

West Central Valley Middle School

Home of the Wildcats!



2008-09 Student Handbook

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August 2008

Dear West Central Valley Students and Families,

Welcome to the WCV Middle School! The faculty, staff, and I are very excited about the upcoming school year. We are all committed to making this new school year a very positive and rewarding learning experience for all of our students and families.

We believe that parents and families are our links to student learning and greater academic achievement. Research suggests that students perform better in school when their parents are actively involved in their children's education. We want our parents to feel comfortable and welcomed in our school at any time. Throughout the year, we will look to communicate opportunities for you to become involved as a volunteer within our building. When you see these, either in our newsletter, on the district website, or through email, please consider becoming an active participant with our team! If you have an idea for a positive organization or activity that you wish to start or be an active member of, communicate those ideas with us! We look forward to working with you to develop a fantastic educational experience for your student.

This student and family handbook has been designed to help you become familiar with our school's procedures and guidelines. These procedures and guidelines are in place in order to help our school to function smoothly for the benefit of our students, their families, and the WCV Middle School staff. They are also in place to ensure that the WCV Middle School remains a safe and productive place where students can learn.

The faculty and staff at the WCV Middle School is dedicated to each student's education and safety. Please stop by the office, email, or call anytime throughout the school year with questions, concerns, or suggestions. I can be reached either by phone or through my e-mail address, which is rridout@studex.k12.ia.us.

In Wildcat Pride,

Ryan D. Ridout

Ryan D. Ridout
WCV Middle School Principal

STUDENT RECORDS

EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access and request amendments to and copy their child's records during office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated.

Student directory information is to be used internally within the school district. Directory information includes name, address, telephone number, 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, degrees and awards received, most recent previous educational agency or institution attended, photo or likeness, and other similar information.

Prior to developing a student directory or to giving of general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

PARENTAL INFORMATION REGARDING STUDENT DIRECTORY INFORMATION OBJECTION (Code No. 506.2E1)

West Central Valley Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal.

This law requires the school district to designate as "directory information" any personally identifiable information taken from the student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; 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, degrees and awards received, most recent previous educational agency or institution attended, photo or likeness, and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 5 of the current school year. If you desire to make such a refusal, please complete and return the form at the back of this handbook.

If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

STUDENT RIGHTS AND RESPONSIBILITIES

CARE OF SCHOOL PROPERTY

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

CONCERNS

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parents should then contact the principal. Concerns with coaches or activity sponsors should be addressed with the principal or athletic director.

If the parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be obtained from the principal.

ATTENDANCE (Code NO. 501.3)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students benefit from the educational program; **there is a direct correlation between attendance and academic success in school. Parents/guardians are strongly advised to limit absences to cases of emergencies, illness, doctor/dental appointments, or a death in the family.**

ABSENCES

If a child is absent, the parent has the responsibility of calling the school **(515-833-2331) prior** to the beginning of the school day (8:30 am). The middle school office opens for business at 7:15 am daily and also has voice mail if you need to call prior to that time. If we do not receive a phone call, we will attempt to make contact with the parent(s) prior to noon to confirm knowledge of the child's absence from school. If confirmation is not made by the end of the day, the absence will be counted as unexcused. For each unexcused absence, the student will serve a silent lunch period upon their return to the school. If the student returns to school without either verbal or written communication on the reason for the absence, the student will serve a minimum of a half-day In School Suspension. If verbal confirmation is not made with the parent(s) prior to the student's lunch period on the day of his/her return, the student will continue to serve In School Suspension until this communication has been made. **Unexcused absence status removes the right to make up homework, quizzes and tests given during that time.** The school reserves the right to impose additional disciplinary measures on a student when an explanation for an absence is not provided in a timely manner. **Even though parents/guardians may excuse a child, the administration has the final authority in determining if an absence is excused or unexcused.** Every effort will be made to work with the parents/guardians.

UNEXCUSED ABSENCES/TRUANCY

A student is truant when he/she is absent from school or an assigned class or classes without school permission. The building administrator will determine the disciplinary action to take for

truancy. The school reserves the right to contact law enforcement when truancy is suspected. Unexcused absence status removes the right to make up homework, quizzes and tests given during that time.

EXCUSED ABSENCES (Code No. 501.9) - examples (not limited to):

- Personal illness (parent's excuse)
- Doctor's or dentist's appointments (doctor's excuse)
- Hospitalization/Medical
- Death or serious illness of a family member
- Religious holiday
- Court appearances or other legal proceedings
- School activities or other absence approved by the building administrator

UNEXCUSED ABSENCES (Code No. 501.10) - examples (not limited to):

- Oversleeping
- Staying home to baby-sit other children/siblings
- Relatives visiting
- Student doesn't want to go to school
- Missing the bus
- Suspension from bus with no attendance at school
- Truancy
- Personal appointments such as haircuts, tanning, shopping, etc
- Anything the building administrator deems an unnecessary reason for the student to be absent from school

EXTRA-CURRICULAR ACTIVITY PARTICIPATION - ABSENCES

Students must be in attendance for the entire school day in order to participate in any school activity or event that day or evening, unless absence is due to a legitimate medical appointment. If medical, the student must have a signed note from the physician upon return to the school. The administration has the right to determine eligibility on a case-by-case basis in the event of an emergency or otherwise unavoidable circumstance.

MAKE UP WORK

School work missed because of absences is the responsibility of the student. Students will be given two days to make up work for the first day absent and one day for each additional day absent. Parents/guardians may request that their student's make up work be sent home with another student. These requests, however, must be received in the office before noon on the day of absence to allow instructors the time to send the work to the office. Students who know they will be absent in advance are required to gather their assignments before the absence; make-up work for this type of absence is due when the student returns to school. It is highly recommended that parents ensure that any homework picked up on a day of absence is completed by the student; this will make sure that your student does not fall behind in his/her class.

It is very important that students attend class whenever possible. Learning occurs in each classroom that can not be replicated through make up work. *A student can earn up to 5 participation points, daily, in each core class.*

TARDIES

A student is considered tardy when the student is not in the classroom at the time of the class bell. A tardy will be counted as unexcused unless the student has a written pass excusing the tardiness from a teacher or the office. Each unexcused tardy will result in the student serving time in silent lunch in the commons during their next lunch period, as well as possible additional behavioral consequences within the classroom in which the student was tardy (to be determined by the classroom instructor). The administrator reserves the right to impose additional disciplinary measures on a student for excessive unexcused tardiness and has the final authority in determining if a tardy is excused or unexcused. **Unexcused tardy status removes the right to make up homework, quizzes and tests that were given during that time.**

EXCESSIVE ABSENTEEISM

Research has shown that attendance and a positive educational experience go hand in hand. When a student is absent from school at the middle school level they miss out on the core knowledge building blocks that will assist in determining the successes of the student as a student and as a human being in their future. For example: A 90% attendance rate for the year sounds like a high number, but at this rate the student would miss out on a total of 18 days of school (which is equal to 108 class periods (hours)), and in the real world (a job), would lead to termination of employment.

Above all else, we want your child to have every opportunity to be successful. In order for us to achieve that goal, we need your assistance in ensuring your child is in the classroom every day that it is humanly possible. Actions that could occur if your child is deemed excessively absent (whether excused or unexcused) include (but are not limited to):

- Communication with parent(s) and student on concern of absences (verbal/written/email)
- Conference arranged with parent(s), student to discuss absences
- BAT team designation/referral for action plan development
- Referral to Juvenile Court Liaison/System

APPEAL PROCESS

Parents/guardians seeking review of the principal's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days of the principal's decision. The superintendent will contact the parent/guardian to set up a time and place to review the matter. At the conclusion of the review, the superintendent will affirm, reverse or modify the principal's decision.

Appeals of the superintendent's decision will be made by filing a written request for review with the school board within five days to the Board Secretary. The Board has the discretion as to whether or not to hear the appeal. If the appeal is accepted, the Board Secretary will set up a time and place for the review with the parent/guardian. At the conclusion of the review, the Board will affirm, reverse or modify the principal's decision.

ASSIGNMENT BOOKS

Each sixth, seventh and eighth grade student will be given an assignment notebook at the start of the school year. This notebook should be utilized to communicate classroom assignments to parents and to assist students with organization. Assignment notebooks are mandatory and, if lost, must be replaced at a cost of \$5.00 each.

DRESS CODE

Students are expected to dress and groom themselves in a way that is not offensive or distracting to students and faculty or disruptive in any way to the delivery of educational content.

- No masks, hoods, hats, du-rags, or sunglasses may be worn in the building
- Footwear must be worn at all times- slippers are not considered footwear
- No spiked jewelry may be worn
- Jackets, coats and book bags are to be kept in the locker during the school day
- No CD players, ipods, laser pens or cameras are allowed in the building
- Cell phones must be kept in lockers and can not be used during the school day
- Clothing displaying, expressing, promoting or implying the use of alcohol, drugs or tobacco is prohibited
- Clothing interpreted as expressing, promoting or *implying* obscenity, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendo, suicide, intolerance, or violent messages may not be worn.
- Clothing that calls undue attention to anatomical details may not be worn. Examples include but are not limited to: bare midriff tops, short shorts, mini skirts shorter than fingertip length, backless tops, spaghetti straps, open mesh clothing without proper clothing underneath, sagging/bagging pants, or clothing with holes in inappropriate places that show intimate apparel.
- Bra straps, underwear, or other undergarments should not be displayed
- Tank tops known as "beater" shirts
- Chains not used for attaching to a wallet or belt may not be worn.
- Students not following the dress code guidelines will be required to change their clothing. Continued referrals to the office for dress code violations will be considered insubordination.
- Students are encouraged to follow this dress code for all school sponsored events.
- Student or parents questioning the appropriateness of a particular item of dress should contact a school administrator before the item is worn to school- HINT: If you have to ask, it's probably not appropriate for school.

COMMUNICABLE/INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

CANDY and POP

Students are prohibited from eating candy and drinking pop during the normal school day unless special permission is given by the administrator.

GUM

Gum is not allowed to be chewed on the building premises due to the unsanitary nature of disposal (sticking under desks, chairs, etc.).

CAFETERIA/LUNCHES

Students are required to report to the lunchroom during their lunch period and are to remain there for the entire lunch period. Due to Federal Hot Lunch Program guidelines, no pop can be brought into the lunchroom during lunch service. This applies to all students- whether they are eating school lunch or not.

In cases where parents feel their children will qualify for free or reduced cost lunches, arrangements must be made in the building office before those lunches will be granted.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Hall passes are contained in the student assignment book.

ASSEMBLIES

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

ACTIVITIES AND SPORTING EVENTS

Students may attend middle school activities and sporting events to support their peers. While in attendance at any school-sponsored event, the students are required to conduct themselves in a respectful manner. In order to show respect to those students participating in the activity, students shall remain seated during activities except at appropriate breaks (i.e.: half-time, intermission). Students who are out of their seats or are in any way disruptive at an activity will be asked to leave. Continued problems at activities will result in the student losing the privilege of attending activities.

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 from other classes or school activities due to attendance on field trips or excursions do not count as absences from school.

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

Prior to attending a field trip, students will receive an information sheet about the trip that parents will need to sign (permission) and that will need to be returned to the building office. Parents need to contact the school if their child is NOT allowed to go on the field trip. Students unable to afford the cost of the field trip should contact their teacher.

VISITORS

Parents/guardians are welcome to visit but must check in at the office before attending. Visitors must check in at the office.

STUDENT LOCKERS (Code No. 502.7)

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. It is the student's responsibility to keep his/her locker locked at all times. Students will be charged \$5.00 to replace a lost padlock.

To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all or a random selection of lockers. Student lockers may be searched at any time and without advance notice. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

TELEPHONE (Code No. 508.3)

Students receiving telephone calls shall not be called to the phone. The administrative office will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the office to make a call. Prior permission must be obtained from the principal or the school secretary. Cells phones should be stored in lockers during the school day. Calls/text messages may be made before or after school hours.

ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The WCV School District has designated all building principals to act as the Level One Investigators. The Level Two Investigator is the Dallas County Sheriff's office. Complaints that are founded at Level Two or by law enforcement, or are otherwise admitted, will result in a filed report with the Iowa Board of Educational Examiners which may result in disciplinary action against a teacher's licensure.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such

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

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide in formulating asbestos management policies for the schools. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos.

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

EMERGENCY DRILLS

Periodically the school holds emergency (fire, tornado, crisis) drills. At the beginning of each quarter, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or any emergency. Students who initiate false alarms will be reported to law enforcement officials in addition to being disciplined under school rules and regulations.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students are notified over the following radio stations/television channels:

WHO	1040 AM
KDLS	1310 AM or 105.5 FM
WOI	Channel 5
KCCI	Channel 8
K107.9	

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means as used in school cancellations.

ILLNESS OR INJURY AT SCHOOL (Code No. 507.4)

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student information card. It is important for the school to have correct phone numbers so parents/guardians can be located. These numbers are kept in the office. **Parents/guardians are strongly encouraged to keep these numbers up to date.** If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, another person as 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 contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in the office and distributed by office personnel. Medication must be in the ORIGINAL CONTAINER with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, address and phone number of the pharmacy; date of the prescription (if applicable); potential side effects; and emergency number for parents.

Students may carry prescription medication (i.e. inhalers) only with the permission of his/her parents and the principal. The school needs to know the medications a student is taking in the event the student has a reaction or illness. Medication authorization forms are available from the office or the school nurse.

PHYSICAL EDUCATION

Students may be excused from participating in physical education only if he/she has a written excuse from a physician or a physician's assistant. An alternative format of the lesson will be required to be completed.

PHYSICAL EXAMINATIONS

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics prior to the starting of the sport. Failure to provide proof of a physical examination makes the student ineligible.

PRESENCE ON SCHOOL GROUNDS

Students may not be present on school grounds before 7:45 a.m. or after 3:30 p.m. unless they are under the supervision of an employee or an extracurricular activity sponsor. Students that arrive at school between 7:45 a.m. and 8:20 a.m. must report to the lunchroom or commons area for supervision. Students will not be allowed in the hallways until 8:20 a.m. If school is dismissed early, students are expected to leave the school grounds within twenty minutes of dismissal.

STUDENT DISCIPLINE

OVERVIEW

From time to time it becomes necessary to provide consequences as a form of discipline for students who are referred to the office for violating school-wide behavioral expectations. These referrals will most often result in parent contacts (phone calls, emails, and a documentation letter) and then the resulting consequences for the student based on the number of referrals previous as well as the type of expectation that was not met by the student.

Repeat offenses or more serious offenses will result in suspensions (in-school or out of school) and/or referrals to Juvenile Court Liaison Officer, local law enforcement, or the Department of Human Services. In extreme cases, a request for expulsion may be filed with the Board of Education.

STAFF AUTHORITY

Any staff member of West Central Valley Middle School has complete authority over any student during school hours and at school functions.

OFFICE REFERRALS

Students who violate school rules resulting in numerous office referrals according to the judgment of the principal will have parents/guardians called and appropriate behavior discussed. If the student continues to require excessive office referrals, the student may be referred to the superintendent, juvenile court authorities and/or school board.

DISRUPTIVE BEHAVIOR (Code No. 503.1)

A student who is disruptive in class and violates the rights of other students to obtain their education will face consequences including conference with parents, removal from the classroom, detention, suspension, probation and expulsion.

INSUBORDINATION/DISRESPECT

Any student who refuses to obey a school rule/regulation, an order from a school official, or is disrespectful to district staff in speech or conduct is subject to disciplinary action.

JUVENILE COURT LIAISON OFFICER

The juvenile liaison officer works with middle school students who are on probation, referred for probation, have excessive absenteeism, are disruptive or are considered at-risk to be placed on probation. The officer is an employee of the school district and will not be involved in the investigation of crimes without contacting parents/guardians first. *All other contacts made by the juvenile liaison officer do not require parental consent.*

POLICE REFERRALS

Any crime committed at school is subject to referral to local law enforcement

FIGHTING

West Central Valley Community School District will not tolerate fighting on school property or at school-related activities. Students who violate this policy, after proper investigation, may be subject to **legal citation for disorderly conduct or assault**, suspension and/or expulsion.

- The middle school record of fights is cumulative for one school year.
- Any student at any level can be recommended to the Board for consideration of expulsion at any time depending on the severity of the fight. This would also apply to students involved in gang-type fighting where there are multiple participants.
- In a fight where there is the use or display of a weapon, the district's weapon's policy will supersede the fighting policy.
- The record of suspension for fighting will become a part of the student's official school record.

Additionally, any time a student assaults another student a parent may choose to file charges with the police.

SMOKING-DRINKING-DRUGS (Code No. 502.9)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances, possessing or using tobacco, tobacco products or look-a-like substances on school property, in school vehicles or at any activity sponsored by the school.

STUDENT TO STUDENT HARASSMENT (Code No. 502.13)

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school district property, on buses, and/or while attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, color, religion, disability, marital status, national origin and sex. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activities;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching

Harassment on the basis of race, color, religion, disability, marital status and national origin means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students based upon the aforementioned characteristics and when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creates an intimidating, hostile or offensive school environment.

Harassment may include, but is not limited to, the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Demeaning jokes, stories or activities directed at the student

Students who feel they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - 1) Ask a teacher, counselor, or principal to help.
 - 2) 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 that time or later
 - how the student felt
 - how the harasser responded

Allegations will be promptly and reasonably investigated. The building principal will be responsible for handling all complaints by students alleging harassment. Appropriate disciplinary action will be taken.

Retaliation against the student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension, expulsion, and .

DANGEROUS WEAPONS (Code No. 502.8 and Code No. 502.8R1)

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.

Weapons and other dangerous objects and look-a-likes on school property shall be taken from students and others who bring them onto the school district property, and parents shall be notified; students will be subject to disciplinary action including legal citation, suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. Students bringing to

school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities.

The term weapon includes, but is not limited to, any object which could be used to injure another person and which has no *school-related* purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, laser pens, firearms, metal pipes, chains, numchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons.

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.

BUSES/OTHER SCHOOL VEHICLES (Code No. 712.2)

The privilege of riding on a school bus is discretionary with the Board of Directors. Students can be deprived of this privilege where their continued presence on the bus would be injurious or endanger the health, education or welfare of other students. Any student who continually misbehaves may be denied the opportunity to ride a school bus under certain circumstances. It shall be the responsibility of the driver to report misconduct to the principal. Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding.

All passengers are to follow the school district policies, rules and regulations for student violations. When in the judgment of the building principal, behavior by a rider is such that it becomes an immediate threat to the safety of other students and/or the bus itself, the principal reserves the right to remove that student from the bus and impose appropriate disciplinary action.