

**STUDENT HANDBOOK & PLANNER  
2011-2012**



**UNDERWOOD HIGH SCHOOL**

**Mr. Matt McDonough  
Principal**

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**THIS PLANNER BELONGS TO:**

**Name:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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### A Few Common Sense Rules

During the lunch period, students should remain in the commons with no loitering in the hallways. After students have finished eating, each is responsible for clean-up of their dining area. Failure to keep the cafe clean may result in loss of privileges and/or disciplinary action. Locker trips are not allowed during lunch.

Hats are not to be worn in the building on school days. Teachers may confiscate hats worn by students to be returned at a later time and detention may be assigned.

Students who are assigned detention must bring school work with them or they may be assigned work, more detention time, suspension, and/or a parent-principal conference.

Girl-boy relationships are excellent and we understand those friendships, but public displays of affection are not acceptable at school.

Although no credit is granted for Study Hall or Library Club, they are treated as a class, with rules and requirements. If the Commons is housing a Study Hall or Testing Center, students are not to pass through the area...follow the walkway around the commons. Please exercise common courtesy.

A reminder that students should not loiter in the halls or outside the building during class time/school time.

No open containers (of anything) are allowed into the building/Commons.

Students should **NEVER** leave the building during school hours for any reason without permission from the office. This includes going home ill -- all students must first check-out with the school nurse. Anyone leaving the building at any time without appropriate school permission will be considered Truant.

This building is as safe and drug-free as students and staff can make it. In other words, it really is up to each of us to help insure that it stays a great learning environment.

This is an exciting time in your life. What you do in high school sets the tone for your life beyond the walls of Underwood High School. It is incredibly important that you work to the best of your abilities in class, have excellent attendance, and treat everyone with respect. All of these factors will lead to your successes throughout your life as a student and an adult. Our staff is dedicated to helping you to achieve at your highest level. Never be afraid to ask for help-that's why we're here.



*Soaring To Excellence in the Classroom, in the Hallways, on the Playing Field,  
on the Stage, and in Life. We are makers of our Future.*

**WELCOME**

The staff and I wish to welcome you to your school, the home of the Eagles. It is hoped that your high school days will leave you with some very pleasant memories.

The policies and procedures contained in this handbook are designed to help the school run smoothly so you will have a successful year at Underwood High School. This information has been carefully prepared so that it will help you adjust to our school and become an important part of it.

Your teachers and I are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in extra/co-curricular activities. There is a listing of them on page 26. The activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

Sincerely,  
Matt McDonough, Principal

<b>School Song:</b>	<p><b>Underwood, Underwood Hats off to thee, To our colors, true we Will ever be,</b></p> <p><b>Strong and firm United are we,</b></p> <p><b>Rah, Rah, Rah, Rah, for The Eagles, Rah, Rah, Rah for the blue and white.</b></p>	<b>School Colors:</b> <b>Royal Blue &amp; White</b>
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**BELL SCHEDULES**

Regular Day	2-Hour Late Start	1-Hour Early Out	2-Hour Early Out
8:00 Classroom Wings Open			
8:25 Warning Bell			
1st Period 8:30-9:15	10:30-11:00	Morning	8:30-9:00
2nd Period 9:19-10:04	11:04-11:34	is	9:04-9:32
3rd Period 10:08-10:53	12:39-1:09	regular	9:36-10:04
4th Period 10:57-11:42	1:13 -1:43	day (#1)	10:08-10:36
5th Period 11:46-12:56	11:38-12:35	schedule	11:46-12:56
1st Lunch 11:46-12:06	11:38-11:58	11:46-12:06	11:46-12:06
2nd Lunch 12:34-12:56	12:15-12:35	12:34-12:56	12:34-12:56
6th Period 1:00-1:47	1:47-2:17	1:00-1:26	10:40-11:08
7th Period 1:51-2:36	2:21-2:51	1:30-1:56	11:12-11:42
8th Period 2:40 -3:25	2:55-3:25	2:00-2:25	1:00-1:25

Schedule -----#1----- #2 ----- #3 ----- #4

**UNDERWOOD HIGH SCHOOL  
STUDENT HANDBOOK  
2011-2012**

The purpose of this student handbook is to bring to the student and parents in concise form the necessary rules and regulations to enable our school to run smoothly and efficiently. Any situation that arises in school that is not covered by these rules and regulations will be handled by the high school principal. Such rules and regulations apply to all students in the high school, regardless of the age of the individual student. **THE BOARD OF EDUCATION RESERVES THE RIGHT TO MODIFY, ELIMINATE, OR ESTABLISH SCHOOL DISTRICT POLICIES, RULES AND REGULATIONS AS CIRCUMSTANCES WARRANT, INCLUDING THOSE CONTAINED IN THE STUDENT HANDBOOK.**

Sharing the contents of this handbook with his/her parents is a responsibility of each student.

**UNDERWOOD SCHOOLS - MISSION STATEMENT**

The mission of the Underwood Community School District, as a part of the community, is "Preparing students to meet the challenges of the 21st Century."

**UNDERWOOD BOARD OF DIRECTOR'S BELIEF STATEMENTS**

The Underwood Community School Board believes that:

1. Education is an active partnership involving the school, the family, and the community.
2. Prudent fiscal management is essential to the district's future.
3. All students can learn and succeed.
4. Effective education recognizes, develops, and enhances the uniqueness of the individual.
5. Technology is vital to our students' futures.

**UNDERWOOD COMMUNITY SCHOOL DISTRICT LONG-RANGE GOALS**

1. UCSD will increase student achievement in reading, math, and science.
2. UCSD will ensure the learning environment is inclusive, safe, disciplined, drug-free, accessible, and caring to promote personal and social growth and maximize student learning.

**Underwood High School Goals  
2011-12**

**GOAL FOR LIFE LONG LEARNING--**

To provide all youth with the abilities to research and adapt to changes in health and family lifestyles, communication, citizenship, and money management.

**GOAL FOR ACADEMIC PROGRESS--**

To provide all youth with the academic skills and abilities to use, process, and communicate information needed to succeed in a global society.

**INTEGRATION GOAL--**

To help all youth develop salable skills, good work habits and attitudes to become productive workers and wise consumers by incorporating their vocational, academic and fine arts education throughout high school.

**TECHNOLOGY GOAL--**

To use technological applications in providing youth with the fundamental processes necessary to function in the emerging global society.

## ATTENDANCE

Underwood High School is committed to the philosophy that every student should attend every class every day. **Regular attendance and promptness are expected in all classes and are essential for success in school.** Absences always cause some disruptions in the educational progress of the student who is absent. While it is possible for a student to make up much of the work missed, it is impossible to completely compensate for the missed instructor's contributions as well as the class discussion. Irregular attendance or tardies by students not only inhibits their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance. With this in mind, the Underwood Community School District has established the following attendance policy.

**Students will be allowed 8 days per semester for all absences.** Any absences beyond 8 will require the following:

- The Student Assistance Team will meet with the student and his/her parent(s) to discuss attendance and possible removal from class(es).
- Student will contact all teachers within 24 hours upon return to school to arrange make-up work.
- Attendance at Make-up Study time on Fridays from 8:30-9:03.

**Excused Absences include the following (all but illness require a prior):**

- **Medical** including hospital stays, doctor's appointments, physician excuse, dental appointments and counseling appointments- all require a signed and dated excuse from the practitioner within 24 hours of visit.
- **Illness**-a student who is ill should not be in school. **Any student who has an illness lasting more than 2 days may be asked to bring a Doctor's excuse.**
- **Court appearances**- require a signed and dated excuse on office letterhead or card within 24 hours of visit
- **Participation in school sponsored events**-must be pre-excused and student must be passing all classes
- **College visits**-approved through the college and guidance counselor, must be pre-excused and within the college visit guidelines
- **The administration reserves the right to consider special situations on a case-by-case basis.**

**Unexcused Absences include the following:**

- The parents do not call or send a note within two (2) days after the absence. "0" credit will be assigned to all work missed during this time period.
- The student has another person, other than a parent/guardian, call in or write a note.
- Other excuses will be examined on an individual basis.

Unexcused absences that occur with parents' knowledge and approval result in a "0" for the time absent. Unexcused absences occurring without parents' knowledge or consent are considered truancy and are discussed later in the handbook. An accumulation of three (3) unexcused absences will result in a one-day suspension. Any additional unexcused absences will result in a three-day suspension and a meeting with the superintendent. The principal determines whether an absence is excused or unexcused.

**If a student's absence is unexcused, the following will apply:**

1. Work due the day of the unexcused absence and not handed in that day is to be considered late and no credit will be given.
2. Work due the following day will receive full credit if handed in on that day.

A suspension from school will be treated as an excused absence, but the student will be given no additional time to complete make-up work. That means if a student is suspended for Tuesday, he/she must turn in his/her work on Wednesday as if he/she had been in classes on Tuesday.

**Further unexcused absences may result in additional suspension and/or recommendation for expulsion.**

The administration reserves the right to consider special situations on a case-by-case basis.

#### **PRIOR ARRANGEMENT**

Prior arrangement slips must be completed if students know in advance they will be absent from school for school sponsored activities and non-school sponsored trips and activities such as family vacations, trips, or other matters. Prior forms are available in the office. **They must be signed by the teachers and a parent (or have parent notification) prior to the activity and returned to the office before you leave.**

The procedure for prior arrangement is:

1. All classroom teachers are to sign the prior noting the student's progress for the courses involved. Students must contact classroom teachers sufficiently ahead of time to make-up work before the absence. It is the teacher's option to decide whether work may be made up after the absence.
2. A parent should sign the prior only after all teachers have signed it. Please check your child's progress in their classes before you sign their prior.
3. The prior form must be returned to the office for filing before students are absent.  
NOTE: The purpose of the prior is to see that teachers are notified ahead of time about absences in their classes (for planning purposes) and to see that parents are aware of students' progress before allowing them to be absent from classes for any reason. Obviously, this purpose cannot be fulfilled if the prior is not processed ahead of the absence. All priors should be processed at least 1 day before the intended/scheduled absence.
4. Failure to accept the responsibility to process a prior as directed will result in the absence being unexcused.

Students leaving during the day for illness or another unplanned reason should use their planners to get homework for the periods they will be missing. This is not considered a prior for purposes of participating in extracurricular activities.

**IF NOT PRIORED OUT, WORK WILL BE DUE UPON DAY OF RETURN AND TESTS WILL BE TAKEN THAT DAY.**

#### **REPORTING ABSENCES**

To be excused, absences must be cleared **before** the student returns to classes. Parents are required to report absences by telephone by 9:00 a.m. If the absence has not been cleared by telephone, the student must present a written excuse from a parent (specifying the reason for the absence) to the office before re-entering school. **Absences not cleared within two days will be considered unexcused. The principal has the discretion to consider special situations that arise on a case-by-case basis.**

### CHECKING IN

Students who arrive at school after the start of the day must check into the office. The only exceptions may be during semester testing.

### TRUANCY

Truancy is absence without parental/guardian knowledge or consent prior to occurrence. Truancy also includes leaving the building without permission from the principal and leaving without signing out.

**Consequences for truancy range from detention to suspension, at a length of time no less than the time truant. Students will be re-admitted to school as discussed later in the handbook.**

### SKIP DAY

Any organized truancy by a group of students for a day or part of a day is not authorized by the school. In place of high school skip days, seniors are released 3 days early. Violations will be treated similar to truancy. Senior diplomas will be held until consequences are served.

### TARDINESS

Late arrival to school or class without prior approval will be considered a tardy. Students late to school or class for a reason judged appropriate by school authorities will not be considered tardy. The record of tardies becomes an important part of the student's permanent record.

**Any student who arrives within the first 30 minutes of the start of his/her school day is considered to be tardy unless the student has arranged for a prior slip for that day.**

The following are not considered tardies:

1. School bus running late
2. In a conference with school personnel
3. An emergency as determined by the principal

The tardy policy applies to each class individually. Students who have the following number of tardies per semester face the following disciplinary action:

	<u># of tardies</u>
3	- 30 minutes of detention
4	- 60 minutes of detention
5	- 90 minutes of detention
6	- one day out-of-school suspension
7	- three days out-of-school suspension
8	- three days out-of-school suspension with possible hearing

### LEAVING BUILDING

Under no circumstances is a student to leave the school grounds until the school day ends unless that student has secured permission from his/her parents who in turn must request permission from the administration for the student to leave. A student wanting to leave because of illness must first be checked and cleared by the school nurse. A student failing to follow this process is considered as truant and will be dealt with according to those provisions. No student is allowed access to the parking lot after 8:30 a.m. or before 3:25 p.m. without express permission from the school administration.

## **MAKE-UP WORK**

Making up work is the responsibility of the student. If an absence is excused, students are given the number of days absent plus one day to get the work made-up. (i.e. If a student is absent two days, he/she will have three days to make up work). No credit will be recorded if the make-up work is not completed within this time. Make immediate plans to do all make-up work due to absence. All work assigned during any period of suspension is due by the end of the suspension period. Your grades will reflect your absence if you do not get make-up work completed.

## **WORK RELEASE**

Seniors and Juniors may request early dismissal for work. Work release forms are in the office and must be signed by the parent and your employer. Students on work release must be passing all classes or this privilege may be revoked. Random checks may take place periodically to see that students are indeed employed and attending work. Those students who lose employment will be required to complete each school day at the high school.

All students must check out in the office before they leave the building--each day. Upon signing out, students must leave the building immediately; non-compliance will result in the suspension/revocation of this privilege.

## **EARLY RELEASE**

Any Senior student on schedule to graduate with their class, and taking a minimum of 6 classes plus Physical Education, may be allowed to leave school (daily), after their last class. This must be scheduled through the guidance office before it takes effect for any Senior.

All students must check out in the office before they leave the building--each day. Upon signing out, students must leave the building immediately; non-compliance will result in the suspension/revocation of this privilege.

## **GUIDANCE**

Individual files are kept which contain all grades and credits earned as well as Iowa Testing results. Any interest and/or aptitude results are included along with the PSAT and ACT results, etc.

Information to meet educational, vocational, and personal needs of students is available. This includes college and university catalogs, vocational and technical school materials, scholarship information, financial aid information, and armed service materials. Individual counseling is available to any and all students to assist them with course planning, decision making, peer pressures, social problems, personal conflicts, and whatever else might be a concern. These services are offered to help students make the kinds of decisions that will help them grow with confidence and become independent, responsible people who will be able to meet and solve future concerns.

The assessment program includes the Iowa Tests of Basic Skills, the Iowa Test of Educational Development and the Measures of Academic Progress (MAP) tests. The Armed Service Vocational Aptitude Test Battery is required for juniors. The PSAT test is offered to college bound juniors. College entrance test battery (ACT and SAT) applications are also available.

Applications for various post high school colleges and vocational-technical schools may be obtained through the counseling center. Students and parents are invited to use these services.

### **TRANSFERRING OR DROPPING SCHOOL**

Any student who plans to transfer to another school or drop school for other reasons should bring a written request from a parent indicating the reason for dropping school. This request should be completed at least two days in advance of the last day in order that satisfactory arrangements may be completed. A check-out sheet will be issued identifying those things which need to be completed before any refund can be issued and/or credits transferred.

### **DROPOUTS-LICENSE REVOCATION**

Students between the ages of 16-18 who cease to attend school will be reported to the Iowa Department of Transportation for the purpose of license revocation.

### **STUDENT SELF-SCHEDULING**

Students register during the scheduled registration each spring for the classes they plan to take during the following year. In the fall, a schedule change will only be allowed after a parent conference with the teacher and the counselor. Because of the book orders and section numbers, we must have these schedules in place early. Second semester schedules may be adjusted in late fall. Seniors register first, followed by juniors, sophomores, and freshman. The number of sections offered for each course and their scheduling during the school day depend upon the figures obtained from the spring preregistration; it is important that students choose wisely at that time. Any student that does not complete the self-scheduling process within the allotted time will be assigned a schedule by the guidance office -- no changes will be allowed if this process is completed by the guidance office.

### **DROPPING A COURSE**

Only students taking more than the minimum load (6 courses excluding P.E.) may drop a course. These students may drop a course during the first three school days of the semester. A course that is dropped during the first three school days will be recorded as a withdrawal.

All courses that are dropped after this time period, except those that are dropped for medical reasons, will be recorded as an "F" and will be figured into the student's grade point average.

### **INTERVIEW WITH STUDENTS**

A student may not be interviewed in school unless permission is granted by the principal. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by a court order or law. No student may be questioned by anyone other than school personnel without written permission from his/her parents or unless the parents are present. If police officers or other officials request an interview, the student's parents or legal guardians will be contacted and shall be invited to be present.

No student may be taken from school without the consent of the building principal.

### **REGULAR DAILY SCHEDULE**

1st Period 8:30-9:16	4th Period 10:56-11:42	7th Period 1:51-2:36
2nd Period 9:20-10:03	5th Period 11:46-12:56	8th Period 2:40-3:25
3rd Period 10:07-10:52	6th Period 1:00-1:47	

### **Silent Sustained Reading (SSR)-Tuesdays**

Silent Sustained Reading will be held every Tuesday for fifteen minutes. SSR will be on a rotating basis through the 8 periods.

### **ASR/MAKE-UP/HOMEROOM SCHEDULE-Fridays**

ASR/HR 8:30-9:03	3rd Period 10:35-11:15	6th Period 1:17-1:57
1st Period 9:07-9:47	5th Period 11:19-12:29	7th Period 2:01-2:41
2nd Period 9:51-10:31	4th Period 12:33-1:13	8th Period 2:45-3:25
	1 <sup>st</sup> Lunch 11:19-11:31	2 <sup>nd</sup> Lunch 12:07-12:29

## GRADUATION REQUIREMENTS

High school students need forty-eight (48) credits for graduation. All students are required to take six full credit classes daily, plus physical education/weights each semester. A course taken to meet requirements in one area cannot be used to satisfy requirements in another. The school day is an eight period day.

### **SPECIFIC REQUIRED COURSES ARE AS FOLLOWS:**

#### **LANGUAGE ARTS** ----- 8 credits

One year of English Language Arts I

One year of English Language Arts II (Foreign Language will not count as Lang. Arts Credit)

One semester of American Literature

Three elective semester English courses (such as Drama/Stagecraft/Public Speaking)

#### **MATHEMATICS** ----- 6 credits (Earned in Grades 9-12)

Algebra will be given high school credit if taken at the middle school. In addition, six credits must be earned at the high school level

#### **SCIENCE** ----- 6 credits

One year of Biology. In addition, four credits (two years) from other science courses.

#### **SOCIAL STUDIES** ----- 6 credits

One year of World History (beginning 2011-12)

One year of American History

One semester of Economics

One semester of Government

#### **FINE ARTS** ----- 1 credit

May be earned through Art, Concert/Marching Band, Chorus, Drama/Stagecraft, Yearbook/Newspaper.

#### **VOCATIONAL** ----- 3 credits

3 remaining credits may be earned from the following: Business, Computer Science, Family & Consumer Science, Industrial Technology, or Marketing.

#### **PHYSICAL EDUCATION**----- 1/2 credit for each semester in attendance.

#### **SUCCESSFUL COMPLETION OF GRADE LEVEL INTEGRATION PROJECT.**

One absence will dictate a grade no higher than "B", two absences will dictate a grade no higher than a "C", and three absences will dictate a grade no higher than a "D". Failure of a grade-level Integration Project will require the student to complete the alternative (for the failed project) for the following year --in addition to successful completion of the regular grade level Integration Project for that year.

#### **SUCCESSFUL COMPLETION OF A STRUCTURED PORTFOLIO** (by grade level).

Most courses offered at Underwood High School earn one credit per semester for each class period that the class meets, if the class meets every day.

Courses which do not earn a full credit per semester are: Physical Education-including Weight Training (1/2 credit).

#### **SEMESTER TEST/ACTIVITY POLICY**

We recognize that some classes are more conducive to semester testing, therefore teachers and students have the following options:

1. Semester tests/projects are required for the entire class (Some classes are excluded from this requirement)
2. Teachers have the option of not requiring a test, however attendance for the scheduled period is mandatory.
3. Tests/projects will be given during the last week of the semester with the specific schedule announced in advance for planning purposes.

## GRADING SYSTEM

Course/Grade requirement: If a semester exam is given in a course, the student in that course must either pass both quarters or one quarter and the semester exam to receive credit. The combined percentage for the two quarters and the semester exam must be passing in order to receive credit for the course.

**Grade A (4 points)**--Indicates excellent work

**Grade B (3 points)**--Indicates work definitely above average in performance

**Grade C (2 points)**--Indicates average performance

**Grade D (1 point)**--Indicates below average comprehension and performance

**Grade F (0 point)**--No credit is given

**Incomplete**--Indicates that the work is incomplete for some reason. Missing work must be made up within two weeks unless different arrangements are made with the teacher. If the work is not made-up with the specified time, the grade becomes an "F".

## EARLY GRADUATION

Some students may desire to graduate before the end of four full years of high school. Students who have this desire need to discuss it with the counseling center prior to registering for classes their junior year. This is necessary in order to include required upper level classes into the students' schedules at the times they are offered. All Early Graduates must complete the Alternative Integration Project prior to the end of 1st semester, as denoted by the Senior Integration Chairperson.

Students who graduate early are not allowed to participate in extra-curricular school activities; however, students who have graduated early may participate in Prom and spring commencement exercises. No formal graduation ceremony will be held until spring.

## PARTICIPATION IN COMMENCEMENT CEREMONIES

No student will be allowed to participate in commencement ceremonies unless all graduation requirements have been completed.

## REPORT CARD AND ACADEMIC STATUS REPORTS

Report cards are mailed home at the end of each quarter (nine week periods), after Parent – Teacher Conferences.

Academic Status Reports (ASR) are completed by teachers and mailed to parents for students whose grade is less than "C-." ASRs will be due at the midterm of each quarter. Ineligibility will be for the remaining period of time in that quarter. If a student has raised his/her ASR grade(s) to passing at a two-week grade check after midterms, the student will regain eligibility for the remainder of the quarter. The purpose of these and all reports is to inform students and their parents of progress being made. These reports may be discussed with teachers or school officials at any time.

Students who are on the ASR list will be required to report for ASR study time every Friday from 8:30-9:03. ASR study time will begin the first Friday after ASRs are released. The locations students report will be assigned to the student based on which class(es) he/she has received ASRs. Failure to report will be considered truancy, and students will be subject to discipline accordingly.

## HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. Two honor roll lists will be compiled at the end of each quarter. The Blue Honor Roll will list grade point averages from 3.50 to 4.00. The White Honor Roll will list grade point averages from 3.00 to 3.49. Straight "A" students will be given special recognition.

## **NATIONAL HONOR SOCIETY**

Membership in NHS is one of the highest honors that can be awarded to a high school student. Each year, early in the second semester, potential candidates for NHS are selected. The following criteria must be met in order to be selected for induction into NHS:

1. The student must be at least a second semester sophomore.
2. The student must have at least a 3.00 cumulative GPA.
3. The student must complete an activity questionnaire.

After these three steps are completed, the student's name is submitted on a list with all other eligible students to the faculty. The faculty then rates the students in the three remaining categories: Leadership, Character and Service. The faculty ratings are then reviewed by a five member faculty council that makes the final determination and selection for membership.

## **STUDY HALL**

A student's unscheduled class time during the day is spent in study hall. The study hall supervisor may issue passes to the office, counselor, library, etc., but students who plan to work with a teacher during this time must have previously obtained a pass from that teacher. Study hall is a supervised study area and conditions conducive to studying are to be maintained. All students are expected to bring school work to study hall, and all students will use study hall time on school-related work.

## **CARD PLAYING**

Card playing or other "games" are not allowed in any Study Hall, or on the school grounds.

## **PHYSICAL EDUCATION**

Physical education is required each semester. Only an excuse from your doctor and/or approval from the principal will be accepted as a legitimate excuse for not taking P.E.

## **SUMMER AND NIGHT SCHOOL POLICY**

A student shall receive no graduation credit for any course taken in summer or night school if that course is offered in the Underwood Community School during the regular academic year, unless the student has failed the specific course in question. A student will be allowed to count toward graduation a maximum of four credits earned during summer or night school. Approval to take summer/night school courses (that would count as credit toward graduation) must be obtained in advance through the guidance office

## **STUDENT CONDUCT**

### **RESPECT FOR EQUIPMENT AND FACILITIES**

Each student is to assume responsibility for the care of all school property. Students who damage school property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

### **CHEATING**

Copying someone else's homework, copying someone else's computer disk, copying from another student's quizzes, tests, or exams, use of cell phone, text messaging, and/or other inappropriate use of any technology, or plagiarism of published works (including the Internet) is a serious infraction. If a student is caught cheating or plagiarizing, a complete written report of the incident shall be made by the teacher. This report will be turned into the administration, who will in turn contact the student and his/her parents. The consequences for cheating or plagiarism will depend upon the severity involved and the number of times the student has demonstrated this behavior. Consequences range from detention to suspension or expulsion. Loss of credit for the material that was compromised would be automatic.

## **DRESS CODE**

Students should be neat and clean at all times. Students should dress in regular school attire at all school sponsored events, including trips, with the exception of picnics or class parties. If a school sponsored activity calls for formal dress or "business-like attire," admittance will be refused to those who are not properly dressed. When, in the judgment of the principal, student's appearance or mode of dress disrupts the educational process, does not meet "community standards", or constitutes a threat to safety or health, the student will be required to make modifications immediately (this may include going home to change – and unexcused absence). Footwear will be worn at all times-slippers are not acceptable. Midriffs will not be exposed while standing. No cleavage will be exposed in the front area or in the lower back area. Bandanas, hats, sweatbands, hoods or other headwear is not to be worn at any time in the building. No garments, tattoos, accessories or other items will be allowed that advertise or promote drugs, alcohol, tobacco, gang activity, violence or illegal activity. Also, no sexually suggestive, lewd, profane or obscene language or images on garments, accessories or other items are allowed. Skirts, skorts and shorts must be of enough length to reach the finger tips of the student's extended arm. Baggy pants will not be worn in a sagging manner-trousers will be worn at the waist. Undergarments and parts of undergarments are to be covered at all times. Sunglasses will not be worn in the building. Billfold chains, spiked wristbands, cleated shoes, or any other similar articles of clothing or accessories that are a hazard to safety or may damage school property may not be in school. The areas between the neckline and outer shoulders shall be fully covered by fabric. Spaghetti straps, tank tops, tube tops, halter tops, including sleeveless undershirts and muscle shirts that do not fully cover the shoulder area are not acceptable unless worn with an outer shirt that does cover the shoulder area. Sheer, see through clothing and clothing that exposes the sides of the torso are not acceptable. Exceptions may be made to this code by the principal for sanctioned events/activities or for medical reasons.

## **RADIOS, CELL PHONES & OTHER ELECTRONIC DEVICES**

Radios, cell phones, CD players/MP3 Players, iPods, televisions, etc. are not to be used in the building from 8:00 am to 3:30 pm (unless teacher permission is obtained beforehand).

If any of the above is confiscated, the following applies:

- 1st offense – released to student at end of school day
- 2nd offense – released to the student's parent/guardian (only)
- 3rd offense – forfeiture of the device for the remainder of the quarter (minimum of 30 calendar days)
- 4th & subsequent offenses – forfeiture of the device for the remainder of the quarter (minimum of 30 calendar days) and out-of-school suspension (1 day for 4th forfeiture, 2 days for 5<sup>th</sup> forfeiture, 3 days for 6th forfeiture, etc.).

The use or display of pagers, lasers, and all like electronic devices are not allowed in the building. If confiscated, the item may be kept in the principal's office for the remainder of the semester, and then be returned to the student/parent.

During school hours, electronic communication devices (ECD) are to be stored out of sight. The use of ECDs in locker rooms and restrooms is prohibited. Possession of an ECD by a student is a privilege, which will be forfeited by a student who fails to abide by this policy. Any student who possesses an ECD shall assume responsibility for its care, as their personal property. At no time shall the school be responsible for preventing theft, loss, or damage to ECDs brought onto school property. In addition, the school shall not be responsible for any student's service contract, fees, or fines related to the forfeiture of their ECD.

## **COMPUTER USAGE**

Students are allowed use of school computers for educational purposes, as outlined by instructional staff. Students must be supervised when working in computer labs. **UNAUTHORIZED MEDIA IS NOT ALLOWED TO BE USED IN SCHOOL COMPUTERS.** Violations will be met with: 1) Media confiscated and not returned; 2) Student suspended from use of technology in school; 3) Possible disciplinary action including but not limited to suspension/expulsion; 4) Possible financial restitution to school district; 5) Legal authorities may be contacted if specific technology laws have been broken or damage occurs.

## **NETWORK / INTERNET -- APPROPRIATE USE**

Because technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means.

Students will be issued an account to access the Internet, and electronic mail accounts may be issued if necessary for a class. If a student has a personal electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The school district makes no guarantees as to the accuracy of the information received on the Internet.

Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to have access to the Internet. Students will sign a form acknowledging that they have read and understand the Internet Acceptable Use policy and regulations and understand the consequences for violation of the policy or regulations.

- Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information available on the Internet changes frequently, it is not possible to predict or control what students might locate.
- The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
- To reduce unnecessary network traffic, users may use real-time conference features such as talk/chat/Internet Relay Chat only as approved by the supervising teacher.
- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- System users will not attempt to download files without the permission of the supervising teachers. The user will perform a virus check on downloaded files to avoid spreading computer viruses.
- The school district makes no guarantees as to the accessibility of the Internet nor the accuracy of the information received on the Internet.
  
- The school district reserves the right to block any information that is inappropriate for an educational setting, or that causes a strain on network system resources. Students will not be allowed to post any information on the school district's web site unless it is part of a classroom project. The content of the page(s) must be approved by the building principal or a person delegated by the building principal.
  
- Any pages created for posting on the district's web site must follow district guidelines for privacy and content. No page can contain advertising of any product or service without prior authorization of the superintendent.
  
- The use of the network is a privilege and may be taken away for violation of board policy or regulations.

- Students should adhere to on-line protocol: Respect all copyright and license agreements; cite all quotes, references, and sources; remain on the system long enough to get the needed information, then exit the system; apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Restricted Material -- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or 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.
- Unauthorized Costs -- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulation or the following consequences:

**First Violation-** A verbal and written "Warning" notice will be issued to the student. The student shall lose Internet access for a period of ten school days. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

**Second Violation-** A verbal and written "Second Violation" notice will be issued to the student. The student shall forfeit all Internet privileges for twenty schooldays. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

**Third Violation-** A verbal and written "Third Violation" notice will be issued to the student. The student shall forfeit all Internet privileges for the balance of the school year. Before the beginning of the following school year, the student and his/her parent/guardian will meet with the principal to discuss what conditions, if any, will be attached to the student's regaining of Internet privileges. The student may be suspended from school. If an act is of an extremely serious nature, administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student's parent and a copy provided to the principal.

## GENERAL INFORMATION

### ANNOUNCEMENTS

Announcements will be placed in the daily bulletin to be read by all students--Daily announcements are posted around the building and updated each day. In order for announcements to be placed in the bulletin, they must be turned into the office by 8:30 a.m. each day. Only announcements approved by the principal will be read at any other time during the day. Announcements must be submitted by a staff member to be considered for the daily announcements.

### BEVERAGE CONTAINERS

Open containers of any type are only allowed in the Commons before and after school hours. Only sealed containers will be allowed into the building. Once a container is opened, it must either be consumed in the commons area or disposed of properly. Pop machines are on before and after school, and the juice machine is on all day.

### BUILDING HOURS

The building is usually open in the morning by 7:30 a.m. and closed by 4:00 p.m. Any student or group of students remaining in the building after 4:00 p.m. must be supervised by a faculty member, coach, or sponsor.

### BOOKS AND SUPPLIES

Book rental fees are charged each year. There will be fines for lost or damaged books, and planners. Additional charges may be assessed for student materials and supplies.

### DETENTION

Students assigned detention will be given two days to make up the time. Making up time before or after school is at the discretion of each teacher or the office. Failure to make up time will result in a double detention. Failure to serve the double detention the next day will result in a one day suspension at which time parents will be notified. Transportation is the student's and parent's responsibility.

### HOT LUNCH PROGRAM

An adequate and well-balanced breakfast and/or lunch are available to all students at a nominal cost. The Food Service Program is computerized, and students can deposit funds into their accounts either before or after school. To obtain any food items from the food service program, a student must have a valid school-issued student ID with appropriate bar coded information. Students with no ID card will go to the end of the lunch line. The school will issue the initial ID card to all students – replacement cards will be available at a student cost of \$5 per occurrence. A student's account may be accessed and a meal and/or ala carte items purchased only once per meal per day. Students are not allowed to offer their account or account funds to other students at any time. Free/reduced price meals are available for students whose family income is below certain standards. If you have any questions as to whether or not your family might qualify for the free or reduced price meals, fill out an application blank that is available in the elementary school office.

### HUMAN GROWTH AND DEVELOPMENT

Underwood Community School District will provide parents with the chance to inspect instructional material on human growth and development prior to use in the classroom when requested. Parent or guardian may request, in writing, that a pupil be excused from this instruction.

### HOMELESS CONTACT

Contact any UCSD building office for assistance; or call the UCSD Homeless Coordinator, Mr. Ed Hawks at 566-2332 (Superintendent Office) to address questions/concerns.

## **LOCKERS**

Lockers will be assigned at the beginning of the school year. Each student must use the locker assigned unless special permission to change is given by the administration.

Each student is given a locker for storage of books and personal belongings. **All lockers are the property of the school and therefore subject to supervision by the school at all times.** State law authorizes school officials to search student lockers, desks, and other facilities or spaces owned by the school at any time for any reason. The school reserves the right to inspect the contents of the locker and to remove anything contrary to school rules or detrimental to the school.

**Locker doors are to be kept closed and locked! Never leave money or valuables unattended.** Lockers should not be shared. Students are cautioned not to bring large amounts of money, radios, or cameras to school. Students, not the school, are responsible for their own property. If it is necessary for a large amount of money to be brought to school, students should deposit it in the office for safe keeping.

## **BAGS**

No book bags, backpacks, sports bags, large/oversized purses/handbags are allowed in the classroom. All students are issued a locker with a combination for storage. PE lockers are available to any student. The student must provide his/her own lock or rent one from the high school office.

## **MEDICATION**

All prescription medicine is to be checked into the office. Over-the-Counter medication may be dispensed by the office with an appropriate parent note.

## **NON-DISCRIMINATION/EQUITY STATEMENT**

The Underwood Community School District does not discriminate on the basis of 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, familial status or as otherwise prohibited by statute or regulation. For more information or concerns regarding educational programs and activities, contact Edward H. Hawks, Equity Coordinator. For more information or for concerns regarding employment practices or civil rights grievance procedures, contact Superintendent Edward H. Hawks; Underwood Community School District; P.O. Box 130; Underwood, IA 51576. Telephone: (712) 566-2332.

## **OPEN ENROLLMENT**

Underwood Community Schools is a participant in the State of Iowa Open Enrollment Act of 1989. We feel we offer a fine educational program that addresses the needs of all the children of our district and encourages everyone within our geographical limits to attend Underwood Community Schools. Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

1. March 1, 2012 - Last date for regular open enrollment requests for the 2012-2013 school year.
2. September 1 - Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the current school year.
3. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the school district office at 566-2332.

## **PARTIES AND DANCES**

It is recommended that any school-sponsored dance or party have a minimum of four staff chaperones. If four staff members are not able to chaperone, additional adult chaperones may be used. If held on a weekend, the activity may last up to 11:30 P.M. If held on a weeknight, the activity may last up to 10:00 P.M. No party or dance should last longer than three hours. Sponsoring activities are responsible for coordinating security requirements with our district Activities Director. Parties or dances the last month of school will seldom be permitted. Anyone leaving the building during a dance will not be permitted to re-enter unless prior permission has been granted.

## **PASSES**

Students taking music lessons will have a scheduled time for that lesson and will not need a pass. All other students must have a pass signed in their planners by the teacher who is asking for that student.

## **PROM**

School board approval is necessary if Prom is to be held outside of the school district.

## **REPORT OF CHILD ABUSE BY SCHOOL PERSONNEL**

Underwood Community Schools recognizes that a situation could occur whereby a parent/guardian could feel that their child has suffered abuse by a school district employee either verbally, physically, sexually, or in some other way. It is for this reason that the district has a child abuse investigation team. This team consists of Level I Investigators who will investigate the allegation to determine if there is justification to take the complaint to Level II. The Level II Investigator, a trained experienced professional appointed by the board of education, will refer the allegation to the appropriate agencies seeking satisfactory resolution to the complaint. Underwood Community School has appointed Tricia Jackson and Jeff Privia as Level I Investigators. They both can be reached at 566-2326 during school hours.

## **SCHOOL CANCELLATIONS OR LATE START ANNOUNCEMENTS**

If there is no school because of bad weather, roads, etc., this fact will be announced over radio KMA (960 AM), KFAB (1110 AM), and KNOD (105.3 FM) as soon as the decision is made. In addition, we will make every effort to contact the following television stations to relay information to the public: KETV-3, WOWT-6, and KMTV-7. The District will also use our SchoolReach Parent Contact System to call, text, and/or email parents notifications.

## **SIGNS**

No signs are to be posted in the building without the prior approval of the principal. Those posting signs will be responsible for their upkeep and for taking them down after their purpose has been served. Any signs posted in the building without approval will be destroyed.

## **STUDENT INSURANCE**

Accident Insurance is available for all students at a low cost. Several plans are available and the cost depends on the amount of coverage and protection the policy gives. Regular student accident insurance will cover the student in practically all school activities, except football. The special football policy will cover the student for football only. No other activities whatsoever are included in the special football policy. School personnel will make students aware of the type of protection given by these policies.

All athletes and cheerleaders must have adequate insurance coverage and have a physical examination before they will be allowed to participate. The insurance coverage may be through a family policy already in effect or by the policy available through the school.

## **TELEPHONE**

Use of the telephone should be reserved for important calls. Students may use the telephone only if permission is granted from a study hall teacher--class time should not be used. The telephone in the office window area and is for local calls only. Calls are limited to two minutes per call. Students will not be paged for personal phone calls unless deemed an absolute emergency.

## **VISITORS**

In compliance with the policies of the Underwood Board of Education, all visitors at Underwood High School must report immediately to the office. Those who do not must leave immediately. All student visitors must have advance approval from the principal at least 3 days before the visit. Student visitor passes will be granted only under very rare circumstances. Do not bring a guest to school unless you have received advance approval. Parents are welcome to visit the school at any time, but must also check in with the office upon entering the building. No visitors are allowed during Semester Finals.

## **STUDENT TRANSPORTATION**

### **AUTOMOBILES**

Students are permitted to park on school premises as a matter of privilege, not of right. Students driving cars or motorbikes to school must park in designated areas only. These designated areas will be determined by the Principal. Vehicles are off-limits during the school day without permission of the administration.

Loitering in the parking lot is not permitted. Students are to park within the parking lanes. Reckless driving and speeding are prohibited. Violators of these parking lot regulations may be denied the use of parking privileges. In addition, violators of parking procedures will be warned/ticketed the first time; if ticketed, the fine is \$5.00. A second violation will result in termination of parking privileges for the remainder of the school year. A second offense may also result in the vehicle being towed (at owner's expense). Any vehicle parked inappropriately may be towed without notice to the owner at any time. This includes parking for evening and weekend activities.

### **BUSES**

The school district provides bus transportation for students as required by law. It may be necessary to take this privilege away from a student because of his/her inappropriate conduct on a bus.

### **BUS RULES**

1. Follow directions the first time they are given.
2. Sit in your seat and stay there.
3. Keep hands, feet, and objects to yourself.
4. Talk quietly.
5. The driver may assign students seats as they see fit
6. Loud or vulgar language is prohibited.
7. Do not open the windows without the driver's permission. Close them before leaving the bus. Nothing is permitted to extend from the bus windows.
8. Students shall keep the bus clean and refrain from damaging it.
9. Allowing eating, drinking and radios on the bus is a decision made by each driver
10. The aisle must be kept clear at all times.

## **BUS PROCEDURES**

1. Students will be on time for the bus both morning and evening. Road conditions will cause a time deviation. If you do not plan to ride the bus, call the driver or a neighbor that gets on before you. (The driver will wait a reasonable amount of time if the student is on their way to the bus)
2. No student will be permitted to unload from their bus at any other location than their home or school, or permitted to ride any bus except the one to which they are assigned, without a written dated request from the parents or school official.
3. Students should wait for the bus on their home property or at their designated stop, not on the road or highway! Students shall not cross the road or leave their designated stop until the driver signals them to do so.
4. The driver may assign each student a seat, for which each student will be responsible. If damage occurs, the student will be expected to pay for the damages.
5. School bus conduct slips given out in May, will count for this year and may be used as the first offense the following year. This is done to help improve bus behavior during May.

Students and parents will be notified of unacceptable behavior by issuance of "green slips" which indicates the behavioral violation and resulting punishment.

## **STUDENT BULLYING/HARASSMENT**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the district. The 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. To that end, the district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The district prohibits harassment, bullying, hazing, or any other victimization, of students, 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 are on property within the jurisdiction of the district; 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.

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.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level One Investigator, or superintendent will be responsible for handling all complaints by students alleging bullying or harassment.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened
    - who was involved
    - exactly what was said or what the harasser did
    - witnesses to the harassment
    - how the student felt
    - what the student said or did, either at the time or later
    - how the harasser responded

An individual who believes that they have been harassed or bullied should notify the building principal or the Level One Investigator (Mrs. Tricia Jackson or Mr. Jeff Privia). The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The principal/investigator will make a determination of any appropriate additional steps which may include discipline and/or contacting legal authorities.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Bullying and/or harassment will not be tolerated here. Bullying and/or harassment of any kind are against the law. Please treat others respectfully.

#### **WEAPONS**

The board believes weapons and other dangerous objects 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. While on school district premises or property within the jurisdiction of the school district, no student is to possess a gun, knife, chain, or any other dangerous object.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects 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 of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm on the school district premises or property within the jurisdiction of the school district shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

#### **SUSPENSION**

Law 282.4 Code of Iowa gives the board of education the power to expel any student from school for violation of the rules and regulations of the board or when the presence of the student is detrimental to the best interests of the school; and it may confer upon any teacher, principal, or superintendent the power to temporarily dismiss a student.

The student may be suspended from school by the administration on presentation of sufficient evidence that strongly implicates the student in any of the following offenses while attending school or participating in any school related activities. In all cases, law enforcement authorities may be notified.

1. Insubordination or disrespect for any or all school officials or employees. This includes abusive language such as profanity and applies in all district buildings, grounds, and school buses. This policy is in effect at both home and away school-related activities.
2. Destruction of school property.
3. Use or possession of any alcoholic beverage, tobacco, or other drugs unless specified by the individual's physician. This includes all school activities at home or away. Any student involved in co/extra-curricular activities must comply with all rules and regulations of the activities policy (as well as those stated here):

Tobacco Products- 1st Offense - Suspension for 3 days  
2nd Offense - Suspension for 5 days  
3rd Offense - Hearing with Board of Education for disciplinary action and/or expulsion. Student is suspended until this hearing takes place.

Alcoholic Beverages &/or Drugs/Paraphernalia-

1st Offense - Suspension for 5 days & must submit to professional counseling.  
2nd Offense - Hearing with Board of Education for disciplinary action and/or expulsion. Student is suspended until this hearing takes place.

4. Fighting: 1st offense - suspension for 3 days.  
2nd offense - 5 days. Return after meeting with superintendent  
3rd offense – expulsion
5. Continuing behavior that seriously interferes with classroom instruction or other activities associated with the school.
6. Unsportsmanlike activities involving visiting school teams and their representatives.
7. Theft-Any student who is involved in or admits to the theft of school property or property belonging to another individual will be suspended for 3 days. The second offense will result in a five day suspension; while the third offense will result in a hearing with the Board of Education for disciplinary action and/or expulsion - student remains suspended until this hearing takes place.
8. Following the third removal from a study hall.

Any time a student is removed from a class, he/she will be brought to the office and a report made concerning the reason for the removal. After the first time, notification of action will be sent to the parents of the student. Following the second time in the same class, the student will not be allowed to return to class until the parents have met with the teacher and the principal. Following the third incident in the same class, the student will be dropped from that class w/ grade of "F" assigned for the semester. The student will remain in the room for study hall for the rest of the semester. The only exception to this policy is a class offered in the ICN room. In this situation, if a student is removed twice, that student will be treated the same as a student removed three times from any other classroom. (a student must have 6 classes plus Physical Education to be considered a full-time student and graduate).

**If an act is of an extremely serious nature, the administration may ask the board of education to consider expulsion as soon as possible.**

A student may also be simply held in the principal's office when problems arise that do not warrant official suspension.

Most suspensions will be out of school suspensions (OSS). All activities on the day of the suspension will be withheld from the student.

A student will not be allowed to participate in any school sponsored competition, concert, program, or activity during the time of the suspension (includes all practices and attendance for the day of the suspension). Students in graded activities/performances must complete alternative activities as directed by sponsor for credit.

If a student is suspended, he or she will normally be re-admitted as follows:

**Underwood Community Schools  
Discipline Referral**

Student Name \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) \_\_\_\_\_ Address \_\_\_\_\_

Parent(s) Home Phone \_\_\_\_\_ Parent(s) Work Phone \_\_\_\_\_

Reason for referral: \_\_\_\_\_

\_\_\_\_\_

Discipline prior to referral: \_\_\_\_\_

\_\_\_\_\_

Student response to situation: \_\_\_\_\_

\_\_\_\_\_

Principal's disposition of referral: \_\_\_\_\_

\_\_\_\_\_

**White:** Parent; **Canary:** Teacher/Principal; **Pink:** Superintendent;  
**Goldenrod:** School Board President

**The Five Step Discipline Referral Process**

First referral: Parents are notified; Re-admittance by the Principal after suspension period is served.

Second referral: Parents are notified; Re-admittance by the Principal after suspension period is served.

Third referral: Parents are notified; Re-admittance after meeting between student, parents, SAT, and Principal--parents are responsible for scheduling this meeting; student will complete the assigned suspension period before re-admittance.

Fourth referral: Parents are notified; Re-admittance after meeting between student, parents, Principal, and Superintendent--parents are responsible for scheduling this meeting; student will complete the assigned suspension period before re-admittance.

Fifth referral: Parents are notified; student and parents must appear before the Board of Education for disciplinary action or possible expulsion. Student will continue until this hearing.

### STUDENTS RIGHTS - DUE PROCESS

Each student who is involved in some form of disciplinary action is entitled to due process which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.
4. The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.

### GUIDELINES FOR CLASS IDENTIFICATION/STATUS

Once grade/class status has been determined for a student, that grade/status will remain active for the student through the school year; to be changed only at the conclusion of the academic year (end of 2nd semester only).

Academic grade/class status will be posted on report cards, grade reports, class lists, used for locker assignments, placement in classes and any other areas that class/grade status would make a determining factor. To determine what "class" or grade a student belongs in, use the following:

Class Status	Credits Required
Freshman Class (9th grade)	0 to 11 Credits Earned
Sophomore Class (10th grade)	12 to 22 Credits Earned
Junior Class (11th grade)	23 to 35 Credits Earned
Senior Class (12th grade)	36 or More Credits Earned
TO GRADUATE -----	48 TOTAL CREDITS

### ACTIVITIES, CLUBS & SPORTS

We encourage all students to participate in as many activities as they feel comfortable. Since involvement in our activity programs is voluntary and a privilege, certain rules and regulations may be established within each activity, club and/or sport concerning eligibility for involvement. The following is a list of the Extra & Co-Curricular Activities found here at Underwood High School:

Football	Student Council	School Play
Girls Volleyball	School Newspaper	Science Club
Boys Basketball	Yearbook Staff	FCCLA
Girls Basketball	Vocal Music/Choir	Art Club
Wrestling	JOOI (Junior Optimist Club)	Swing Choir
Eagle Weightlifting	Instrumental Music	Library Club
Girls Track	Marching Band/Pep Band	Speech Club
Boys Track	Concert Band/Jazz Band	Spanish Club
Cross Country	National Honor Society	Cheerleading
Boys Baseball	Musical/Variety Show	Teacher Aide Program
Girls Softball	Dance Team	FCA
Girls Golf	Boys Golf	Class Officer

If you are interested in any of these school-sponsored activities, please make contact with the appropriate sponsor, coach, or advisor as soon as possible. If you are unsure of whom to contact, stop in the office for assistance.

## ACTIVITIES

An activity program is provided to add interest and enjoyment to school life and to furnish opportunity for student growth and development. No bullying and/or hazing activities of any type will be allowed.

You are encouraged to participate in at least one activity, according to your interest. Identifying yourself with an organization or activity however, means that you understand the rules and regulations which govern it and are willing to comply with them.

### ELIGIBILITY/INELIGIBILITY

The chance to participate in extra-curricular activities is a privilege a student earns by meeting minimum standards set by the school. The students are also governed by the respective state governing body.

- Academic Status Reports (ASRs) will be completed by staff, starting with the fifth Friday of each semester for any student with a grade in any class below C-, and for final semester grades.
- ASRs will be due at the midterm of each quarter. Ineligibility will be for the remaining period of time in that quarter, starting on the Monday following the release of ASRs. If a student has raised his/her ASR grade(s) to passing at a two-week grade check after midterms, the student will regain eligibility for the remainder of the quarter. Eligibility for the quarter will follow these same guidelines.
- Students who have a quarterly Grade Point Average (GPA) below 1.50 will be declared ineligible until the next midterm, following the above guidelines.
- Eligibility at the end of a semester will be determined by the final semester grades and/or quarterly GPA (2nd and 4th quarters). Semester grades will be checked as per Iowa Department of Education requirements.
- If a student fails a course at the end of a semester, they will be ineligible for 30 calendar days in the (next or present) sport in which they participate.
- If a student participating in a non-athletic activity (i.e. band, choir, drama, speech, dance, cheerleading, etc.) fails a course at the end of a semester, they will be ineligible for 30 calendar days for all public performances or competitions in all non-athletic activities in which they are involved. Students in graded activities/performances must complete alternative activities as directed by the sponsor for credit.
- At the end of 2nd semester a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for 30 calendar days following the issuing of grades.
- The period of ineligibility will be considered served only if the student completes the season in which the time is served.

### STUDENT ACTIVITY POLICIES

#### I. ELIGIBILITY

All students are permitted to participate in extra-curricular activities if they meet the following requirements:

1. Follow all regulations as specified by the respective state associations.
2. Be a full-time student in the Underwood School and be academically eligible.
3. Be in school all day. PLEASE NOTE YOU MUST BE IN SCHOOL BY 9:00 A.M. AND MAY NOT LEAVE BEFORE 3:00 P.M. IN ORDER FOR IT TO BE COUNTED AS A FULL DAY OF SCHOOL. This rule applies to both practice

and participation in an event. If you know in advance that you will be missing school, you may participate or practice if you have completed a prior form from the office excusing you for that day. All priors should be processed at least 1 day before the intended absence is to occur, and in person (not via telephone or email). Any appeals will be heard by the building principal only.

4. Any athlete who quits one sport after two full weeks of that sport season is not eligible to participate in another sport that is in the same season without permission of both coaches involved.

5. Any students declared ineligible will have three weeks after a particular activity starts to begin working toward eligibility. Example: A student cannot come out for wrestling in January to work off ineligibility for track.

6. An athlete who desires to compete in two athletic activities (including Cheerleading) in the same season may do so with the written consent of both coaches/sponsors involved.

## II. TRAINING RULES

These general training rules shall pertain to all students involved in the extra-curricular activity program.

No member of any activity shall:

1. Consume or possess alcoholic beverages
2. Use or possess tobacco in any form
3. Be involved in theft
4. Use or possess any drugs unless specified by the individual's physician
5. Be involved in a serious infraction with school personnel or the law

This rule shall apply for the participant whether on school property or not and is in effect three hundred sixty-five days a year.

**If the above regulations are violated, the participant shall be subject to the following:**

### I. First offense:

- a. The participant shall be declared ineligible for thirty calendar days commencing with the first scheduled interscholastic athletic competition or activity performance in which he/she participates. Students in graded activities/performance must complete alternative activities as directed by sponsor for credit. The period of ineligibility will be considered served only if the student completes the season in which the time is served.
- b. This period of ineligibility shall continue from one activity to a second, if necessary, commencing with the first scheduled practice of the second activity.
- c. Sponsors may or may not require practice attendance during this time.
- d. Any participant who admits or turns himself/herself in before or upon confrontation for violation of "A" above shall be subject to a minimum of 50% of the above described penalties for the first offense.
  1. One who turns himself/herself in shall be defined as one who admits prior to or at the time of confrontation by the administration.
  2. 1st confrontation (admit upon confrontation) - 50%
- e. The participant who violated the above regulations must submit to professional counseling by certified personnel. The participant and/or parents are responsible for scheduling this in a timely fashion and are also to be responsible for providing documentation of attendance. Failure to comply may lead to further disciplinary action for the participant.

- f. Any participant who violates any of the above regulations on school grounds (this district or another) will be declared ineligible for a mandatory 30 calendar days--#d above will be void in these situations.
- g. No student shall be punished for any infraction of eligibility rules which occurred 90 days prior to the violation being reported to the school.
- h. Any student with more than one violation/training infraction and/or ineligibility due to grades, etc., will serve the periods of ineligibility consecutively-not concurrently.

**II. Second offense:**

- a. If a second infraction of the training rules should occur within one calendar year of the beginning of the 1st offense ineligibility period, the participant will be required to meet with the superintendent and may be ineligible for all activities for a 120 day period.

**III. Third offense:**

- a. If a third infraction of the training rules should occur within one calendar year of the beginning of the 2nd offense ineligibility period, the participant will be required to appear before the board of education to determine consequences (may result in permanent ineligibility).

**HOURS**

Any training hours and penalty for violations shall be set by the individual sponsor in accordance with district policies and Activities Director's approval.

**TRANSPORTATION**

All participants going to an away activity will travel and return in school provided transportation. Students may be allowed to leave an event with their parents after the parents have requested that to the coach or sponsor. Any exceptions to this must be requested by the individual's parents directly to the sponsor, principal, or activity director in advance. No students driving themselves or riding with friends to or from an activity will be approved.

**ATTENDANCE**

Any member of an activity shall be expected to be present for all practices and events.

**EQUIPMENT**

If school equipment is damaged or lost, the participant shall be responsible for its replacement.

**CONDUCT**

Good conduct will be expected from all participants at any event. Any profanity before, during, and after an event will not be tolerated. Offenses will carry a penalty as determined by the sponsor, principal, and activity director.

**PHYSICALS - INSURANCE**

A physical and proof of insurance are required of all athletes.

**ATTENDANCE POLICY FOR ATHLETICS**

Participation in athletics is a privilege that carries responsibilities. One of the major responsibilities of an athlete is to be at practice. Attendance at practice is critical so that the athlete may learn the skills necessary to compete as an individual and as a team member. During practice, athletes are instructed in proper techniques and are involved in conditioning programs that will help prevent injury. For team sports to be successful, athletes need to

practice with their fellow teammates. Attendance at practice must be a priority with every athlete.

Any athlete who is not a member of the "team" on the opening date of that season will have their participation status determined by the coach/sponsor of that activity and the Activities Director.

#### **PRACTICE ATTENDANCE POLICY**

There are two types of absences: EXCUSED AND UNEXCUSED

**EXCUSED:** Illness, medical appointment, funeral, personal family business, are absences in which the coach has been given prior notification. However, an athlete should always make every effort to contact the coach. If a coach cannot be notified, the next person to try to contact would be the activities director. NOTE: Participation in required school events will not carry any penalty. Consequence for an excused absence from practice: For team sports, the athlete will not start in the next competition. For individual sports, the athlete may participate in a capacity that is not unfair to athletes who were in attendance at practice. (Example: An athlete who runs in the 4x100 relay may not run in that event at the next competition, but may run in an open event. An athlete who wrestles at 125 may wrestle at another weight that is open at the next competition.) We do not want to penalize the individual or the team for an unexcused/missed practice, but want to give those who are in attendance the priority.

**UNEXCUSED:** The coach has not been notified prior to the absence (not including emergencies). If the coach is notified prior to the absence and does not believe the reason for the absence is warranted, the absence may be unexcused (hair appointments, shopping, business that may be handled at other times, jobs). If a student misses a school sponsored practice and/or game due to participation in a non-school sponsored activity/sport, the student will be subject to the unexcused disciplinary measures established in the board handbook (ref 503.5).

Consequence for unexcused absence from practice: Unexcused absences will not be tolerated. One unexcused absence will result in the athlete not participating in the next competition. The coach will notify the athlete and the parent (in writing) that the absence was unexcused. Two unexcused absences will result in dismissal from the team.

#### **VACATIONS**

1. Parents and athletes will be informed when practice will begin and should try to schedule vacations so that no practice time is missed or at least the minimum amount of practice time is missed.
2. Since each sport season is unique and every athlete has a different family situation, coaches will work with athletes on an individual basis when it comes to vacations.
3. There are individual cases of athletes who have family in another state and only have time at holiday to visit with them.
4. The rule is that when you go on vacation, you must earn back your position or work your way back into your position.
5. The coach will notify the student and parents in writing what to expect if a student must miss practice due to a vacation.
6. Again, the critical issue is that the athlete informs the coach as much in advance as possible.

**UNDERWOOD HIGH SCHOOL  
HIGH SCHOOL FACULTY & STAFF**

Mr. Matt McDonough	Principal
Mr. Greg Bachman	Mathematics
Mrs. Shelley Brown	Language Arts
Mr. Jerry Christensen	Industrial Arts
Mr. David Clark	Instrumental Music
Mrs. Elizabeth Dillinger	Mathematics
Mr. Clinton Gingerich	Business & Computers
Mrs. Stephanie Grady	Resource
Ms. Christi Hartsock	Media Specialist/TAG
Mr. Kirk Hughes	Guidance
Miss Susie Knott	Spanish
Mr. Jay Lahners	Science
Mrs. Julie Larsen	Language Arts
Mr. Loren Lintner	Marketing & Phys. Ed.
Mrs. Becky McKee	Resource Associate
Mrs. Cathe McKee	Resource Associate
Mr. Charles Moe	Vocal Music
Mr. Eric Rodgers	Art
Mrs. Kathy Ruggles	Family & Consumer Sciences
Mr. Ray Spiegel	Science & Physical Education
Mrs. Martha Swanson	Resource
Mr. Heath Telleen	Social Studies
Mr. Andy Vanfossan	Social Studies
Mrs. Marsha Slobodnik	Building Secretary
Mrs. Sue Schmidt	Guidance Secretary & Media Ctr. Associate
Mr. Ron Reed	Custodian-Day
Mr. Byron Bentzen	Custodian-Night

Underwood High School  
Mr. Matt McDonough, Principal & K-12 Curriculum Director  
629 North Street P.O. Box 130  
Underwood, IA 51576-0130  
Telephone: 712-566-2703  
Fax: 712-566-2712

Underwood Community Schools District Offices & Middle School  
Mr. Ed Hawks, Superintendent of Schools  
Mr. Lewie Curtis, Principal & Activities Director  
110 1st Street P.O. Box 130  
Underwood, IA 51576  
Telephone: 712-566-2332  
Fax: 712-566-2070

Underwood Elementary School  
Mr. Jeff Privia, Principal & District Technology Coordinator  
601 Third Street P.O. Box 160  
Underwood, IA 51576  
Telephone: 712-566-2326  
Fax: 712:566-2963

VISIT UNDERWOOD SCHOOLS AT:  
[www.underwoodeagles.org](http://www.underwoodeagles.org)

Email addresses are first initial, last name @underwoodschoools.org  
(e.g. [jdoe@underwoodschoools.org](mailto:jdoe@underwoodschoools.org))

## Important Dates 2011-12

### August

- 8 Registration
- 18 Classes Begin
- 29 Picture Day

### September

- 5 **No School**-Labor Day
- 10 ACT
- 21 College Planning @ T.C.
- 21 **1:30 Dismissal**-Prof. Dev.
- 28 Homecoming Coronation
- 30 Homecoming

### October

- 1 Homecoming Dance
- 6 **No School**-Prof. Dev.
- 12 PSAT
- 14 **2:30 Dismissal**-End Q1
- 22 ACT
- 24 P/T Conf.
- 27 P/T Conf
- 28 **No School**

### November

- 4-5 Musical
- 7-9 ITEDs
- 16 Financial Aid Night @ T.C.
- 23 **1:30 Dismissal**-Prof. Dev.
- 24-25 **No School**-Thanksgiving
- 30 **1:30 Dismissal**-Prof. Dev.

### December

- 10 ACT
- 22 **1:30 Dismissal** -End Q2/S1
- 23-31 **Winter Break**

### January

- 1-2 **Winter Break**
- 3 **No School**-Prof. Dev.
- 4 S2 Begins

### February

- 8 **1:30 Dismissal**-Prof. Dev.
- 11 ACT

### March

- 5 **No School**-Prof. Dev.
- 8 NHS Induction
- 9 **2:30 Dismissal**-End Q3
- 15-16 Integration
- 20 P/T Conf.
- 21 World Poetry Day
- 22 P/T Conf.
- 23 **No School**
- 28 **1:30 Dismissal**-Prof. Dev.

### April

- 3-6 Music Trip
- 5 **1:30 Dismissal**
- 6-9 **No School**-Spring Break
- 14 ACT
- 21 Prom

### May

- 4 Senior Trip
- 8 Awards Night
- 11 Graduation Practice
- 13 Graduation
- 16 End Q4/S2

