

Newell-Fonda Community School District

High School

2024-2025 Parent-Student Handbook



NEWELL-FONDA
COMMUNITY
SCHOOL DISTRICT

HOME OF THE MUSTANGS

Welcome to the Newell-Fonda Community School District

Newell-Fonda Community School District serves approximately 500 learners and has outstanding support from the communities of Fonda, Newell, and Varina. The staff at Newell-Fonda is committed to continuous improvement. Newell-Fonda offers a rich tradition of excellence in extra-curricular offerings including jazz band, speech, debate, choir, drama, FCCLA, Quiz Bowl, FFA, FBLA, Skills USA, and many athletic programs. Our staff is dedicated to the idea that no student should ever have to choose between extra-curricular opportunities and works to make all experiences these activities offer available to every student.

*Preparing all students to become
successful, well-educated
contributors to society.*



**NEWELL-FONDA
COMMUNITY
SCHOOL DISTRICT**

Newell-Fonda High School
205 Clark Street
PO Box 297
Newell, IA 50568

Phone: (712) 272-3325
Fax: (712) 272-4276

ADMINISTRATION

Dick Jungers..... Superintendent
Christopher FeldhansHigh School Principal
Bo Darrow.....PK-8 Principal
Jordan Myers.....Activities Director

GUIDANCE

Holly Lockrem..... 7-12 School Counselor
Beth Olsen..... PK-6 School Counselor

SCHOOL BOARD

John Sievers..... Board President
Robyn Hogrefe Board Vice President
Chris Mercer Board Member
Gary Morenz..... Board Member
Cory Walker Board Member
Andrea Vanderhoff..... Board Secretary

Website: www.nfmustangs.org
Facebook: Newell-Fonda Community School District
X: @NFMustangs
Instagram: @nfmustangs

Equity Statement

The Newell-Fonda Community School District offers career and technical programs in the following areas: Agricultural Education, Business Education, Family and Consumer Sciences Education, and Industrial Education. The Newell-Fonda Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age(for employment), disability, socioeconomic status (for programs), marital status(for programs), or veteran status in its educational programs and its employment practices. Inquiries or grievances may be directed to Christopher Feldhans, Equity Coordinator, at 205 S.Clark St., Newell, IA 50568, 712-272-3325, feldhansc@newell-fonda.k12.ia.us Office of Civil Rights | Chicago Office | U.S. Department of Education John C. Kluczynski, Federal Building 230 S Dearborn Street, 37th Floor Chicago, IL 60604 Phone: 312-730-1560 | Fax: 312-730-1576 | Email OCR.Chicago@ed.gov

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Newell-Fonda CSD 2024-25 Calendar

Summary of Calendar

| | |
|-------------------------|-----|
| Days/Hours in classroom | |
| First Semester | 81 |
| Second Semester | 93 |
| Total Days | 174 |

Start Time: 6:20
Dismissal Time: 3:20

CALENDAR LEGEND

| | |
|--------------------|-----|
| Start/End | |
| PD Day | |
| Conferences | |
| Early Out | |
| Holidays | |
| Vacation/Comp Days | |
| PD/Work/PLC | 13 |
| Student | 174 |
| Field Holidays | 2 |
| Total | 189 |

Field Holidays
Labor Day
Memorial Day

Snow Makeup Days
1. May 22-23
2. May 28-30
3. Month 31 - Decision by Jan 31

August 2024

| M | T | W | Th | F |
|----|----|----|----|----|
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Aug 12-18 ? Flex Day
Aug 19-22- PD
Aug 23 - First day of school

September 2024

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|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 28 | | | | |

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Sept 2 - No School
Sept 25 - PD - No School

October 2024

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| 28 | 29 | 30 | 31 | |

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Oct 18 - End of 1st Qtr(58)
Oct 18- PD Early Dismissal 1:20
Oct 22 & 24 PFT Conferences
Oct 28 - No school - Camp Day

November 2024

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Nov 11 - PD Day(No School)
Nov 27 - Early Dismissal 1:20
Nov 28-30 Thanksgiving No School

December 2024

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Dec 29 - End of semester(42) 1:20 dismissal
Dec 29-Jan 3 - No school

January 2025

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Jan 3 PD Day
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February 2025

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March 2025

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Approved: March 11, 2024
Amended: July 11, 2024

FROM THE PRINCIPAL TO THE STUDENTS

Welcome to another exciting school year at Newell-Fonda High School! As your principal, I am thrilled to greet both our returning students and those who are joining us for the first time. Whether you're stepping into these halls as a freshman or returning as a senior, we are all part of the Newell-Fonda family, committed to a journey of learning, growth, and community.

Here at Newell-Fonda High School, nestled in the heart of rural Iowa, we pride ourselves on our strong sense of community and the unique opportunities our setting provides. Our rural location allows us to foster close-knit relationships and a supportive environment where every student is known and valued. This year, we will continue to build on this foundation, ensuring each of you has the support and resources needed to find the success that you deserve both academically and personally.

Academic Excellence:

We are dedicated to providing a robust educational experience that prepares you for the future, whether your path leads to college, vocational training, or directly into the workforce. Our dedicated faculty is here to challenge you, inspire you, and support you in reaching your highest potential. Remember, your education is a partnership between you, your teachers, and your family. Engage actively in your classes, ask questions, seek help when needed, and take pride in your achievements.

Extracurricular Opportunities:

Beyond academics, Newell-Fonda High School offers a diverse array of extracurricular activities. From sports teams to music and drama, from FFA to FBLA, there is something for everyone. I encourage you to explore these opportunities, as they are a vital part of your high school experience. Participation in extracurricular activities helps build leadership skills, foster teamwork, and create lasting friendships.

Community and Character:

As students of Newell-Fonda High School, you are also ambassadors of our school and our community. Upholding values such as respect, integrity, and kindness is essential. Treat your peers, teachers, and school staff with respect, and contribute positively to our school environment. Your actions both inside and outside of school reflect not just on you, but on our entire community.

Support and Resources:

Know that we are here to support you every step of the way. Our school counselor is available to assist with academic planning, college applications, personal issues, and more. Do not hesitate to reach out if you need guidance or support.

I am excited about the year ahead and all the possibilities it holds. Let's make this school year one of growth, achievement, and memorable experiences. Together, we will continue to make Newell-Fonda High School a place where excellence thrives.

If you have any questions or concerns, please don't hesitate to contact me or stop by my office. I am here to support you in any way that I can.

Christopher Feldhans
Principal, Newell-Fonda High School

FROM THE PRINCIPAL TO THE PARENTS

I am delighted to extend a warm welcome to you as we embark on another exciting school year here at Newell-Fonda High School. As your Principal, it is both an honor and a privilege to work alongside our dedicated staff, students, and supportive community members.

As we gear up for the upcoming academic year, I wanted to take this opportunity to share with you some important information regarding our school policies, programs, and expectations. It is my hope that this handbook will serve as a valuable resource for you throughout the year, helping to ensure a successful and enriching experience for both you and your child.

Our School Mission:

At Newell-Fonda High School, our mission is to prepare all student to become successful well-educated contributors to society. Through rigorous instruction, meaningful engagement, and a commitment to excellence, we strive to cultivate lifelong learners who are equipped with the skills, knowledge, and character to succeed in an ever-changing world.

Academic Excellence:

We are committed to academic excellence and offer a rigorous curriculum that is designed to challenge and inspire our students. Our dedicated team of educators is passionate about providing high-quality instruction that meets the diverse needs of our student body. We encourage parents to stay involved in their child's education by attending parent-teacher conferences, staying informed about academic progress, and fostering a culture of lifelong learning at home.

Extracurricular Opportunities:

In addition to our rigorous academic program, we offer a variety of extracurricular activities and clubs to enrich the student experience and foster a sense of community. From athletics and fine arts to academic clubs and service organizations, there is something for everyone to get involved in at Newell-Fonda High School.

Communication:

Open and transparent communication is essential to fostering a strong partnership between home and school. Throughout the year, we will strive to keep parents informed about important events, school policies, and academic progress through a variety of channels, including email, phone calls, newsletters, and our school website. We encourage parents to reach out to teachers or school administrators with any questions or concerns they may have.

In closing, I want to express my sincere gratitude to you for entrusting us with the education and well-being of your child. Together, we will work to ensure that every student at Newell-Fonda High School receives the support, guidance, and opportunities they need to find the success that they deserve, both academically and personally.

If you have any questions or concerns, please don't hesitate to contact me or stop by my office. I am here to support you in any way that I can.

Christopher Feldhans
Principal, Newell-Fonda High School

NFHS Faculty & Staff

| | |
|----------------------------|---|
| Heido Barnhardt | Vocal Music |
| Keisha Boevers | Instructional Coach |
| Crystal Carlson | Business/Yearbook |
| Craig Davis | Special Education |
| Mike Dennis | Visual Arts |
| Angie Emerick | Chemistry |
| Christopher Feldhans | Principal |
| Cheyne Hanlon | Industrial Technology/Transportation Director |
| Carlene Heschke | Math |
| Collin Johnson | Agriculture Science |
| Diane Johnson | Study Hall/Success Center |
| Trisha Johnson | Math |
| Tim Limbert | Technology Coordinator |
| Holly Lockrem | 7-12 School Counselor |
| Kathryn Loew | English |
| Jordan Myers | Activities Director/Social Studies/ELL |
| Beth Olsen | Family and Consumer Science/PK-6 School Counselor |
| Drew Radloff | Physical Education |
| Andy Schertz | Instrumental Music |
| Nikki Schubert | Social Studies |
| Dana Seivert | Administrative Professional |
| Jen Smith | School Nurse |
| Jen Tovar | Modern Language/ELL |
| Jennifer Wells | Science |
| Kellie Wells | Librarian |
| Chad Wolfe | English |

ACTIVITIES

| | |
|--|--|
| Jordan Myers | Head Boys Basketball Coach |
| Dick Jungers | Head Girls Basketball Coach |
| Nathan Baron | Head Baseball Coach |
| Trisha Johnson | Cheer Coach |
| Trisha Johnson | Drill Team Sponsor |
| Beth Olsen | Family, Career, and Community Leaders of America Sponsor |
| Nathan Baron | Head Football Coach |
| Crystal Carlson | Future Business Leaders of America Sponsor |
| Collin Johnson | Future Farmers of America Sponsor |
| Trisha Johnson | Head Boys Golf Coach |
| Courtney Hamilton | Head Girls Golf Coach |
| Andy Schertz | Jazz Band Director |
| Crystal Carlson & Jennifer Wells | National Honor Society Sponsors |
| Nikki Schubert & Beth Olson | Play Directors |
| Trisha Johnson | Prom Sponsor |
| Cheyne Hanlon | Skills USA Sponsor |
| Courtney Darrow | Head Softball Coach |
| Jen Tovar | Speech and Debate Coach |
| Nikki Schubert | Student Council Sponsor |
| Jordan Myers | Head Boys Track Coach |
| Craig Davis | Head Girls Track Coach |
| Arik Loew & Chelsee Bohee | Co Head Volleyball Coaches |
| Crystal Carlson | Yearbook Sponsor |

Class Sponsors

Freshmen

Jordan Myers
 Andy Schertz
 Chad Wolfe
 Drew Radloff

Sophomores

Crystal Carlson
 Craig Davis
 Collin Johnson
 Carlene Heschke

Juniors

Kathryn Loew
 Cheyenne Hanlon
 Jennifer Wells

Seniors

Trisha Johnson
 Nikki Schubert
 Jen Tovar

Student Council

PresidentAllison Siebrecht
 Vice-PresidentMackenzie Wallace
 Sgt at Arms Calvin Lockrem
 Secretary Omi Smith
 Historian/Public Relations..... Ryan Arends
 Committee Chairs Calvin Lockrem
 Omi Smith
 Kadin Wadle
 Members Abby Arends
 Jase lehl
 Danika Meyer
 Jake Roberts
 Isaac Sanchez
 Ellie Sievers
 Jocee Walsh
 Vienna Wingert

Daily Schedules

Regular Schedule

| | | |
|---------------|------|----------|
| 8:20 - 9:08 | (48) | Period 1 |
| 9:11 - 9:59 | (48) | Period 2 |
| 10:02 - 10:50 | (48) | Period 3 |
| 10:53 - 11:38 | (45) | Period 4 |
| 11:41 - 12:27 | (46) | Period 5 |
| 12:27 - 12:52 | | LUNCH |
| 12:55 - 1:41 | (46) | Period 6 |
| 1:44 - 2:30 | (46) | Period 7 |
| 2:33 - 3:20 | (47) | Period 8 |

Tuesday Advisory

| | | |
|---------------|------|----------|
| 8:20 - 9:08 | (48) | Period 1 |
| 9:11 - 9:59 | (48) | Period 2 |
| 10:02 - 10:50 | (48) | Period 3 |
| 10:53 - 11:38 | (45) | Period 4 |
| 11:41 - 12:27 | (46) | Period 5 |
| 12:27 - 12:52 | | LUNCH |
| 12:55 - 1:15 | (20) | Advisory |
| 1:18 - 1:56 | (38) | Period 6 |
| 1:59 - 2:38 | (39) | Period 7 |
| 2:41 - 3:20 | (39) | Period 8 |

2 Hour Late Start

| | | |
|---------------|------|----------|
| 10:20 - 10:49 | (29) | Period 1 |
| 10:52 - 11:21 | (29) | Period 2 |
| 11:24 - 11:53 | (29) | Period 3 |
| 11:56 - 12:25 | (29) | Period 4 |
| 12:25 - 12:52 | | LUNCH |
| 12:55 - 1:29 | (34) | Period 5 |
| 1:32 - 2:06 | (34) | Period 6 |
| 2:09 - 2:43 | (34) | Period 7 |
| 2:46 - 3:20 | (34) | Period 8 |

1:20 Dismissal

| | | |
|---------------|------|----------|
| 8:20 - 8:52 | (32) | Period 1 |
| 8:55 - 9:27 | (32) | Period 2 |
| 9:30 - 10:02 | (32) | Period 3 |
| 10:05 - 10:37 | (32) | Period 4 |
| 10:40 - 11:12 | (32) | Period 5 |
| 11:15 - 11:47 | (32) | Period 6 |
| 11:50 - 12:27 | (37) | Period 7 |
| 12:27 - 12:52 | | LUNCH |
| 12:55 - 1:20 | (25) | Period 8 |

EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the Newell-Fonda Community School not to 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, or familial status in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias 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, or familial status. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Christopher Felhans, Newell-Fonda Community School, Newell, Iowa, Phone (712) 272-3324 or to the Office for Civil Rights, US Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204.

ADVISORY PROGRAM

The purpose of this program is to create a more personalized learning environment where all students are well known by at least one adult. Moreover, it will help provide a structure and a set of practices for monitoring and supporting students' academic progress and college and career readiness throughout their high school career. All students will meet with an advisory teacher one time a week.

MULTI-TIERED SYSTEMS OF SUPPORTS (MTSS)

Any staff member can refer any student experiencing difficulty in his/her classes to the Response to Intervention Team. After a referral has been made, the principal will work with the student's guidance counselor, teachers, and parents to develop a measurable accommodation plan to help increase the likelihood for academic success. This action plan will be frequently reviewed and updated.

SPECIAL EDUCATION/504

The special education staff provides a full range of instructional and support services to students in accordance with their individual educational plans. Generally, all special education students receive their primary services through the "inclusion model." Support services may include study and organization skills, appropriate modifications in the regular education program, reinforcement and re-teaching of basic skills and behavior management strategies. Goals for all students may include growth in personal, social, emotional, and academic development, awareness and acquisition of positive work attitudes and skills, improvement in the abilities to work independently and cooperatively, and successful transition from high school to post-secondary education and/or work. Any questions should be directed to the Special Education Staff.

SUCCESS CENTER

The mission of the Newell-Fonda Success Center is to provide a safe and relaxed learning environment for all students.

Goals of the Success Center:

- To help students recover lost credits while utilizing the Edgenuity Program.

- To keep high school students "on track" to graduation.
- To provide students with the necessary "school skills" needed for success.

- To help all students become independent and efficient learners.

- To provide all students with the support needed for success at Newell-Fonda.

TALENTED AND GIFTED PROGRAM

The high school (9-12) talented and gifted program consists of college level classes that are available to all TAG students grades 9-12. We also have a wide variety of elective classes that are also available to TAG students to enrich their learning in many different areas. Enrichment activities and independent study opportunities are available to TAG high school students upon request. All high school TAG students receive this information in a meeting during course registration periods (August, January, and April).

POST SECONDARY ENROLLMENT OPTIONS ACT

Any 11th or 12th grade student is eligible to enroll in a college class for credit while still attending high school. These college classes taken cannot be offered in the local school as a high school class and must be taken for credit. The parent and/or student is responsible for transportation. The local school can provide up \$250.00 for tuition and books per class. The student cannot take summer school college credit, as there is a requirement that the student must also be at least a part time high school student at the time of taking the college class.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent.

TRANSFER STUDENTS

The superintendent and high school principal shall determine the amount of high school credits to be transferred. The school district will not accept high school credits or grades from a non-accredited school.

STUDENT HONORS

Students who have not attended accredited schools for all their high school years, and who have not attended Newell-Fonda High School full-time for the most recent two semesters, will not be eligible for valedictorian or salutatorian awards and scholarships given by the school.

STANDARDIZED TESTING PROGRAMS

ISASP

The Iowa Test of Educational Development is administered to all students in grades 9-12 every year. The following areas are tested: vocabulary, ability to interpret literary materials, correctness and appropriateness of expression, ability to do quantitative thinking, analysis of social studies materials, analysis of science materials, and use of sources of information.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is an excellent vocational interest and ability assessment. It is administered to students who arrange with the counselor to take it. Academic composites in verbal ability and math ability are given as well as in the areas of general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto & shop information, mathematics knowledge, mechanical comprehension, and electronics information.

SAT

This test is offered to any interested junior; it is required for any student who might be eligible for the National Merit Scholarship Program. It is also a forerunner to the SAT. Verbal ability and mathematical ability are tested.

STUDENT GRADE REPORTING

Teachers use Infinite Campus to track and report grades. Grades are tracked as an ongoing process and reported out at midterm, nine weeks, and semester reporting periods. Report cards will be issued each nine weeks and do not have to be returned to the school. Infinite Campus can be checked at any time to get an in progress grade for each class.

STUDENT HONOR ROLL

The honor roll will be made up of those students who have a grade point average of at least 3.0.

In figuring the grade point, grades for driver education and P.E. will not be used. However, students must have a minimum of a B grade in those areas to be eligible for the honor roll. College credit grades will be included in calculating the student's cumulative grade point average at semester.

GRADUATION REQUIREMENTS

In order to receive a Newell-Fonda High School diploma, a student must successfully meet all credit and course requirements defined by the School Board.

A minimum of 49 credits must be earned in order to graduate.

All students must take at least six full-time subjects each semester, excluding Physical Education. At least five of the six must be from academic areas.

In addition, the following subjects must be completed with at least a passing mark:

| | |
|--------------------------|------------|
| English | 8 credits |
| Math..... | 6 credits |
| Science..... | 6 credits |
| History | 6 credits |
| Physical Education | 4 credits |
| Freshman CTE Course..... | 1 credit |
| Personal Finance..... | 1 credit |
| Electives | 17 credits |

Students receive:

One credit per semester for full time classes

One credit per year for Physical Education

One credit for Driver's Education

It is the student's responsibility to see that these requirements are met. It is advised that you work closely with your counselor and/or principal to assure that your academic program does, in fact, qualify you for graduation.

For a student to graduate from Newell-Fonda Community School he/she must attend at least one semester at Newell-Fonda, that being the semester preceding graduation. Credit earned will only be accepted from accredited schools.

EARLY GRADUATION

Students may graduate prior to the completion of 12th grade if the coursework required for graduation under board policy "Graduation Requirements" has been fulfilled. Students who graduate early may participate in May commencement exercises if they choose to do so. In such cases, the student must have the approval of the board and a recommendation by the superintendent and principal.

ADD/DROP POLICY

Students will have 5 days from the beginning of each semester to add or drop a class. In order for a student to change a class, parent, teacher, and student signatures are required. Students will not be allowed to drop year-long classes at semester.

SCHOLARSHIP INFORMATION

All scholarship information is sent to seniors through their school email and also to senior parents who provide the school with their email address.

The applications, criteria, and deadlines are included or attached in these emails. There are also paper copies of all scholarship applications and information in the counselor office.

DAILY ANNOUNCEMENTS

Announcements will be made via the School Web Page and Social Media Sites. Only announcements approved by the administration will be added.

Website: www.nfmustangs.org

Facebook: Newell-Fonda Community School District

Twitter: @NFMustangs

Instagram: @nfmustangs

STUDENT PARKING REGULATIONS

- Students are to park in the designated student parking lots north and east of the school.
- Students may not drive motor vehicles during the day without permission from parents and the principal's office.
- Bicycles are to be parked in the racks provided outside the lower elementary area and are not to be used during the school day.
- Anyone found blocking another vehicle could be ticketed, have their vehicle towed away, and assigned detention.
- Cars parked in the school parking lot or driven on school property come under the supervision of the school and the following regulations apply when this is the case. Any student who violates any or all of the following regulations may be suspended from school.
 - There will be no loitering or eating of lunches in, on, or around parked cars.
 - Cars will park in the proper manner and only in the lots provided.
 - The speed limit on school property shall be 5 miles per hour.

STUDY HALLS

All study halls will have these general guidelines:

Assigned seats and a seating chart will be utilized to take roll.

Student commons and library check-out sheet will be provided and checkout will be allowed in an orderly fashion only after the study hall has quieted down and roll has been taken. Once a student has checked out to Mustang Alley, he/she must stay there for the remainder of the period.

Students should bring all books and supplies that they need to study hall with them. There should be NO checkout to the locker during study hall.

Restroom check-out sheets will be provided. Only one boy and one girl may check out at a time. If students checked out to the restrooms are found in other areas or use excessive time, they will lose their restroom checkout privilege.

The study hall atmosphere must be conducive to study. Students must be quiet and will be constantly monitored by the teacher in charge.

STUDENT MUSTANG ALLEY EXPECTATIONS

The student commons is viewed as a privilege open to those students who can exhibit mature behavior as well as maintain their academic standing in school. The following rules will serve as guidelines for Mustang Alley and will be strictly enforced.

- Mustang Alley will be open only to students in grades 10-12 who request it, meet the academic requirements, and whose parents have given written consent.
- You do not have to go to Mustang Alley if you wish to remain in the study hall or library.
- The Mustang Alley will be open to students who maintain 3.0 cumulative grade point average.
- Any student receiving 2 "D" letters or 1 "F" letter at Mid-Term and quarters will be ineligible for Mustang Alley privileges until the end of that Mid-Term period/quarter. If the 9-week report card shows no more than 1 "D", that student will be eligible for Mustang Alley again.
- Students who are taking ICCC online courses are not allowed to work on their classes in Mustang Alley.
- Students must report to study hall at the beginning of the period and must sign out to go to Mustang Alley after roll has been taken. You must then stay in Mustang Alley for the remainder of the period. You may not come and go as you wish.
- Mustang Alley Expectations:
 - Noise must be kept at a reasonable study level.
 - No defacing of any part of the room or furniture
 - Litter must be placed in the proper receptacles. Keep Mustang Alley neat and clean.
 - No gambling or card playing of any kind.
 - No fighting, scuffling, or profanity.
 - No showing of affection.
- Any student may be removed from his/her Mustang Alley period, by any staff member, when the student is not meeting the requirements set for a particular class.

USE OF THE LIBRARY

The library is a place for the student to go to make use of its many resources. A quiet atmosphere must be maintained in the library and all books and other materials handled with respect and care. Reasonable rules will be made and posted as necessary to maintain the library and its atmosphere.

CLASSROOM – FOOD AND DRINK

Students will not be allowed to eat in the high school classrooms (except study hall), unless given special permission by the classroom teacher or unless a student has extenuating medical reasons.

Beverages will be allowed in the classroom as long as they are in compliance with the “Healthy Kids Act” for Iowa and are in spill-proof cups or bottles. Drinks such as regular or diet sodas, coffee/tea/hot chocolate, energy drinks, lemonade, or milk are not allowed in classrooms. Teachers have the discretion to change/modify this rule at any time for reasons such as safety, garbage, spills, individual behavior etc.

LUNCH PERIOD POLICY

Students in Grades 9-12 are not be permitted to leave school grounds during the lunch period.

OPEN CAMPUS POLICY FOR SENIORS

Seniors will have Open Campus during the last 6 weeks of the school year if they have a cumulative GPA of 3.25, have met IEP goals, are maintaining all “C’s” in their classes, and do not have disciplinary issues during the Open Campus period.

Seniors will have Open Campus during the last 2 weeks of school if they have all “C’s” in their classes, have met all IEP goals, or do not have any disciplinary issues during the Open Campus period. Just a reminder, this is a privilege and can be revoked at any time.

STUDENT ATTENDANCE POLICY

Compulsory Attendance

Newell-Fonda believes that attendance is paramount in the engagement and growth of students both academically and socially. The following policy is designed to ensure regular attendance and is in compliance with Senate File 2435.

Definitions

Chronically Absent: Any child absent, for any reason, from school for more than ten percent of the days or hours in the grading period.

Truant: Any child absent from school, for any reason, for at least twenty percent of the days or hours in the grading period.

School Official: An employee of a public school whose job duties involve identifying children who are at risk for becoming chronically absent, creating interventions to limit the rate of absenteeism, and participating in the legal process related to student absenteeism.

School Engagement Meeting: A meeting to identify the child’s barriers to attendance and interventions that may be used to improve the child’s attendance.

Meeting Participants - the child, the parent, guardian, or legal or actual custodian of the child, and a school official.

Absenteeism Prevention Plan: A written plan that identifies the causes of the child’s absences and the future responsibilities of each meeting participant related to the child’s attendance.

County Attorney: The county attorney of the county in which the public school’s central administrative office is located. The Buena Vista County Attorney will be responsible for the enforcement of all attendance related concerns for the Newell-Fonda School District.

Mediation: A meeting facilitated by a court appointed truancy official after the attendance issues has been referred to the county attorney. The function of mediation is to determine the reason for the child’s absence, to create a written plan for correcting the child’s attendance, and to determine the need for counseling or other support agencies that may be appropriate.

Mediation Participants - the child, the parent, guardian, or legal or actual custodian of the child, a school official, and court appointed truancy official.

It is ultimately the responsibility of the parent, guardian, or legal or actual custodian of a child to ensure that the child attends school. The Newell-Fonda School District is here to work in collaboration with the parents, guardians, or legal or actual custodians of each child to ensure regular school attendance.

Procedures

Step 1:

When a child reaches the attendance level of chronically absent, ten percent or more of the days in the grading period, a school official shall send a written notice by ordinary mail or electronic mail to the Buena Vista County Attorney, and a written notice by certified mail to the child's parent, guardian, or legal or actual custodian.

This written notice is intended to raise awareness of the child's concerning attendance level. This notice shall include information describing next steps if the child's attendance does not improve.

Step 2:

When a child's attendance reaches an absentee level of fifteen percent or more of the grading period, a school official shall initiate a mandatory school engagement meeting with the child and the child's parent, guardian, or legal or actual custodian.

The purpose of this meeting is to identify the child's barriers to attendance and interventions that may be used to improve the child's attendance. The ultimate goal of the school engagement meeting is to develop and sign an absenteeism prevention plan, which will specify the responsibilities of each meeting participant related to the child's attendance.

A school official will monitor the participants' compliance with the terms of the absenteeism prevention plan. The school official shall contact the participants at least once a week during the remainder of the school calendar to share progress monitoring data under the plan.

If the participants in the school engagement meeting fail to enter into an absenteeism prevention plan, or if the child or the child's parent, guardian, or legal or actual custodian violates a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the Buena Vista County Attorney may initiate a proceeding under section 299.6.

Step 3:

When an absenteeism prevention plan fails to improve a child's attendance and that child's absentee level reaches twenty percent or more of the grading period, that child is now deemed truant and a school official shall send a written notice by ordinary mail or electronic mail to the Buena Vista County Attorney, and a written notice by certified mail to the child's parent, guardian, or legal or actual custodian.

This written notice shall serve as an official referral to the Buena Vista County Attorney and as notification to the child's parent, guardian, or legal or actual custodian for truancy proceedings to commence.

Open Enrollment

If a student is open enrolled and their attendance reaches the level of Truancy, that student may be prohibited from remaining open enrolled and from enrolling in the district in the future. Notice of termination of open enrollment will be provided in writing to the child's parents, guardians, or legal or actual custodians. The child's parents, guardians, or legal or actual custodians will be provided an opportunity to appeal this decision and be heard by the Newell-Fonda School Board. Notice of a final decision will be provided in writing to the child's parents, guardians, or legal or actual custodians as well as to the sending school district.

Consequences for Truancy

Newell-Fonda Schools will work with students and their families in an effort to improve attendance. That work will begin by raising awareness of attendance concerns with a letter to inform a student's parents, guardians, or legal or actual custodians that the student has missed 10% of the grading period. The next step, if the student's attendance reaches the 15% absentee rate, is for a school official, the student, and the student's parents, guardians, or legal or actual custodians to hold a School Engagement Meeting and develop and sign an Absenteeism Prevention Plan. The Absenteeism Prevention Plan will be implemented and monitored by a school official who will communicate progress to stakeholders weekly. If the student's attendance reaches the 20% absenteeism rate, the following consequences will be enforced.

- Referral to the Buena Vista County Attorney for Truancy
- Loss of extracurricular eligibility due to Truancy Violation
 - First Offense - 1/3 of a season's contests (athletes), 4 week restriction from all activities in front of the public
 - 2nd Offense - 1 sport season's contests (athletes), 8 week restriction from all activities in front of the public
 - 3rd Offense - Removal from all activities for one full year
 - 4th Offense - Removal from all activities for the remainder of high school career
- Referral to Iowa Department of Transportation for suspension of driver's permit, school permit, and/or minor drivers license
- Loss of credit
- Criminal penalties for parents

Saturday School

After 10 absences (per semester), students will be assigned Saturday School. If a student has unserved Saturday School time, they will be required to turn in their cell phone during the school day until their Saturday School time is served.

Absences excused by a doctor's note will not be counted towards Saturday School requirements. The High School Principal will make the final decision on whether or not any absence counts towards Saturday School requirements.

Absence Procedures

If parents know in advance that their student will be absent (i.e. vacations, trips etc.), they should call a week in advance so teachers can be notified to prepare a list of work the student will be missing.

Parents are requested to call the school at 272-3325 by 8:20 a.m. on the day of an absence of which the school has no prior knowledge.

Parents who do not notify the school may be called as to the reason for their son/daughter's absence.

A student will not be dismissed from school for any reason unless a parent or someone from the student's emergency contact form is notified.

A student must be in school by 12:55 in order to attend any evening extra-curricular activities, unless an excused absence has been approved by the Principal.

When students return to school after an absence:

The student shall be given one day for every day of absenteeism to complete make-up work. For example, if a student is absent on Monday and Tuesday, all work must be completed by Friday. If a project was assigned before the absence, the due date remains the same unless given special permission by the classroom teacher.

The teacher may give you a special make-up assignment or test which may be equivalent in work, but different in form than the one given to other students while you were absent.

More than 10 absences in one or more classes per semester will result in loss of credit unless the Saturday School option is used and work for the semester is of passing quality.

Student Tardiness

After 4 unexcused tardies (per semester), students will receive a detention for each additional tardy.

- Detentions will be 30 minutes in length
- Detentions will be served before or after school
- If a student has unserved detentions, they will be required to turn in their cell phone during the school day until all detentions are served.

Leaving During the School Day

Students must report to the High School Main Office with a note from a parent/guardian. Or, a parent/guardian must call the High School Secretary with information about the dismissal.

Student must pick up an "Permit to Leave Building" from High School Secretary

Student must sign out when leaving and sign in when returning.

College Visits

All juniors and seniors will receive two excused college visit days per year.

Absence for a School Sponsored Activity

When a student must miss school for any school sponsored activity, it will be the sponsor or the coach's responsibility to get a list of all students involved to each teacher. The student must see that all assignments are received in ADVANCE of the absence. Students must complete a "pink slip" for school sponsored activities.

The teacher may require work to be turned in prior to the absence. If the student does not complete such work on time, the teacher may inform the sponsor or coach and that student will not be allowed to go to the activity.

In all cases, the student will be expected to have school work completed when they return to class.

Absences of this type will be marked on the student's absentee record, but will show as a "school related event" and will be an exempted absence.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep the locker assigned to him/her clean and undamaged. To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect all or a random selection of lockers. An inspection shall either occur in the presence of the student whose locker is being inspected or the inspection shall be conducted in the presence of at least one other person. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Students must realize that the school is not responsible for personal property taken from lockers or locker rooms. It is recommended that no money or valuables be left in lockers or locker rooms.

All students will be provided with a means of locking their locker. Combination padlocks are available in the HS office with a \$1.00 deposit fee. This fee will be refunded at the end of the year when the padlock is returned in good condition. Any problem with a lock or locker should be reported to the office immediately. The school district is not responsible for student's personal belongings, including Band Instruments.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, or law has been violated. The search shall be 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, employees, and visitors to the school district facilities. A reasonable suspicion may be formed by considering such factors as an eyewitness observation by employees, information received by a reliable source, suspicious behavior by the student, or the student's past history and school record (although this factor alone is not sufficient to provide the basis for reasonable suspicion).

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco (including any type of electronic cigarette), weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under 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 misconduct will directly affect 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 grounds or reporting to local law enforcement officials.

Illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises or property within the jurisdiction of the school district.

STUDENT CONDUCT

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while 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 misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as:

Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally pointing a firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities, or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not be able to attend school activities or may not be able to participate in a contest or extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, in addition to being warned and/or reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Following suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension.

If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Other student conduct rules may be contained in the student handbooks which are adopted annually by the Board.

DISCIPLINE

School Philosophy

The Newell-Fonda High School believes that acceptable student behavior is one of the most important ingredients in a successful school environment. Every effort will be made to maintain that environment wherever students are under the schools jurisdiction, whether it be in the school itself, on the school grounds, or while on any activity trip representing the school.

Forms of Discipline

Depending upon the seriousness of misbehavior or violation of school rules in any area of the school or while under the jurisdiction of the school, the student may face any of the following forms of discipline:

- Conference or Reprimand - The student's behavior problem may be discussed between the student and the staff member or among any combination of student, staff member, administrator, and parent to resolve the problem.
- Detention
Detention may be assigned as deemed appropriate by a teacher or administrator for misbehavior or violation of school rules.
Parents will be contacted when a detention is issued to their student.
Detentions will be served with the teacher or in the high school office.
Detentions are 30 minutes and may be served before or after school.
Students with unserved detentions will be required to turn in their cell phones during the school day until all detentions are served.
- Loss of student privileges including access to Mustang Alley, study hall check-out, or extra-curricular activities.
- Saturday School
Saturday School may be assigned for attendance issues or other violations of school rules.
Parents will be contacted when a Saturday School is issued to their student.
Saturday school runs from 9:00 - 12:00 and will be scheduled as needed.
Students with unserved Saturday School time, will be required to turn in their cell phone during the school day until their Saturday School time is served.
- In-school suspension
- Suspension
- Expulsion

In-School/Detention/Saturday School Expectations

Students will turn in their cell phones while serving Detention, Saturday School, or In-School Suspension time.

Suspendable Offenses:

A student may be suspended for violating any school rules including:

- Smoking, vaping, chewing, or other use or possession of tobacco (including e-cigarettes) on school property or at a school function.
- The consumption or possession of alcoholic beverages on school property or at a school function.
- The use or possession of any controlled substance on school property or at a school function.
- The use of profanity or obscene gestures on school property or at a school function.
- Profanity directed at a staff member or building administrator.
- Disrespecting a staff member or building administrator.
- Defacing, destruction, or deliberate damage to the school, its contents, or property.
- Fighting or creating any potentially dangerous or unlawful conduct or action on school property or at a school function.
- Threatening remarks or gestures made toward a staff member or administrator.
- Insubordination and/or defiance of a reasonable request made by any staff member or administrator.
- Truancy or an accumulation of other unexcused absences or tardies.
- Leaving of a classroom while class is in session or leaving the school building during the school day (other than lunch time) without proper permission.
- Any action to intentionally disrupt the classroom or school environment.
- Repeated violations of everyday classroom rules.
- Carrying of dangerous weapons.
- Any other reasons, which may be deemed necessary by the administration.

*In the event that any of the above offense is sanctioned a serious breach of the Student Handbook, Discipline Policy, Administrative rules of the District, or Iowa Criminal Code, may result in notification of authorities.

Appeal Process

Disciplinary action may be appealed to the Superintendent. These appeals must be submitted in writing and must be made within 24 hours of notification of the disciplinary consequence. The appeal letter should summarize the incident being appealed, explicitly present the grounds for the appeal, as well as the desired outcome of the appeal.

TOBACCO - VAPE PRODUCTS - ALCOHOL - DRUGS - ETC

The board prohibits the possession, the use, or being under the influence of beer or alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer or alcohol or controlled substances by students on school district property or at any activities sponsored by the school district (on or off school district property) or in vehicles used in the transportation of students. Tobacco products include cigarettes, any form of e-cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises.

Violation of this policy will result in disciplinary action including possible suspension or expulsion. Use, purchase, or possession of cigarettes (including all vapor cigarettes/e-cigarettes), tobacco, or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, purchase, or use of beer or alcohol, for those under legal age, and/ or a controlled substance may be reported to the local law enforcement authorities. Possession, purchase, or use of tobacco (including vapor cigarettes/e-cigarettes), alcohol, or drugs is also a violation of the Good Conduct Policy. Please see policy for consequences.

DISPLAY OF AFFECTION

Indiscriminate display of affection between students is not considered appropriate in the school setting. Therefore, we request that students not engage in public displays of affection while at school.

WEAPONS

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 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 an appropriate place for weapons or dangerous objects and look-alikes. Weapons, 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 of students found to possess weapons, dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. 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 that 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, 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, other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy.

ACADEMIC DISHONESTY

Academic dishonesty refers to committing or contributing to dishonest acts by those engaged in teaching, learning, research, and related academic activities and it applies not just to students, but to everyone in the academic environment. Academic dishonesty can take many forms, which can be broadly classified as follows:

Cheating involves unauthorized use of information, materials, devices, sources or practices in completing academic activities. For example, copying during an exam that should be completed individually is an unauthorized practice, and, therefore, is considered cheating. A student who allows another student to copy from his or her work is considered to be facilitating or contributing to cheating.

Plagiarism is a type of cheating in which someone adopts another person's ideas, words, design, art, music, etc., as his or her own without acknowledging the source, or, when necessary, obtaining permission from the author. For example, copying and pasting material from a web site into your own document without proper citation is considered plagiarism.

The term "plagiarism" includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

These issues represent a serious breach of the academic standards at Newell-Fonda High School. Any student found guilty of plagiarism or cheating will be penalized up to a complete loss of credit for the assignment that was plagiarized and subject to formal disciplinary action. More serious consequences will be imposed for subsequent offenses.

DAMAGE TO SCHOOL PROPERTY

Students who damage or destroy school property (this includes laptops) shall be expected to repair, replace, or pay for it as the damage dictates. Failure to do so may result in some other form of discipline.

DRESS CODE

The school takes pride in the appearance of its students. Your dress reflects the quality of the school, your conduct, and your school work. All students are expected to dress and groom themselves neatly in clothes suitable for school activities, including shoes. Clothing which is deemed offensive or which detracts from the learning process is not allowed. The bottom seam of a shirt or top must touch the top seam of shorts or pants when standing. Tops may be sleeveless but the top of the shoulder should be covered. The guideline for the length of the shorts is approximately mid-thigh or fingertip length. Students are not allowed to wear hats or hoods during the school day. No earbuds or headphones of any type may be worn during instructional time in the classroom. The principal will make the final decision on what constitutes appropriate attire.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include Bluetooth devices, headphones, earbuds, cell phones, etc. The school is not responsible for personal electronic devices being broken, stolen or misplaced.

Newell-Fonda Schools believes that learning is the number one priority while students are at school. In an effort to eliminate distractions from the learning environment, Newell-Fonda High School will be a cell phone free environment between the hours of 8:20 am and 3:20 pm. Students are expected to have cell phones turned off and put away during these hours. If a staff member sees a student with a cell phone out for any reason during the school day, that cell phone will be taken and turned in to the school office.

Consequences for Violating the Cell Phone Policy

First Offense - Cell phone will be turned in to the office. Student may pick up the cell phone at the end of the school day, parents will be notified, and the student will be required to turn their cell phone into the office for the next five (5) school days.

Second Offense - Cell phone will be turned in to the office, parents will be notified, parents will be required to pick up the cell phone, and student will be required to turn in their cell phone for the remainder of the semester.

DISMISSAL FROM CLASS

If a student is asked to leave class because of behavior, HE/SHE MUST REPORT TO THE HIGH SCHOOL OFFICE AT ONCE. As soon as possible, the teacher responsible will communicate details of the student issue with the Principal. A conference may be held with the student, Principal, and/or the teacher and appropriate discipline will be applied.

BUS DISCIPLINE POLICY

The Bus driver's job is to transport students safely from one point to another. This cannot be done when students are disorderly or acting in an unacceptable manner. Some examples of unacceptable behavior might be swearing, fighting, obscene gestures, opening emergency doors, tearing seats, insubordinate towards the driver, hands or arms out of windows, standing on seats, moving from seat to seat and making excessive noise.

By law, any student causing a disturbance on a school bus may be suspended from riding that bus permanently. The following disciplinary procedure will be followed by the Newell-Fonda High School.

First Offense - Warning by bus driver, parent notified or called by Principal.

Second Offense - 1-5 day suspension from bus. Parent notified by Principal.

Third Offense - 10 day suspension from bus. Parent notified by Principal

Fourth Offense - 30 days to rest of school year suspension from bus. Parent notified by Principal.

Depending on the seriousness of the violation, the Principal may find it necessary at times to deviate from the specific order of discipline procedure to either shorten or extend the bus suspension.

BUS VIDEO CAMERAS

The Newell-Fonda Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other school records. Videotapes will only be retained if necessary for use in student disciplinary proceedings or other matters as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

CONDUCT AT SCHOOL ACTIVITIES

Students are asked to conduct themselves as young adults at all school activities whether at Newell-Fonda or away from home. Remember that at these events, you not only represent our school, but also yourself, your family, and your community.

Inappropriate behavior would include such things as excessive shouting, talking, laughing, booing or catcalls, swearing and other actions that would disrupt the activity and show poor taste. Offenders will have the Discipline Policy applied.

SCHOOL DANCES AND SOCIAL EVENTS

All school sponsored dances and parties will be held in a location approved by the sponsors and administration. Only Newell-Fonda High School students and their dates will be admitted, and students are responsible for the actions of their date. All high school functions of this type will end by 12:00 midnight regardless of starting time. (exception may be Homecoming Dance). All students attending must be a high school student. If a graduate, the visitor must

receive approval in advance from the principal. No person 21 or older will be allowed to attend a high school dance, including Prom. High School Principal reserves the right to refuse any non-high school student. If a student leaves a high school dance (including Prom), he/she will not be readmitted to the dance (including After Prom) unless approved by the principal or sponsor.

STUDENT CONDUCT RULES FOR HOME FOOTBALL GAMES

- Students will not be allowed to congregate in the parking lot just beyond the west end zone. The only exception would be students who are sitting or standing with their parents and watching the game. Students using the restroom facilities located in this area should go directly to and from those facilities without reasonable delay.
- No wrestling, football, or other activities involving running or contact will be allowed by student spectators. Remember, you are there as Newell-Fonda fans to watch the games. A simple rule to follow would be: IF YOU DO NOT WANT TO WATCH THE FOOTBALL GAME, DO NOT ATTEND.
- Good sportsmanship is a goal for all Newell-Fonda Students whether it be players or spectators. Rude or profane shouting or gesturing is uncalled for and will not be allowed.
- Violators of these rules may be either sent to sit with their parents or escorted out the main gate and not allowed to return. In addition, parents will be notified of their son's/daughter's actions, and the students may be barred from attending one or more future extra-curricular activities.

STUDENT CONDUCT RULES FOR VOLLEYBALL AND BASKETBALL SEASON

- When you attend a volleyball or basketball game, the assumption is that you intend to come in and enjoy the game. If you are in grades 6-12, you will be expected to sit in the student section. Third grade or younger you will sit with your parents or another responsible adult. 4th and 5th grades may sit on their own unless poor behavior dictates otherwise.

- Be Positive!! Whether winning or losing, give our team the support and respect they deserve for representing Newell-Fonda High School.
- Students will not stand in doorways into the gymnasium or hallways.
- The time to "move around" at a volleyball or basketball game comes at three different times during the evening; halftime of each game, time outs and between games. If you do not stay seated during the ball game, but prefer to loiter in the hall while the ball game is in session, you may be asked to leave.
- There will be absolutely NO student traffic across the gym floor anytime during the evening.
- Once you are in the building for the ball games, you must stay. If you leave and wish to return, you will be required to pay the admission price for being readmitted to the games. Activity tickets are not honored for second admission.
- Good sportsmanship is a goal for all Newell-Fonda students, whether it be players or spectators. Rude or profane shouting, gesturing, or throwing an object is uncalled for and will not be allowed.
- Students are not to be in the old gym. Students who loiter there will be asked to leave.
- NO caps will be worn in the gym.

WEDNESDAY EVENING

Wednesday evening has been set aside as church night. No school activities will be scheduled on Wednesday nights after 6:30 p.m. except when golf, track, and baseball/softball are all in season at the same time. The only other exception may be when agencies outside the school's control schedule tournaments or meets for Wednesday evening.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS

All students MUST use the transportation provided by the school when participating in any school-sponsored activity out-of-town. If extenuating circumstances arise, a student may ride with their parents provided that a written request is made to the activity sponsor by the parents.

STUDENT SUSPENSION AND EXPULSION PROCEDURES

I. School Policy

The principals and persons in charge of attendance centers in the Newell-Fonda Community School District shall have the authority to suspend students temporarily. Upon recommendation of the superintendent, the board of directors, by a majority vote, may expel a student for a period of time not to exceed the end of the current school year. Due process shall be observed.

II. Administrative Action

In-School Suspension

- In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal or other person in charge of the attendance center for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
- The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than five (5) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents or legal guardian, the Superintendent and the President of the Board no later than the school day following the day in-school suspension was imposed.

Out of School Suspension

- Suspension is the removal of a student from the school environment for periods of short duration.
- A student may be suspended for up to ten school days by a principal or Other persons in charge of an attendance center for a commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal or other person in charge of an attendance center may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:
 - Oral or written notice of the allegations against the student.
 - The basis in fact for the charges, and
 - The opportunity to respond to those charges.
- Should the principal or other person in charge of the attendance center find it advisable, the student may be allowed to confront witnesses against the student, or hear witnesses on behalf of the student.
- The notice to the student and investigation must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school, community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will be conducted within three (3) school days to determine future action. Such a hearing will be conducted

- in the spirit of the process envisioned above. In the event the suspension occurred prior to the hearing, the person responsible shall document the basis of the necessity for such actions.
- Notice of the suspension shall be mailed no later than the end of the school day following the day of discovery of alleged misconduct, to the student's parents or legal guardians, Superintendent and the President School Board of Directors. A reasonable effort shall also be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents or legal guardians shall include the circumstances involving the student which led to the suspension and a copy of the Board Policy and rules pertaining to suspension.
- Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts giving rise to another suspension.

III. Board Action-Expulsion

Board expulsion for lengthy periods of time are extreme measures of discipline to be employed only when available school resources are unable to cope constructively with pupil misconduct.

Upon the recommendation of the Superintendent or his designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

A Board decision to expel must be made by an absolute majority of the Board and not merely a majority of those in attendance. The vote shall be by roll call.

The Superintendent, student, or his/her representative may request the hearing before the Board be held in closed session. After due consideration, the Board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling as to override the general public policy in favor of public meetings, and hold the hearing in closed session. The student, his/her parents, and their representative may be present. A vote taken on the issue of whether to expel a student shall be an open public meeting and shall be by roll call vote.

Hearing Procedure

- A written statement of the alleged misconduct given as grounds for the proposed Board Expulsion will be given to the student's parents or legal guardians at least five (5) calendar days before the hearing. Such statements will include the names of those school officials and teachers having knowledge of the proposed reasons for Board Expulsion. The written statement will be accompanied by a copy of the Board policy and rules pertaining to procedures for Board Expulsion of students.
- A written notice of the date, time, and place of the hearing will be given to the student's parents or legal guardians at least three (3) days before the hearing. This provision may be waived by written agreement of the parties.

- If the parents or legal guardians of a student cannot be notified or Cannot be present at the hearing because of extenuating Circumstances, and request a postponement, it should be made at least 48 hours prior to the scheduled hearing time.
- If the student has reached age 18 at the time the alleged acts took place, he/she is then authorized to make decisions, sign documents and obtain representation on his/her own behalf and may elect to be represented by his/her parent or guardian. However, notice shall also be given to the parents as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.
- If the student, his/her parent or guardian, or representative does not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the Board of Education that sufficient and proper notice was given the parties and no postponement was requested.
- The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the amount of time his/her representative needs to discuss the matter with administrators, teachers, and other witnesses.
- The superintendent or his/her designee shall present evidence in behalf of his/her recommendation.
- Witnesses at the hearing or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as it's necessary for a full and true disclosure of the facts.
- The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she shall not be punished for refusal to testify, nor shall refusal in any way be construed as an indication of guilt.
- The Board's decision will be based solely upon evidence introduced at the hearing.
- Within ten (10) calendar days of the hearing the Board will mail or have delivered to the student and his/her counsel a written statement of the Board's decision and the factual basis for it.
- A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one year and shall be made available to the student and his/her representative upon request and at a reasonable cost.
- Nothing contained in paragraphs 1-12 shall prevent the immediate Board expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or well-being, safety or well-being of other members of the school, community or substantially interfere with the proper functioning of the school. In the instance of an immediate Board expulsion, a hearing will to be held within ten (10) days to determine future action of the Board. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs 1 through 12.

Conditions for Readmission

- The Board may consider, and by a majority vote of those present grant, readmission to a student expelled by Board action at any time and upon any condition it may determine.
- In no event will a student be expelled beyond the school year in which the Board expulsion hearing occurred.

A decision may be appealed under Chapter 290, Code of Iowa. If a student is expelled from school by Board action during the first semester of any given school year, the student's expulsion must be automatically reviewed by The Board of Directors before the beginning of the second semester unless the Board expulsion originally took effect during the last three calendar weeks of the first semester. This review may lead to a recommendation that the student shall be reinstated in school for the second semester.

IV. Notice to Educational Community

Rules regarding student suspension and expulsion shall be published on a regular basis in appropriate school publications.

Copies of the rules regarding the suspension and expulsion of students shall be maintained in each attendance center of the school district and shall be distributed upon request at no cost.

Legal Reference: Code of Iowa 279.8 282.4 282.5 Goss V. Lopez 95 S Ct. 729 (1975)

STUDENT COMPLAINTS AND GRIEVANCES

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the certificated personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level.

If the complaint cannot be resolved by the teacher, the student may discuss the matter with the principal within a reasonable time. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within a reasonable time after speaking with the principal.

If the superintendent cannot satisfactorily resolve the matter, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

Student Eligibility/NO PASS NO PLAY RULE OF IOWA

In order for a student to be eligible to participate in any sport (including cheerleading and drill team), he/she must be a full-time student (one carrying at least six academic classes) and pass ALL classes according to IHSAA, IGHSAA and Iowa Dept. of Education 361.15 (2) - (No Pass No Play Rule). The Iowa Music Association and the Iowa Speech Association also states that if a student is not passing a class at semester time, he/she is ineligible for 20 days. The semester grades each year will be used for determining eligibility (P.E. is not counted toward student eligibility). If a student fails a class at semester, he/she will be ineligible to participate in any extra-curricular activity for 20 calendar days, beginning with the first legal playing date designated by the State, the first day of second semester, or the last day of the school year. These activities include: Football, Volleyball, Basketball, Track, Golf, Softball, Baseball, Speech, Drill Team, Cheerleading, Band, Choir, and Quiz Bowl.

The student must be in attendance at school by at least 12:55 p.m. to be able to participate in an evening school activity and/or practice, unless an excused absence has been approved through the Principal's office.

GOOD CONDUCT POLICY

PHILOSOPHY

It is the philosophy of the administration, coaches, Boy's Association and The Girl's Athletic Union, and faculty advisors that students representing the school in extra-curricular activities have a responsibility to themselves and the school district. It is reasonable to expect each Newell-Fonda student to conduct himself/herself at all times in a proper and legal manner because this behavior is reflective of Newell-Fonda CSD. Students also serve as a role model for peers and younger students; therefore, their attitudes and actions have an impact on others.

We believe that participating in any extra-curricular activity is a privilege. Those who choose to participate are expected to maintain a high standard of behavior. In short, when a student volunteers for an extra-curricular activity in school: (1) he/she is asking for the privilege to be chosen; (2) he/she agrees to conform to the requirements and rules adhered to by that activity; (3) foremost in importance,

he/she agrees to represent the school. Directly or indirectly, the conduct of students reflects on the standards, attitudes, and philosophy of the school. Thus, schools obtain reputations (good or bad) by the conduct of their students. Society judges by what it sees. Perhaps this judging power of our society is unfair, but it is a fact that cannot be ignored. Therefore, as long as this is a fact and as long as students are representing their school, Newell-Fonda will have a code of conduct that will affect all students in extra-curricular activities.

CONDUCT RULE

Students who participate in extra-curricular activities are representing their school and are therefore expected to conduct themselves in a manner that represents the ideas, principles, and standards of Newell-Fonda CSD. Students who fail to represent the school in an acceptable manner will be subject to disciplinary procedures as set forth in the guidelines below. This policy is in effect and applies to students conduct 365 days a year for all students beginning the summer after their 6th grade year through the summer of their 12th grade year. From the time of the infraction of the rule, the penalty may be enforced for one calendar year from that point in time.

A student may lose eligibility under the policy for any of the following behavior:

- Possession, use, or purchase of tobacco products (including all forms of e-cigarettes), regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages as defined by Iowa Code 123.3;
- Being in a car or in attendance at a function/gathering/party where alcohol or other drugs are being consumed illegally by minors**;
- Possession, use, or purchase of illegal drugs, prescription drugs not prescribed to the student, or look-alike drugs (such as, but not limited to, salvia, K2, spice, etc);
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses and misdemeanor hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (stealing, damage to school property or that of school personnel, etc).

****If a student finds him/herself in a situation (vehicle, room, function, gathering, party, etc.) where alcohol or other drugs are being consumed illegally by minors, the student's options are:**

1. Leave the situation immediately OR
2. Stay and risk the loss of eligibility as determined by the Good Conduct Policy

CONSEQUENCES

A student who is found to be in violation of the Good Conduct Policy, whether he/she is involved in an extra-curricular activity or not, will be deemed ineligible for a period of time described below. Ineligibility means that the student who is declared ineligible will be prohibited from making any public appearances on behalf of the school. This includes all athletic competitions, any extra-curricular performances, and any recognition of organizations or honorary offices (including Queen/King candidates and attendants).

1st Offense - 1/3 of the season (athletes)
4 week restriction from all activities in front of the public

2nd Offense - 1 sport season's contests (athletes). If the penalty carries into more than one season, the athlete will be removed from the first season but be required to practice from the beginning of the next season until the penalty of one sport season is completed. The administration and coaches may determine the best interest of the individual to remain with the team.
Example: Violation during the basketball season but before the first contest.

Penalty: Removal from the entire basketball season
Example: Violation after 9 varsity games of the basketball season.

Penalty: Removal from the basketball season. During the next sport season the athlete will be required to practice from the beginning of the season and will miss half of that season's contests.

8 week removal from all activities in front of the public

3rd Offense - Removal from all activities for a full year (365 days)

4th Offense - Removal from all activities for the remainder of high school career

****The student must begin participation on the first day of practice and complete the season in good standing or the penalty carries on to the next activity season.**

IN ADDITION TO THE CONSEQUENCES LISTED ABOVE:

1. The student will not receive a letter for that particular sport/activity if the violation occurs during the season.
2. The student will not be nominated for any post-season honors if the violation occurs during the season.
3. The student will lose all Commons Study Hall privileges and open campus lunch privileges (if concurrent) during the consequence period.
4. The student will be allowed to attend Prom and Graduation if the violation is concurrent; however, they will not be allowed any special responsibilities or privileges, speaking at Graduation, ushering at Graduation, recognition of special awards, Grand March at Prom, serving at Prom, speaking at the Prom banquet, etc. The student will receive diploma, but no scholarships or awards (including the wearing of the NHS stole) will be recognized.
5. The student will not be allowed to attend any school sponsored trips other than class required trips.

INELIGIBILITY

Ineligibility begins immediately for any student currently engaged in any extra-curricular activity in violation of this policy. If a student is not currently in an activity, or if the discipline can not be completed during the current activity, the discipline will be carried over and completed in the next activity. An ineligible student **MUST** attend all practices and rehearsals at the direction of the coach/sponsor, but will not be allowed to participate or wear team uniforms in competition or performances. However, if a student drops out of an activity prior to completion of the period of ineligibility, the discipline will be applied to the next available activity. If a student is involved in concurrent activities, the student will be deemed ineligible from all activities until he/she has regained eligibility. Eligibility begins at the completion of 6th grade and extends through the summer after graduation.

TRANSFER STUDENT

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of the Good Conduct Policy in the previous district, the student shall be ineligible until the full period of ineligibility has been completed. The full period will be based on the previous school’s policy with consideration given to the Newell-Fonda CSD policy. The administration has the authority to determine the length and the severity of ineligibility when the policies do not correspond. The determination shall not be a shorter time period than the shortest time period stated between the two schools.

REPORTING VIOLATIONS OF GOOD CONDUCT POLICY

The effective date for starting the penalty for extracurriculars due to a violation of the Good Conduct Policy will be determined by the earliest day that one of the following occur:

1. A direct observation of the student committing a violation by a teacher, coach, or sponsor. The student and the administration should be immediately informed of the observation by the teacher, coach, or sponsor.
2. The student admits his/her own guilt to an administrator, teacher, coach or sponsor.
3. A teacher or administrator confronts a student for reasonable cause and the student admits to the violation.
4. The date the student pleads guilty or is proven guilty by a court of law.
5. The date that Juvenile Services or Law Enforcement notifies the school by telephone or mail.

DUE PROCESS

The following procedure is set to ensure that all students are afforded due process:

1. The Activities Director and/or Administrator will meet with the student and listen to his/her possible involvement.
2. If a student admits to being involved, the student and the parents will be notified of the appropriate discipline.
3. Parents will be notified by phone and/or by letter sent to the student’s home address.
4. If a student denies involvement, a committee consisting of the coach/sponsor, activities director, and the building administrator will meet with the student and the student’s parents, when possible, to further explore the violation. If the

committee decides that it can be reasonably determined that the student was involved in behaviors that violate this policy, administration will notify the student and parents of the decision regarding the discipline.

APPEALS PROCESS

1. Any student who is found by the committee to have violated the Good Conduct Policy may appeal by contacting the Superintendent within 3 business days of being advised of the violation. The discipline will be in effect pending the Superintendent’s decisions.
2. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session. The grounds for the appeal to the school board are limited to the following; (a) the student did not violate the policy; (b) the student was given inadequate due process in the investigation and determination; (c) the discipline is in violation of the Board Policy. The discipline will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the committee, the student shall be immediately eligible and have any record of the ineligibility period and violation deleted from the student’s record.

ACTIVITIES TABLE

| Event | Number of Performances | 1st Infraction (1/3 of Season) | 2nd Infraction (Full Season) | 3rd Infraction (Full Year) |
|-------------------------|------------------------|---|------------------------------|----------------------------|
| Football | 9 | 3 | Full Season | Full Year |
| Volleyball | 14 | 5 | Full Season | Full Year |
| Cross Country | 8 | 3 | Full Season | Full Year |
| Boy's Basketball | 21 | 7 | Full Season | Full Year |
| Girl's Basketball | 21 | 7 | Full Season | Full Year |
| Boy's Golf | 12 | 4 | Full Season | Full Year |
| Girl's Golf | 12 | 4 | Full Season | Full Year |
| Boy's Track | 12 | 4 | Full Season | Full Year |
| Girl's Track | 12 | 4 | Full Season | Full Year |
| Baseball | 25* | 8 | Full Season | Full Year |
| Softball | 40* | 13 | Full Season | Full Year |
| Football Cheerleading | 9 | 3 | Full Season | Full Year |
| Basketball Cheerleading | 21 | 7 | Full Season | Full Year |
| Dance Team | Varies | *Before Dec. - State Drill Team * After Dec - Drill Team Night | Full Season | Full Year |

*Consequence determination is based on the current year's Varsity schedule and may be subject to change.

Not all conduct or circumstances can possibly be covered under a good conduct code. Extenuating circumstances may be dealt with in an individual manner prescribed by the Principal and Activities Director. Each situation will be dealt with in a consistent manner in accordance with the Newell-Fonda Good Conduct Policy.

TITLE VI, TITLE IX, AND SECTION 504 GRIEVANCE PROCEDURES

Any student, parent, or employee of the Newell-Fonda Community School shall have the right to file a formal complaint alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

Level One - Principal or Immediate Supervisor

Any employee or parent with a grievance of discrimination 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, or familial status may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination 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, or familial status may discuss it with his/her teacher, counselor building administrator, or Level Two - Title VI, Title IX, and Section 504 Compliance Officer

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee, parent or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event giving rise to the grievance

or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504 Compliance Officer

| | |
|-----------------------|---|
| NAME | Christopher Feldhans |
| OFFICE ADDRESS | Newell-Fonda Community School 205 Clark Street Newell, IA 50568 |
| PHONE NUMBER | (712) 272-3324 |
| OFFICE HOURS | 8:00 a.m. - 4:00 p.m. Monday through Friday |

This school does not discriminate on the basis of sex in the educational program or activities, which it operates.

AFFIRMATIVE ACTION COORDINATOR

The Board of Education of the Newell-Fonda Community School District has appointed Christopher Feldhans, as the District's Affirmative Action Coordinator. The office is located at the Newell-Fonda Community School, 205 Clark Street, Newell, Iowa 50568. Telephone: 712-272-3325

The coordinator may be called upon for the following:

- to provide technical assistance to the administration and Board members
- to provide program development services related to non-discrimination
- to provide training to service delivery staff and others regarding legislation
- to provide information services to students and staff
- to administer grievance procedures
- to develop and administer record keeping systems related to various aspects of rights compliance
- to develop and administer equity compliance evaluation & monitoring system
- to work with the curriculum director in developing and monitoring MCGF fair curriculum efforts
- to develop and monitor equal employment opportunity and affirmative action efforts
- to maintain records of Affirmative Action Advisory Committee meetings, information gathered, and efforts made to carry out the goals of the plan

ASBESTOS NOTICE TO PARENTS, STUDENTS, AND EMPLOYEES

In accordance with EPA regulations, the Newell-Fonda Community School has been inspected for friable (easily crumbled) materials, which contain asbestos. Friable asbestos-containing material may cause health problems.

An asbestos management plan has been adopted that identifies areas of asbestos containing materials in the school buildings.

It is important to note that not all friable asbestos-containing material need be removed from the school. Once such material has been identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material

is disturbed for any reason.

In the Newell-Fonda Community School much of the asbestos-containing material has been encapsulated and is no longer exposed. Encapsulation, when done properly, is an acceptable way of containing asbestos fibers according to E.P.A. guidelines. In addition, a substantial amount of asbestos containing material has been removed.

A record of the inspection, a diagram of the locations of the friable asbestos-containing materials, and a copy of relevant E.P.A. regulations are available in the Superintendent's Office of the Newell-Fonda Community School. For further information, interested persons should call 1-800-424-9065 (Washington, D.C.).

FREEDOM OF EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school premises or under the jurisdiction of the school district, or as part of a school-sponsored activity may be attributed to the school; therefore student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an education purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures.

CHILD ABUSE REPORTING

The board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the high school principal, who shall be the alternate designated investigator for such complaints.

Complaints reported to a designated investigator shall be handled by the designated investigator in a timely manner, and no later than five days. Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing and to the student's parent or guardian if different from the person filing. In cases where a complaint has been filed against a school employee, the school employee named in the report shall receive a copy of the report at the time the employee is initially interviewed by any investigator. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

If, in the opinion of the designated investigator, the complaint is unfounded and further investigation is not warranted, the designated investigator shall file a written report with the person making the complaint and the student's parent or guardian if different than the person making the complaint, within fifteen days after receiving the complaint. In cases where a complaint has been filed against a school district employee, the designated investigator shall also give a copy of the report to the employee.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to the designated level two investigator(s). In cases where a complaint has been filed against a school district employee, the designated investigator(s) shall give a copy of the investigative report to the employee's supervisor and document all action taken.

In cases of founded abuse involving a school district employee, upon receipt of the level two investigator's report, the designated investigator shall forward copies of the level two investigator's report to the student's parent or guardian, the person filing the complaint, if different from the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor.

In cases involving a school district employee and a student of the school district, a report must be filed with the Teacher Professional Practice Commission in proven cases of abuse. Counseling services for the student must be arranged upon the request of the parents. Compiled information regarding unproven cases shall not be placed in the employee's personnel file.

The designated investigator shall use prudent discretion in handling the information received and regarding an investigation of child abuse by a school district employee, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Persons found in violation of this policy will be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension or termination, or other sanction as determined appropriate by the board.

LEVEL ONE INVESTIGATOR

| | |
|-------------------|---|
| Name: | Superintendent, Dick Jungers |
| Office: | Newell-Fonda CSD |
| Telephone Number: | (712) 272-3324 |
| Office Hours: | 8:00-4:00 |
| Alternate: | Principal, Christopher Feldhans / Principal, Bo Darrow |
| Office: | Newell-Fonda CSD |
| Telephone Number: | (712) 272-3324 |
| Office Hours: | 8:00-4:00 |

LEVEL TWO INVESTIGATOR

| | |
|-------------------|---|
| Name: | Buena Vista County Sheriff |
| Office: | Buena Vista County Courthouse |
| Telephone Number: | (712) 749-2530 |
| Office Hours: | 24 hours daily - Monday through Sunday |

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want to change and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires education records. However, Newell-Fonda Community School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information from your child's education records in certain school publications.

Examples:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition list
- Graduation programs; and
- Sports activities sheets, such as football, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and secondary education act of 1965. (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone numbers - unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Newell-Fonda Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually. Newell-Fonda Community School has designated the following information as directory information; Student Name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation of officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended.

HOMELESS CHILDREN AND YOUTH

The District shall make reasonable efforts to identify homeless children youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as it provided to other children and youth. Please contact the school nurse with any questions.

MEDICATION

Any student taking medication must do so with approval of parents and school nurse. Any prescription medication should be kept in school nurse's office.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other causes which would close school, an announcement will be made on three radio stations.

KAYL - Storm Lake - 101.7 FM or 990 AM

KKEZ - Fort Dodge - 94.0 FM

KTLB - Twin Lakes - 105.9 FM

KKIA - Storm Lake - 92.9 FM

We will also post announcements on our Social Media Pages:

Website: www.nfmustangs.org

Facebook: Newell-Fonda Community School District

Twitter: @NFMustangs

Instagram: @nfmustangs

Every effort will be made to cancel school prior to 6:30 a.m. Occasionally, however, school may be delayed for an hour or more to better assess conditions. Similarly, early dismissal may be needed at times when conditions warrant. This also will be broadcast on the two radio stations as soon as a decision has been reached. When school is dismissed early because of inclement weather there will be NO activities, practices, or rehearsals held for students.

It is the responsibility of the parents to listen for radio announcements.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator may attempt to contact the parent or guardian of the child and inform them of the request.

NATIONAL HONOR SOCIETY

Newell-Fonda High School has a chapter of the national organization of National Honor Society. The purpose of the chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Newell-Fonda Schools. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.25 and are evaluated at the end of 1st semester, sophomore and juniors years. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character. Selection of new, active members shall be held once a year during the second semester. Sophomores and juniors meeting the minimum requirements are encouraged to apply. If approved, candidates are then required to plan and complete a service project over the summer and their project presentation will be evaluated in August for final selection for NHS induction, which is held in September each year. The Newell-Fonda NHS also has a probation and dismissal process and grade point averages are reviewed at the end of each semester. Any member who falls below the minimum standards of scholarship (GPA), leadership, character or service may be placed on probation or dismissed from the organization. The NHS Faculty Advisory Council is responsible for decisions regarding approval, probation, and dismissal.

EDUCATIONAL PROGRAM-SERIES 600

Policy Title: VOCATIONAL EDUCATION POLICY
STATEMENT Code No. 601.4

It is the policy of the Newell-Fonda Community School that all vocational programs of the school will be offered without regard 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.

Career and Technical Student Organizations

Family, Career, and Community Leaders of America
Future Business Leaders of America
Future Farmers of America
Skills USA

Vocational offerings of the Newell-Fonda Community School include:

Business Education

Media Design and Production
IC Photoshop I
IC Introduction to Accounting
Multimedia Productions 1
Multimedia Productions 2
Personal Finance
IC Basic Word, Spreadsheet, Database, Presentation
Marketing
IC Human Relations

Family Consumer Science

Freshman Seminar
Foods and Nutrition
Advanced Foods and Nutrition
Fashion Design
Family Living
IC Intro to Early Childhood Education
IC Infant/Toddler Care and Education
Interior Design
Health and Life Management

Industrial Tech

Basic Small Engines
Advanced Small Engines
Welding I
Welding II
Sheet Metals
Auto Body Repair
IC Auto Body Repair
IC Intro to Diesel Technology
Automotive Detailing
Intro to Automotive
IC Intro to Transportation *ICCC AUTO
IC Auto Electric * ICCC AUTO
IC Auto Repair *ICCC AUTO
IC Auto Brakes *ICCC AUTO
IC Auto Lab *ICCC AUTO

Agriculture Science Education

Introduction to Agriculture, Food, & Natural Resources
IC Intro to Agriculture Business
Animal Science
Advanced Animal Science
Veterinarian Science
IC Survey of Animal Science Industry
Plant Science
Landscaping & Turfgrass Management
Horticulture
IC Principles of Crop Production
Natural Resources
IC Renewable Resources
Agricultural Occupation Early Experience I
Agricultural Occupation Early Experience II
Agriculture Leadership

Iowa Central Community College Programs

Automotive
Certified Nursing Assistant
Welding
Industrial Machinist

Inquiries regarding vocational education compliance activities under Title VI, Title IX, and Section 5094 should be directed to the Newell-Fonda High School Principal, Newell, Iowa Phone (712) 272-3324.

1:1 LAPTOP INITIATIVE

We believe our laptop initiative supports our core values at the high school.

CREATIVITY – We believe that creativity is a necessary skill for our students to be successful in the 21st Century. Students will be expected to use their computers to find creative ways to solve problems, synthesize information, design new products, communicate globally just to name a few. We believe with a creative mind, the opportunities are endless!

COMMUNICATION – We expect our students to communicate and collaborate using their computers. We also expect that this communication will not only be with students and teachers in our building, but also across Iowa, the United States, and even the world. Computers give our students the opportunity for a global audience and we fully believe that this will not only empower our students, but also enhance their learning.

PROFESSIONALISM – We expect our students to use their computers to not only create more professional documents and products, but to also conduct themselves in a professional manner whenever using technology. Being a responsible and professional digital citizen is a top priority.

RELATIONSHIPS – We expect our students to use the computers to build professional relationships with a global audience. Although we want our students to broaden their audience, we also recognize the importance of teaching our students the importance of developing safe relationships using technology.

RESPECT – We believe that an essential part of our 1:1 Initiative is becoming a good digital citizen. Respecting others and always using the computer to build relationships, not demean or deface other users, is essential. We also believe that we are extremely privileged to have this opportunity, and we must treat our computers with respect.

Newell-Fonda Community School District
Acceptable Use Agreement and Network User Agreement
(Including Internet Safety And Appropriate Use Policy)

I. Introduction

This Acceptable Use Agreement is intended to provide Internet and computer access to students and staff of the Newell-Fonda Community School District and is to encourage educational excellence through use of electronic resources and breed familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades 5-12. Students in Grades K-4 will use a shortened version of this agreement as well as direct supervision by a district employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The district recognizes many sites have educational uses, while others do not. The district wishes to respond to this by encouraging use of sites for educational reasons only. This agreement applies to all persons accessing and using district network computers, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the

district. A user has access to his/her account and hardware. The district owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The district trusts assigned users to make responsible use of computing resources. Approved visitors who use the district's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use district technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. Newell-Fonda Community School District reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using district technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the Newell-Fonda School district resources and Internet access.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h)
Iowa Code 279.8(1999)

II. Ownership

Newell-Fonda School District provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the district. These resources include the access and use of the district's email system and computer network.

The district owns all hardware, software, user accounts, and email accounts. The district allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school email accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if district hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the district and to promote educational excellence in the school. The district has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track computer usage, system information, and remotely observe and manage network technology.

III. User Rights and Responsibilities

1. The district provides students, staff and other users with access to the district's technologies. However, this use is a privilege and is not to be considered a guaranteed right.
2. Each user assumes full responsibility for their actions while using school-owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.
3. Students should never use teacher computers without that teacher's permission and supervision.
4. Each user is to notify the District Technology Coordinator if he/she believes others know their password and if any user files have been altered. A student that shares their passwords will be considered responsible for any results of such use.
5. A Network User Form needs to be read and signed at the beginning of each school year for grades K-12 before students will be allowed to use the district's resources. . All new students to the district will need to sign a Network User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must read the district's Acceptable Use Agreement and sign the Internet Use Agreement form before use is allowed. . Access can be removed at any . time and a new Network User Form will need to be submitted.
6. For 5-12 grade students who are receiving a laptop, a signed borrower's agreement must be on file prior to that student receiving their assigned laptop computer.
7. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person's consent.

IV. District Rights and Responsibilities

1. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
2. All software/hardware purchases need approval of the District Technology Coordinator.
3. Newell-Fonda Community School District reserves the right to monitor all activity and use of the network. This includes, but not limited to, monitoring downloads, files, and documents stored in users' folders, check Internet histories and cache files, observe users screens, read email if deemed necessary, and block what the district considers inappropriate sites.
4. Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.
5. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid

storing personal and/or private information on the district and/or school's technology resources.

6. If routine maintenance and monitoring of the district's system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.
7. Students are not to bring software from home to install on district hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Any software on district computers, not owned by the district, will be removed. The district provides all reasonable software. Students are not to download or install software without the knowledge and approval of the District Technology Coordinator.

V. District Email Accounts

1. School email accounts will be accessed using the district supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the district. The district purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the District Technology Coordinator.
2. The Newell-Fonda Community School District will grant e-mail accounts to staff members and specified students as needed. This account is owned by the district and can be closed at any time. Staff and other users leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.
3. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use, or allow others to use their email account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.
4. Information transported using email and email accounts is not to be considered private, secure, or confidential.
5. With regards to personal email use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate district agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.
6. Email use should reflect professional standards at all times. School email accounts should only be used for school related correspondence.
7. All email generated on system equipment, created using a Newell-Fonda district email account, or residing on a school district computer or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
8. All email content is understood to represent the author's point of view and not of the school district.

VI. Appropriate Use

All computer services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Any form of cyber bullying or harassment will not be tolerated.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal address or phone numbers of students or colleagues.

We expect all users to obey Federal, State, and Local laws.

Do not use the network in such a way that disrupts the use of the network by other users.

All users are expected to know and follow all copyright laws.

Do not bypass the school's Internet filter or proxy.

**Violation of these expectations will lead to consequences determined by the building administrator. Newell-Fonda Schools reserve the right to administer additional consequences at the discretion of the administration.

The Newell-Fonda Community School district uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web and e-mail communications as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in K-12th. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. Newell-Fonda Community School District will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator or the technology coordinator.

VII. Network Access and Personal Storage on the Server

Individual student access to online resources and network services is a privilege granted to students at Newell-Fonda High School. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their network storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

INTERNET SAFETY AND APPROPRIATE USE POLICY

(Developed by E-Rate Central)

Introduction

It is the policy of Newell-Fonda CSD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity;

(c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Newell-Fonda CSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Newell-Fonda CSD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
Student safety with regard to:
safety on the Internet;
appropriate behavior while on online, on social networking Web sites, and
in chat rooms; and
cyberbullying awareness and response.
Compliance with the E-rate requirements of the Children's Internet Protection Act

Adoption

The Board of Newell-Fonda CSD adopted this Internet Safety Policy at a public meeting, following normal public notice, on June 11, 2012. Code No. 605-1.7

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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 board 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 board 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while student or employees are on property within the jurisdiction of the board; while on school-owned or in 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. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measure 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. "Volunteer" means an individual who has regular, significant contact with students.

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 the school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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 a student’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 student’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 student; or
- The conduct has the purpose or effect of substantially interfering with the student’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.

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 administration, judicial, or other proceeding relating to the report.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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 be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the school district.

The board will publish this policy annually to the public. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in registration materials

A copy shall be made to any person upon request at the central administrative office at 205 S. Clark Street Newell, Iowa.

Harassment, Intimidation & Bullying Incident Report Form

Instructions: Harassment, intimidation and bullying are serious offenses and will not be tolerated. If you have been a witness to or suspect a bullying offense, please complete the form below and return it to the principal's office at your school or to the district office. This form may be completed anonymously but no disciplinary action will be taken based solely on the basis of an anonymous report or phone call.

Today's Date: _____

Name of Targeted Student: _____

Age: _____ Grade: _____ Student #: _____

Name of School: _____

Person Reporting Incident: _____ OR I prefer to remain anonymous

Relationship to Targeted Student: Self Witness/Bystander Parent/Guardian

School Staff Close Adult Relative Other: _____

Name(s) of Bullies, if known:

_____ Student: Yes or No

_____ Student: Yes or No

_____ Student: Yes or No

Name(s) of Witnesses/Bystanders, if know:

_____ Student: Yes or No

_____ Student: Yes or No

_____ Student: Yes or No

Date(s) of Incident(s): _____

School adults already contacted: _____

Is this an ongoing issue? Yes or No or Unknown

Have you witnessed the accused bully exhibit bullying/harassing behavior toward you, the targeted student, or other students before?

Yes or No

If Yes, how many times? _____

Was a report filed for the previous times? Yes or No

If yes, when?

Where did this incident occur? (Circle all that apply.)

- At School On School Property Off School Property Classroom School Club/Activity
School-Sponsored Activity Cafeteria Parking Lot School Bus/Bus Stop Locker Room
Grounds/Common Areas Way to/from School Hallway or Lockers Sport Field Internet/Social Media
Restroom Gym Cell Phone/Text Other (describe): _____

Please circle the statement below that best describes what happened. (Check all that apply.)

- Physical violence (hitting, kicking, shoving, etc.) Social exclusion/rejection
Getting another person to harm the targeted student Theft/damaged possessions Threats/intimidation
Stalking/ongoing harassment Teasing/name calling/critical remarks Public humiliation
Demeaning and making student a target of jokes Make fearful, demand money/exploiting
Rude or threatening gestures Racial comments Spreading lies/rumors/gossip Sexual comments

Electronic communication or "Cyber Bullying" (describe): _____

Other: _____

Please describe what happened in your own words, including what the alleged offender(s) said or did (attach a separate sheet, if needed):

HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request may include a proposed alternate activity or study acceptable to the Principal. The Principal shall have the final authority to determine the alternate activity or study.

Student Name _____ Grade _____

Parent/Guardian _____ Telephone _____

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

OBJECTIVE

Ex: To understand the consequences of responsible and irresponsible sexual behavior.

CLASS/GRADE

Health Education/6

1.

2.

3.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed _____ Date _____
(Parent or Guardian)

Signed _____ Date _____
(School Administrator)