

Dear Woodward-Granger Students and Parents:

Welcome to Woodward-Granger High School!

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, Saturday school, suspension, community/school service, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal for information about the current enforcement of the policies, rules, or regulations of the school district.

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Non-Discrimination Policy

The Woodward Granger Community School District does not discriminate based on gender, race, color, sex, gender identity, religion, national origin, creed, age, marital status, sexual orientation, or disability. Inquiries and grievances may be directed to Matt Adams, Educational Equity Coordinator, 1904 State Street, Granger, IA 50109, (515) 999-8022, or to the Chicago Office, Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, IL, 60661, (312) 730-1560

The Woodward-Granger Community School's Complaint Procedure in its entirety is located in the Board of Directors Policy Book. Complaint procedures for staff are outlined in Board Policy 308 and 402.5. Non-discrimination procedures for parents, students, and community members are referred to in Board Policy 401.1, 500, and 603.3. Copies are in Superintendent's office and in the Central Office. A summary is included in this handbook. If additional assistance is needed, please contact the superintendent at 515-999-2280.

Student Conduct (Policy No.503.1)

General Statement - The Board of Directors believes that there is a minimum standard of conduct, which must be expected of students to maintain a favorable learning environment. The Board also believes that students must assume the consequences for failing to meet the minimum standards of good conduct. Consequences for inappropriate actions are outlined in this handbook. District staff members, parents and students are charged with the responsibility to cooperate in developing mature, responsible individuals capable of self-control. (See Board policy for further description.)

Student Rights and Responsibilities

- Each student has the right to feel safe and be free from harassment and emotional or physical torment when in class, passing in the halls, or on school grounds
- Each student has the right to be treated with respect and, in turn, has the responsibility to treat others the same way.
- Each student has the right to expect others to respect personal property, and in turn, has the responsibility not to violate another person's property.
- Each student has the right to bring his/her concerns about school matters to the attention of the staff and administration of the building without fear of retribution.
- Each student has the right to participate in co-curricular and extracurricular activities, so long as he/she has met the requirements of the State of Iowa and the Woodward-Granger Community School District.

Student conduct that interferes with maintaining a good learning environment will be considered in breach of good discipline. When students turn 18 years of age, they are still subject to all policies of this handbook. The following is a list of examples of student conduct that interferes with the learning environment.

Disciplinary Incidents and Consequences

The desire of Woodward-Granger High School is for all students to know and follow the expectations set to ensure a safe environment that supports learning. In the event that student behavior interferes with or detracts from safety and learning the following steps will be taken. These are guidelines for the consequences that can be expected for the following disciplinary or behavioral incidents that may occur. Specific incidents are described in greater detail later in the handbook. Administration reserves the right to use discretion in each individual case and final decisions will be made by each building's administrator.

Expectation not being met	Consequence
A. Attendance	
1. Absences (4+ unexcused)	1. Saturday School
2. Absences (7 unexcused)	2. Dropped from class with an F
3. Tardiness	3. 1-5 discretion of teacher, 5+ Saturday School
4. Off-campus violation	4. Referral to administration, Saturday School
5. Falsification of forms, notes, phone calls, etc.	5. Saturday School, classes missed marked unexcused
B. Conduct Violations	
1. Class disruption/rules violation	1. Detention, Saturday School, OSS
2. Insubordination, disrespect, profanity	2. Detention, Saturday School, OSS
3. Dress code violation	3. Warning and change clothes, unexcused absence, detention, Saturday School, OSS
4. Profanity directed at staff	4. 1-5 days OSS
5. Racial Slurs (verbal, written, drawn)	5. Minimum 3 days OSS
6. Theft	6. 1-5 days OSS
7. Inciting a fight	7. Saturday School and/or 1-5 days OSS
8. Physical Contact (inappropriate and aggressive)	8. 1-5 days OSS
9. Fighting/Disorderly Conduct	9. 1 st – 5 days OSS, 2 nd 10 days OSS, 3 rd – OSS until a meeting with School Board
10. Fireworks/incendiary device	10. 3 days OSS
11. Infliction of personal injury	11. 3 days OSS and report to law enforcement
12. Bullying, harassment or intimidation	12. 1 st – formal warning and letter, 2 nd – 5 days OSS, 3 rd – 10 days OSS and meet with School Board
13. Physical abuse or threats	13. 1-10 days OSS and meet with School Board
14. Property damage	14. Full restitution and 1-5 days OSS
15. Weapons	15. 1 st 5 days OSS, 2 nd – 10 days OSS, 3 rd – recommendation for expulsion
16. Possession of distracting materials (toys, laser pointers, sound machines)	16. 1 st – confiscation of item, 2 nd – confiscation of item and Saturday School
17. Fire alarm abuse	17. 5 days OSS and report to Fire Chief
18. Attendance at school or activity during a suspension	18. Extension of suspension and referred to administration
19. Trespassing	19. 1-3 days OSS and report to law enforcement
C. Substance Violation	
1. Possession or consumption of a controlled substance (including alcohol)	1. 1 st – 5 days OSS, 2 nd – 10 days OSS and meet with School Board
2. Delivery, sale or attempt to deliver a controlled substance (including alcohol)	2. 1 st – 10 days OSS and meet with School Board
3. Simulated controlled substance	3.

a. possession b. delivery, sale or attempted sale	a. same as 1 above b. same as 2 above
4. Possession of tobacco	4. Discretion of Administrator (Saturday School, OSS, Expulsion)
D. Electronic Devices	
1. Cell phone, MP3 player or other electronic device	1. 1 st – confiscated and turned in to the office for rest of day, 2 nd – confiscated and turned in to the office for one week, 3 rd – confiscated and turned in to the office for the remainder of the school year

Students who accumulate 3 suspensions of any type during one school year may be required to have a meeting with the school board to determine academic placement.

Academic Honesty

When teachers assign papers and projects to assess student learning, they assume that the work they evaluate was produced by the student whose name appears on the assignment. Sadly, each year, some students will violate the rules of academic honesty and will cheat in an attempt to improve their grade. These instances of academic dishonesty are taken very seriously by the faculty and administration because it is our responsibility to maintain the fairness of the system as much as possible. These guidelines are intended to clarify what student behaviors are considered academically dishonest:

- A. Obtaining a copy of a test or scoring device.
- B. Accepting a copy of a test or scoring device.
- C. Copying another student's answers during an examination.
- D. Providing another student answers to or copies of examination questions.
- E. Having another student impersonate the student to assist the student academically.
- F. Impersonating another student to assist the student academically.
- G. Representing as one's own work the product of someone else's creativity.
- H. Using notes or other unauthorized materials during a "closed book" examinations.
- I. Duplicating another student's project for submission as one's own work.
- J. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home examination for which credit is given.
- K. Permitting another student to copy the student's homework, paper, project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort.
- L. Any other action intended to obtain credit for work not one's own.
- M. Altering grades

Cheating and Plagiarism

Students at Woodward-Granger High School are expected to produce work to the best of their ability. Work submitted for credit recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc. will result in loss of credit for the assignment. An additional offense in high school will result in loss of credit for the entire course. Teachers may use appropriate resources such as www.turnitin.com to verify the authenticity of student work. Refusal to submit work for analysis will be considered plagiarism.

Student Expression

In order to maintain an appropriate learning environment and to protect the rights of all students, students must express themselves responsibly and appropriately in the school setting. Such expression shall not encourage the breaking of laws or school rules, shall not be libelous, or contain obscenity or indecent expressions. Further, the expression must be done at a reasonable time and place, as determined by the administrative staff. Student expressions that cause material disruption to the orderly operation of the school may be suppressed and the students disciplined.

Dress Code/ Student Appearance (Policy No. 502.1)

Students shall dress neatly and appropriately in a manner which is conducive to education and not disruptive of the education process. The attire should be such that no undergarments show at any time. The midsection must be covered. Hats and other head coverings may not be worn in the building prior to 3:30 p.m. Tube tops and halter tops are examples of inappropriate apparel.

Clothing and accessories that display or promote alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd or obscene sayings, or depict illegal activities may not be worn. Any wording or images that are obscene or profane in interpretation are prohibited. Clothing or material containing any print or image that is derogatory to any race, gender or ethnic group is prohibited.

Shirts and shoes must be worn at all times. "Gang" symbols or identifiable clothing, bandanas, handkerchiefs, graffiti, rollers, picks, combs, plastic bags, hairnets, hats, caps, wave caps and du-rags may not be worn inside the school building during school hours of 8:00 am to 3:30 pm. Pants must be worn on the waist, sagging pants are not allowed. Sunglasses, unless required by a physician or approved by the school nurse, may not be worn at school. Tank tops and muscle shirts may be worn if they are factory made and hemmed. NO undergarment should be showing (i.e. bra straps or underwear.) Frayed jeans are allowed as long as they meet other guidelines and no underwear is showing.

The following are examples of violation of the dress code for which students may be asked to change clothes or may be sent home to change (this is NOT a comprehensive list and administration reserves the right to use discretion in each case):

- Clothing that may be offensive or promotes sex/drugs/alcohol
- strapless tops
- short tops which reveal the mid section
- backless and one shoulder tops
- shorts, skirts, or shorts that are too short or tight
- muscle shirts without sides
- clothing that exposes undergarments

When a faculty member or school official observes a student dressed inappropriately, that student will be asked to change. That may require that the student calls or goes home for a change of clothes, and/or wear a T-shirt, sweatshirt or pants provided by the school.

ATTENDANCE

Home Address

- A. All students are required to keep their address of residence up to date.
- B. Students not living with their parent(s) or guardian, and living in a residence within the Woodward-Granger Community School District must submit the following in writing:
 - 1. A statement to the Administration, signed by the student and one parent, that they are not living with a parent or guardian, and are residing in the Woodward-Granger Community School District.
 - 2. A statement of address and telephone number of student and one parent where he/she can be reached.
- C. Students cannot withdraw from school unless proof of parent knowledge is supplied to the school.

ATTENDANCE PROCEDURES

In accordance with board policy 501.3, Compulsory Attendance, program attendance is required for a minimum of 180 days. Your attendance in school becomes a part of your record. **Parents and guardians must supply reasons for absences and tardiness within one week of absence.** If an absence has not been resolved in one week, it will be marked as an unexcused absence and will not be able to be changed at a later date. **A student will be considered absent if more than 10 minutes of class is missed.**

The following description of the rules of attendance is to inform students and parents of proper procedures for an absence from school.

- 1. **Call the School** - On each day of student absence, parents are asked to notify the school by phone (438-2115) as early as possible, preferably by 9:00 a.m., when a pupil is being kept home for any reason. Please give your student's name and reason for his/her absence when calling.
- 2. **Leaving During the School Day** - A student leaving school is required to check out with the office. The student needs to give name, time of leaving and present a written, dated note for the absence.
- 3. **Illness at School** - A student who becomes ill during the school day should report to the school nurse, who will determine the extent of illness. Parents will be called if a student needs further attention or is to be excused from school. A resting area is provided in the nurse's office. Any absence from class coded as "NO" is considered excused illness by the nurse.
- 4. **Make-Up** – For any absence, the student is expected to contact the instructor about assignments missed. The allowable time for make-up is two days for each day of an excused absence with up to 6 school days for multiple, consecutive, excused absences. The time allowed for make-up work may be extended at the discretion of the teacher. **Assignments, projects, speeches, tests, etc. that are due on a day of an excused absence are due the day the student returns.** Loss of credit may result if makeup work is not completed within the allotted time period. Students should see teachers in advance of planned absences. Every student should be prepared for class discussion after an absence to the best of his/her ability. Assignments for a Saturday School or out-of-school suspension are due upon return. Regarding unexcused absences, please see section 9- Unexcused Absences.
- 5. **Incompletes** - All work from an incomplete semester must be made up within two (2) weeks from the last day of the grading period. Failure to make up the work within this time will result in a

failing grade on that respective coursework, which could result in loss of credit for the class. Extenuating circumstances may be worked out with the teacher and administration.

6. **Tardiness** - All students arriving ten minutes after their scheduled class period begins will be considered absent. Reasons found unacceptable by Woodward-Granger High School will be considered unexcused. Arrival to any class within the first 10 minutes without a pass will be considered an unexcused tardy. Five or more unexcused tardies in the same period will result in a Saturday School detention. Students arriving at this time must go to the front office for an admit to class. Throughout the day, a student will be considered tardy if not through the door when class is scheduled to begin.
7. **Detention** – Teacher detentions can be assigned at the discretion of the teacher. The teacher will give at least a 24-hour notice for all detentions. The administration may assign detention or Saturday School detention based on excessive classroom detentions. Failure to serve an administrative detention will result in a Saturday School detention.
8. **Excused Absence** is one which falls into one of the following classifications and entitles the student to make up work missed and receive full credit:
 - illness of student.
 - medical and dental appointment with verification from doctor’s office.
 - religious observance.
 - pre arranged family trips and college visitation.
 - student in-school or out-of-school suspension.
 - Woodward-Granger activity
9. **Unexcused Absences** - Any absences for reasons unacceptable by Woodward-Granger High School will be considered unexcused. Any distinction between approved/excused or unapproved/unexcused absences should not affect a student’s grade, the potential for credit, or right to make up missed assignments. Additional work could be assigned to compensate for the class time lost due to absences. ***However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for no credit or reduced credit.*** If points or percentages for attendance and participation are given, denial of those points or percentages for absenteeism is a reasonable practice. The following is a listing of but is not limited to attendance behaviors that result in an unexcused absence:
 - oversleeping.
 - late arrival from leaving campus during lunch break.
 - absence from a class to do work or study for another class.
 - leaving class early without permission of classroom teacher.
 - family conveniences.
 - students who are in the building (i.e., media center) and fail to report to class will be given an unexcused absence.
 - car problems (see administrator).
 - truancy/leaving campus without permission.

Any absence not cleared up within one (1) week following the last absence will be considered unexcused. It is the responsibility of the student to follow-up on all absences to ensure their clarification.

- A. Parent/guardian will be notified for all unexcused absences by building secretary and/or an automated telephone calling system.
- B. The parent/guardian will be notified after the fourth unexcused absence by the principal who will assign a Saturday School detention.

- C. After sixth unexcused absence, student will serve Saturday School detention and parents will be notified that a seventh unexcused absence will result in the student being dropped from class with an F.

10. **Dismissal for Tournaments** - Excused absences will be allowed if Woodward-Granger is participating during the regular school day for state tournaments. Should a student wish to be excused, he/she is to present a note to the office for approval before they are dismissed to the tournament.
11. **Students enrolling after the first sixteen days of the semester will audit courses unless they are transferring from an accredited school.**

Attending School Activities

A student must attend at least half of his or her academic school day to be allowed to participate in extracurricular activities and/or school events on that same date. This includes all practices scheduled and/or school activities. Administration understands that there are emergencies and necessary appointments that cannot be scheduled outside of the school day. These will be considered an excused absence, which will not impact the student's participation, unless the absence exceeds more than half of the school day. A student may participate if they have been absent due to attendance at a funeral. All cases will be determined on an individual basis by the principal.

Field Trips

Field Trips enhance the teaching and learning process and are considered as part of the student's school day. Student participation in field trips will be at the discretion of the principal. Advanced make-up forms are required prior to attending any field trip. If disciplinary action was needed on a previous field trip the student may be denied further field trip privileges for up to the remainder of the year. All attendance at field trips will be at the discretion of the principal.

Pep Buses

A student must be in good standing with the school to participate in pep bus trips during the school day. The principal will have the final say in whether students will be allowed to ride the pep bus.

Students will be considered truant if a student decides to leave school for the day and utilizes their own personal transportation to attend the same event, without parent/guardian permission.

Detention Procedures

1. Students may need to have their day extended for discipline or other reasons. Students will be asked to call home upon receiving a detention or while meeting individually with the principal so that parents are notified. Parents of students that have multiple detentions and are having difficulty with behavior will be contacted to arrange a meeting.
2. If a student is issued a detention, he/she should report to the detention supervisor in the library. Students are to work on school assignments or read quietly. Computers may be used to complete an assignment(s) at the discretion of the detention supervisor.
3. Student behaviors or not coming prepared may cause the student to repeat the detention.
4. Detentions are from 3:35-4:00 (M, T, TH, F) and 2:20-2:45 on Wed.
5. Failure to serve detention at the agreed upon time a Saturday School may be assigned (or other consequences such as deemed necessary by the principal).

Excessive detentions will be addressed individually with administration.

Saturday School

Saturday School Suspension will replace In-School Suspension. This will enable students to remain in class, obtain all their assignments, and serve their discipline dispensation. SSS will be facilitated by a certified teacher.

- Students assigned to Saturday School Suspension will be expected to fulfill this consequence the Saturday following the infraction.
- Students will enter the building through the main entrance of the high school. Students should arrive between 7:45AM-8:00AM. Students will be in the Media Center from 8AM until 12PM.
- Students are required to bring assignments, textbooks, extra reading material for silent reading, paper, pen and pencils to Saturday School Suspension. The four hours will be devoted to school work and literacy.
- Students will work on assignments and reading throughout the four hours.
- The SSS room will be **SILENT**. No computers, radios, headphones, cell phones or other electronic devices will be allowed.
- No food or beverage.
- No sleeping.
- Violations at any time during the four hours will result in immediate dismissal which is the equivalent to non-attendance.

****Students who fail to attend or are dismissed at any time during the four hours will serve a two-day out-of-school suspension on the Monday and Tuesday that follow the Saturday School Suspension. A conference with the parent, student and administrator must be held at 8AM on that Wednesday before the student is readmitted to school.***

Suspension (Policy No. 503.1R1)

Suspension, either Saturday School or out-of-school, means a restriction from activities or loss of eligibility. When a student is suspended, it is his/her responsibility to make arrangements to get schoolwork and have it completed to receive credit. A conference with the parent may be mandated any time a student is suspended from the educational process and may be required prior to that student being readmitted to school.

Students are not allowed on school district property while the suspension is in effect. Suspensions are in effect for the entire day. A suspension on Friday means the student cannot participate or attend activities that evening. A suspension, which begins on a Friday and continues into Monday of the next week means that the student may not participate or attend activities until the suspension has been completed.

Students who accumulate 3 suspensions of any type during one school year may be required to have a meeting with the school board to determine academic placement.

Behavior and Respect For School Personnel

The students at Woodward-Granger High School will be held to high expectations for appropriate school and classroom behavior. Each teacher will explain his/her classroom rules in addition to the rules defined in this handbook. Each student is expected to show all teachers and employees in our schools the proper degree of respect both in and out of school. Language used around, or directed at, any school staff member should be of the highest standards. All actions should be appropriate for the school setting. When a teacher

makes a reasonable request of a student, it is expected that the student carry out that request without argument.

Students are responsible for their behavior in the classroom so that learning can occur. In most cases the teacher will handle classroom discipline in the classroom setting. There may be times when the student disagrees with a teacher. Students are encouraged to remain in class and seek out guidance from the teacher and/or the counselor during study periods, before and after school to address classroom concerns.

When a teacher directs a student to leave the classroom setting due to their behavior, first time will result in two detentions; further incidents will result in Saturday School.

Bullying/Harassment

Bullying and harassment of students, staff and community members will not be tolerated at Woodward-Granger High School. A comprehensive board policy on harassment is available on the district website. According to the policy, harassment includes conduct directed at an individual or group because of his, her or their race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability. It may take the form of, but is not limited to, jokes, stories, pictures, comments or other actions that are annoying, abusive or otherwise demeaning in nature, provided the conduct is sufficiently severe, persistent or pervasive to create a hostile educational or employment environment. This includes creating the perception of such environment. Individuals found to be in violation of this behavior are subject to an investigation and appropriate sanctions.

Examples include:

- Flirting – wanted, two-sided, flattering
- Sexual Harassment – unwanted, one-sided, demeaning
- Legal (still subject to discipline) – one comment, one time (depending on seriousness)
- Illegal – frequent remarks that lead to a hostile environment for the victim or others

Should a case of reported bullying or harassment be determined to be founded the following disciplinary actions will be taken. The seriousness of any particular incident may result in further disciplinary action at the discretion of the building administrator, even on the first offence.

1st Offense – Student will meet with building administrator and a formal warning will be issued. Parents will be contacted and a letter will be sent home outlining the incident and consequences should the identified, or similar, behavior continue.

2nd Offense: Student will be suspended for five days. Prior to returning to school the student and parents/guardians will be required to meet with the building administrator.

3rd Offense: Student will be suspended for up to ten days and be required to meet with the school district's Board of Directors to determine future school placement.

Visitors

Upon entering the building, all visitors are asked to report to the office, sign a log, and wear a visitors badge while in the building. We will not allow student visitors to shadow or attend school with a Woodward-Granger student. Salespersons are not permitted to solicit pupils in the building or on grounds

before, during or after school unless they have contacted and received permission from the building principal.

Cell Phones and Electronic Devices

iPods, iPads, MP3 players, cell phones and/or other music devices may be used at an appropriate volume in the classrooms at teacher/supervisor discretion.

If the student is using an electronic device without expressed consent of the supervising teacher:

1st Offense – Student will be directed to turn the device into the teacher. (Batteries may be removed prior to giving it to the teacher, if done expeditiously.) The item will be turned into the high school office. The student may pick up the item at the end of the day.

2nd Offense - Student will be directed to turn in the electronic device and will be required to turn the item into the high school office for the next 5 school days. The device may be picked up at the end of each day. Failure to turn it in will result in additional days being added to the days required for it to be turned into the office.

3rd Offense – Student will be required to turn in the device to the high school office for the remainder of the school year.

*Students that **DO NOT** follow the procedures regarding this process may be subject to further disciplinary action.

Cell Phones

- High school students may use cell phones during their designated lunchtime and in the hallway between classes.
- When classes are in session it is expected that students not use their phones in the hallways.
- Cell-phones use in classrooms and study hall is at the discretion of the teacher.
- Cell-phones use is prohibited in all restrooms and locker rooms due to privacy regulations.

The District and its employees shall not be held responsible for personal items brought onto school property, or for replacing, repairing or recovering such property.

Lockers (Policy No. 502.8R1)

Locker use is a privilege. Lockers are school property and any cost to repair damage to school lockers is the responsibility of the student. The student should hold no expectation of privacy.

Inappropriate use of a locker may result in loss of locker privileges or other disciplinary action. The administration reserves the right to search lockers at any time deemed necessary for appropriate reasons such as suspected drugs, stolen items, weapons, and other illegal activities or items. Locker searches may be conducted without the student being present, although the official conducting the inspection must have at least one other person present as witness. Certified police canine may be utilized.

Semester Report Cards (Policy No. 505.1)

Report cards are posted on Infinite Campus. If you have trouble accessing your child's account, please contact the school counselor.

Reporting Student Progress (Policy No. 505.1)

There are several ways to report student progress:

- Grades are updated regularly weekly in Infinite Campus.
- Report cards are issued at the end of each semester.
- If a student is struggling, or failing a course, the teacher will notify the parents early enough to work with both the student and the parent in an effort to improve performance.
- Parent/teacher conferences are held in the Fall and again in the Spring. Parents/guardians can also initiate contact with teachers or counselor via email or phone whenever there are questions.

Honor Roll (Policy No. 603.1R1)

The honor roll is published twice a year, at the end of each semester. This information will be sent to the local newspaper. The Honor Roll is for students with a grade point of 3.5 and above for the semester.

Academic Letters

Students will receive an academic letter if they have earned a yearly Grade Point Average of 3.5 or above. Academic letter bars will be awarded in successive years to students who have once qualified for the academic letter.

National Honor Society

Juniors and seniors who have proven to be outstanding in academics, character, service and leadership qualities may be inducted into the National Honor Society. There are several steps in becoming a National Honor Society member. First, a list of juniors and seniors with a 3.5 G.P.A. or above is submitted to the high school teachers. Students are reviewed by a committee of teachers who judge academics, character, service and leadership qualities. Students who receive a majority vote from the committee are then inducted into the National Honor Society. Selection and participation is governed by the constitution of the Woodward-Granger Chapter of the National Honor Society.

Silver Cord

The Silver Cord Service Commendation is to honor students who dedicate their time to others in the community. Volunteering can help one understand the value of helping others in the community. Secondary benefits could include scholarship opportunities, networking with individuals who can help write recommendation letters, and possible employment opportunities. Silver cords will be presented at Senior Awards Night to be worn at commencement. Recognition will also be noted in the commencement program. Students may pick up a Silver Cord Service Commendation form from the guidance office.

Grading Scale Guidelines

Woodward-Granger uses the following grading scales for non-Advanced Placement (AP) Courses. AP Courses will be weighted using a 5.0 grading scale, pending completion of the AP Exam.

A	93-100	A-	90-92		
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72

D+ 67-69 D 63-66 D- 60-62
F 0-59

Physical Education

PE uniforms (grey t-shirt and dark green mesh shorts) are required for participation. Students may purchase uniforms through the HS office or independently from the school. The school recommends that students print their names on all PE uniforms purchased. Physical education is required unless excused through the nurse's office with a doctor's note.

Health Instruction

The Iowa State Legislature and the Iowa Department of Education require that all Iowa students in grades kindergarten through twelve be provided the opportunity for instruction in the following areas as part of their health curriculum: personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

Health instruction in each of these areas will be adapted appropriately for student age and understanding levels. Beginning no later than seventh grade, communicable disease instruction shall include information about sexually transmitted diseases.

Those individuals wishing to examine the course objectives and/or instructional materials can do so by contacting the principal. Parents/guardians having objections may file a written request with the building principal to exclude their student from instruction.

Early Graduation (Policy No. 505.6)

Students who meet the graduation requirements set by the board may apply to the counselor for early graduation. Approval must be obtained from the Board of Education, the superintendent and the principal. Students who graduate early may attend prom and graduation ceremonies but are otherwise considered alumni thus eliminating them for participation in extracurricular activities and some scholarship awards.

Academic Eligibility

State Eligibility Regulations

State Policy - IHSAA Athletic Eligibility - Scholarship Rule 36.15 (2)

A student must be passing all courses and receive credit in at least 4 subjects at all times. These must be full credit courses.

- ❑ If not passing all courses at the end of the grading period (end of the first semester/end of second semester), the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. In efforts to help students be academically successful, the administration reserves the right to determine eligibility for athletes who are failing classes before the end of the grading period.
- ❑ In accordance with the state guidelines for activities and athletic eligibility an "NP" will be considered an "F".

- ❑ If not passing all courses at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next 30 days of that sport, but has eligibility in the fall.

See www.iahssa.org for more detailed explanation of IHSSA scholarship rule.

Secondary Eligibility Common Practice (differs from the IHSSA policy)

For a student to be eligible for extracurricular activities, he or she must be in good academic standing, passing all classes (above an F). Teacher will submit grades by Monday at 9am following each **two-week period, except for the 1st grade check of each new semester where it is a 3-week period** and the guidance office will distribute an eligibility list for the coaches and sponsors. Students who are not passing will be ineligible until the next eligibility check. Students that receive a failing grade that are involved in fine arts will be ineligible to participate in competitive activities.

In satisfying an ineligibility period, the student must complete the activity season they have started in its entirety. If a student has been declared ineligible, he/she will not be allowed to participate in an activity if that activity has already started. **Beginning in the 2018-2019 school year, students who are not in good academic standing will not be allowed to attend school sponsored activities including Homecoming, Winter Formal and Prom.**

Good Conduct Policy (Policy No. 503.4)

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Extracurricular activities are defined as any school sanctioned activity that meets outside the regular school day. These do not include co-curricular (graded classes or activities) such as concert band and chorus.

Any student who is found to have violated the school's Good Conduct Policy, 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, sale, manufacture, distribution, or purchase of tobacco/nicotine or "look alike" substances **(including but not limited to E-cigarettes or the like)** regardless of age.
- B. Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine (*use includes having the odor of alcohol on one's breath).
- C. Possession, use, sale, manufacture, distribution, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
- D. Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
- 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.

Categories of Activities Governed by the Good Conduct Rule & Regulations

1. Athletics (including cheerleading, dance team, and managers)
2. Fine Arts (including Show Choir, Jazz Band)
3. Academic Extension Programs (including Knowledge Bowl, Robotics)

*If a student is involved in multiple activities, consequences will be applied to each activity (for example, if a student is involved in a Fall sport and the Fall play, consequences will be applied to both of those activities.

1st Offense: A student shall be suspended for the number of contests or performances listed below (Equal to 25%) to be served consecutively, including tournaments or state sponsored activities. The definition of a contest / performance is when a student participates with the group on a given date (scrimmages do not count). This includes any and all participation during the scheduled day of competition. The schedule that will be referred to will be dependent on the students grade level.

HS School Events

Football (games)	2
B & G Track (meets)	3
Volleyball (dates)	4
B & G Basketball (games)	5
Baseball (games)	TBD*
Softball (games)	TBD*
Wrestling (dates)	4
B & G Golf (meets)	3
Cross Country (meets)	3
Dance Team	TBD**
Jazz Band (events)	2
FFA	TBD**
Competition Cheer	
Cheerleading (same as sport for which you are cheering)	

* This will be dependent on the scheduled amount of games, max of 10 games.

** This will be dependent on the scheduled amount of events.

School sponsored Dances will be missed at the discretion of school personnel and will be subject to when the Good Conduct infraction occurs.

First offense within the Students High School Career of activities **not listed** will be 6 weeks of ineligibility.

2nd Offense: A student shall be suspended for the number of contests or performances equal to 50%.

- .01 - .49 will be rounded down, .50 - .99 will be rounded up.
- Second offense within the Students High School Career of activities not listed will be 12 weeks of ineligibility.

3rd Offense: Ineligible for all activities for one year from the date of the incident.

- Third offense within the Students High School Career of activities not listed will be 12 calendar months of ineligibility.

The period of ineligibility attaches immediately upon finding a violation if the student is currently engaged in an extracurricular activity, and, if not, or if not completed during current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if a period of time between a violation and activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices. The penalty or remainder of the penalty will attach when the student next seeks to go out for an activity, subject to the 12 month limitation above.

Honesty Clause

A student's ineligibility period may be reduced by 10% for the 1st or 2nd violation.

- Self-Reporting: A student must have come forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 24 hours of the violation, or by 8 a.m. the next week day. Each student must report as an individual. A teammate or friend cannot "self report" for another individual.

General Points Relating to a Violation of Policy

- ❑ Coaches and activity sponsors may establish more restrictive regulations for their respective students beyond the rules and regulations of the Student Good Conduct Policy. Such rules and regulations will be approved in advance by the Activities Director and/or Principal in consultation with the Superintendent and will be communicated to all student participants both verbally and in writing at the beginning of the activity period or season.
- ❑ Students must continue to participate in the activity from which they have been suspended for the length of the season or activity. Failure to do so will result in the suspension being carried over to the next activity.
- ❑ Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- ❑ Students unable to serve their suspension completely in one activity due to the end of the activity will have their suspension prorated in a consistent manner with the next activity.
- ❑ Students found in violation of the Good Conduct Policy may not register for a new activity after the state mandated / district defined start date to avoid a penalty at a later time from another activity.
- ❑ Individuals who are academically ineligible will serve their suspension upon regaining their academic eligibility.
- ❑ To be considered a participant in an activity, the student must begin and end the activity in good standing.
- ❑ Any student who has been declared ineligible under a prior districts Good Conduct Policy, and then without having completed the full period of ineligibility at that school, and then transfers to WGCSD, will not be eligible for extracurricular competition until a period of ineligibility equitable with WG policies has been completed.
- ❑ If a student is in violation of the Good Conduct Policy in 8th grade, the students violations will not carry over to the 9th grade (student will begin with a clean Good Conduct record). **Except for Baseball / Softball athletes playing up as 8th graders - will be considered high school.

Notification Process

Whenever a student is deemed by the school administration to have violated this policy, the following procedures will occur:

1. The student and the students parent/guardian shall be notified via certified mail by a school official within 3 days of notification to the district. In this communication, it will be stated, if known at the time - the length of period of ineligibility and a specific explanation of the reasons for the Violation of the Good Conduct Policy. If the penalty is unknown at the time of the letter, it will be stated in the letter that an investigation is being held.

Appeal Process

The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed, in writing, to the Superintendent within ten (10) school days of receipt of the notification letter and/or final violation decision. Prior to submitting a written appeal, the student or students parent/guardian must communicate to the school Principal with any questions and/or requests for further rationale into the decision. The date and results of this communication should be included in the appeal submitted to the Superintendent.

Upon receipt of the appeal, the Superintendent shall review the circumstances and evidence regarding the case. The Superintendent has five (5) school days to render a decision and the student and the students parent/guardian shall be notified via certified letter of that decision.

The student or the student's parent/guardian will be given ten (10) days after receipt of the notification letter to file a subsequent appeal in writing with the Board. The appeal will be heard no later than ten (10) school days following the filing of an appeal.

The appeal will be conducted in closed session, before the Board. The student and/or parent/guardian/legal representative, if desired, may be present and the Districts involved administrative personnel and legal representative may also be present. The parties will both be allowed the opportunity to present information to the Board in support of their respective positions. Any formal action by the Board concerning the appeal, must be taken in an open meeting.

- ❖ The initial decision of the administration regarding a violation and suspension will remain in effect throughout the duration of any appeal process.