



WEST ACADEMY

Student Handbook 2021-2022

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Newton, IA 50208
641-792-0335**

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IMPORTANT DATES

First Trimester Dates (August 23 - November 11)	
Monday, August 23	First Day of School
Tuesday, August 24	1.5 Hour Early Release (Monday Schedule)
Monday, September 6	Labor Day (No School)
Friday, September 10	Employability Friday
Friday, September 24	Homecoming Tailgate
Monday, September 27	Teacher Professional Development (No School)
Friday, October 1	Employability Friday
Monday, October 4	Picture Day
Wednesday, October 6	Conferences (3:30 - 7:30 pm)
Monday, October 18 - Wednesday, October 20	No School
Thursday, October 21	Employability Friday
Friday, October 22	No School
Monday, October 25	Teacher Professional Development (No School)
Thursday, November 11	Employability Friday Last Day of Trimester

Second Trimester Dates (November 12 - February 24)	
Friday, November 12	Second Trimester Orientation (No School)
Monday, November 15	First Day of Second Trimester
Friday, November 19	Retake Picture Day
Wednesday, November 24	Harvest Feast
Thursday, November 25-29	Thanksgiving Break (No School)
Friday, December 10	Employability Friday
Wednesday, December 22	Winter Celebration
Thursday, December 23 - Monday, January 3	Winter Break (No School)

Monday, January 10	Teacher Work Day (No School)
Wednesday, January 12	Conferences (3:30 - 7:30 pm)
Friday, January 14	Employability Friday
Friday, February 4	Employability Friday
Monday, February 21	President's Day (No School) *Possible Snow Day Make Up
Thursday, February 24	Employability Friday Last Day of Second Trimester

Third Trimester Dates (February 25 - May 26)	
Friday, February 25	Third Trimester Orientation (No School)
Monday, February 28	Teacher Professional Development (No School)
Tuesday, March 1	First Day of Third Trimester
Tuesday, March 8	1.5 Hour Early Release (Monday Schedule)
Thursday, March 10	1.5 Hour Early Release (Monday Schedule)
Friday, March 11 - Friday, March 18	Spring Break (No School)
Friday, March 25	Employability Friday
Thursday, April 14	Employability Friday
Monday, April 25	Teacher Professional Development (No School)
Wednesday, April 27	Conferences (3:30 - 7:30 pm)
Friday, May 6	Employability Friday
Friday, May 13	End of Year Celebration - Picnic Maytag West Shelter House
Thursday, May 19	Last Day for Seniors & Employability Friday
Friday, May 20	Graduation (No School) DMACC Auditorium @ 4:00 pm
Thursday, May 26	Last Day of Third Trimester

MISSION AND VISION 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.

WEST Academy Vision Statement

To provide staff and students with the tools to create a supportive and safe culture where students develop a positive relationship with the community and learn to own and value their own education.

WEST Academy Motto

WEST is BEST - We want to be the BEST version of ourselves - Our school will be the BEST place for our students - We will create the BEST school community

NCS D Mission Statement

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

NCS D Vision Statement

We are a collaborative and cohesive team that inspires and supports all learners in a culture of safety and acceptance.

WEST ACADEMY STAFF

Amy Blake	iJAG
Kathryn Byrum	Language Arts
Ryan Comer	Social Studies
Shelly Fitzgerald	Counselor
Lexi Morrow	Math
Judy Nissly	Science, P.E.
Kelly Sorenson	Administrative Assistant
Brian Springer	Special Education, Business
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
 - Consideration will be given to students with special circumstances who have not completed two semesters at the high school
- 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

Baxter Community School District
Grinnell Community School District
Pella Community School District

Colfax-Mingo Community School District
Lynnvile-Sully School District
Prairie City-Monroe (PCM) School District

GRADUATION REQUIREMENTS

Diploma Requirements

Students will earn a state accredited diploma from WEST Academy.

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)
PE	4 (Max of one credit may be completed by contract and must be approved by the PE teacher or Principal)
WEST Academy Requirements	4 (Health, Computer Skills, Careers, Personal Finance)
<u>Electives</u>	<u>6</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 one credit 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 pages three and four of this handbook.

Commencement Honors

Students who have a cumulative GPA of 3.000-3.899 will graduate with "Honors" and those with a GPA of 3.900-4.000 with "High Honors." Each honor student will be presented an honor cord during the ceremony. For the purposes of determining commencement honors, the second trimester final grades will be used in lieu of the third trimester final grades to compute the cumulative GPA.

Early Graduation (Board Policy 505.6)

If a student meets all the requirements in less than four (4) years, he or she may leave school no sooner than the end of nine (9) trimesters. An application to complete requirements in less than twelve (12) trimesters must be requested by the parent or legal guardian in writing and recommended by the administration. Early graduates may participate in graduation exercises.

Academic Achievement Awards

Academic Achievement Awards are presented to all students who improve their trimester GPA by .25. The purpose of this award is to encourage students, regardless of their previous trimester's work, to improve their grades during the next trimester. Multiple awards may be earned.

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" examination.
- 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.

Dress Code (Board Policy 502.1)

Students shall dress neatly and appropriately in a manner which is conducive to education and not disruptive of the education process. Students are expected to be clean and well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. The attire should be such that no undergarments (i.e. bra straps or underwear) show at any time. The midsection must be covered.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. 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. 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.

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

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 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 expressions 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

Cellular Phones and Other Electronic Devices

Students shall not use cell phones, headphones/earbuds or other electronic devices while in class without permission of the teacher. Students will be expected to leave their phone in the classroom when they leave for temporary breaks (restroom, visit the office, Zen Den, etc.) If a student is using a cell phone or other electronic device, they will be asked to store it in a charging station for the remainder of the class period. 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.

FOB

All students can purchase FOBs through the WEST office. FOBs are \$10 each. Students who return their FOB, in good condition, by the end of the year will receive their \$10 back.

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 students leaving for lunch and 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 a case-by-case basis. Medical appointments or illness are excused with a doctor's note. Court or legal proceedings are excused with an official note.

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.

Absence: A student who is not present at school when school attendance is required. Or a student who is required to attend on an Employability Friday and does not meet the teacher expectations.

Tardy: Students who are not within their assigned instructional areas at the start of class will be considered tardy. Tardies of **ten minutes or more** are to be considered unexcused absences.

Handling Tardies - Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. Teachers will put the Tardy Consequence Ladder into action for each tardy to class.

Tardy Consequence Ladder (Preventive versus reactive purpose)

Attendance will be submitted at the 10 minute mark, anyone not present will be considered absent.

#1 WARNING

- 1st tardy to your class
- Warning must be made privately & verbally

#2 Teacher's Choice

- 2nd & 3rd tardy to your class
- Lunch with teacher
- Student calls parent to explain
- 10 min or less with teacher-restorative talk
- Productive make up time with teacher

#3 Structured 15 min after school with Teacher & phone call home (teacher or student may make the phone call) **

- 4th tardy to your class
- Teacher-restorative talk and/or productive make up time with teacher

#4 Structured Loss of Lunch **

- 5th tardy
- Supervised lunch scheduled, no devices

#5 Student Choice **

- 6+ tardies
- Student choice- Restorative circle during employability Friday or Out of School Suspension (OSS)

**** If the student fails to serve the consequence within the teacher assigned time frame, the teacher will call the parent and notify the office. Additional consequences may be assigned.**

Absences -

WEST will be using an Multi-Tiered Systems of Supports (MTSS) structure to address absences throughout the trimester. The Attendance Team will meet on a weekly basis to review attendance data and determine plans for individual students.

Attendance Definitions:

- Regular Attendance: students who have missed 5% or less of the current trimester.
- At-Risk Attendance: students who have missed 5.1%-9.9% of the current trimester.
- Chronic Absence: students who have missed 10-19.9% of the current trimester.
- Severe Chronic: students who have missed more than 20% of the current trimester.

Students who reach the At-Risk Attendance category at any point of the trimester could receive the following supports:

- Using absenteeism data to activate targeted supports
- Attendance conversations with individual teacher to identify barriers
- Check In Check Out (CICO)
- Tailored physical and mental health supports
- Attendance weekly point sheet
- Consider schedule changes
- Additional interventions may be used as determined appropriate by Attendance Team

When supports at the At-Risk category were not successful and students reach the Chronic Absence category at any point of the trimester could receive the following supports:

- Meeting or home visit with student and family
- Attendance conversations with Attendance Team
- Individual attendance plan developed with families and students
- Mentoring
- Attendance daily point sheet
- Check and Connect

- Attendance small group during WIN time
- Consider schedule changes
- Additional interventions may be used as determined appropriate by Attendance Team

When supports at the previous two categories were not successful and students reach the Severe Chronic Absence category at any point of the trimester could receive the following supports:

- Intensive outreach to locate student and family and assess situation
- Coordinated case management with multiple systems including child welfare, mental health, health, housing/homelessness and juvenile justice
- Functional behavior assessment (FBA)
- Attendance daily point sheet
- Consider schedule changes
- Additional interventions may be used as determined appropriate by Attendance Team

Students who are not successful after progressing through all attendance categories could be dropped from their class(es). Any student who is dropped from his/her entire schedule due to absences may be put on a half day schedule until he/she can have success attending school for an entire trimester.

Open Campus

Seniors 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. Seniors who take underclassmen with them during lunch will lose their open campus privileges.

Physical Education

Students are required to earn four physical education credits in order to graduate. A maximum of one credit can be earned from a P.E. contract, which needs to be approved by the teacher or administrator. Students do not need to dress out for PE, but they do need to have tennis shoes each day. Students are able to earn one P.E. credit for participating in one complete athletic season for NHS.

Pick Up/Drop Off

Students can be picked up and dropped off at the north entrance. Doors open at 7:45 am in the morning. Students are not to use the east doors to enter or exit the building at any time other than in emergencies.

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 that could be limited to a partial schedule the following trimester. Scheduling options will be prioritized by graduation date and by current students before new students. Exceptions may be made for seniors.

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.

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 Focus	
Monday	Homeroom Community Building
Tuesday	WIN
Wednesday	Homeroom Community Building
Thursday	WIN
Friday	WIN

EXTRACURRICULAR ACTIVITIES PARTICIPATION

PHILOSOPHY AND OBJECTIVES OF EXTRACURRICULAR ACTIVITIES

We believe that extracurricular activities provide positive emotional release and help develop positive self-concepts. The school provides activities which will help you, the student, become the total person.

These activities:

1. Encourage the development of values and non academic skills which will extend into adult life.
2. Foster strong school spirit tempered by good sportsmanship.
3. Benefit you, the student, physically, socially, and emotionally in both the present and the future.

ATTENDANCE

Athletes and others in activities will be allowed to practice or participate in contests on any given day only if they are in school for the last half or more of their scheduled classes. Exceptions must be arranged with the WEST Academy administrator in advance of the absence. A funeral would be an example of a valid exception. If you are administratively suspended from school, you are not allowed to compete in or attend extracurricular activities during the suspension.

ELIGIBILITY REQUIREMENTS

As a representative of Newton High School in athletics and activities, you must make some very important decisions concerning your behavior and the importance of academics. If you become ineligible under the Good Conduct Rule (503.4), you are hurting not only yourself, but members of your squad, group, or organization. As a participant in extracurricular activities and the public appearing events of co-curricular activities, you are a role model in our community. Your behavior and conduct must exemplify this. Extracurricular activities and public appearing events of co-curricular activities are a privilege, not a right. Therefore, as a representative of the school, you are expected to adhere to all school policies and training rules as they relate to academics, conduct, tobacco, alcohol, and drugs.

ACADEMIC ELIGIBILITY

To be eligible for all extracurricular public appearing events, students in grades seven (7) through twelve (12) must be passing in all credited subjects at the end of each trimester.

PERIODS OF INELIGIBILITY

There will be an ineligibility period for students in grades seven (7) through twelve (12) who fail one or more credited subjects at the end of each marking period. During the period of ineligibility, students may not participate in interscholastic contests, conferences and field trips outside of the school day, or any extracurricular public appearing events. Whenever possible, the final course grades will be used to determine eligibility. If no final grade is issued, the respective marking period grade will be used.

Students in Grades 9 through 12

a. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements and any interim periods of ineligibility are determined by local policy. For purposes of the sub rule, "grading period" shall mean the period of time at the end of which a student in grades nine (9) through twelve (12) receives a final grade and course credit is awarded for passing grades.

b. If, at the end of any grading period, a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for thirty (30) consecutive calendar days.

STATE ELIGIBILITY REQUIREMENTS

Additionally, to be eligible for interscholastic athletic competition and state sponsored music and speech events, students in grades nine (9) through twelve (12) must meet the following state Requirements:

a. have passed a minimum of three (3) credits for the trimester. Failure to meet this requirement results in ineligibility for the next trimester. The only exception to this is that students are immediately eligible upon first entry into grade nine (9).

b. be enrolled each trimester in at least three (3) credits and must not drop below this number of credits.

c. meet all eligibility requirements of the Iowa High School Athletic Association, Iowa Girls' High School Athletic Union and the Iowa Department of Education.

GOOD CONDUCT POLICY - Board Policy 503.4

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in school extracurricular activities must conduct themselves in accordance with board policy and refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administration regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Good Conduct Rule Regulations

The Good Conduct Rule Regulations set forth the expressly prohibited conduct for students participating in the activities programs and the specific consequences for committing the

prohibited conduct. Coaches and sponsors may have other conduct expectations not covered by these regulations and may impose consequences (inappropriate behaviors, truancies) not covered by these regulations and may impose consequences for students not meeting these expectations.

The appropriate building level activity coordinator, in conjunction with the building principal, shall affect the enforcement of this policy. To the extent possible, the periods of ineligibility shall be the same for equivalent violations and shall be enforced immediately following the conclusion of an investigation by the appropriate administrator. The periods of ineligibility will be applied within each of the following defined activity categories:

- a. Athletics and Cheerleading
- b. Fine Arts
- c. Clubs

At the beginning of each school year students shall receive a written copy and explanation of the Good Conduct Rule and Regulations. Students who wish to participate in activities and the public appearing events of co-curricular activities must return a form signed by them and their parents or guardians stating that they each have read and understood the Good Conduct Rule and Regulations. All coaches and sponsors of extracurricular activities and co-curricular activities which have public appearing events shall, at the beginning of their seasons, inform the students of the expectations of the Good Conduct Rule, their additional expectations, and the penalties for violating the rules.

PROHIBITED CONDUCT

Students who participate in any extracurricular or co-curricular activity which has public appearing events will be subject to suspension from those activities if they violate the Good Conduct Rule at any time whether or not school is in session. Areas of violations which have predetermined consequences include the following:

I. Violations of Law

a. Committing an offense punishable by law as defined in federal and state statutes and municipal ordinances except for simple misdemeanor traffic violations.

II. Tobacco Products

a. Acquiring, using, or possessing a tobacco product, electronic cigarettes, look-a-like cigarettes, or vape pens.

III. Alcoholic Beverages

a. Acquiring, consuming or possessing (alone or with others) an alcohol product.

b. Attending functions (without their own parent or guardian supervision) where alcohol is present and being used, and not immediately leaving such functions.

IV. Illegal Drugs

a. Acquiring, possessing, using, or selling (alone or with others) illegal substances or drug paraphernalia identified as being illegal by federal, state or local laws.

b. Attending functions where illegal drugs are present and being used, and not immediately leaving such functions.

V. Steroids

a. Acquiring, possessing, using, or selling steroids. Actions, habits or conduct deemed to be degrading or detrimental to the ideals, principles or standards of the school and activities program but not covered above, will result in consequences as determined by the building level administrator. A suspension from participation in activities will result when following an investigation by the school administration, a preponderance of the evidence demonstrates that the Good Conduct Rule was violated. This suspension may result whether or not the student admits guilt, is charged with a violation, or is prosecuted in a court of law.

SOCIAL MEDIA

In light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in a violation of the Good Conduct Rule. Such violations may include, but are not limited to: the inappropriate use of computers, cell phones, texting, e-mails, social networking sites (Facebook, Instagram, Snapchat, Twitter, etc.) to transmit, post or otherwise communicate speech that the school deems as harassing, threatening, lewd or obscene; and/or, the transmission, posting, or other communication of photographs or other images or information that provides a basis that the student has violated some other portion of the Good Conduct Rule, to include, but not limited to, the student's use of alcohol or tobacco. These actions ARE NOT representative of the educational values of citizenship, character, and integrity espoused by our school.

CONSEQUENCES OF PROHIBITED CONDUCT

A student who violates the Good Conduct Rule will be declared ineligible and suspended immediately from public appearing events in each of the defined activity categories. The length of the suspension shall be the stated number of events. Multiple events in the same activity, but occurring on the same date, shall be considered one event. Events must be at the student's personal highest level of participation. During the period of suspension the student may not participate at other levels of the specific activity nor act in any official capacity in a public appearing event.

A student will be suspended within each defined activity category. The suspension will be considered served only if the student remains an active participant for the entire season of the activity. During the period of suspension, the student will be expected to practice or rehearse, attend home and away public appearing events, and perform such reasonable alternative activities as directed by the respective coach or sponsor. Sponsors of co-curricular activities shall not academically penalize a student who is suspended so long as the student completes the required alternative activities in a satisfactory manner.

I. First offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs

a. Suspended from 30 percent of the events within each defined activity category (a maximum of 12 events, or twelve (12) full months from the first day of ineligibility, whichever comes first. The suspension shall be completed and eligibility will be reinstated within each category, independent from the other categories.

- II. Second offense within one year of the date of the first offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
- a. Suspended from 60 percent of the events within each defined activity category. The suspension shall be prorated to the next activity within each category if fewer than 60 percent of the total number of public appearing events remain in a given act.
- III. Third and Subsequent Offense within two years of the date of the first offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
- a. Suspended for twelve (12) full months beginning on the first day of ineligibility.
- IV. Fourth and Subsequent Offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
- a. Students will be assessed 365 days for any subsequent good conduct policy infraction beyond their third offense.
- V. Steroids
- a. First offense is twelve (12) full months suspension from all athletic, cheerleading, fine arts, and club events beginning on the first day of ineligibility.
 - b. Second steroids offense will be eighteen (18) full months

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 set up 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 pages three and four of this handbook.

Progress Reports

Teachers will report out on attendance, grades, work completion and employability scores on our scheduled Employability Fridays. Students will need to be signed out by his/her home room teacher to be able to leave on Employability Fridays. Students are able to bring progress reports home at the end of each Employability 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 social media pages. Please follow us at:

Facebook: www.facebook.com/westacademynewton/

Instagram: @WESTAcademyNewton

Remind App: Enter this number 81010 and text this message @6d6d38

Daily Schedules

Monday (early release)		Tuesday - Friday	
1st	8:05 am - 8:52 am	1st	8:05 am - 9:03 am
2nd	8:54 am - 9:41 am	2nd	9:05 am - 10:03 am
HR	9:43 am - 10:06 am	HR/WIN	10:05 am - 10:47 am
3rd	10:08 am - 10:55 am	3rd	10:49 am - 11:47 am
Lunch	10:55 am - 11:25 am	Lunch	11:47 am - 12:17 pm
4th	11:25 am - 12:12 pm	4th	12:17 pm - 1:15 pm
5th	12:14 pm - 1:01 pm	5th	1:17 pm - 2:15 pm
6th	1:03 pm - 1:50 pm	6th	2:17 pm - 3:15 pm

Late Start Monday (early release)		Late Start (Tuesday-Friday)		Employability Fridays	
1st	10:05 am - 10:35 am	1st	10:05 am - 10:45 am	1st	8:05 am - 8:45 am
2nd	10:38 am - 11:08 am	2nd	10:47 am - 11:27 am	2nd	8:47 am - 9:27 am
3rd	11:11 am - 11:41 am	HR/WIN	11:29 am - 11:59 am	3rd	9:29 am - 10:09 am
Lunch	11:41 am - 12:11 pm	3rd	12:01 pm - 12:41 pm	4th	10:11 am - 10:51 am
4th	12:11 pm - 12:41 pm	Lunch	12:41 pm - 1:11 pm	Lunch	10:51 am - 11:21 am
5th	12:44 pm - 1:14 pm	4th	1:11 pm - 1:51 pm	5th	11:23 am - 12:03 pm
6th	1:17 pm - 1:47 pm	5th	1:53 pm - 2:33 pm	6th	12:05 pm - 12:45 pm
HR	1:47 pm - 1:50 pm	6th	2:35 pm - 3:15 pm	HR	12:45 pm - 12:50 pm
				Work Time	12:50 pm - 3:15 pm

ISASP Testing	
Test	8:05 am - 10:03 am
1st	10:05 am - 10:45 am
2nd	10:47 am - 11:27 am
Lunch	11:29 am - 11:59 am
3rd	12:01 pm - 12:41 pm
HR/WIN	12:41 pm - 1:11 pm
4th	1:11 pm - 1:51 pm
5th	1:53 pm - 2:33 pm
6th	2:35 pm - 3:15 pm

MAP Assessment Schedule	
1st	8:05 am - 8:55 am
2nd	8:57 am - 9:47 am
3rd	9:49 am - 10:44 am
MAP	10:44 am - 11:41 am (in homeroom)
Lunch	11:41 am - 12:11 pm
4th	12:11 pm - 1:11 pm
5th	1:13 pm - 2:13 pm
6th	2:15 pm - 3:15 pm

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.

Care of Electronic Devices

Students will be taught proper use of Macbooks. A separate agreement regarding student use of Macbooks will be signed during the registration process and can be found on the district website. If the Macbook must be replaced/repared due to negligent loss or damage, the following charges will apply:

Repair or Replacement	Loss, Damage or Neglect Cost
Extension Power Cable	\$10.00
Cover (Top or Bottom)	\$30.00
Summer Cleaning Fee (if necessary)	\$40.00
Brick	\$60.00
Broken/Cracked Screen	\$250.00
Keyboard Replacement (This is intentional - not if a key falls off)	\$250.00
Laptop	\$630.00

DMACC Career Academy

The DMACC Career Academy is a program open to juniors and seniors and prepares them for or offers the opportunity to explore one of eleven different careers. These programs offer numerous college credits and help serve as a springboard into the future for students who choose to pursue these careers. Below is a list of the programs available and their prerequisites. On the next page the individual courses which make up the DCA programs are listed. Students must meet the prerequisites and have their own transportation to the DMACC Newton campus. Classes will meet either from 7:30-9:30 AM or 1:15-3:15 PM. ATTENDANCE IS VITAL for success at the academy and may be a criterion considered for pre-registration.

The DMACC Career Academy provides an opportunity for WEST Academy students to explore possible future avenues or to get a head start in the respective vocational field. Students registering for these programs will complete a separate registration form for DMACC.

All year-long programs earn five HIGH SCHOOL credits (2.5 credits for semester -long CNA program) and multiple college credits.

DMACC CAREER ACADEMY PROGRAMS

Program	Prerequisite A	Prerequisite B
Automotive Collision	Power Tech	Auto Tech
Building Trades	Woods	One Industrial Tech Elective
Business Administration	Three Business Credits	
CNA/Adv. CNA (Nurse Aide)	Health	Applied Biology or Biology
Criminal Justice	Four Science Credits	Sociology or Psychology
Culinary Arts	Foods 1	Foods 2
Human Services	Four Science Credits	Sociology or Psychology
Health Occupations	Health	Applied Biology or Biology
Teacher Academy	Child Development	
Welding	Metals	

DISTRIBUTION OF MATERIALS (Board Policy 903.5R1)

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any product or service not permitted to minors by law;
- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);

f. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

For specific procedures, time, place, and manner of distribution, definitions, and disciplinary action

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.

Anti-Bullying/Harassment (Board Policy 104.R1)

The Newton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying of students, employees and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and harassment will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, employees, and volunteers based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Definitions For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the individual in reasonable fear of harm to the student’s person or property. (2) Has a substantial detrimental effect on the individual’s physical or mental health. (3) Has the effect of substantially interfering with an individual’s academic performance. (4) Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. • “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with an individual's performance or creation of an intimidating, offensive, or hostile learning environment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made either implicitly or explicitly a term or condition of the individual's education or benefits;
 - Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that individual; or
 - The conduct has the purpose or effect of substantially interfering with the individual's academic performance by creating an intimidating, hostile, or offensive education environment. In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:
 - Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
 - Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Filing a Complaint: A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation: The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee (hereinafter "Investigator") will be responsible for handling all student complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Director of Human Resources or designee will be responsible for investigating all complaints by employees alleging bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision: If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Dangerous Weapons (Board Policy 502.6)

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not appropriate places for weapons, dangerous objects, and look-alikes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or looka-likes will be reported to the law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term

“firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The principal may allow authorized persons to display weapons, dangerous objects, or look-alikes for educational purposes. Such a display shall also be exempt from this policy. The superintendent, in conjunction with the principal, may develop an administrative process or procedures to implement 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 do 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.

Equal Educational Opportunity (Board Policy 102)

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) 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 Laura Selover, Associate Director of Human Resources, 1302 1st Avenue West, Newton, Iowa, 50208, (641) 792-5809, seloverl@newton.k12.ia.us .

The Board encourages students to participate in school activities and programs for their physical and mental well-being. Equal opportunity, in compliance with the state and federal laws, shall apply to the programs and activities offered by the school district. The board requires all persons, agencies, vendors, contractors, volunteers and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

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 Policy (Board Policy 102.R1)

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) 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 equity coordinator, Laura Selover, Director of Human Resources, 1302 1st Avenue West, Newton, Iowa 50208, (641) 792-5809, seloverl@newton.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint: A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation: Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days after beginning the investigation, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal: The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class, with return receipt.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

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 may 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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