

# IOWA-GRANT HIGH SCHOOL



## STUDENT HANDBOOK

**2019-2020**

Iowa-Grant High School  
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Welcome . . .

Welcome to Iowa-Grant School District, home of the Panthers. As IGHS students explore new choices in classes and extracurricular activities, they have many guides...parents, teachers, administrators, school secretaries, custodians, cooks and classroom aides. This foundation to the learning community will assist students make good choices as they advance through high school. This handbook also serves as a guide, explaining policies and procedures that are important in the everyday operations at IGHS.

As we begin the 2019-2020 school year, we face choices—choices to come to school, choices to try hard in classes, choices to follow athletic codes, choices to respect each other. Our choices affect not only our everyday lives, they affect the future. Our choices determine whether we are rewarded or reprimanded. Our choices need to be thoughtful, deliberate and proactive. Every day each student here has a unique set of choices which will create the opportunities that lead every student beyond the walls of Iowa-Grant High School. Let's make good choices and have a great year.

Administrators, Teachers, Secretaries,  
Assistants, Food Service, & Custodians

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## IOWA-GRANT SCHOOL SONG



Give a cheer for I-G High School  
We are here to win.  
Victory will be ours because  
We know we can't give in.  
U-rah-rah



*On to victory we'll take this game.  
Fight to win, Team, we'll do the same.  
Cheer, cheer for I-G High  
As we conquer the foe tonight.*



*locomotive  
U-rah-rah I-G High  
U-rah-rah I-G High  
U-rah-rah I-G High  
Yeah!!!!!!!*

## HIGH SCHOOL GRADUATION

All students must complete the graduation requirements of the Iowa-Grant Board of Education in order to be eligible to participate in the graduation ceremony.

### EARLY GRADUATION – Board Policy #345.51

- Students may request early graduation from Iowa-Grant High School in accordance with state law and established procedures.
- All requests for early graduation shall be submitted to the high school principal, in writing, at least nine weeks prior to anticipated graduation. Requests will be evaluated on an individual basis.
- Final approval of early graduation requests shall be made by the Board, upon recommendation of the administration. All recommendations shall be based on the educational and social needs of the student.

### GRADUATION REQUIREMENTS 1983 Wis. Act 41 (24 credits)

All students graduating from Iowa-Grant High School **must complete** the required graduation requirements as set forth by the Board of Education.

#### GRADUATION REQUIREMENTS FOR CLASS OF 2020 AND BEYOND

English	4.0	Credits
Science	3.0	Credits
Social Science	3.0	Credits
Mathematics	3.0	Credits
Physical Education	1.5	Credits
Health	0.5	Credits
Personal Finance	0.5	Credits
Electives	8.5	Credits
	<b>CREDITS</b>	<b>24.0</b>

### FULL TIME STUDENT- Board Policy 412.1

A student must carry a minimum of 3.5 credits per semester. Students must participate in a full day course of study. If because of scheduling problem, a class cannot be scheduled, a student with the permission of the principal may carry only 3 credits for a semester (and would have a study hall) and still be eligible for extra-curricular participation

### GRADUATION REQUIREMENTS AND RELATED PROVISIONS

A student must pay all bills, complete all work assigned by faculty, complete all detention time given by the principal, and have the approval of the Administration and faculty. If bills are not paid, detention time is not served, the student will not be allowed to participate in the graduation ceremony, and their diploma will be mailed to them at the end of June.

### PROMOTION POLICY

No student will be considered a member of the sophomore, junior, senior class until they have:

10 <sup>th</sup> Grade standings-----	6.0 units of credit
11 <sup>th</sup> Grade standings-----	12.0 units of credit
12 <sup>th</sup> Grade standing-----	18.0 units of credit

\*\*Unusual circumstances require approval in advance from the high school guidance counselor such as summer school, correspondence sources, and extra courses during the school year. – **Board Policy 345.3-Rule**

### **VALEDICTORIAN/SALUTATORIAN – Board Policy # 345.4 (rule 2 & 3)**

Criteria for Valedictorian and Salutatorian will be figured on the GPA(12 pt) accumulated after 7 (seven) semesters. If there is a tie the following criteria will be used:

1. ACT composite scores.
2. ACT content area scores.
3. Lottery will be used.

### **CHANGES IN PROGRAM-DROPPING OR ADDING A COURSE- Board Policy 343.1-Rule**

Schedule changes must be done prior to the beginning of a term/semester in order to minimize disruption. All changes in a student's program will be made by the guidance office. Students will be allowed to make changes to their schedules by signing up to see Mrs. Benish, who will call them to her office. Program changes will be made only for valid educational reasons. All program changes will require a personal audit (final step) by the principal.

A class must be dropped within 7 days of the start of the semester. If a class is dropped after this time, the student will receive an 'F' for the class.

## **GRADES**

### **REPORT CARDS**

At the end of nine weeks a report card will be sent home. The dates of distribution for report cards will be announced.

### **PROGRESS REPORTS**

Progress reports will be printed/emailed and distributed to parents throughout the year and before parent teacher conferences. The dates of the parent teacher conferences will be announced.

### **INCOMPLETE GRADES**

If a student receives a grade of incomplete for any marking period, that student has two weeks from the close of the term to make up any missed work. If the work is not made up within that time, the incomplete will automatically revert to a grade of "F." The administration may extend the two-week provision in individual cases involving unusual circumstances. This will be done in consultation with the teacher(s) involved.

### **MAKE-UP WORK**

Each teacher will distribute to students their policy for makeup work for each of their classes.

### **ACADEMIC HONESTY**

Each teacher will distribute to students their policy on cheating for each of their classes.

### **SEMESTER EXAMS – Board Policy 346.1 Rule**

A student may have to take a final exam in each course. If it is a half credit course they will take a final at the end of the course. If it is a full credit class, they will take a final at the end of the first half of the course, and at the end of the course. The final exam grade will carry a weight of no more than 10% toward the semester grade. **Seniors may be waived from the second semester final exam if they meet specified criteria.**

## **GRADING SCALES:**

**12 PT. SCALE:** (USED FOR CLASSROOM GRADING AND SELECTION OF VALEDICTORIAN AND SALUTATORIAN)

**12-A+**

**11-A**

**10-A-**

**09-B+**

**08-B**

**07-B-**

**06-C+**

**05-C**

**04-C-**

**03-D+**

**02-D**

**01-D-**

**00-F**

**4 PT. SCALE:** (USED FOR HONOR AWARDS, ACADEMIC AWARDS, SCHOLARSHIPS AND TRANSCRIPTS)

**4.0-A**

**3.0-B**

**2.0-C**

**1.0-D**

**0-F**

## **HONOR ROLL & ACADEMIC AWARDS PROGRAM – Board Policy 345.4 & 345.4 Rule 1**

In order to give more emphasis to academic excellence, Iowa-Grant will offer an academic letter or letters of excellence to any student that meets specific criteria. The academic letter recognizes the outstanding student with some visible means, and shows the importance of academics at Iowa-Grant High Schools.

An Honor Roll will be established at the end of each nine-week period to award recognition for high academic achievement. The four-point scale above relates to the honor roll as follows:

Distinguished Honors	3.75 to 4.00
High Honors	3.50 to 3.74
Honors	3.25 to 3.49

## **ACADEMIC AWARDS PROGRAM**

An academic achievement award system has been established as follows:

Purposes	-to promote excellence in scholarship as the primary goal of education
	-to encourage all students to try harder to achieve excellence
	-to reward those students who exhibit excellence and strive for higher achievement

Criteria      The point system will be as follows:

Points will be earned based on the quarterly honor roll level the student has achieved.

Distinguished Honors	3.75 or higher	= 5 points
High Honors	3.50 – 3.74	= 4 points
Honors	3.25 – 3.49	= 3 points

### Awards

Certificate:	10 – 29 points
Letter:	Students with more than 20 points and have not received a letter. (One letter per student)
Bronze Medal:	30 – 49 points
Silver Medal:	50 – 69 points
Gold Medal:	70 – 80 points

- Valedictorians and 4.0 students will receive a Crystal pyramid of knowledge
- Students who maintain a 3.75 G.P.A. over the course of seven semesters will receive a laser engraved diploma plaque.
- Seniors who maintain a 3.50 G.P.A. over the course of seven semesters will have their names engraved on Academic Honor Award Plaque.
- Seniors who maintain a 3.25 G.P.A. over the course of seven semesters will receive an honor cord to wear at graduation.

**SPECIAL EDUCATION SERVICE- Board Policy 342.1 & 342.1 Rule, Board Policy 342.11**

The School District of Iowa-Grant receives referrals on all students with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person who submits a referral must inform the parents of the intent to make the referral. The referral must be in writing.

When a student is suspected of being a student with a disability (CWD), the Special Education designee shall appoint an evaluation Individual Education Plan (IEP) Team and consent for evaluation will be acquired before assessment begins.

Individuals with Disabilities Education Act (IDEA) mandates the school district of Iowa-Grant to provide children with disabilities a free and appropriate public education in the least restrictive environment that is educationally appropriate.

The IEP Team participants shall include, at a minimum, a representative of the local education agency who can interpret the instructional implications of the evaluation, a special education teacher, the parents, and to the extent appropriate, a general education teacher. In addition, a student and other persons who have knowledge or special expertise regarding the student may be participants on the IEP Team.

As appropriate with modifications, a student with disabilities shall participate in state and district wide assessments if at all possible. He/she shall continue to be required to be taught in the general education environment, with supplementary aids and services, to the extent appropriate as determined by the IEP Team. A student with disabilities shall be reevaluated at least every 3 years if requested, while an IEP must be reviewed at least annually.

**CO-CURRICULAR ACTIVITIES\ATHLETIC & CO-CURRICULAR CODES – Board Policy 370-Rule**

Co-curricular activities are an important part of the school day. They serve to provide an opportunity to break from the daily academic routine. Some activities are an expansion of classes with new concepts and areas being explored, while others are designed to expand an interest or hobby. At Iowa-Grant High School, student participation in co-curricular activities is encouraged to the development of the "total student."

**Iowa-Grant Co-Curricular Activities**

- |                      |                                    |
|----------------------|------------------------------------|
| Academic Decathlon ^ | Forensics ^                        |
| Basketball*          | FFA Officers/Contest ^             |
| Class Officers >     | Musical ^                          |
| Drama/School Plan ^  | Solo & Ensemble ^                  |
| Football*            | Volleyball*                        |
| Golf*                | FBLA>                              |
| Softball*            | LEO Club >                         |
| Student Council >    | Track and Field *                  |
| Wrestling *          | <b>* WIAA Sanctioned Activity</b>  |
| Baseball *           | <b>^ Performance Activity</b>      |
| Cheerleading ^       | <b>&gt; Participatory Activity</b> |
| Cross Country *      |                                    |

**PARTICIPATION RULES FOR ACTIVITIES AT IOWA-GRANT HIGH SCHOOL**

1. All participants will follow the athletic & co-curricular code. Copies of the code will be distributed to all students.
2. Students must be considered a full time student to participate. Students must be in school by noon hour in order to participate during day time, after school, or evening practices or events on the same day.
3. Medical excuses acceptable with a card or note from the Doctor, Dentist, or Chiropractor.



## ATTENDANCE GUIDELINES

### IOWA-GRANT HIGH SCHOOL ABSENCE POLICY

This policy exists within the framework of state statute and school board attendance policy. Iowa-Grant High School requests that parents call the school before 9:00 AM on the day a student is absent to verify the absence. If we have not received a call prior to 9:00 AM we will call the parent at home or at work.

Student absence from school falls under one of two categories:

- 1) Excused absence 2) Truancy-Unexcused absence

Excused absence – Students have full make-up privileges, but the student must initiate the request for and the completion of such work. Excused absences are described as follows:

#### Student Illnesses

Illness or death in the student's family

Medical appointments – doctors, dentist, counseling

Home emergencies – This takes in a wide variety of circumstances but is basically designed to accommodate the need by some rural families for their children to be available to help deal with major or emergency tasks which may arise.

- a. Emergency weather conditions that can exist within our district.
- b. College visitations (Seniors 2 days, Juniors 1 day)
- c. Family vacations where the student is accompanied by a parent.
- d. Special religious events
- e. Drivers license tests
- f. Iowa and County Fairs – only if involved in a project and cleared by the FFA advisor.

2. Truancy-Unexcused absences – An unexcused absence is an absence not approved by building administration. Students shall have no make-up privileges for daily participation grades. Students are allowed to make up all work.

Unexcused absences are those which do not fall into the excused category. As it would be impossible to list all possible absences, which would be classified as unexcused, only a few examples will be listed to serve as guidelines.

- a. Absence which the parents are not aware of.
- b. Leaving school without permission is automatically unexcused and will result in detention time.
- c. Absence which the parents do not excuse.

The consequence for the 1st and subsequent truancy offenses will be detentions equal to time missed. The 3rd offense will result in the same consequence plus a

are met a truancy ticket and fine will be given by the county police. In all cases the parents will be notified of the school's decision and action as soon as possible by either phone or letter.

Refusal to serve detention time will result in out-of-school suspension. Re-admittance will be based on a meeting with parents.

\*NOTE: The principal and/or their designate may deny request for excused absences if the student has demonstrated an irregular attendance pattern and/or is experiencing academic difficulty.

\*NOTE: Excused absences apply toward the maximum of ten days allowed per year.

### IOWA-GRANT HS ATTENDANCE POLICY-Board Policy 431, 431 Rule

*This policy is based on state statute and the Iowa-Grant School District philosophy of education.*

STATE STATUTE 118.15 (a) - Any person having under control a child who is between the ages of 6 and 18 years, shall cause the child to attend school regularly during the full period and hours which school is in session.

STATE STATUTE 118.01 – School Boards of Education must provide an instructional program designed to develop positive work attitudes and habits.

STATE STATUTE 118.33 – Beginning September 1, 1988, a School Board may not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day.

### BOARD POLICY ON STUDENT ATTENDANCE

The Iowa-Grant School District Board of Education believes that student attendance in school is vital to the true process of education and, therefore, to the total education of the student. At Iowa-Grant we firmly believe that the educational experience of our students should be geared toward developing their full potential – “To be the best they can be.” To achieve this goal, the student must be in attendance. Every time a student misses a class, he/she misses an opportunity to grow.

On the surface, it may appear that the educational process is simply a combination of assignments, tests, grades, and credits all leading to the ultimate goal of graduation. In actuality, the process is much more complex. Education at

meeting with parents. Further truancy will be handled by county social services, and when county guidelines	any level, or at any age, is focused on human growth and development. The key to positive and progressive growth
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<p>and development is human interaction. The interaction available to students at Iowa-Grant takes many forms. There is the constant peer interaction that, while frustrating at times, is necessary for healthy social and psychological development. There is also interaction with peers and teachers in a classroom setting. It is this interaction in the classroom setting that is the essence of education. Through this interaction, the student is challenged to think and reflect on all aspects of our society, including his/her own direction in life. It is important to note that most of the growth and development that takes place in a classroom cannot be instantly seen or measured. It may not show up on a test or a report card, but it has occurred and will affect the life of the student.</p> <p>For these reasons the Iowa-Grant Board of Education believes it is the responsibility of the school district and the families it serves to make every effort to have their students attend class 100% of the time.</p>	<p>The board does reserve the right to grant exceptions to this policy due to severe illness requiring physician care or in case of severe family economic hardship. Any request for an exception from the policy will be judged on its individual merits and will not be cause for precedent.</p> <p>A student is considered truant if he or she is absent without an acceptable excuse for all or part of one or more days during when school is held. A student qualifies as a habitual truant when he or she is absent without an acceptable excuse all or part of 5 or more days in a school semester. 118.16(1)(a) &amp; (c) stats.</p> <p>If a student misses part or all of 5 or more days without an acceptable excuse, the student may be considered to be "habitually truant" and the school under 118.16(5), stats, may start truancy proceedings. Prior to referring the matter to juvenile, municipal, or teen court under 938.13(6), 118.16(6), or 118.163(1m).</p>
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# STUDENT BEHAVIOR EXPECTATIONS

**CODE OF CLASSROOM CONDUCT- Board Policy 443-Rule**

*Code Philosophy*

*The Iowa-Grant School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teacher.*

*Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board Policies and school rules.*

*This code of classroom conduct applies to all students in grades K – 12.*

**1. Student Removal from Class**

*A teacher may remove a student from class for the following reasons:*

- a. Dangerous, disruptive or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to, the following:*

- *Possession or use of a weapon or other items that might cause bodily harm to persons in the classroom*
- *Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies*
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment
- Fighting
- Taunting, baiting, inciting, and/or encouraging a fight or disruption
- Pushing or striking a student or staff member
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Dressing or grooming in a manner that presents a danger to health or safety, causing interference with work or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment

b. Other behaviors including, but not limited to, those outlined below:

- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity

A student with a disability may be removed from the class and placed in an alternative educational setting only to the extent authorized by the state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reason shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from the class by the teacher.

## **CLASSROOM DISCIPLINE SYSTEM**

If there is a disruptive student in a class, he/she may be subject to the following levels of intervention:

1<sup>st</sup> offense- The teacher will ask the student to stop the disruptive behavior.

2<sup>nd</sup> offense - The teacher will tell the student to stop the disruptive behavior and move to the rear of the classroom so that the learning environment can be sustained for the others present.

3<sup>rd</sup> offense - The teacher will assign the student to a time-out area, which is separate from the main classroom but supervised by the classroom instructor OR sent to the principal.

4<sup>th</sup> offense - The teacher will arrange a conference with the student, parent, teacher, and guidance counselor.

The instructor may jump any level of intervention, based upon the situation. The resolution of minor infractions is primarily the responsibility of teachers, support personnel and parents/guardians. Infractions deemed major by the teacher will be referred to the principal. Infractions include, but are not limited to, the following:

## **BEHAVIOR**

Being inattentive

Derogatory remark

Disobedience

Excessive and/or loud talking

Failure to do assigned work

Harassment

Loitering  
Possession of electronic devices  
Failure to bring needed materials

Littering  
Throwing of objects

Profanity and/or obscenity  
Physical altercations

## **INTERVENTIONS**

Time out  
Peer mediation  
Verbal correction  
Brief hall conference with student  
Classroom activity exclusion

Nonverbal correction  
Seating Change  
Withdrawal of privileges  
Behavior contract/management plan  
Assigned school service relative to behavior

Controlled ignoring  
Teacher initiated detention  
Referral to the principal

Severe or repeated disruptions will be referred to the principal. When a student is removed from the classroom and sent to the office, the office should be notified immediately of the reason(s) for the dismissal. The teacher shall submit a completed discipline form explaining the student's actions before the end of the day, and the teacher will call the parents about the incident. Students sent to the principal will be dealt with through the school-wide discipline code.

## **SCHOOL-WIDE DISCIPLINE CODE**

### **MINOR INFRACTIONS:**

1. Minor infractions may involve filling out a behavior plan, after school detentions with the teacher, a conference with the principal, and/or other appropriate consequences.

### **MAJOR INFRACTIONS:**

1. Detention after school for 30 minutes minimum—copy of discipline form sent home, phone call home from teacher sending student to the office.
2. One-half day in-school suspension (ISS)—phone call and letter to parents/guardians, or referral to guidance counselor.
3. One day ISS—phone call and letter to parents/guardians, or referral to guidance counselor.
4. Two days ISS—phone call and letter to parents/guardians.
5. One day out-of-school suspension (OSS)—phone call and letter to parents.
6. Two days OSS—phone call and letter to parents/guardians and parents need to come for meeting upon return.
7. Three days OSS—phone call and letter to parents/guardians and parents need to come to meeting upon return.
8. Five days OSS, or up to 15 of OSS pending a recommendation of expulsion—phone and letter to parents/ guardians.
9. Recommendation to the School Board for possible expulsion
  - The principal may determine additional appropriate consequences such as verbal or written apologies, restitution, or work service.
  - Teachers who refer a student to the office shall make some kind of contact with the parent.
  - The principal reserves the right to move a student up on the steps depending on the severity of the infraction.

## **DETENTION**

School wide detention will be held every Wednesday after school in the instructor's room. The schedule for detention duty is posted on the school website and will be included in the announcements. Students who cannot attend after school detention will have to reschedule for before school detention with the approval of Mr. Gotto and an instructor who volunteers to supervise that student. Detention is 30 minutes and students are not to be dismissed early. Detention is to be silent, and students need to bring work or school-appropriate reading material. They may not leave the room, and may not be admitted late. Students who do not study or read silently and respectfully will be referred to Mr. Gotto for further discipline. If a student skips detention, he/she will be referred to Mr. Gotto for further discipline.

## **TARDY TO CLASS**

If a student is tardy to class more than twice, they will serve a 30 minute detention after school for the third tardy and every tardy thereafter for the remainder of the semester. Refusal to serve the detentions will result in double detention, ISS and potentially OSS.

## **TRANSPORTATION DISCIPLINE**

The following behaviors are unsafe on the bus and will not be tolerated. School bus drivers must intervene each time these behaviors occur and submit a report to parents when the behavior does not change.

### **BEHAVIORS**

Failure to remain seated	Refusing to obey driver
Fighting	Profanity
Lighting matches	Smoking on the bus
Throwing objects out of window	Hanging out of window
Spitting	Bothering others
Vandalism	

### **INTERVENTIONS**

First occurrence	Review of bus rules
Second occurrence	Parent contact and one detention
Subsequent occurrences	Loss of bus riding privilege (up to five days)

If behaviors continue following all intervention, alternative student transportation (parent) will be required.

Steps in this sequence may be skipped, depending on the severity and circumstances of the incident.

## **WEAPONS ON SCHOOL GROUNDS – Board Policy 443.6**

It is the policy of the Iowa-Grant School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To that end, no person shall possess or use a dangerous weapon on school premises, school buses or other school transportation, or at any school-related event. For policy purposes, a weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. Students violating this policy shall be disciplined in accordance with established procedures, as well as subject to prosecution. This policy will be strictly enforced.

Law enforcement officers will be summoned to the schools in a situation involving a weapon that represents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

The Gun Free Schools Act directs states that receive federal funds to require a school district to expel a student for a period of no less than a year if he or she has brought a weapon to a school under its jurisdiction. Wis. Stat. §§120.13(1)(c)2m and 119.25(2)(a)2 were enacted to comply with the Gun Free Schools Act. Under these statutes, it is mandatory that a school board commence expulsion proceedings and expel a student from school for not less than one year if after a hearing it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm.

## **DRUG FREE SCHOOLS – Board Policy 443.3 & 443.4**

It is the policy of the Iowa-Grant School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To that end, no person shall possess or use alcohol, tobacco products/devices, lighters, matches, electronic cigarettes, nicotine delivery devices or other drugs on school premises, school buses or other school transportation, or at any school-related event. "School premises" includes all property owned by, rented by or under the control of the Iowa-Grant School District. Students violating this policy shall be disciplined in accordance with established procedures, as well as subject to prosecution. This policy will be strictly enforced.

No student shall possess, use and/or distribute alcohol, controlled substances or drug paraphernalia (as defined by state law) on school premises or during school-sponsored activities.

Smoking and the use of tobacco/nicotine in any form by students is expressly prohibited in the schools, on school property, at school-sponsored activities, and on school buses. Students are also prohibited from possessing tobacco devices and products, lighters, matches, electronic cigarettes, or any nicotine delivery device.

## School to Work Opportunities

Iowa-Grant High School offers School to Work opportunities for junior and senior students, who meet the program requirements for participation, through the Youth Apprenticeship program, State Skill COOP program, and Employability Skills Certificate (ESC) program.

**Youth Apprenticeship** is a one- or two-year program for students interested in pursuing careers in the following areas:

- Auto Collision
- Auto Technician
- Agriculture – Animal Science
- Agriculture – Plant Science
- Financial Services
- Graphic Arts/Printing
- Health Services
- Lodging Management
- Logistics
- Tourism
- Welding

While participating in the Youth Apprenticeship program, students continue to take regular high school classes, and they attend a vocationally-related class at SWTC or another designated site each semester they are enrolled in the program. The Youth Apprenticeship classes are typically held in the early morning, late afternoon, or early evening to accommodate the student's regular class schedule. Students participating in the Agriculture – Animal Science or Agriculture – Plant Science program do not attend classes at SWTC, but they must be enrolled in an agriculture course at the high school each semester they are enrolled in the program.

In addition, students are employed at a worksite related to the apprenticeship. Students in the two-year program will work a minimum of 900 hours over the course of two years, and students in the one-year program will work a minimum of 450 hours over the course of one year. These work hours may take place during the school day or outside of the school day, or a combination of both.

Upon successful completion of the program, students will receive a certificate from the Governor's Work-Based Learning Board indicating they have mastered the skills for their particular Youth Apprenticeship program area. In addition, they will receive both high school credit and technical college credit. Iowa-Grant High School grants  $\frac{3}{4}$  credit per semester for the Youth Apprenticeship course work (with the exception of the agriculture program, in which students receive regular credit for the agriculture course in which they are enrolled) and  $\frac{1}{2}$  credit per semester for the work experience portion of the program.

**State Skill COOP** is a one-year program for students interested in pursuing careers in the following areas:

- Business Administration
- Child Services
- Food Service

While participating in the State Skill COOP program, students take at least two semesters of related vocational instruction that is offered at the high school or through distance learning.

Students will also be employed at a worksite related to the State Skill COOP area for a minimum of 480 hours over the course of a one-year period. These work hours may take place during the school day or outside of the school day, or through a combination of both.

Upon successful completion of the program, students will receive a certificate from the Wisconsin Department of Public Instruction indicating they have mastered the skills for their particular State Skill COOP program area. In addition,

students will receive high school credit, and possibly technical college credit, depending on the program area. Iowa-Grant High School grants regular course credit for the related vocational or distance learning course in which they are enrolled and ½ credit per semester for the work experience portion of the program.

**Employability Skills Certificate (ESC) Program** is an opportunity for students to work at any job related to their career interest. While employed, students will work to strengthen employability skills that are needed to be successful in any career area (i.e., arriving at work on time, communicating effectively, dressing appropriately). Students must have taken or be concurrently enrolled in the “Shape Your Future” course as a prerequisite for participation in ESC.

Students will be employed at a job related to their career interest for a minimum of 180 hours over a one-year time period. These work hours may take place during the school day or outside of the school day, or through a combination of both.

Upon successful completion of the program, students will receive a certificate from the Wisconsin Department of Public Instruction indicating they have mastered the employability skills necessary to be successful on the job. In addition, students will receive high school credit in the amount of ½ credit per semester for the work experience portion of the program.

### **Program Requirements**

In order to participate in any of the above School to Work opportunities, students must meet the following requirements:

1. Students must submit a completed School to Work program application to the School to Work coordinator by April 15<sup>th</sup> of the year preceding the school year in which they plan to participate in the program . This deadline will be strictly adhered to and any students applying after this deadline will not be considered for participation in the program.
2. Students must be on track to graduate with the required number of credits needed by the end of their sophomore year (12 credits) if applying to participate as a junior or by the end of their junior year (18 credits) if applying to participate as a senior.
3. Students who are participating in the School to Work program will not be allowed to be employed by their parents.
4. Students will be allowed to work up to two class hours during a school day. These hours will either be at the beginning (1<sup>st</sup> and 2<sup>nd</sup> hours) or the end (7<sup>th</sup> and 8<sup>th</sup> hours) of the school day, depending on the employer’s needs. Students planning to participate in the School to Work program should consult with the guidance counselor to adjust their class schedules accordingly. If a student has exhausted all possible courses, that student may be allowed to work more than two hours during the school day. This exception will be granted on a case-by-case basis with final approval given by the high school principal.
5. While participating in the School to Work program, students must maintain an acceptable attendance record. Students who are tardy upon returning from work more than three times in a two-week time period will be removed from the worksite for a period of one week. Upon returning to work, if a student continues to be tardy for school classes, he or she will be removed from the program. If a student is absent, excused or unexcused, from school on any given day, he or she will not be allowed to work on that day. If a student has more than three unexcused absences from school in a semester, he or she will be removed from the School to Work program.
6. Students must complete a weekly progress report and submit it to the School to Work coordinator by Wednesday of each week. This report will describe their job activities from the preceding week. This is considered as a course assignment, and students who do not submit weekly reports on a regular basis will have their grade lowered as a result.

### **GENERAL INFORMATION**

#### **INCLEMENT WEATHER**

Listen to WDMP 81.0 AM or 99.3 FM, WGLR 1280 AM or 97.7 FM, WPVL 1590 AM or 107.1 FM, or watch WISC TV 3, WKOW TV 27, WMTV 15 for school closing due to inclement weather or an emergency situation. Please listen starting at 5:30 AM.

## **CHANGE OF RESIDENCE**

Students changing residence during the course of the year should report such changes to the office at once giving the new address, phone number, and effective date of such change. Any student moving out of the district should see the section "Withdrawal from School" defined in this handbook.

## **CELL PHONES OR OTHER PERSONAL DEVICES – Board Policy 443.5**

Student use or possession of electronic communication or other personal electronic devices on school premises is prohibited, except as specifically authorized by the building principal in conformance with the Acceptable Use Policy. Any student found violating this policy shall be disciplined accordingly.

The building principal shall annually inform students of this policy and associated building rules which may be adjusted by the building principal from time to time as needed.

### **Additional Rules:**

No student shall be permitted to use a cell phone or other communications devices on the school bus (per WARCO Transportation) or on school premises, except as specifically authorized by the principal. Phones should be turned off when boarding the bus or entering the school building, and turned off and stowed during the school day. Cell phones are allowed during the lunch period. Using his/her cell phone to call home to say "they want to go home" is not acceptable unless permission is given by the building principal or secretary. If you are sick or don't feel good, report to the office and call from there. **If cell phones are not stowed during the school day (other than lunch and between classes), they will be confiscated by the building administration. Below are examples of discipline:**

- **First offense: 30 minute detention after school and phone confiscated until the end of the school day. Student will sign for cell phone.**
- **Second offense: 30 minute detention after school and phone confiscated until the end of the school day. Student will sign for cell phone.**
- **Third offense: 30 minute detention and parent must pick up and sign for cell phone.**
- **Fourth offense: 60 minute detention and parent must pick up and sign for cell phone.**

Students who have repeated offenses will follow the above offense schedule and can/will have all cell phone rights terminated in the building. If a student needs to use her or his cell phone during the school day, he or she must receive permission from the high school secretary or the principal and make the call while inside the office. Parents may leave messages with the office secretary, or contact the school in the case of an emergency. The office staff is happy to accommodate communication between parents and students, while maintaining the optimal learning environment.

Any gaming devices, CD players, mp3's, or other entertainment devices are not to be used during the school day. If they are used or out during the school day, the device will be taken and put in the office, the student may pick it up at the end of the day. The second time a device is taken, the parents will need to come in and pick up the device after a two-week confiscation period. Students who have repeated offenses will have their phone confiscated for one week for each violation. (Same as cell phone policy.)

## **BUILDING PROCEDURES FOR STUDENT USE OF CELL PHONES, DIGITAL IMAGING DEVICES, AND OTHER PERSONAL ELECTRONIC DEVICES**

### **Purpose**

The purpose of this administrative building procedure is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cell phones, digital picture/video cameras and or camera phones, personal digital assistants, iPods/iPads, MP3s, laptops and other personal electronic devices.

### **General Statement of Policy**

The Iowa-Grant School District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.



## **Standards for Responsible Use at School, on Buses, or at School Activities**

### **A. Respect for the educational environment**

1. Students shall not use any electronic device in any way disrupts or detracts from the educational environment.
2. Students will not be allowed to leave class in response to electronic devices.
3. Cellular phones or other personal electronic devices should be silent and kept out of sight in classrooms and during the school day in Media Centers, testing centers, and during fine arts performances.
4. In high school only, cellular phones and other devices may be used appropriately and respectfully before and after classes and during lunch, in common areas-such as near lockers or the cafeteria-or outside on school grounds.
5. In the middle school only, cellular phones and other devices may be used appropriately and respectfully before and after school and during lunch in the cafeteria or outside on the school grounds.
6. In the elementary school only, cellular phones are not allowed at any time.
7. Teachers may permit the purposeful use of personal electronic devices in support of curricular objectives and student supports.

### **B. Respect for Privacy Rights**

1. Students shall not photograph or videotape other individuals at school or at school activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. No students shall take photos/videos of elementary and middle school students at all unless it is at a public event held on school property.
3. Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without the student's consent. For elementary or middle school students, parental consent for such transmittal or posting is required.
4. State law strictly prohibits the use of cellular phones or other personal electronic devices in locker rooms and restrooms.

### **C. Ensuring Academic Integrity**

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

### **D. Compliance with Other District Policies**

Use of cellular phones or other personal electronic devices must not violate any other District Policy including those regarding student privacy, copyright, cheating, plagiarism, civility, student behavior, or harassment. If a violation occurs involving more than one district policy, consequences for each may apply.

### **E. Violations of these Procedures**

1. In the case of inappropriate use of cellular phones or other electronic device, an employee shall direct the student to turn off the device and to store it appropriately.
2. Repeated infractions will be considered disruptive, disorderly, or insubordinate behaviors. Consequences of inappropriate use of cellular phones or other electronic devices that are in violation of other district policies can be referenced in the student discipline policy.
3. Severe or illegal infractions shall result in student referral to the office. Administration may confiscate the device, notify parents and/or police when appropriate. If cellular phones or other electronic devices are suspected to be used in violation of other district policies or used in the process of illegal activity, the contents may be considered evidence and reviewed by the school administration. Confiscated devices will be returned to a parent/guardian after the school day unless legal implications require otherwise.

## **DIRECTORY DATA**

The Wisconsin Pupil Records Statute has been amended to provide that directory data may be disclosed to any person provided the following notice has been published as a public notice:

The Iowa-Grant School District gives notice that the following information has been designated as directory data with respect to each pupil attending the Iowa-Grant Schools.

1. Pupil's name, address, telephone listing, date and place of birth.
2. Pupil's participation in officially recognized extra-curricular activities and sports.
3. Weight and height of members of athletic teams.
4. Pupil's dates of attendance.
5. Pupil's photograph and/or pupil appearance in school generated pictures or videos.
6. Degrees and awards received by pupil.
7. The name of the school most recently attended by the pupil.
8. Pupil's name if he/she is on the honor roll or achieving straight A status.

If any parent, legal guardian, or guardian ad litem does not want this information, or any part thereof, released without the prior consent of the parent, legal guardian, or guardian ad litem, they are to contact the District Administrator or high school secretary by no later than the end of the second week of school each school year

### **ACCIDENTAL INJURIES-Board Policy 451**

Subject to approval by the School Board, the First Agency, Inc. will cover accidental student injuries.

The benefits are provided to a student of a participating school or hospital service where injuries result directly and independently of all other causes of accidental bodily injury while the student is:

1. Attending school during the hours and on the days when school is in session.
2. Representing the school in a scheduled activity as a participant or spectator when the group is under the control, direction, and supervision of the school.

The period of coverage shall be for the school year and shall terminate on the last attendance day, except for baseball (when it continues into the summer).

Except in EMERGENCY CASES all students are to secure a card signed by the principal or their authorized representative before the injured student is authorized to report to a doctor or a dentist. **You MUST use your primary health care provider first!**

### **ILLNESS**

Students who are ill should report to the office. A student will be allowed to contact a parent/guardian or other individual listed on the emergency card if the student needs to leave school. For liability reasons the school policy is not to release students without permission from the parent/guardian. Students are asked to use the office phone and not to use their cell phone to call home for permission to leave school. This permission **will be granted only after school personnel have spoken with the parent/guardian.** Students are reminded that leaving school without permission is considered an unexcused absence or truancy.

### **ADMINISTERING MEDICATION TO IOWA-GRANT STUDENTS**

A senate bill was recently passed and will go into effect September 1, 2010 that states any prescription or nonprescription drug product must be supplied by the pupil's parent or guardian in the manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format.

In the past, the school was able to provide such medications as Tylenol, Ibuprofen, cough drops, triple antibiotic ointment, etc. **We will no longer be able to do that.** If your child needs any over-the-counter medication, you will need to supply that with instructions. Due to space concerns, we ask that you send a small bottle.

Parents/guardians of students requiring medication at school shall notify the nurse and office of such requirements, and fill out the proper forms. The nurse shall assume responsibility for involving designated school personnel in the administering of medication. Under no circumstances shall any medication be in the possession of any student nor shall any student be allowed to be responsible for their own self – medication with the exception of inhalers or by doctor's orders which must be on file in the office.

## **SICK ROOM USE**

1. Students may not use the sick room without permission from the office or the nurse. Students must go to the office and must have a pass from their teacher in order to be allowed to use the sick room.
2. Students may use the sick room for one-half hour.
3. Students must return to class after one-half hour with a pass from the office.

## **STUDENT CARS & PARKING LOT PROCEDURES**

As students participating in athletics will not be transported to their home by regular student buses, many will drive their cars or their parents' cars to school. The school will make every effort to cooperate with the parents in helping to make such transportation safe.

1. Cars driven to school must remain parked until the student is ready to return home. The parking lot is off limits during the school day. Students must ask permission in the office and sign out to go to the parking lot.
2. The student must, at all times, practice the accepted rules for safe and dependable driving.
3. Students driving cars to school will be required to obtain a school driving permit and purchase a \$2 parking sticker which must be displayed in their car window. All vehicles that the student drives to school must be registered in the office and have a sticker.
4. Cars will be parked only in the east parking lot. This is the student parking lot. Cars should be parked between the yellow lines in the student--not in the areas marked "No Parking" and not in the areas designated for staff.
5. The driveway in front of the school is off limits to all student cars at any time, non-student cars should not be parked on the school side of the drive when school buses or children are present.
6. If any of the above rules are broken, the student may lose their driving privileges, parking on school property is a privilege not a right.

**Teachers have reserved parking on the side of the school and behind the school.**

## **VISITORS**

All visitors must sign in with the high school secretary when they enter the building. The school welcomes visits from parents at any time, but if a conference is desired with a teacher or administrator, it is best to make an appointment. Student visitors are not allowed unless a family visitation is taking place so parents will take responsibility for the visitor, visitor must be a high school student who does not have school the day they visit, and the visit must be approved at least a day in advance with the principal. Students will only be allowed one visitor for one day each year. See principal for details.

## **RECREATIONAL VEHICLES**

In accordance with state laws which prohibits any motor vehicle from being operated while on private property without the owner's consent, it shall be the policy of the Iowa-Grant School District that no recreational vehicles be operated on any lands owned by the Iowa-Grant School District except on hard-surfaced roads or parking lots and then only by an operator with a valid State of Wisconsin driver's license.

## **PERSONAL PROPERTY OF STUDENTS**

The Iowa-Grant Area School District will not be responsible for any items of personal property. The school district does not carry non-ownership insurance policy on items. Any loss suffered, directly or indirectly, will be at the owner's risk. Please **DO NOT LEAVE** money or valuable personal items in lockers. When it is necessary to bring large and/or valuable items to school, students are encouraged to check these in at the office. A list containing the exact items must be submitted with the items.

## **LOCKERS – Board Policy 445**

**School lockers are the property of the Board of Education and are provided for the convenience of students.**

1. All students will be assigned a locker.
2. Students are reminded that the school is not responsible for articles that are lost or stolen from lockers.
3. If a student wishes to put a lock on their locker they must provide the office with the combination or a key.
4. Student lockers are school property and the District expressly retains control of the lockers assigned to students. Students should not have an expectation that the contents of District-owned lockers will be private. Thus, each locker and its contents can be searched at any time at the discretion of any staff member.

## **SCHOOL DRESS CODE – Board Policy 443.1**

The high school administration and staff recognize that personal expression is important to adolescent students and is often a necessary part of gaining maturity. Clothing choices are an expression of self and are generally personal decisions best left to students and his/her parents. However, certain guidelines are necessary for maintaining a safe and orderly school environment and to maintain a favorable learning environment. The guidelines below are not all-inclusive and may be adjusted by the administration and/or the Board of Education as fashion and trends may indicate.

1. All students must wear some type of shoes or sandals (State of Wisconsin requirement).
2. All students must be fully clothed (opaque fabric covering front, back and sides of torso). It is not appropriate to prominently display personal undergarments or to expose private areas of the body including breasts, abdomen, and buttocks. The following are not considered appropriate school attire: non-religious/non-cultural headwear of any kind (including hoods of any kind, bandanas, hats) short-shorts, tight shorts, tube tops, any apparel displaying alcohol, tobacco, drugs, sexism, innuendos, gang symbolism, or negative images of other cultures.
3. Any hats, jewelry or other apparel which displays inappropriate images or messages may be confiscated by the administration, and parents may be required to pick up the article(s). At times the offending item may need to be removed, exchanged, or turned inside-out. Unauthorized costume attire will not be permitted.
4. Personal grooming and hygiene are the responsibilities of the student and his/her parents. However, all students should be neat and clean in order to avoid causing health or safety problems.
5. Backpacks are to be stowed in lockers at all times. They are not allowed to be taken from classroom to classroom or be out during lunch/encore/resource sessions.
6. Disciplinary action may be taken against any students who repeatedly fail to follow appropriate dress guidelines and/or administration directives.

## **TELEPHONE**

Students will not be called out of class for telephone messages except in cases of emergencies. Only business calls or messages from parents will be given to students. A telephone is provided in the office, but students must ask permission to use the phone. It is intended for the convenience of pupils so that they may call on business or reach their parents by phone. It is not intended for social conversations.

## **SCHOOL FOOD SERVICE PROGRAM**

The Iowa-Grant School District Food Service Department strives to produce nutritious and tasty meals for breakfast and lunch. Free and reduced price meals are available to students whose families meet certain income guidelines. Free and reduced price meal applications are distributed before school starts to each household and in addition, families can apply anytime throughout the year. Application forms are available at the high school office. Any information disclosed in the application is strictly confidential.

Iowa-Grant School District Food Service Program utilizes a meal accountability system called the School Dining System. School Dining System provides the opportunity for each family in the school district to have an account in the food service department. All Iowa-Grant High School students are issued a meal card with a Personal Individualized Number or P.I.N. that is associated with their district-wide family account. A school district operator will scan each student's meal card after they pass through the food line and the computer will automatically deduct the price of the meal and/or ala carte items selected from their account.

Students will be issued a meal card at the beginning of the school year. It is the responsibility of the student to keep his or her card in a safe place. School food service is not responsible for unauthorized account access. If a student's meal card is missing, he or she should contact the high school office immediately and a block will be put on the card. The first meal card issued to a student will be a professional grade card that will include their picture and can be used as a student ID. Any subsequent cards that need to be issued to a student because a card is lost or stolen will be a standard, generic card with a name and barcode number. Replacement cards will cost \$5.00. Until a meal card is replaced, students without a card must wait at the end of the food line to purchase meals.

Payment for meals must be made before school in the drop box outside the high school office. All meal payments must be sealed inside a payment envelope. Students are encouraged to use the preprinted payment envelopes provided by the school district and fill in all the information requested to ensure proper credit of funds. If an envelope from home is used, the payment amount and student name (first and last) should be printed on the outside of the envelope. Payment

envelopes can be found in the high school office. Payment for meals can be any amount and payments can be made as often as needed. We encourage you to send checks for payment rather than cash.

Families are expected to keep their district-wide family accounts current. The district has a no-charge policy for meals. When a family account reaches a balance of \$8.00, a computer generated reminder will be sent home. Once a family balance falls below zero, a reminder will be sent home daily until payment is made. Family accounts that are past due by \$10.00 will be notified and closed until payment is made. Once an account is closed, breakfast and lunch must be brought from home. Families can be sent notice of a low balance to an email of your choosing. Please contact the high school office for more information about email notification for low and past due balances.

If a student has specialized dietary needs, prescribed by a doctor, a parent should meet with the food service supervisor prior to the start of school to determine how the school district can help meet these needs.

The Iowa-Grant School District Food Service Department is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to Administrator, Food & Nutrition Service, 3101 Park Center Drive, Alexandria, VA, 22302. If you have any questions or comments about the lunch or breakfast programs, please contact Linda Klaas, Food Service Supervisor, at Iowa-Grant Elementary/Middle School at 943-6313 during regular school days from 7:30 a.m. to 1:30 p.m.

## **STUDENT WELLNESS BOARD POLICY**

### **457 STUDENT WELLNESS**

It is the policy and belief of the Iowa-Grant School District to strive to make a significant contribution to the general health and well-being of each student by promoting healthy lifestyles to improve the performance of each student, allowing them the opportunity to fully participate in the educational process. The Iowa-Grant School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children are offered the opportunity to learn and participate in positive dietary and lifestyle choices and practices. By facilitating learning through the support and promotion of good nutrition, regular physical activity, and positive lifestyle choices, our schools contribute to the basic mental and physical health of children.

Proper nutrition has been directly linked to reducing risk for developing many chronic diseases in children and adults. To ensure the health and well-being of all students, it is the policy of the Iowa-Grant School District to:

1. Ensure that all children have access to adequate and healthy food choices at reasonable prices; assure confidentially offering free and reduced priced meals to families that qualify.
2. Ensure that food service staff adheres to this policy to reinforce messages about healthy eating and to ensure that foods offered are handled and prepared properly to promote good nutrition, contributing to the development of life-long, healthy eating habits.
3. Support and promote proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition guidelines. Foods should be served based on variety, appeal, taste, safety, preparation, and packaging to ensure high quality meals with an emphasis on nutrient density per calorie. All staff is encouraged to focus on the Dietary Guidelines for Americans found at [www.health.gov/dietaryguidelines](http://www.health.gov/dietaryguidelines).
4. Provide a comprehensive learning environment for developing and practicing life-long wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition, regular physical activity, and making healthy choices.
5. Ensure that fundraising food/beverage sales, classroom snacks and parties are not held during the hours that will conflict or compete with the breakfast and lunch programs. Ensure that foods and beverages offered in vending machines and foods and beverages used for fundraising or for classroom rewards, snacks and parties during the school day will not include soda and calorie-dense, low nutrient content foods (i.e. candy). Fundraisers will be approved on a case-by-case basis with high priority given to healthy snack items. Approved snacks and beverages for vending, fundraising, classroom snacks, rewards, and parties are:
  - Cereal and granola bars

- Fresh fruit and dried fruit snacks
- Single-serve fruit cups
- Graham and flavored crackers
- Baked chips
- Pre-packaged vegetables
- String Cheese
- Yogurt and yogurt sticks
- Popcorn
- Low-fat pudding snacks
- Trail mixes
- Whole grain cereals and bagels
- Mixed nuts
- Reduced-fat, low-fat or fat-free milk: white and flavored
- Bottled water and flavored water
- 100% fruit juice
- Low-fat yogurt beverages

Soda and high-energy drinks will not be available or consumed during the instructional day.

6. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating and lifestyles.
7. Ensure that a committee remains in place to regularly evaluate the effectiveness of the wellness policy in promoting proper nutrition, active lifestyle, and making healthy choices and to change the program as appropriate to increase its effectiveness.

APPROVED: June 5, 2006

June 28, 2010

REVISED: March 26, 2012

March 11, 2013

## **TEXTBOOKS**

Books are expensive and should withstand a reasonable amount of wear. Books showing unusual wear, such as broken bindings or ink marks will result in a fine to cover the cost of such damage. Textbooks and other personal belongings found in the halls, on top of lockers, etc. can be claimed in the office by paying a fine.

## **COURSE FEES AND MISCELLANEOUS CHARGES**

The following fees will be imposed for those students involved in these classes.

1. Art students will pay a \$5.00 fee in each art class at the beginning of the semester to offset art materials costs.

\*NOTE: NO REFUNDS WILL BE GIVEN ON THE ABOVE-MENTIONED FEES

## **CARE OF BUILDING AND GROUNDS**

Iowa-Grant School District prides itself on the appearance of the school and adjacent school grounds. School property is to be respected at all times by students, staff, community members and visitors. Littering will result in detentions. Vandalism will result in school penalties up to expulsion, restitution for any damages and a referral to the sheriff's department.

## **PUBLIC DISPLAYS OF AFFECTION**

Holding hands and other forms of physical affection have no place in school. If students will not voluntarily cooperate with this standard of behavior, parents will be notified and a meeting with the principal will be required. Students who refuse to refrain from these behaviors will be subject to the school discipline code.

## **EQUAL EDUCATION OPPORTUNITIES – Board Policy 411**

The Iowa-Grant Schools is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, religion, color, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability shall be provided with appropriate educational services or programs, regardless of the nature of severity of the handicap or disability. This policy applies even if such students are not covered by provisions of the Individuals with Disabilities Education Act or state law governing students with disabilities. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and be approved by the building principal. Any accommodations or program modifications granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the building principal and processed in accordance with established procedures.

### **DISTRICT ADVISEMENT ON BULLYING**

Bullying can have a harmful social, physical, psychological and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors, or who are bystanders and observe acts of bullying. When acts of bullying are verified, the appropriate interventions shall be implemented.

### **STUDENT BULLYING AND HARASSMENT – Board Policy 411.1**

The Iowa-Grant School District seeks to provide a learning environment free of any form of bullying, harassment or intimidation toward and between students. Such behaviors are prohibited in all school buildings, property, and education environments, including any property or vehicle owned, leased or used by the school district. The District will take all necessary and appropriate action to eliminate student bullying, harassment or intimidation up to and including discipline of the offenders.

The Iowa-Grant School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

In order to maintain a school environment that encourages optimum human growth and development for students, the School District shall strive to maintain and ensure a learning environment free of any form of harassment or intimidation toward or between students and/or employees, including sexual harassment. Harassment refers to physical or verbal conduct which interferes with a person's school performance, or which creates an intimidating, hostile or offensive school environment.

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying, harassment, or intimidation to report these acts confidentially to either the high school guidance counselor or the elementary middle school counselor. All reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Once a complaint has been filed an investigation to determine the facts will take place in a timely manner to verify the validity and seriousness of the report. Affected parents and /or guardians will be notified that a report has been made.

The policy will be annually distributed to all students enrolled in the school district, their parents/guardians and to employees.

## **STUDENT DISCRIMINATION COMPLAINT PROCEDURES - Board Policy 411 Rule**

1. Any person who has a complaint regarding the District's equal educational opportunities policy or harassment policy shall promptly attempt to resolve it by discussing it with the building principal. The complaint should be in writing and describe in as much detail as possible the facts of the situation. The principal shall keep a written record of the discussion and provide a copy to the complainant.
2. If the complaint is not resolved in STEP 1, the complainant may file a written complaint with the District Administrator. Complaints related to discrimination on the basis of a disability should be reported to the District's Section 504 Coordinator and to the District Administrator. The written complaint should be by certified mail, return receipt requested, and a copy should be mailed to the principal involved. Within ten (10) calendar days after receiving the written complaint, the District Administrator shall arrange a meeting with the complainant to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties. The District Administrator shall give a written decision to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.
3. If the complaint is not resolved in STEP 2 the complainant may file a written complaint with the Board Clerk. The written shall be filed within ten (10) days after receipt of the District Administrator's decision and be by certified mail, return receipt requested. The Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) calendar days after the meeting advise the complainant, in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.
4. Appeals beyond the Board may be made to appropriate agencies (e.g. Office of Civil Rights, Department of Public Instruction Equal Rights Division of the Wisconsin Department of Workforce Development) and/or the courts having proper jurisdiction.

## **IOWA-GRANT SCHOOL DISTRICT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS, STAFF AND GUESTS**

The Iowa-Grant School District has invested significantly in technology that offers vast, diverse, and unique resources to students, staff and guests. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff, and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff, students, and guests will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Use of technology is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

It is the policy of the Iowa-Grant School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet or other forms of electronic communications and to block access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.



## **I. Technology Defined**

### **A. District Technology**

The use of technology that is owned or leased by the Iowa-Grant School District is subject to the terms of this policy.

Technology is defined under this policy as including, but not limited to, the use of e-mail; audio, video, and computer software; computers, peripherals, network and communications equipment and related hardware; and video and audio equipment. District technology is to be used to enhance instruction, support learning, and develop professionally.

### **B. Personal Technology**

The conditions set forth in this policy shall also apply to the use of personal computers (laptop, netbook, ultrabook, etc.), and other portable computing devices or accessories such as handheld computers, smart/cell phones, PDAs, digital cameras, digital readers, music players, flash drive or other storage devices not owned by the Iowa-Grant School District and brought into the school by students, parents, guests or staff members.

## **II. Purpose**

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, to provide guidelines for Internet safety, and to identify examples of acceptable and unacceptable use of District technology and the Internet. Before the District provides Internet access or e-mail accounts, adult users, the parents/guardians of minor users, and minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the District.

## **III. No Expectation of Privacy**

The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer and telephony networks, email accounts, and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Iowa-Grant School District, and no user shall have any expectation of privacy regarding such materials. Users are reminded that materials stored locally on District computers and storage devices, including personal files, may be discoverable and subject to release under state public open records laws.

## **IV. Internet Safety**

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Users (pupil and adult) must take responsibility for their use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a designated authority. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated authority.

Neither the school's network or the Internet (whether access on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyber-bullying. Students' and staffs' home and personal Internet use can have an impact on the school district and its members. If students' or staffs' personal Internet expression, such as conveying a threatening message, or advocating violence or defaming another's character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures, images or videos, or website postings (including blogs).

Any adult staff member is considered a designated authority for student reporting. Any administrator or supervisor is considered a designated authority for adult reporting.

The following Internet safety guidelines, along with the Acceptable and Unacceptable Use examples in sections V and VI, serve as policy to be enforced by the District.

**A. Avoid material that is inappropriate or harmful to minors.** By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated or perverted sexual acts, or a lewd exhibition of the genitals;
- B. Guard personal safety.** Users should not reveal personal information such as full name, home address, telephone number, credit card numbers, or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent(s) or guardian(s).
- C. "Hacking" and other illegal activities are prohibited.** Using the District's computer network and Internet access to gain or attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance or state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
- D. Maintain the confidentiality of students.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent(s) or guardian(s).
- E. Provide instruction on Internet Safety.** It shall be the responsibility of the Iowa-Grant School District staff to attempt to monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Furthermore, the District will educate students about online safety including: appropriate behavior on social networking and chat room sites, the threat of sexual predators, and the dangers of cyber-bullying.
- F. Social Media.** Web resources are a collection of tools that enable read/write and media interaction on the Internet. Web tools include, but are not limited to, blogs, wikis, vodcasts, podcasts, social-bookmarking, multi-user role-playing environments, video games and social-networking sites. The District permits responsible and safe use of these tools for instructional purposes. The use of Web resources are considered extensions of the classroom. Therefore, all conduct that is considered inappropriate in the classroom is also inappropriate in all uses of Web tools.
- G. Google Apps for Education.** The Iowa-Grant School District has the ability to create District Google accounts for all students and staff to utilize the plethora of applications available through Google Apps for Education. These accounts and applications will be used for school related projects. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of District policy have occurred.

The Iowa-Grant School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

## V. Acceptable Use

Examples of acceptable use include but are not limited to:

- Use consistent with the mission of the Iowa-Grant School District.
- Use of technology for curriculum activities.
- Use that encourages efficient, cooperative, and creative methods to perform the user's job duties or educational tasks.
- Use in support of education, research, and professional development.
- Use that provides unique resources and collaborative projects with appropriate educational partners.
- Use for general communication.

## VI. Unacceptable Use

Examples of unacceptable use include but are not limited to:

- Use of technology to access, create and/or distribute objectionable material is prohibited. Objectionable material includes, but is not limited to, that which is pornographic, obscene, discriminatory, harassing, offensive to others, or stereotypes or defames an individual or group.
- Use of anonymous proxies.
- Use of District or personal devices that can be used to capture, record or transfer images in locations that are presumed private (e.g. locker room, bathroom).

- Breaching security by sharing and/or using unauthorized passwords or working from network and/or email accounts that are not assigned to the user.
- Using District resources to engage in plagiarism, theft, cheating, copyright infringement or other illegal or illicit purposes.
- Causing congestion and disruption of the network and systems, such as spreading viruses and attaching excessively large files.
- Deliberately damaging any District technology.
- Downloading and/or using and/or installing unauthorized software (including freeware and shareware) on District-owned equipment.
- Utilizing District technology for the production of non-school-related materials unless authorized to do so.

Student/staff/guest questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, principal or information technology staff.

Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the Information Systems Manager or the District Superintendent.

## **VII. Personal Devices**

Each time a user brings a personal device to the Iowa-Grant School District, the user agrees to the terms below.

- Personal devices may only be connected to the Internet through the District's "guest" wireless network, which will allow filtered "web-only" access and prevents access to District LAN resources.
- Personal devices may only be connected to District equipment and/or infrastructure with prior approval from the District Information Technology staff or District administration.
- Technical support will not be provided.
- The District will not be held liable for any damage that may occur as a result of connecting to the wireless network, power source, or use of the device.
- The District will not be held responsible for any physical damage, loss or theft of the device.
- The District is not obligated to supply electrical power access.
- Student use of personal devices is at the discretion of the teacher.
- Illegal, destructive, harmful or any other inappropriate activities as listed under section VI herein are strictly prohibited.
- Any adult or the parent(s) and/or guardian(s) of any student who brings personal devices agrees to be responsible for and to reimburse the Iowa-Grant School District for any damage that may arise from use of the device.

## **VIII. Consequences**

**Student Violations:** Violations may result in a loss of access and/or other disciplinary action(s), including suspension and expulsion. The level of discipline will vary based upon the student's disciplinary record, the severity of the violation, the harm or potential harm caused and other relevant factors.

All penalties will be administered by school principals and are subject to review by the administrative team. In all cases, restitution for damages and/or materials will be assessed.

**Employee/Guest Violations:** Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment.

The District Superintendent administrator may terminate the account privileges of a guest user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

All penalties will be administered by the District Superintendent and are subject to review by the School Board. In all cases, restitution for damages will be assessed.

## **VII. Warranties and Indemnification**

The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its systems, e-mail, and the Internet provided under this Policy. It shall not be responsible



**DAILY PROGRAM  
2019-2020 BELL SCHEDULE**

The daily program consists of eight, 46/47-minute periods. The noon hour is scheduled for 30 minutes.

An Encore Period will run daily from 8:00 AM – 8:27 AM.

If we have an early release or a two-hour delay, encore will not run during those days.

**Daily Schedule (8 Period Day)**

Encore	8:00 – 8:27 AM (27 Min) (3 Min Passing)
Period 1	8:30 – 9:16 AM (46 Min) (3 Min Passing)
Period 2	9:19 – 10:05 AM (46 Min) (3 Min Passing)
Period 3	10:08 – 10:54 AM (46 Min) (3 Min Passing)
Period 4	10:57 – 11:43 AM (46 Min)
Lunch 11:43 – 12:13 PM (30 Min) (3 Min Passing)	
Period 5	12:16 – 1:02 PM (46 Min) (3 Min Passing)
Period 6	1:05 – 1:51 PM (46 Min) (3 Min Passing)
Period 7	1:54 – 2:40 PM (46 Min) (3 Min Passing)
Period 8	2:43 – 3:30 PM (47 Min) (6 Min Passing)
Buses Leave High School	3:36 PM

**Friday Early Release Schedule**

Period 1	8:00 - 8:38 AM (38 Min) (3 Min Passing)
Period 2	8:41 - 9:20 AM (39 Min) (3 Min Passing)
Period 3	9:23 - 10:02 AM (39 Min) (3 Min Passing)
Period 4	10:05 - 10:44 AM (39 Min) (3 Min Passing)
Period 5	10:47 - 11:26 AM (39 Min) (3 Min Passing)
Period 6	11:29 - 12:08 PM (39 Min) (3 Min Passing)
Lunch 12:08 - 12:38 (3 Min Passing)	
Period 7	12:41 - 1:19 PM (38 Min) (3 Min Passing)
Period 8	1:22 - 2:00 PM (38 Min) ( 6 Min Passing)
Buses Leave High School	2:06 PM

**Block Schedule – used for midterms and final exams**

Encore	8:00 – 8:27 AM (27 min) (6 Min Pass)
Period 1/5	8:33 – 10:06 AM (93 min) (6 Min Pass)
Period 2/6	10:12 – 11:45 AM (93 min)
Lunch 11:45 – 12:15 PM (30 min) (3 Min Pass)	
Period 3/7	12:18 – 1:51 PM (93 min) (6 Min Pass)
Period 4/8	1:57 – 3:30 PM (93 min) (6 Min Pass)
Buses Leave High School	3:36 PM

### Early Release Schedule

Period 1	8:00 – 8:27 AM (27 minutes) (3 Min Passing)
Period 2	8:30 – 8:57 AM (27 minutes) (3 Min Passing)
Period 3	9:00 – 9:27 AM (27 minutes) (3 Min Passing)
Period 4	9:30 – 9:57 AM (27 minutes) (3 Min Passing)
Period 5	10:00 – 10:27 AM (27 minutes) (3 Min Passing)
Period 6	10:30 – 10:58 AM (28 minutes) (3 Min Passing)
Period 7	11:01 – 11:29 AM (28 minutes) (3 Min Passing)
Period 8	11:32 – 12:00 AM (28 minutes)
Lunch 12:00 – 12:30 PM (30 minutes) (6 Min Passing)	
Buses Leave High School	12:36 PM

### Two-Hour Delay

Period 1	10:00 – 10:35 AM (35 minutes) (3 Min Passing)
Period 2	10:38 – 11:13 AM (35 minutes) (3 Min Passing)
Period 3	11:16 – 11:51 AM (35 minutes)
Lunch 11:51 – 12:21 PM (30 minutes) (3 Min Passing)	
Period 4	12:24 – 12:59 PM (35 minutes) (3 Min Passing)
Period 5	1:03 – 1:38 PM (35 minutes) (3 Min Passing)
Period 6	1:41 – 2:16 PM (35 minutes) (3 Min Passing)
Period 7	2:19 – 2:53 PM (34 minutes) (3 Min Passing)
Period 8	2:56 – 3:30 PM (34 minutes) (6 Min Passing)
Buses Leave High School	3:36 PM

The expectations contained in this handbook are not all-inclusive, meaning they do not cover each and every situation which may arise. However, when those situations do arise, they will be dealt within a comparable manner.

### 2 Hour Delay Friday Early Release Schedule

Period 1	10:00 - 10:24 (24 Min) (3 Min Passing)
Period 2	10:27 - 10:51 (24 Min) (3 Min Passing)
Period 3	10:54 - 11:17 (23 Min) (3 Min Passing)
Period 4	11:20 - 11:43 (23 Min) (3 Min Passing)
Period 5	11:46 - 12:09 (23 Min)
Lunch 12:09 – 12:39 PM (30 Min) (3 Min Passing)	
Period 6	12:42 - 1:06 (24 Min) (3 Min Passing)
Period 7	1:09 - 1:33 (24 Min) (3 Min Passing)
Period 8	1:36 - 2:00 (24 Min) (6 Min Passing)
Buses Leave High School	2:06

**\*\*This schedule will have bells rung by hand\*\***

**Iowa-Grant School District**  
**498 County Rd IG**  
**Livingston, WI 53554**  
**2019-2020 School Calendar**

<b>August</b>	14	New Teacher Inservice
	12-20	(2) Floating At-Will Teacher Work Days
	21	Iowa-Grant High School Back to School night —3:30pm-7:00pm
	22	IGEMS Back to School Night—3:30pm-7:00pm
	19 & 20	Teacher Inservice—No School
	26 & 27	Teacher Inservice —No School
<b>September</b>	2	Labor Day—No School
	3	First Day of School
<b>October</b>	17-12	Homecoming Week at Iowa Grant High School (Parade/Game 10/11 & Dance 10/12)
<b>November</b>	6	2:00pm Early Release—Afternoon/Evening Parent/Teacher Conferences 2:30-7:30pm
	7	2:00pm Early Release—Afternoon/Evening Parent/Teacher Conferences 2:30-7:30pm
	8	Vacation Day-No School
	27	Vacation Day-No School
	28	Thanksgiving Day-No School
	29	Vacation Day-No School
<b>December</b>	20	Last Day of Classes Before Winter Recess—Early Release @ 2:00pm for Students
<b>January</b>	2	Classes Resume (Full Day)
<b>February</b>	28	Vacation Day—No School
<b>March</b>	4	2:00pm Early Release—Afternoon/Evening Parent/Teacher Conferences 2:30-7:30pm
	5	2:00pm Early Release—Afternoon/Evening Parent/Teacher Conferences 2:30-7:30pm
	6	Vacation Day-No School
	23-27	Spring Break—No School
<b>April</b>	10	Vacation Day—No School
<b>May</b>	23	Iowa-Grant High School Graduation Ceremony @1:00pm
	25	Labor Day
<b>June</b>	2	Last Scheduled Day of Classes for Students—Dismissal @ 2:00pm

Possible snow make-up options: November 27th, February 28th, March 23rd-27th, June 3rd, June 4th, June 5th, cancel early dismissals or change dismissal time to 2:30pm.

**Pupil-Contact Day Count**

Q1: 9/3/19-11/1/19 = 44  
 Q2: 11/4/19-1/17/20 = 43  
 Q3: 1/20/20-3/20/20 = 43  
 Q4: 3/30/20-6/2/20 = 45  
 Total Contact Days = 175

**Analysis of the Year**

Pupil/Parent Contact Days - 175.0  
 Inservice Days - 4  
 Open House/Registration - .5  
 Flexible Professional Development/Principal Days - 2.5  
 Classroom Prep Days - 2  
 Parent/Teacher Conferences - 2  
 Total Teacher Contract Days - 1

## Parent/Student Agreement - Student Handbook

Parent Agreement:

I \_\_\_\_\_ have read the student handbook. I agree  
(Print Parent's Name)  
that my son/daughter shall abide by said handbook.

Parent/Guardian  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Agreement:

I \_\_\_\_\_ have read the Student Handbook. I agree that I shall abide  
(Print Student's Name)  
by said handbook.

Student  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Student Cell Phone No.:** \_\_\_\_\_

**Student:** Please provide your cell phone number for our student alert system so that you may receive texts on school closings, important school announcements, cancellations of athletic events, etc.