursework for which credit is given and shall be making adequate progress towards graduation requirements at the end of each semester;
 - a. If a student is not passing all coursework at the end of a final grading period (semester), the student is ineligible for a period of the first 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant.
 - b. If a student is not passing all coursework at the end of a final grading period (semester), the student is ineligible for a period of the first 30 consecutive calendar days in the fine arts or other club activities in which they are currently participating.
5. be passing all coursework when evaluated at mid-term and end of quarter;

- a. if a student is not passing all coursework at the mid-term and/or quarter the student will be reevaluated on a weekly basis by the principal to determine eligibility status.

Middle School

To be eligible for an activity, students participating must:

- be present in school for the whole day unless excused by the administrator due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee;
- be earning passing grades in all classes;
- eligibility is determined at Week 4 and 7 with all students eligible at the beginning of each quarter.
- if a student is not passing all coursework at the progress report check and/or quarter the student will be reevaluated on a weekly basis by the principal to determine eligibility status.

Students who are academically ineligible may be allowed by the building principal to participate in designated activities that constitute part of their academic grade (i.e. winter and spring concerts, NICL choral festival).

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or accommodation plan.

Transportation

Students who are participating in an out-of-town school sponsored activity must ride in the school vehicle to and from the activity. The following are exceptions to this rule:

- injury to a participant which requires alternate transportation
- under no circumstances can students drive themselves to and from out-of-town events
- a contact by the parent or guardian and a written note from the same indicating that the student will ride home with his/her parent/guardian
- any other special circumstances must be approved by the building principal prior to the event

Physical Examinations and Insurance

Each year that a student participates in an athletic activity (including cheerleading) he/she must file:

- a current physical form, good for one calendar year after the date of the last physical
- proof of insurance
- signed student/parent awareness form

Good Conduct Rule

To retain eligibility for participation in Jesup High School extracurricular activities, students must conduct themselves as a good citizen both in and out of school at all times. Students who represent the school in an activity are expected to serve as good "role models" to other students and members of the community.

Any student who, after an informal investigation at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period

of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- a. possession, use, or purchase of tobacco products, regardless of the student's age;
- b. possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- c. "Mere Presence": being in attendance at a gathering where alcohol or drugs are being consumed illegally by minors;
- d. possession, use, or purchase of illegal drugs or the unauthorized possession or use of otherwise lawful drugs;
- e. engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- f. violating the rules, regulations, or discipline policy of the school including hazing, harassment, and/or sexual harassment;
- g. use of any substance in which the effect is to simulate the effect of alcohol or controlled substances;
- h. intentionally damaging school property.

Due Process

The principal will conduct an informal investigation upon the report of an incident. During the investigation, the student will be interviewed and given the opportunity to state his/her side of the story. At the close of the investigation, the principal will make a decision based upon the information available, including a judgment about the credibility of those providing information. The principal will inform the student orally of the decision, and a follow-up letter will be mailed to the student's parent or guardian.

A student or the student's parent or guardian may appeal this decision, in writing, within three school days or five calendar days, whichever comes first, to the superintendent. The review will occur within three school days or five calendar days of the filing of the appeal. The superintendent's decision will be orally announced after the review. The filing of an appeal to the superintendent does not affect the principal's decision until and unless that decision is reversed.

An appeal may be made to the school board from the superintendent's decision by filing a written notice of appeal with the superintendent within three school days or five calendar days, whichever comes first, of the superintendent's decision. The board will take up the issue at its next regular meeting or the superintendent may recommend a special meeting to the board. The board will go into closed session to hold the review unless the student (if 18 years old) or the student's parent or guardian requests an open session.

Following the principal's decision, the reviews by the superintendent and school board will be in the nature of an oral discussion of the violation rather than a formal hearing with witnesses and evidence.

Self-reporting/Reduction in Penalty

For a first offense, a student, who self reports a violation of the Good Conduct Rule and provides honest and truthful information to a head coach/activity sponsor, appropriate administrator or the athletic director within 48 hours of the incident and prior to an investigation, will have their penalty reduced by 50%. For a second offense, a student, who self reports a violation of the Good Conduct Rule to a head coach/activity sponsor, appropriate administrator or the athletic director within 48 hours of the incident, prior to

an investigation and submits to an evaluation conducted by an approved substance abuse facility will have their penalty reduced by 50%. The evaluation is done at the student's/student's parent's expense. Permission is given to students to contact the above-mentioned personnel at anytime to self-report.

Penalties

Any student, who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule, during the school year or summer, is subject to loss of eligibility as follows:

- a. A student who is involved in athletics is declared ineligible for:

1st Offense within the student's middle school career or high school career - 30% of current, next athletic activity, or both.

2nd Offense within the student's middle school career or high school career - 60% of current, next athletic activity, or both.

3rd Offense within the student's middle school career or high school career - 12 calendar months of ineligibility.

(If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the next activities season in which the student participates.)

After completing the penalty for a third offense alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain eligibility.

- b. A student involved in activities other than athletics is declared ineligible for:

1st Offense within the student's middle school career or high school career - 3 weeks from the next public performance

2nd Offense within the student's middle school career or high school career - 6 weeks from the next public performance

3rd Offense within the student's middle school career or high school career - 12 calendar months of ineligibility.

A student involved in band, chorus, or other activity for which students receive grades will be held out of the performance but must complete an equivalent alternative assignment for grading purposes.

- c. A student involved in athletics & activities is declared ineligible for:

1st Offense within the student's middle school career or high school career - 30% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 30% total.

2nd Offense within the student's middle school career or high school career - 60% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 60% total.

3rd Offense within the student's middle school career or high school career - 12 calendar months of ineligibility from athletics and activities other than athletics.

(If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the next athletic activity season in which the student participates.)

After completing the penalty for a third offense alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain eligibility.

A student who was not participating in an extra-curricular activity prior to violating the Good Conduct Policy may not join an activity already in progress. A student involved in an activity who becomes ineligible must complete the activity or season in order for the penalty to be considered served.

Transfer Student Eligibility

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Jesup High School, may not be eligible for interscholastic competition at Jesup High School, until full period of ineligibility has been completed from the other school.

Health Services

Students who become ill at school and who are unable to attend class must report to the Principal's Office. They will then be directed to the Nurse's office for assessment. School personnel give emergency or minor first aid care only. Parents are responsible for any additional care needed.

PE Excuses

All passes to be excused from PE must come for a parent/guardian or doctor and signed by the school nurse before PE class. If a student goes to the school nurse for a pass, the nurse will call the parent/guardian for permission to write an excuse from PE.

Medication

If the family physician prescribes medication to be taken during the school day, the following information must be provided to the school by the doctor along with the medication in its original container:

1. name and amount to be given at one time
2. time of day to be given
3. duration of time that medication is to be taken.

In addition, written authorization from the parent is required. Medication brought to school must be left at the Nurse's Office. No medication, including aspirin, is to be kept in a student's locker or desk, without written permission from the student's doctor and the principal/school nurse.

Immunizations

Iowa law requires a personal immunization record for each student showing dates and immunizations received. This certificate is necessary for initial entrance to school, and is returned upon graduation.

Food Service

Students may bring their own lunch or eat the school lunch. Students must eat their lunch in the cafeteria, and are expected to remain in the cafeteria until the lunch period is over.

Delivery of food items (i.e. pizza, subs, fast food items) are prohibited during the day.

Pop may not be consumed in the lunchroom during the lunch period.

Students may eat breakfast in the school cafeteria from 7:40 a.m. to 8:10 a.m.

Free and reduced price breakfasts and lunches are available for those who qualify under the established Federal Lunch Guidelines. The Superintendent's Office has specific information on this program. Application forms are available in each office.

Transportation

School Bus

Many students are transported to and from school by bus. Good student behavior is an important element in the safety and efficiency of the transportation system. Continued eligibility for transportation is contingent upon the student's abiding by the rider regulations. Students riding the buses are under the direct supervision of the bus driver. The following regulations apply to bus transportation:

1. Walk to your bus stop. Leave home early enough to arrive on time. Cross the roadway only upon the driver's signal.
2. Enter the bus in an orderly manner and sit where assigned.
3. Remain in your seat.
4. Keep your hands and head inside the bus.
5. Follow the instructions of the bus driver.
6. Be courteous to your bus driver and fellow passengers.
7. Food and drink may be permitted at the discretion of the driver.
8. Keep the bus clean.
9. Follow all other school rules.

Other

1. If students are driven to school, they are to be dropped off at the following locations: PK-8 at the drop-off zone of the south parking lot. HS (9-12) at the east entrance to the high school.
2. Students who walk to school should cross at the school crossings.
3. Students riding bicycles to school are to dismount and walk their bicycles to the bike racks. Students are to provide their own bicycle locks.
4. Student parking is available on the north side of the high school.

Student Drivers

Once students arrive at school they are to park their cars. Students are prohibited from picking up students who have already arrived at school. Vehicles are not to be moved or entered during the school day without permission from the office. Students are not permitted in the parking lot during the school day. Students are to park their cars in an orderly manner. Exhibition driving could cause permanent removal from the parking lot.

Failure to properly park will initiate the following procedure:

- 1st offense (for the year): moving the car off the lot, parking available south of school
- 2nd offense: moving the car off the lot; 10 school day restriction from the lot
- 3rd offense: moving the car off the lot; principal's discretion.

Safety Patrol

Fifth graders who have passed the safety test given by the patrol supervisor are chosen as safety patrol members. This job is extremely important to the safety of all children at Jesup Community Schools. Students chosen for the safety patrol must continue to exhibit responsible behavior both on their post and during the school day. Patrols are posted at the crosswalk light and corners south and east of the school. All PK-12 students must comply with the directions given by the safety patrol members. Failure to comply with directions may result in disciplinary actions.

Textbooks

Textbooks are the property of the school district. Students are expected to exercise proper care of books, materials, equipment, and the building itself. If damage or loss occurs, the replacement cost of the item will be assessed.

- Books must not be marked on, defaced or destroyed.
- Students will be fined for the misuse or loss of books.

Interrogation by an Outside Agency

As a general rule, individuals from outside the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administrator, such action is in the best interest of the student's welfare, when a child abuse investigator makes the request, or when such interrogation is supported by a court order. Prior to allowing the interrogation, if appropriate, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Student/Directory Information

The following information may be released to the public in regard to any individual student of the district as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication or within fifteen (15) days of enrollment, to the principal or other person in charge of the school that the student is attending. The objection should be renewed each school year.

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honor roll
- Degrees and awards received
- The most recent previous school or institution attended by the student
- Other similar information

Fire/Tornado/Lockdown Drills

Procedures for fire and severe weather drills and warnings are posted in each classroom. Procedures for a lockdown drill will be provided by staff members. Students are expected to follow procedures in an orderly manner. Practices on these procedures will be held periodically throughout the school year.

**HIGH SCHOOL
DAILY SCHEDULE**

1st Period	8:15-9:00
2nd Period	9:03-9:48
3rd Period	9:51-10:36
4 th Period	10:39-11:24
Seminar	1:24-11:42
5th Period/Lunch	11:45-12:50
Lunch A	11:42-12:02
Lunch B	12:30-12:50
6th Period	12:54-1:39
7th Period	1:42-2:27
8th Period	2:30-3:15

**High School
Early Dismissal Schedule**

1st Period	8:15-8:44
2nd Period	8:47-9:16
3rd Period	9:19-9:48
7th Period	9:51-10:20
8th Period	10:23-10:52
4th Per./Seminar	10:55-11:42
5th Per./Lunch	11:42-12:50
6th Period	12:54-1:15

**High School
Two Hour Late Schedule**

1st or 3rd Period	10:15-10:48
2nd or 4th Period	10:51-11:42

STUDENT-TO-STUDENT HARASSMENT

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

JESUP COMMUNITY SCHOOL DISTRICT

Code No. 502.10E2

STUDENT-TO-STUDENT HARASSMENT

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

