



WEST ACADEMY

Student Handbook 2019-2020

**1302 1st Avenue West
Newton, IA 50208
641-792-0335**

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IMPORTANT DATES

2019-2020

WEST ACADEMY

First Trimester: Aug 23-Nov 15
Second Trimester: Nov 18-Feb 28
Third Trimester: Mar 2 - May 29

AUGUST

21st: New Student Orientation
23rd: First Day of School
26th: Picture Day (11:00 am)

SEPTEMBER

2nd: Labor Day (No School)
13th: All School Grill Out

OCTOBER

2nd: Conferences (3:30 - 7:30 pm)
22nd: 1.5 hour Early Release
24th: 1.5 hour Early Release
25th: No School

NOVEMBER

15th: New Student Orientation (No School)
18th: 2nd Trimester Classes Begin
27th: Thanksgiving Feast (1.5 hour early release)
28th-29th: Thanksgiving (No School)

DECEMBER

20th: All School Movie Day (1.5 hour Early Release)
23rd-31st: No School

JANUARY

1st: No School
15th: Conferences (3:30 - 7:30 pm)

FEBRUARY

17th: Presidents' Day (No School)
*Possible Snow Day Make Up
28th: New Student Orientation (No School)

MARCH

2nd: 3rd Trimester Classes Begin
12th: All School Bowling Outing (1.5 hour Early Release)

APRIL

2nd: Teachers at IAAE (No School)
3rd: Teachers at IAAE (No School)
7th: Senior Photos and Fees Due
17th: Conferences (3:30 - 7:30 pm)

MAY

1st: All School Picnic
*Held @ Maytag West Shelter
8th: All School Picnic (rain date)
20th: Last Day for Seniors
21st: Graduation (No School)
*Held @ DMACC Auditorium 11 am
29th: Last Day for Students

Teacher PD days - No School

September 30th

October 28th

November 25th

January 13th

January 27th

February 24th

April 27th

Every Monday, when students are in school, will operate on a 1:50 early dismissal

MISSION STATEMENTS

WEST Academy Mission Statement

Empower students to prepare themselves for the real world by creating a pathway that encourages students to become active learners and productive members of society.

NCSD Mission Statement

The Newton Community School District empowers every learner to achieve a lifetime of personal success.

WEST ACADEMY STAFF

Kathryn Byrum	Language Arts
Phil Calvin	Careers, Social Studies
Ryan Comer	Social Studies
Shelly Fitzgerald	Counselor
Judy Nissly	Science, P.E.
Kelly Sorenson	Administrative Assistant
Brian Springer	Special Education, Business
Tracy Swanson	Math
Tara Zehr	Principal

ADMISSIONS

WEST Academy High School provides an alternative educational opportunity for high school students of the NCSD. The following students will be considered for enrollment on a full-time or part-time basis:

- Students who are not successful in the traditional education setting.
- Students who will be behind in earning credits toward graduation at the end of eight semesters.
- Students who are at risk of dropping out, or who have dropped out of high school.
- Students with extenuating life situations, as deemed appropriate.

Students Currently Enrolled in the Newton School District:

- Students must have completed two semesters at the high school
- Students must have the recommendation of their high school counselor and high school administration
- Consideration will be given to students with special circumstances who have not completed two semesters at the high school (approval of administration required)
- Students receiving special education programming at the high school may be considered for enrollment at WEST if they have completed two semesters of high school and have the approval of the student's special education team

Students Currently Not Enrolled in the Newton School District:

- Student will make contact with WEST Academy
- Home school is contacted by WEST Academy and a transfer inquiry form is completed by the home school/district
- Registration materials for NCSD/WEST are completed
- Official records are sent from the home school

In order to maintain a quality, alternative learning environment for each student, WEST Academy reserves the right to deny or delay enrollment to students, regardless of the recommendation of Newton High School. When the enrollment limit at WEST Academy is reached, students will be placed on a waiting list.

Participating Educational Agencies

- Newton Community School District
- Baxter Community School District
- Colfax-Mingo Community School District
- Grinnell Community School District
- Lynnville-Sully School District
- Pella Community School District
- Prairie City-Monroe (PCM) School District

GRADUATION REQUIREMENTS

Diploma Requirements

WEST Academy offers two diploma options: students may receive a diploma from Newton High School or WEST Academy. All high school diplomas offered are state accredited. WEST Academy does not have a GED program.

- WEST Academy 40 credits
- Newton High School 52 credits

WEST Academy Graduation Requirements

English	8 (English I, II, III, IV or equivalent)
Mathematics	6
Science	6
Social Studies	6 (US History I, US History II and US Government)
P.E.	4 (Max of one credit may be completed by contract and must be approved by the PE teacher or Principal)
West Academy Requirements	5 (Health, Computer Skills, Careers, Personal Finance, Possible Selves)
<u>Electives</u>	<u>5</u>
Total	40

Each diploma has the following additional requirements:

Newton Senior High School (NHS) Diploma: To receive a Newton Senior High School diploma, students must have met the credit requirements of NHS, earned one credit in Economics and two credits in Chemistry and be enrolled in (and attend) classes at NHS carrying at least five credits during the student’s last semester prior to graduation.

WEST Academy Diploma: To receive a WEST Academy diploma, students must meet the credit requirements of WEST Academy and have earned at least two credits from WEST Academy during the student's last term prior to graduation. (WEST Academy required electives may be waived if not available in a student's schedule, but the student must meet all core, and total credit requirements.)

The graduation ceremony date, time and location can be found on the calendar on page three of this handbook. Cake and punch will be served directly following the ceremony for students, staff and guests.

Credits

Credits are earned in increments of one credit per trimester. For the purpose of graduation and transferring to/from WEST Academy, credits earned are the equivalent of one semester credit. For students transferring during the middle of a grading period it will be up to the school where the student is transferring to determine how to award credit for partially finished classes.

Work Credits

Work credit is designed for WEST Academy students who have acquired a job that demonstrates a positive career choice. Participating students will be under the supervision of a designated teacher/advisor and the student's employer. A WEST work credit is earned by recording the number of on-site working hours. Students need to turn in their pay stubs to the WEST Academy school office periodically during work experience. Verification of hours worked will be recorded during this time. When students bring a copy of a check stub in as verification the office staff will check the copy and record hours worked. Employer's signature is also required for enrollment. Credits are earned during the school year only with every 120 hours worked equaling 1 elective credit per trimester (12 weeks).

STUDENT CONDUCT

Academic Honesty

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

- Obtaining a copy of a test or scoring device.
- Accepting a copy of a test or scoring device.
- Copying another student's answers during an examination.
- Providing another student answers to or copies of examination questions.
- Having another student impersonate the student to assist the student academically.
- Impersonating another student to assist the student academically.
- Representing as one's own work the product of someone else's creativity.
- Using notes or other unauthorized materials during a "closed book" examinations.
- Duplicating another student's project for submission as one's own work.

- Having someone other than the students prepare the student's homework, paper, project, laboratory report or take-home examination for which credit is given.
- Permitting another student to copy the student's homework, paper, project, computer programs, laboratory report or take-home examination other than for a teacher-approved collaborative effort.
- Any other action intended to obtain credit for work that is not one's own.
- Altering grades

Cheating and Plagiarism

Students at WEST Academy are expected to produce work to the best of their ability. Work submitted for credit recognition is to be done by each individual student and must be his/her own work. Cheating, plagiarism, etc. will result in loss of credit for the assignment. An additional offense in high school will result in loss of credit for the entire course.

Disciplinary Incidents and Consequences

It is the desire of WEST Academy for all students to understand and follow the expectations set forth to ensure a safe environment that supports learning. In the event that student behavior interferes with or detracts from safety and the learning environment the following steps will be taken. These are guidelines for the consequences that can be expected for the following disciplinary or behavioral incidents that may occur. Specific incidents are described in greater detail later in the handbook. Administration reserves the right to use discretion in each individual case and final decisions will be made by the principal.

Expectation not being met	Consequence
A. Attendance	
1. 3 Absences	1. Contact home
2. 7 Absences	2. Student dropped from class(es) for remainder of trimester
3. Tardiness	3. Accumulation of 3 tardies or a tardy exceeding 10 minutes will be considered an unexcused absence
4. Off-campus violation	4. Referral to administration and required to stay Friday afternoon, possible ISS
5. Falsification of forms, notes, phone calls, etc.	5. ISS, classes missed marked unexcused
B. Conduct Violations	
1. Class disruption/rules violation	1. Detention, ISS, OSS
2. Insubordination, disrespect, profanity	2. Detention, ISS, OSS
3. Dress code violation	3. Warning and change clothes, unexcused absence, detention, ISS, OSS
4. Profanity directed at staff	4. 1-3 days ISS or OSS
5. Racial Slurs (verbal, written, drawn)	5. 1-3 days ISS or OSS
6. Theft	6. 1-3 days ISS or OSS

7. Inciting a fight/assault	7. Student dropped for remainder of trimester
8. Physical Contact (inappropriate and aggressive)	8. 1-3 days ISS or OSS
9. Fighting/Disorderly Conduct	9. 1 st 3 days OSS 2 nd Student dropped for remainder of trimester
10. Fireworks/incendiary device	10. 1-5 days ISS or OSS
12. Bullying, harassment or intimidation	12. 1 st formal warning and letter (detention, ISS or OSS) 2 nd LOC or dropped for remainder of trimester 3 rd dropped for remainder of trimester and meet with School Board
13. Physical abuse or threats	13. 1-5 days ISS or OSS
14. Property damage	14. Full restitution and ISS or OSS
15. Weapons	15. 1 st 5 days OSS 2 nd recommendation for expulsion
16. Possession of distracting materials (toys, laser pointers, sound machines)	16. 1 st confiscation of item 2 nd confiscation of item and ISS or OSS
17. Fire alarm abuse	17. ISS or OSS and report to Fire Chief
18. Attendance at school or activity during a suspension	18. Extension of suspension and referred to administration
19. Trespassing	19. ISS or OSS and report to law enforcement
C. Substance Violation	
1. Possession or consumption of a controlled substance (including alcohol)	1. 1 st 5 days OSS 2 nd LOC/OSS and recommendation for expulsion
2. Delivery, sale or attempt to deliver a controlled substance (including alcohol)	2. LOC and/or recommendation for expulsion
3. Simulated controlled substance a. possession b. delivery, sale or attempted sale	3. a. same as 1 above b. same as 2 above
4. Possession of tobacco	4. LOC/OSS or recommendation for expulsion
D. Electronic Devices	
1. Misuse of personal device (cell phone, tablet, etc.)	1. Confiscated and turned in to the office for the remainder of the school day. Length of time in office may be extended for repeated offenses.
2. Misuse of school device	2. Regular misuse of a school device will result in restrictions on use, such as only under direct supervision or work being provided in non-electronic forms.

Dress Code (Board Policy 505.11)

Students shall dress neatly and appropriately in a manner which is conducive to education and not disruptive of the education process. The attire should be such that no undergarments (i.e. bra straps or underwear) show at any time. The midsection must be covered. Hats and other head coverings **may not** be worn in the building during regular school hours.

Clothing and accessories that display or promote alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd or obscene sayings, or depict illegal activities may not be worn. Any wording or images that are obscene or profane in interpretation are prohibited. Clothing or material containing any print or image that is derogatory to any race, gender or ethnic group is prohibited. Shirts and shoes must be worn at all times. "Gang" symbols or identifiable clothing, bandanas, handkerchiefs, graffiti, rollers, picks, combs, plastic bags, hairnets, hats, caps, wave caps and du-rags may not be worn inside the school building during school hours. Pants must be worn on the waist, sagging pants are not allowed. Shorts/skirts may not be too tight or short. Sunglasses, unless required by a physician or approved by the school nurse, may not be worn at school. Tank tops and muscle shirts may be worn if they are factory made and hemmed.

When a faculty member or school official observes a student dressed inappropriately, that student will be asked to change. That may require that the student calls or goes home for a change of clothes, and/or wears a t-shirt, sweatshirt or pants provided by the school. It will be the judgment of the principal and/or staff as to whether the clothing is appropriate for the school setting.

Fighting

Students at WEST Academy who are involved in a physical fight will be sent home immediately and will be subject to additional disciplinary consequences up to, and including, expulsion. Each incident will be dealt with on an individual basis. Areas which may be considered include:

- The circumstances surrounding the fight
- The intensity of the fight
- The past discipline record of the student(s)
- The attitude of the student(s) toward resolving the problem

Learning Opportunity Center (LOC)

For students with continued discipline referrals or a serious infraction, as described in this handbook, another educational option may be utilized. NCSd administration may place students at the Learning Opportunity Center for a period of 5 days up to 1 full year. Further descriptions of the Learning Opportunity Center and its policies will be explained to those who attend.

Placement at the Learning Opportunity Center carries the same parameters as students suspended and/or expelled: no participation or attendance at extracurricular events; no attendance or presence on ANY district grounds, except the Learning Opportunity Center; work completion is expected and accepted for full credit when completed in a timely manner.

Student Conduct (Board Policy 502.1)

The principal, in cooperation with the WEST Academy staff, is responsible for ensuring a safe and orderly learning environment for all students. If at any time a student's behavior is disruptive to the

learning environment, and/or the student is not making adequate progress in this setting, the principal reserves the right to terminate a student's enrollment at West with a referral back to the student's home school, Learning Opportunity Center (LOC), or to a GED program.

Student Expression

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

THE SCHOOL DAY

Attendance

Regular and consistent attendance is expected for students at WEST Academy. Students should schedule personal appointments outside of the school day whenever possible. Absenteeism inhibits the effectiveness of the WEST Academy experience and each student's ability to be successful. While assignments may be made up there is no substitute for direct instruction and classroom participation. For this reason, students are expected to attend classes on a daily basis, and to be on time, in order to receive maximum benefit from the instructional program. Once students arrive at WEST Academy, they are expected to remain on campus for the remainder of their scheduled day, with the exception of lunch and open periods. Students need to sign out in the office when leaving for open periods. Students who leave school grounds without permission will not be allowed to return to the building for that day and will receive an unexcused absence for the classes they miss.

Sometimes absences are unavoidable. Serious illness, bereavement, care of a child, or court ordered mandatory meetings are examples of absences that might be unavoidable. Such absences should be communicated in advance whenever possible, or in a timely manner when not, and will be handled on case-by-case basis.

Absence: A student who is not present at school when school attendance is required, or who misses more than 1/2 of a class period, shall be considered absent.

Tardy: A student who arrives late to school or class without a reason approved by the school shall be considered tardy. For purposes of this policy, three tardies or any tardy of 10 or more minutes shall be considered one absence.

If a student accumulates 3 absences in a class during the trimester, the student will be placed on probation. If the student accumulates 7 absences in any class during the trimester, the student will be dropped from that class for the remainder of the trimester. Consideration will be given to special circumstances such as hospitalization, accidents, etc. If a student is dropped from a class during the first half of a trimester he/she will not receive credit for the class.

Medical appointments or illness are excused with a doctor's note. Notes must be turned in by Friday of the week absent. Court or legal proceedings are excused with an official note. Excused absences still count toward a student's total absences (6 allowed absences) for the trimester.

Students or parents are expected to call WEST Academy when the student is going to be absent from school. The school's number is 641-792-0335.

Cellular Phones and Other Electronic Devices

Students shall not use cellular phones or other electronic devices while in class without permission of the teacher. If a student is using a cell phone or other electronic device, the phone or device will be taken and turned into the administrator. The student may pick up the device at the end of the student's school day. If a student has his/her phone confiscated multiple times, he/she may be required to leave it in the office for an amount of time determined by the principal.

Open Campus

Students will be allowed to leave the school premises when they do not have classes. Students will need to return to classes on time in order to maintain this privilege.

Registering for Classes

Students will register for classes prior to the beginning of each trimester. Students who fail to earn credits in all of their classes will have a conference with administration could be limited to a partial schedule the following trimester. Current students will complete schedule requests with their homeroom teacher. Students new to WEST Academy will complete a schedule request at intake or with the counselor. Schedule requests will be prioritized by graduation date and by current students before new students. Exceptions may be made for seniors.

Daily Schedules

Monday (early release)		Tuesday - Thursday		Friday	
1st	8:05 am - 8:52 am	1st	8:05 am - 9:05 am	1st	8:05 am - 8:40 am
2nd	8:54 am - 9:41 am	2nd	9:07am - 10:07 am	2nd	8:42 am - 9:17 am
HR	9:43 am - 10:06 am	HR	10:09 am - 10:39 am	3rd	9:19 am - 9:54 am
3rd	10:08 am - 10:55 am	3rd	10:41 am - 11:41 am	HR	9:56 am - 10:16 am
Lunch	10:55 am - 11:25 am	Lunch	11:41am - 12:11 pm	4th	10:18 am - 10:53 am
4th	11:25 am - 12:12 pm	4th	12:11pm - 1:11 pm	Lunch	10:53 am - 11:23 am
5th	12:14 pm - 1:01 pm	5th	1:13 pm - 2:13 pm	5th	11:23 am - 11:58 am
6th	1:03 pm - 1:50 pm	6th	2:15 pm - 3:15 pm	6th	12:00 pm - 12:35 pm
				Checkout	12:35 pm - 12:40 pm
				Work	12:40 pm - 3:15 pm

Late Start Monday (early release)		Late Start (Tuesday-Thursday)		Late Start Friday	
1st	10:05 am - 10:35 am	1st	10:05 am - 10:50 am	1st	10:05 am - 10:24 am
2nd	10:38 am - 11:08 am	2nd	10:52 am - 11:37 am	2nd	10:26 am - 10:45 am
3rd	11:11 am - 11:41 am	Lunch	11:37 am - 12:07 pm	3rd	10:47 am - 11:06 am
Lunch	11:41 am - 12:11 pm	3rd	12:07 pm - 12:52 pm	4th	11:08 am - 11:27 am
4th	12:11 pm - 12:41 pm	4th	12:54 pm - 1:39 pm	Lunch	11:27 am - 11:57 am
5th	12:44 pm - 1:14 pm	5th	1:41 pm - 2:27 pm	5th	11:57 am - 12:16 pm
6th	1:17 pm - 1:47 pm	6th	2:29 pm - 3:15 pm	6th	12:18 pm - 12:37 pm
HR	1:47 pm - 1:50 pm			HR	12:39 pm - 12:45 pm
				Work Time	12:45 pm - 3:15 pm

Homeroom

Homeroom is designed to foster a connection to school, other students, and an adult advocate. Students are required to attend homeroom daily as part of their schedule. It will consist of academic and social guidance, as well as activities designed to support community, team building and expand overall academic experience. Students will remain in the same homeroom for their entire time at WEST Academy.

Daily Homeroom Schedule Focus	
Monday	School-wide community building
Tuesday	Social Skills
Wednesday	MTSS
Thursday	Homeroom community building
Friday	Progress Reports

Visitor Policy

The Newton Community School District encourages parents and other citizens to visit the schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, NCSD has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

Rules for Visitors to School

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises.
3. All visitors shall be required to produce appropriate *state issued* identification and will be subject to background check procedures.
4. All visitors shall be required to wear an appropriate form of identification at all times when on school premises as provided by the front office.
5. All visitors shall be supervised when in the presence of students.
6. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.

Possible Exceptions for Visitor Requirements

Parents or NCSD citizens who have been invited to visit the school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from the requirements in most circumstances. However, NCSD schools reserve the right to screen all those who are at said events if deemed necessary by school officials.

COMMUNICATION

Throughout the year, a continual effort will be made to maintain communication between home and school. If parents/guardians ever have any questions, comments or concerns; please contact us immediately. Email is an excellent way to contact your student's teacher. Generally, teachers' email addresses follow this format: lastnamefirstinitial@newton.k12.ia.us e.g. zehrt@newton.k12.ia.us for

Tara Zehr. By working together, the parent/guardian and teachers can help the student make maximum progress in school.

Infinite Campus Parent Portal

The Newton Community School District has an Infinite Campus Parent Portal as a means to further promote educational excellence and to enhance communication with parents. **The Portal allows parents to view their own student's school records, including grades, at any time**, as well as allows the school to post announcements. The Portal is available to parents or guardians of students enrolled in the Newton Community School District. To **activate the Parent Portal**, parents/guardians will need to read and sign the Acceptable Use Procedure/User Guidelines materials. These are available in the office. After a copy of the Acceptable Use Procedure/User Guidelines is received, a Campus Portal Activation Key (a set of numbers that will allow access to the Parent Portal) will be issued. This key will be needed to setup the username and password for the Parent Portal. For security reasons, parents/guardians must come in person to the office to receive the activation key. One key will give access to all of a family's children's information: attendance, grades and missing assignments. This is an excellent and quick way to continue our goal of constant communication with parents regarding our students' education.

Parent-Teacher-Student Conferences

Parent-teacher-student conferences are held once a trimester at midterm. All students and parents/guardians are expected to attend. Before a student can register for the next trimester, a parent/guardian conference must be held. Dates can be found on the calendar on page three of this handbook.

Progress Reports

Weekly: Teachers will report out on attendance, grades, work completion and employability scores on a weekly basis. Each week students will need to be signed out by his/her homeroom teacher to be able to leave on Friday for the week. Students should then bring progress reports home each Friday.

Midterm: Midterm grades will be given out at parent-teacher-student conferences.

School Closings/Early Dismissals

During inclement weather if Newton Community Schools cancels school then WEST will also cancel classes. This will be announced on the radio station KCOB 1280 AM, 95.9 FM, WEST Facebook page, School Messenger or on the district website, www.newton.k12.ia.us.

Social Media

We will communicate as much as possible through our school Facebook page. Please follow us at: www.facebook.com/westacademynewton/

INSTRUCTIONAL MATERIALS

Care of School Property

We expect students to care for school property including desks, tables, chairs, books and school equipment. We do not tolerate vandalism. Students may be asked to reimburse the school for any school property they have damaged or destroyed.

Chromebooks

Students will be taught proper use of the Chromebooks. A separate agreement regarding student use of Chromebooks will be signed during the registration process and can be found on the district website.

If the Chromebook must be replaced/repaired due to negligent loss or damage, the following charges will apply:

*Fair Market Value is currently \$250

Age of Chromebook	Value
1 year or less	100%
1-2 years	85%
2-3 years	60%
3-4 years	35%

Repair or Replacement	Loss, Damage or Neglect Cost
Broken/Cracked Screen	\$90.00
Keyboard Replacement	\$50.00

Review of Instructional Materials

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed.

If a parent/guardian objects to the use of assigned material by his/her child, that child may be given an alternate assignment which meets the course requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or to the building principal.

Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.

SAFETY

Anonymous Tip Line

The Newton Community School District has implemented a list of anonymous contact points for students, staff and parents to report any information that may pose a safety threat. Any student, staff or parent may contact school officials via phone, text or email.

Phone Number: 641-323-1150

Any student, staff member or parent can call the number above and report a potential threat. They will be asked to leave a voicemail. Please make sure to speak clearly and slowly so the system can record your message as accurately as possible. Once the voicemail is saved, the system will automatically

call a list of school officials and deliver the voice mail message.

Text Message: 641-323-1150

Any student, staff member or parent can send a text message to the number above and report a potential threat. Please make sure to type your message using full words to ensure the most accurate message reaches school officials. Once the text message is sent, it is sent to a list of school officials who will receive the text message within a few seconds.

Email Address: tipline@newtoncsd.org

Any student, staff member or parent can email the address above and report a potential threat. Please make sure to type your email using full words to ensure the most accurate message reaches school officials. Once the email is sent, it is sent to a list of school officials who will receive the message within a few seconds.

Bullying/Harassment (Board Policy 104.R1)

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

If a person feels that he/she is being bullied or harassed, it should be reported to parents, a teacher, counselor, administrator, school equity official, or any school official who the person trusts.

The following are examples of specific types of bullying/harassment. Please note this is not an exhaustive list.

- Sexual - Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Physical - Pushing, pulling, shoving or blocking a person or his/her property.
- Verbal - Verbal comments or noises directly at, or in the proximity of, another person where it can be reasonably expected the comments were heard and clearly
- Intimidation - Actions, comments or dress intended cause fear

Any bullying and/or harassment will not be tolerated and an out-of-school suspension of up to five (5) days may be issued as a result of such harassment. Violations may result in a disciplinary removal from school through action recommended to the Newton School Board of Education or Learning Opportunity Center placement.

Dangerous Weapons

School district facilities are not the place for dangerous weapons or look-a-likes of any kind. The School Board believes dangerous weapons and other dangerous objects on school district grounds cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the

jurisdiction of the school district. Confiscation of weapons or dangerous objects or look-a-like weapons shall be reported to law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion. Weapons under the control of law enforcement employees shall be exempt from this policy.

Procedures for Reporting Allegations of Abuse (Board Policy 408.16)

The Newton Community School District (NCSD) will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and by doing so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The Newton Community School District has appointed the Director of Teaching and Learning (Bret Miller) and the Director of Human Resources (Laura Selover) as Level I Investigators. They can be reached at 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208.

Student Directory/Photograph Information (Board Policies 506.2 and 506.2E1)

The administration may release the following types of directory information: photographs to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstances: name, address, telephone listing, date of birth, participation in officially recognized teams and activities. Photographs may be released to media outlets including Newton Daily News, NCSD website, School Newsletters, and building or classroom Facebook pages. Photographs or likenesses may be released **without** written consent unless parent/guardian designates refusal to this on the electronic signature during registration through Infinite Campus each year.

Federal law requires public schools to release that information regarding secondary students to military or college recruiters **upon their request**. A provision in the law allows any secondary student or the parent of the student to request that such directory information **not** be released. If you choose **not to have** directory information released, a written request should be submitted to the WEST Academy principal.

Directory information is contained in the educational records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose “directory information” to third parties without consent if it has given public notice of the types of information which it has designated as “directory information,” the parent’s or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as “directory information.” The district has designated the following as “directory information;” student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; most recent educational agency or institution attended, student ID number, user ID, or other personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home-schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general

information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. It is the responsibility of the superintendent to provide notice and determine the method of notice that will inform parents.

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 1 of each school year. If you have no objection to the use of student information, you do not need to take any action.

Video Camera Surveillance

Video surveillance cameras may be used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.

NCSD POLICIES AND NOTIFICATIONS

Alcohol and Illegal Substances (Board Policy 502.6)

Possession and/or use of any illegal substance or alcohol on school property or at a school event will result in suspension and a possible board hearing that may lead to expulsion. Possession is defined as the use or transmission of drugs and/or drug paraphernalia. It is also prohibited to be under the influence of any chemical compound, narcotics, hallucinogens, amphetamine, or other central nervous system stimulant, barbiturate, or other sedative, hypnotic, mind-altering drug, marijuana, cocaine, alcoholic beverages or intoxicant of any kind. This will result in the same consequence as outlined above. The use of over-the-counter and legal products in an effort to create an altered state of mind will receive the same consequences as above or Learning Opportunity Center placement.

Tobacco

Possession or use of any tobacco products, electronic cigarettes, vape pens, or look-a-like cigarettes on school grounds or at school events will result in an out of school suspension and charges will be filed with the local police. All property on the WEST Academy campus is school property and students are not allowed to leave the school property once they have arrived. Students will not be allowed to smoke anywhere including along 1st Avenue. The Newton Police Department may issue tickets to any student who is observed smoking. Students should not bring any tobacco products with them to school and should not have them on their person or in their vehicles that will be parked on school property.

Asbestos Information

As required in the Asbestos Hazard Emergency Response Act, a copy of the Asbestos Management Plan for our school building is available for you to read in the front office.

Chemical Information

Pursuant to the requirements of the Community Right to Know Law and Worker's Right to Know Law, a reference manual on the chemical used in the Newton Community School District is available for review in each respective facility. A complete set is available for review in the district administration building.

Due Process

It shall be the policy of the Board of Directors to provide for students due process rights. Board policies provide legitimate and reasonable channels through which policy interpretation may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office.

Grievance Procedures (Board Policy 502.9R)

A grievance is a complaint by a student who feels an administrative rule or board policy of the school has been applied to the student unfairly, unjustly, or in error. The grievance must be filed in writing within three school days of the occurrence. Grievance forms and procedures are available in the WEST Academy office.

Non-discrimination

It is the policy of the Newton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Laura Selover, Director of Human Resources, 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208., seloverl@newton.k12.ia.us.

School Authority

All school employees (administrators, teachers, secretaries, bus drivers, custodians, cooks, paraprofessionals, etc.) are expected to enforce the rules and regulations of the district, buses, and school buildings. Inappropriate behaviors of students in all classrooms, corridors, buildings and grounds, buses and at all school functions will be corrected and/or reported to the administrative office.

Search and Seizure (Board Policy 502.7)

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. Random searches of student lockers, desks, and storage units are allowed under Iowa law.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action, including suspension or expulsion and may be reported to local law enforcement officials or Learning Opportunity Center placement.

Suspensions and Expulsions (Board Policies 502.2 and 502.3)

Suspension means the temporary loss of the right to attend school, as well as the right to attend or participate in school activities and to be on school grounds. Suspensions may be assigned for serious violations of the student code of conduct, including, but not limited to: fighting, weapons, bullying/harassment, theft and disruption to the learning environment **Out-of-school suspensions will count as absences in the attendance policy at West.** Students who receive any form of suspension will be required to stay until 3:15 pm the following Friday to make up the class time and the class work the student missed due to the suspension. Failure to stay until 3:15 pm on the designated Friday will result in an absence for that day.

Expulsion means the permanent revocation of a student's right to attend school, as well as the right to attend or participate in school activities and to be on school grounds for a disclosed or undisclosed period of time. Should a student's presence be deemed detrimental to the best interest of the school a recommendation may be made to the Board of Directors for expulsion. The Board of Directors may, by majority vote, expel the student and set criteria for readmission.

Technology Usage

The school technology is provided for students to conduct educational research, to complete classroom projects and is a vital part of their learning process. All electronic technologies must be used in support of the educational program of the District. Students who do not use school technology in an appropriate manner will have restrictions placed on its use.

Please refer to the District Acceptable Use Policy in regard to student iPad and computer usage. This policy can be found on the school district's 1:1 website.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker or a vehicle to which a trained dog alerts may be searched by school officials.

Through cooperation with local Law Enforcement Agencies, the NSCD will utilize K9 Officers from surrounding agencies to randomly perform searches of schools for drugs, weapons, and other illegal items. The intention is to deter students, staff, and visitors from bringing these items to our schools, thus creating a safer environment for everyone.

In the event of a search, the following steps will be taken:

1. The NCSD will periodically enlist local Law Enforcement agencies to perform random Canine searches for drugs and weapons.
2. The searches will be unannounced to students and staff prior to the event, and only the Superintendent, School Administrator (SA), and School Resource Officer (SRO) will know the date and time of the intended search.
3. The school being searched will be placed on a soft lockdown (students must remain in their classroom, though classes will continue as usual). The lockdown, and purpose for the lockdown, will be announced to prevent any unnecessary stress for students and staff.
4. The search will be conducted both inside the school, as well as the parking lot.
5. During the search, an SA or designated staff member will accompany each Canine Officer.
6. If a dog alerts to the presence of drugs or weapons in a locker, the Canine Officer will notify the SA or designated staff member, and the SA or staff member will conduct a thorough search of the locker in question, as well as one (1) locker to each side of the locker in question.
7. If drugs, weapons, or any other illegal items are found in a locker, the student who is assigned to the locker will be escorted from class by the SA or Law Enforcement Official to be searched and interviewed by the SA and Law Enforcement.
8. The SA or Law Enforcement Official will attempt to make contact with the student's parents prior to the interview.
9. If drugs, contraband, weapons, or any other illegal items are found, the SA or Superintendent

will determine the level of punishment according to the student handbook, and will consult the SRO if criminal charges will be filed.

10. All evidentiary items will be documented, photographed, and handled by the SRO or Law Enforcement Official, and transported/disposed of by Law Enforcement.

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HANDBOOK SIGNATURE PAGE - PARENT/GUARDIAN

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to WEST Academy.

We, the parent(s)/guardians of _____, agree to follow the policies outlined in the student handbook for the current school year. We recognize we have the right and responsibility to discuss the rules and policies with our child. We recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.

Signature of Parent/Guardian _____

Date _____

Please return to your student’s Homeroom Teacher by Thursday, September 5th.

HANDBOOK SIGNATURE PAGE - STUDENT

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to WEST Academy.

I, _____ (print first and last name), agree to follow the policies outlined in the student handbook for the current school year. I recognize it is my responsibility to know and understand the rules and policies outlined in this handbook. I recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.

Signature of Student _____

Date _____

Please return to your Homeroom teacher by Friday, August 30th.