

# Durant Community School District

## Student Handbook Grades 7-12

### 2024-2025 School Year

**Superintendent:** Mr. Joe Burnett

**7-12 Principal:** Mr. Joel Diederichs

**PK-6 Principal:** Mrs. Rebecca Stineman

**Activities Director:** Mr. Matt Straube

**Administrative Assistants:** Mrs. Denise Paustian (7-12), Mrs. Holly Nietfeldt (PK-6), Mrs. Christin Pickart (Supt), Mrs. Gabrielle Speth (Bus. Mgr), Mrs. Lonna Moeller (HR Dir)

**Counselor:** Mrs. Kristy Badtram(7-12), Ms. Kristin Milotte(Pk-6)

**Student Service Coordinators:** Mrs. Abigal Straube/Mr. Brent Schmidt

**Transportation Director:** Mr. Rich Creamer

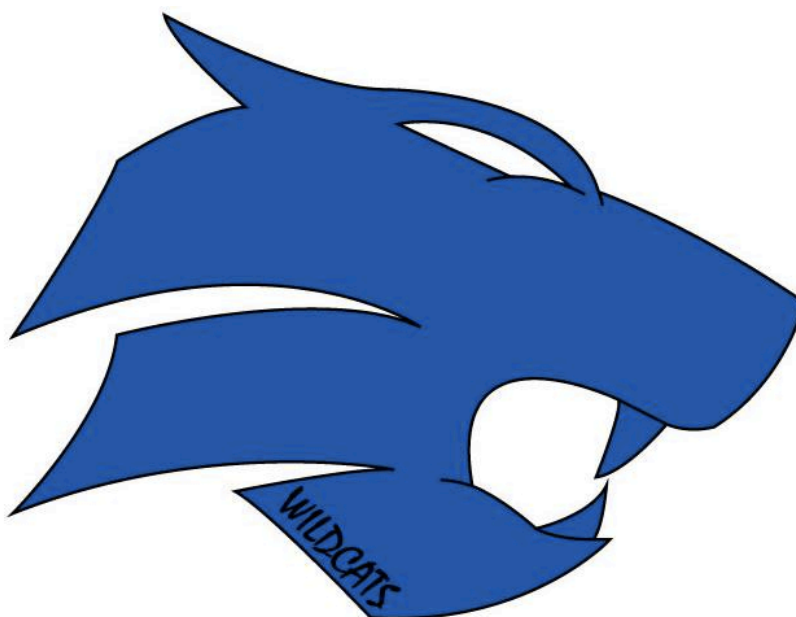
**Technology Director:** Mrs. Laurie Botkins

408 7th Street Durant, Iowa 52747

High School Office: 785-4431 Fax: 785-6558

Elem/Middle School Office: 785-4433 Fax: 785-6558

District Office Phone 785-4432





Mascot: Wildcat

Colors: Blue/Gold

School Fight Song: Across the Field

Cheer we on for DURANT HIGH SCHOOL  
On to victory; Fight and win for Durant  
High, we'll prove our loyalty  
Win for Durant for Blue and Gold  
All for Wildcats, you've got us sold  
Fight! Win! For DHS  
We will cheer you to victory.

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## **Important Dates 2024 - 2025**

Wednesday, August 21st– Open House 5:00 – 6:00pm  
Wednesday, August 21st– Meet the Wildcats – 6:15pm  
Friday, August 23rd– First Day of School for Students  
Monday, September 2nd – No School: Labor Day  
Monday, September 16th – No School: In-service Day  
Wednesday, October 2nd – Parent/Teacher Conferences 3:30 – 7:30pm  
Wednesday, October 9th – Parent/Teacher Conferences 3:30 – 7:30pm  
Friday, October 11th – No School: Parent/Teacher Compensation Day  
Friday, October 25th – End of 1<sup>st</sup> Quarter  
Wed. Nov. 27 through Fri. Nov. 29 – No School: Thanksgiving Break  
Thursday, December 23rd through January 3 – No School: Winter Recess  
Monday, January 6th – School Resumes  
Friday, January 17th – End of 1<sup>st</sup> Semester  
Monday, January 20th – No School: In-service Day  
Friday, February 14th – No School Winter Break  
Monday, February 17th– No School: Presidents Day  
Wednesday, February 26th – Parent/Teacher Conferences 3:30 – 7:30pm  
Wednesday, March 5th – Parent/Teacher Conferences 3:30 – 7:30pm  
Friday, March 7th – No School: Parent/Teacher Compensation Day  
Monday, March 17 through Friday, March 21 – No School: Spring Break  
Friday, March 28th – End of 3<sup>rd</sup> Quarter  
April 18<sup>th</sup>– No School: Good Friday  
Wednesday, May 14th – Senior Awards Night 5:30pm  
Saturday, May 17th – Graduation 8:00pm (Rain date is Sunday, May 18 at 1:00pm)  
Thursday, May 28th – Student Last Day – 11:00am dismissal

## HS/JH Schedule

Regular Schedule		Wednesday Schedule
Period 1	8:10 – 8:56	9:10 – 9:46
Period 2	9:00 – 9:46	9:50 – 10:26
Period 3	9:50 – 10:36	10:30 – 11:06
Period 4	10:40 – 11:26	11:10 – 11:46
Period 5	11:30 – 12:16	11:50 – 12:26
Period 6	12:20 – 1:35	12:30 – 1:31
Period 7	1:39 – 2:25	1:35 – 2:11
Period 8	2:29 – 3:15	2:15 – 2:51
Seminar		2:55 – 3:15

LUNCH SCHEDULE – 6 <sup>TH</sup> PERIOD		WEDNESDAY
HS LUNCH	LUNCH-12:20-12:45 CLASS-12:49-1:35	LUNCH-12:26-12:51 CLASS-12:51-1:31
JH LUNCH	CLASS-12:20-1:06 LUNCH-1:10-1:35 \	CLASS-12:30-1:06 LUNCH-1:06-1:31

## **General Information**

### **Welcome to the Parents/Guardians and Students**

The entire staff of Durant Community School District (DCSDD) welcomes you to a new school year. We are most pleased that you have selected our school for your child (ren). We take your entrustment of your child's education and well-being very seriously and extend to each of you our willingness to work closely and cooperatively in every way possible.

We anticipate many wonderful experiences for each of you this year, which we hope will prove educational and enjoyable at the same time. We are here to help you be as successful as possible. We cannot do this alone. Working together is the only way we can all experience the feeling of success.

### **Purpose of this Student Handbook**

This handbook has been designed to inform parents and students of policies and procedures, which govern our school. Please read and discuss the handbook contents with your child (ren). It is our goal to work cooperatively with our students and parents to make the school experience rewarding, fulfilling, successful, and memorable.

This handbook is a subset of District Policy. Please note that behaviors and consequences are not all encompassing. District Policy supersedes this handbook.

### **Equal Educational Opportunity (Code 500)**

Durant School District will not discriminate in its educational activities on the basis of race, color, creed, national origin, religion, sex, disability, sexual orientation, gender identity, socioeconomic status, disability, or marital status.

The school district requires all persons, agencies, vendors, contractors, and other organizations doing business with or performing services of the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The school district is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, or disability. Further, the school district affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Students who feel they have been discriminated against are encouraged to report this to the Superintendent, Educational Equity Coordinator, 408 7th St., Durant, Iowa 52747, 563-785-4432.

### **Jurisdictional Statement**

This handbook is a reflection of the goals and objectives of the Durant Community School District Board of Education. The Board, Administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, fellow students, visitors and guests with respect and courtesy. Students are to always use appropriate, non-offensive language and conduct themselves as young adults.

This handbook and school district policies, rules and regulations are in effect while students are on school district property or on property within the jurisdiction of the school district; while on school owned or school operated buses or vehicles, while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect twelve months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with all school district policies, rules and regulations. Students who fail to comply with these policies 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 to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures may include but are not limited to removal from the classroom, detention, suspension in or out of school, school/community service, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know and comply with the contents of this handbook. Students and parents who have questions or comments about the current enforcement of policies, rules and regulations may contact their respective principal at 785-4431 (7-12) or 785-4433 (PK-6).

## **Definitions**

In this handbook, the word "parent" also means "guardian," and an Administrator's title also means "designee" unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district, and school owned or operated vehicles. The term "school activities" means all school activities in which students are involved either on or off school grounds.

## **Student Directory Information**

In order to be in compliance with federal law, DCSD is required to release general student directory information to military recruiters and officials of post secondary institutions. Such information includes student names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. Parents have a right to request that the information regarding their child (ren) not be disclosed without prior written consent. Such request must be submitted, in writing, to the principal or counselor's office. This request need be done only once, as we will keep it in the respective student's file in the office.

## **Student Academic Information**

### **School Day**

The school day begins at 8:10 am and concludes at 3:15 pm on Monday, Tuesday, Thursday, and Friday. The school day will begin at 9:10 am and conclude at 3:15 pm on Wednesdays. Students will be permitted to enter the halls 10 minutes before school begins. From 8:00 am, (9:00 am Wed), the commons or the cafeteria is available for students to meet and socialize. Students who remain after 3:15 pm must be under the supervision of an activity sponsor. When school is dismissed early, students are expected to leave the school grounds.

### **Curriculum and Graduation Requirements**

DURANT COMMUNITY SCHOOL DISTRICT offers classes in the areas of language arts, mathematics, social sciences, natural sciences, vocational, visual art, fine arts, foreign language, and physical education. Special education services are provided to those students who qualify. We also provide advanced and post secondary options for those students who meet the requirements for these programs.

Any student planning to graduate will be required to successfully complete 52 credits. A credit is equivalent to one semester of successful course work. A student's program of study in high school must include the following (see web-site for specifics on course requirements):

- 8 credits- Language Arts (English 9 and one Writing Intensive course required)
- 6 credits- Science (Biology, Earth and Physical required)
- 6 credits- Social Studies (American History – 2 credits and Government required)
- 6 credits- Mathematics
- 22 credits- Elective Courses
- 4 credits- Physical Education

\*Every student is enrolled in physical education each year unless they are exempt as outlined by the Healthy Kids Act waiver form.

Any student wishing to advance in courses at any level can refer to the school district website to review the criteria used in the selection process. Any student taking a high school course taught by a certified instructor will earn credit towards graduation and the course will count towards their GPA.

Graduation requirements for special needs students will be in accordance with the prescribed course of study as described in their Individual Education Programs (IEP's). Prior to graduation, the IEP team will meet to determine if the requirements for graduation have been met.

The Silver Cord Award- Community Service of a total of 160 hours beginning in the summer after the completion of the students 8<sup>th</sup> grade year through May 1<sup>st</sup> of the students 12<sup>th</sup> grade year. This is a running total that will be recorded on Silver Cord forms found on the Durant Community School Website and the completed forms turned into the high school office. When 160 hours or more have been tallied the student will receive an award at senior awards night and wear a silver cord at graduation ceremony.

### **Scheduling**

Spring registration will be conducted to determine class sizes and supplies for the following school year. During the first four days of school in a semester, only those changes that are necessary will be considered. Drop/Add slips must be signed by the appropriate people to consider the change.

### **Concurrent Enrollment Options**



The Concurrent/Postsecondary Enrollment Options Act, **Iowa Code section 261C** was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A ninth or tenth grade student who is identified as a gifted and talented student according to the school district's criteria and procedures may now participate under this Act. The specific purposes of this Act are to promote rigorous academic pursuits and provide a wider variety of options for students. **Post-secondary courses are those that are not comparable to the courses offered at Durant High School. A student pursuing a Concurrent/PSEO class must select a class that is not offered at DHS.** Student's, who successfully completes and passes a Concurrent/PSEO class, will receive credit that may be applied toward high school graduation. The Durant Community School District will pay eligible claims for reimbursement to the post-secondary institution in which Durant High School students have successfully completed the enrolled course(s).

**\*PSEO ONLY COURSES: The district will pay up to \$250 for the cost of the class. Any student not successfully passing a PSEO class will be required to reimburse the district the cost of the class. \***

The parent or guardian shall furnish transportation to and from the post-secondary institution for the student enrolling. More information regarding Concurrent/PSEO coursework and requirements may be obtained from the high school principal or guidance counselor.

**\*\*PLEASE NOTE that these guidelines apply to ALL dual credit options:**

1. Courses taken during the summer do **NOT** qualify for reimbursement and will not be granted course completion.
2. Students who receives an **F** for a Concurrent/PSEO college course will **NO** longer be allowed to take further courses unless the following is completed: Students will have the opportunity to retake the course and **ONLY** the course for which they failed. The student must receive a grade no lower than a **C** in order to be allowed to take other courses. This will also affect eligibility in sports and co-curricular programs.
3. College semester hours will be converted to DHS units according to this ratio: 3 MCC semester hours=1.0 DHS credits.
4. Students enrolling in all dual credit courses must demonstrate proficiency in math, reading and science through Iowa Assessment test scores. For a college transfer course (AA Degree) the student must also pass the ACT test and meet the Math, Reading, and Writing placement requirements of the college.
5. All textbooks must be kept clean and in good condition and will be returned to the high school at the end of the course or the student & parent will be billed the replacement cost of the textbook(s).
6. All students will be responsible for any costs charged by the college not covered by the Senior Year Plus legislation.
7. Students enrolling in a Current/PSEO courses must have a GPA of 2.75.
8. Students may NOT take any Current/PSEO without taking the same corresponding course at Durant first.
9. The deadlines for registration for Concurrent/PSEO courses are as follows: Fall semester: June 1<sup>st</sup>, Spring Semester December 19<sup>th</sup>. ALL paperwork must be completed accurately and submitted to Mrs. Badtram before or on these deadlines.

## Dual Enrollment Options

Home school or home school assistance program students enrolled in classes or participating in school activities in the district are subject to the same policies, rules, and regulations as other students. If the students dual enroll they are not eligible for receiving a Durant Diploma. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal.

### Rules for Course Changes

1. Students may drop or add a course to their schedules, provided the course is not full, during the **first two (2) days** of each semester.
2. Dropping a course after the **first two (2) days** of each semester will result in an "F" or a "W" (withdraw), depending on the circumstances.
3. Students may apply for schedule changes at the counselor's office. Approvals for schedule changes will be given on the merit of each individual case and will not automatically be granted. Schedule adjustments after the first TWO days must be approved by the principal.
4. Students making schedule changes must have all necessary paperwork in order before starting their new class or stopping their "dropped" class.

### Study Halls

Study halls are facilitated by the study hall supervisor(s) to be constructive for students. Students are expected to conduct themselves as they would in a regular academic class. The following guidelines are to be followed:

1. Students are expected to be in the classroom with all of their materials at the start of class time.
2. The classroom atmosphere must be quiet for students to read or study.
3. All students should have their work materials, a free reading book, or a tablet with them.
4. Any group work or student discussion must be approved by the study hall supervisor.
5. A student can only leave the room to see another staff member if they present a pass at the beginning of class. Even students with a music lesson should have a pass. Students will not be allowed to obtain a pass once class has started. The study hall supervisor will not issue passes for a student to see a teacher.
6. No pop, candy, or other food items will be allowed in study hall.
7. Assigned seats will be given by the supervising study hall teacher.
8. Students will be allowed to use headphones with their **school issued device** only. Headphones are not to be used with mp3 devices or cell phones.
9. Students enrolled in online classes will report to their assigned study hall. All tests and quizzes must be taken in the designated area. A student must get approval at least 24 hours in advance to take a test and leave the study hall. The SSC will issue a pass for the student to leave study hall and take the assessment.
10. The study hall teacher may establish other guidelines to ensure the positive learning environment of the study hall.



# Durant High School

## **Seminar Guidelines**

### **Afternoon Seminar:**

- *2:55-3:15 on Wednesdays*
- During afternoon Seminar, students will have an opportunity to work with teachers in their individual classrooms.
- Teachers may also request students with whom they would like to work.
- Students are expected to check their email and report to the correct location.

\*Any student who is not working with a teacher will report to the following locations during afternoon Seminar:

Seminar is facilitated by the supervisor(s) to be constructive for students. Students are expected to conduct themselves as they would in a regular academic class. The following guidelines are to be followed during Seminar:

1. Students are expected to be in the assigned location with all of their materials at the start of Seminar.
2. Assigned seats will be given by the supervisor(s).
3. Supervisor(s) will not issue passes for a student to leave Seminar.
4. The classroom atmosphere must be quiet for students to study or read.
5. Any group work or student discussion must be approved by the supervisor(s).
6. All student handbook rules apply (including “no pop, candy, or other food items”, “no hats”, and so on).

# **Durant Junior High School**

## **Seminar Guidelines**

### **Seminar:**

- *2:55-3:15 on Wednesdays*
- During Seminar, students will have an opportunity to work with teachers in their individual classrooms.
- Teachers may also request students with whom they would like to work.

Seminar is facilitated by the supervisor(s) to be constructive for students. Students are expected to conduct themselves as they would in a regular academic class. The following guidelines are to be followed during Seminar:

7. Students are expected to be in the assigned location with all of their materials at the start of Seminar.
8. Assigned seats will be given by the supervisor(s).
9. Supervisor(s) will not issue passes for a student to leave Seminar.
10. The classroom atmosphere must be quiet for students to study or read.
11. Any group work or student discussion must be approved by the supervisor(s).
12. All student handbook rules apply (including “no pop, candy, or other food items”, “no hats”, and so on).

## **Make Up Work**

It is the responsibility of each student to contact their teachers to obtain any assignments or notes that were given on the day of the absence. Students must be held accountable and learn to be self-advocates as part of the learning process. The following sections explain how assignments will be graded based on the type of absence.

## **Excused Absences**

For all excused absences, work is to be made up by the student. A reasonable time frame, not to be less than one day per each day absent and no more than the number of days missed plus one will be set for completion of missed assignments and work. If a student has much work to be made up, he/she needs to communicate this to his/her teachers so the teachers do not establish the same deadline. For large projects or tests which have advanced due dates, students are expected to adhere to those deadlines. If the student is absent on the day of an exam or large project, the student is expected to make it up or turn it in the very next day of attendance. The classroom teacher will take any extenuating circumstances into consideration. Please note that in the event a student is absent on the day a test is taken the student is required to take the test the day they return to class and the teacher is encouraged to administer an alternate exam.

## **Unexcused Absences**

Students will receive 0 points for daily work that was due on the date of the unexcused absence. Any daily work that was missed on the day of the unexcused absence must be turned in by 3:50 the day the student returns for full credit or the student will receive 0 points. Summative assessments that were missed for an unexcused absence will need to be taken the day the student returns to school for up to 60% of the original point value. An alternate form of the summative assessment may be administered. Any student who is absent unexcused from school will not be allowed to attend or participate in any school-sponsored activities that day. Any student who accumulates five unexcused absences for a course **may** be administratively withdrawn and receive no credit for the course. Any student who accumulates 5 unexcused absences in one school year will be banned from any school dances.

*\*\*Regardless of Excused or Unexcused Absences, and excessive amount will result in letters to parents, multiple meeting request, and/or possible documentation for reason of absences. Ultimately information can be sent to the Cedar County Attorney for students under the Compulsory Education Age. Students above the Compulsory Education Age can be referred to the School Board to be dropped from school.*

## **Cheating**

Plagiarism: Taking credit for work that is not yours. Examples may include, but are not limited to –fabrication of sources, having others do your work, using internet sources without citing them appropriately and copying others work.

Other forms of cheating may include: inappropriately using notes/handouts/study guides, developing and/or using a cheat sheet, inappropriately assisting another student.

Consequences for cheating are as follows:

- Student will receive 0 points for the assignment.
- If the assignment is a summative assessment, an alternative assessment must be completed within 1 school day (regardless of student absence). The alternative assessment will have a maximum value of 60% of the original points possible. (points earned multiplied by 0.6)
- If the alternative assessment is not taken, the 0 will stand in the grade book.
- If the assignment is not a summative assignment, no alternative will be given and 0 points will be given in the grade book.
- Parent contact will be made for any instance where cheating has been confirmed.
- Administrators will be made aware of any incident involving cheating.

## **Grade Notification**

The Board of Education maintains the position that the educational progress of each student is the responsibility of the school, the student, and the parent.

**Failure Analysis:** When a student fails a summative assessment (test, project, presentation, etc.), a failure analysis will be administered by the teacher with the student to identify the deficiencies on the assessment.

**9 Week Grade Checks:** Grades will be checked every nine weeks to ensure students 7-12<sup>th</sup> grade are working towards satisfactorily completing the course. Any student found to be failing a class at this time will be ineligible for the next extra-curricular activity and will be contacted by the Athletic Director. A letter will also be sent home to parents to communicate the ineligibility. If a student is passing all classes at the next check before the suspension, they are immediately eligible. If they are still failing, the suspension is still only for 1 contest night.

**(9-12) Report Cards:** In lieu of a standard report card, transcript reports will be sent home at the 9 weeks and the end of each semester. These are not official transcripts, but will allow students and parents to better understand the student's academic standing.

**(7-8) Report Cards:** In lieu of a standard report card, transcript reports will be sent home at the 9 weeks and the end of each semester. These are not official transcripts, but will allow students and parents to better understand the student's academic standing

\*\*\*Parents are encouraged to check their child's grades electronically at any time via our JMC grading system.

**Note:** DURANT MIDDLE SCHOOL STUDENTS will use administration and coach discretion in determining academic eligibility in accordance with state guidelines.

DURANT HIGH SCHOOL STUDENTS will be ineligible to participate in athletics for the next contest day whenever a failing grade is reported at any 9 weeks. Any student who fails a course at the semester will be ineligible for 30 days in accordance with state guidelines.

## Grade Scale:

A+ 97-100  
A 94-96  
A- 90-93  
B+ 87-89  
B 84-86  
B- 80-83  
C+ 77-79  
C 74-76  
C- 70-73  
D+ 67-69  
D 64-66  
D- 60-63  
F 59 and below

## Parent/Teacher Conferences

Parents are strongly encouraged to call their child's teacher at any time and schedule a meeting to stay on top of the progress of their young adult. Formal conferences are held in the fall and spring, regardless of your child's performance, you are strongly encouraged to visit the respective instructors and stay abreast of your

child's progress. We will have an online sign-up option for all conferences. If you do not have Internet accessibility please contact your teacher to set-up an appointment. We enjoy seeing you in the building.

### **Credit Recovery**

Options for credit recovery are available and will be considered on an individual basis and must complete the required paperwork and have the approval of the high school principal, guidance counselor, and student services coordinators.

### **Textbooks**

The school furnishes school textbooks for a rental fee. Unnecessary damage or loss will result in fines.

### **Standardized Testing**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, or groups of students, and for the school district. Students are tested unless excused by the administration. The tests utilized by DCSD are: ISASP, Pre-ACT, COGAT. Make-up opportunities are given for students who are absent during the actual testing periods.

### **Student Publications Code**

Students will be granted freedom of expression and will be allowed to express their viewpoints and opinions as long as the expression is reasonably done. The expression shall not, in the judgment of the Administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. Detailed information regarding student's publications may be found in the School Board Policy Manual Code 504.3.

### **Student Services Coordinator**

Student Services Coordinator is located in the Student Services Center to provide leadership and direction in all student services in grades PK-12. The Student Services Coordinators provides direction and support in the areas of At-Risk, Alternative school options, ELP, and other student service areas. The Student Services Coordinators provides resources and consultation to staff, students, and parents.

### **Library/Media Center (LMC)**

The LMC supports classroom instruction, student research, and independent reading. The LMC collection includes fiction, nonfiction, biographies, reference works, magazines, current newspapers, videotapes, and CD-ROMs. The collection can be searched via an online card catalog. In addition, the LMC provides access to a number of online databases via the school district's web site.

Classes wishing to use the LMC have priority over independent student use. Students from study halls may use the LMC to complete classroom-related research, find a book, or read a magazine or newspaper as space is available. Students are asked to demonstrate respect for others in the LMC by helping to maintain an atmosphere that promotes independent study and research.

**NOTE:** *Students will be charged for the cost of any lost or severely damaged materials. Any fees not paid by the end of the school year will be added to registration fees the following school year. Graduating seniors with outstanding library fees must clear these before graduation.*

### **ELP**

The Extended Learning Program (ELP) is an extension of our current educational system, supporting and enhancing the general curriculum to create educational opportunities for students whose needs and abilities exceed the opportunities provided by the general curriculum. Various assessments will be used to determine eligibility for the TAG program. For more information, please contact Abigail Straube / Brent Schmidt at 563-785-4433.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by contacting the superintendent's office at 785-4432 for information and forms. Complete rules and procedures for open enrollment can be found in the Board Policy manual (Code 501.14, 501.15).

## **Student Behavior and Expectations**

### **Appearance and Dress (includes Physical Education classes)**

#### **Appearance and Dress (includes Physical Education classes)**

There is a strong connection between academic performance, student appearance, and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. The following will be used to determine appropriate student appearance for both the regular school day and any school-sponsored event. Any deviation from this policy must have prior approval from the administration (deviations might include hat days, fundraisers).

#### **Text and Images:**

1. There will be no deviation to this rule: Items of clothing or apparel that promotes products that are illegal for minors, display obscene material, contain profanity, contain sexual innuendos, promotes gangs or gang related activity, or make reference to prohibited conduct are strictly banned/forbidden.
2. Any body markings (tattoos, writing, drawing, etc.) or piercings must be school appropriate. Any inappropriate marking must be covered up at all times.

#### **Outerwear**

3. Outdoor/winter coats or blankets are not to be worn in the classroom. Team jackets and warm-ups are permissible. Gloves of any type are not allowed during instructional time. They are to be left in lockers, backpacks, or other designated storage areas.
4. Headwear (hats, hoods, sunglasses, etc.) may not be worn or displayed in the building. Headwear may be worn or displayed after the student has left the building at the conclusion of the academic day.

#### **Daily wear**

5. All shirts/tops and upper garments must cover cleavage and all areas of undergarments.
6. All shirts and upper garments must touch the waistband. There shall be no exposed midriffs or torso. Shirts may not be altered to expose any part of the torso.
7. All shirts must have a strap. Straps must cover all undergarments.
8. Undergarments are to be worn and not visible at any time.
9. Shorts must cover the upper and lower posterior and all areas of undergarments. A minimum 3" in-seam is a suggested guideline.

10. All shorts, rompers, dresses and/or skirts must cover in a manner comparable to the expectations for coverage of shirts and shorts.

### **Footwear**

11. Proper footwear must be worn at all times.

### **Athletics**

12. Coaches or activity sponsors are to enforce proper dress code during practice, competition hours, and on game days when athletes dress up during class time.

### **Enforcement**

13. The Administration will have the final decision on the appropriateness of a student's appearance.

Students whose appearance and/or attire do not adhere to (or) meet (or) follow the established standards (or) attire expectations will be given a verbal warning and will be directed to comply. Students who refuse to follow a staff member's direction to comply to the guidelines will be sent to the office, given a referral, and remain in the office until they comply. Any class time missed will be ruled an unexcused absence and will follow the policies stated in this handbook.

### **Soda, Candy, and Other Food Items**

During school hours, all areas, except the commons and the cafeteria during appropriate meal times, are off limits for all food and drink, except items sold in vending machines on campus. Consumption of these items is considered a privilege NOT a right and may be revoked at any time. Students are to have NO OPENED ITEMS OF food, soda, or candy in their lockers or in the classroom. Students are allowed to carry and drink water in a transparent container and beverages sold in the vending machines on campus. Flavoring packets of any kind are not be added to the water. Violations of this policy will result in confiscation and disposal of the items. DURANT COMMUNITY SCHOOL DISTRICT is not responsible for replacement of products in violation of school policy.

### **Buses**

Transportation is offered to students outside Durant's city limits. Riding a bus is a privilege and not a right and may be revoked by the Administration/Dean/Transportation Director for a set amount of time or permanently.

Regulations: the following rules are to be observed by all students when riding buses to/from school or any school activity:

1. Students are to remain seated at all times.
2. Students are to keep arms, hands, feet, and heads inside the windows.
3. Students are to listen to and comply with directions from the driver.
4. Students must be on time for the bus; buses will not wait.
5. Drivers have the right to assign seats to better manage students and/or situations.
6. Profanity is not an acceptable way to express oneself and will not be tolerated.
7. Conduct is expected to be as it is in the classroom.

Bus situations are serious as safety is the top priority; violators of rules will be dealt with firmly. The respective bus driver will be as proactive in preventing problems as possible, but the ultimate responsibility for student behavior is the individual student. Repeat bus violations will result in the respective student being suspended from riding for a period of time to be determined by the Administration.

### **Attendance**



"School districts have an obligation to provide a learning environment that is safe and orderly to support the academic success of all students. This means that school districts must set reasonable standards for student behavior, including attendance, and may impose reasonable sanctions when those expectations are not met," (Iowa Department of Education, 1997). Iowa law stipulates the mandatory compulsory attendance is a requirement through the end of the school year while you are 16 years old. Compulsory attendance violations will be reported to the appropriate authorities.

Absenteeism and tardiness cause disruption of the educational process, hinder student progress, and are generally considered to be poor practices in or out of the school environment. Any student participating in an extracurricular activity (band, sports, chorus, play/drama, speech and debate, etc. not for a grade) or school sponsored function must be in school by the end of 2<sup>nd</sup> period (regardless of day of the week) in order to practice or participate in an event that day. Exceptional circumstances will be dealt with individually.

\*\*\*ALL EXCUSED APPOINTMENTS MAY BE REQUIRED TO ACCOMPANIED BY AN APPOINTMENT SLIP UPON THE STUDENT'S RETURN TO THE SCHOOL. THE SLIP MUST HAVE THE DATE, TIME OF DEPARTURE, AND A SIGNATURE TO BE CONSIDERED VALID AND THE STUDENT MUST RETURN IN A TIMELY MANNOR FROM THE APPOINTEMNT. ANY ABSENCE NOT ACCOMPANIED WITH AN APPROVED NOTE WILL BE CONSIDERED UNEXCUSED. A PARENT NOTE EXCUSING THEIR CHILD FOR AN APPOINTMENT WILL NOT BE ACCEPTED.

### **Prearranged Absences**

For absences other than *EMERGENCY* situations (illness, accidents, etc.) all students are **expected** to make arrangements with their teachers and the office personnel. Any prearranged absence must be documented by a parent/guardian. Only a student eighteen years or older who is NOT residing at home with the student's parent may present his/her own excuse for absence without parental verification. The principal should be notified in advance of such residential circumstances.

We expect students to arrange in advance, whenever possible, their absence, as this keeps communication lines open for required school work. This also allows the school to provide the student a pass as needed when partial school days will be missed.

**While most prearranged absences are excused (i.e. family situations), there may be a situation where a parent has approved an absence from school but the school does not deem the absence to be excused. In this case, the absence will be unexcused.**

\*\*\*ALL EXCUSED APPOINTMENTS MAY BE REQUIRED TO ACCOMPANIED BY AN APPOINTMENT SLIP UPON THE STUDENT'S RETURN TO THE SCHOOL. THE SLIP MUST HAVE THE DATE, TIME OF DEPARTURE, AND A SIGNATURE TO BE CONSIDERED VALID AND THE STUDENT MUST RETURN IN A TIMELY MANNOR FROM THE APPOINTEMNT. ANY ABSENCE NOT ACCOMPANIED WITH AN APPROVED NOTE WILL BE CONSIDERED UNEXCUSED. A PARENT NOTE EXCUSING THEIR CHILD FOR AN APPOINTMENT WILL NOT BE ACCEPTED.

**EXCUSED ABSENCES (501.8)** may include but are not limited to:

1. Illness (school officials reserve the right to ask for medical verification of illness for extended absences or a pattern of absences)
2. Funerals
3. Family related problems/situations
4. Religious events
5. Court appearances
6. Health appointment (please try to schedule these outside of the school day when possible)
7. School sponsored activities (field trips/extracurricular)
8. \*College/career visits (see paragraph below)
9. Other unforeseen absences approved by the principal

**TRUANCY-UNEXCUSED ABSENCES (501.9R1 Option III)** (may include but are not limited to)

1. Not one of the above items listed under excused absences
2. Truancy (neither home nor school gave approval for absence)
3. No parent call-off or note by the parent/guardian with-in 24 hours of the absence
4. Leaving class/school without approval
5. Other as determined by principal

\*\*\*ALL EXCUSED APPOINTMENTS MAY BE REQUIRED TO ACCOMPANIED BY AN APPOINTMENT SLIP UPON THE STUDENT'S RETURN TO THE SCHOOL. THE SLIP MUST HAVE THE DATE, TIME OF DEPARTURE, AND A SIGNATURE TO BE CONSIDERED VALID AND THE STUDENT MUST RETURN IN A TIMELY MANNER FROM THE APPOINTMENT. ANY ABSENCE NOT ACCOMPANIED WITH AN APPROVED NOTE WILL BE CONSIDERED UNEXCUSED. A PARENT NOTE EXCUSING THEIR CHILD FOR AN APPOINTMENT WILL NOT BE ACCEPTED.

\*College visits- are options available to juniors (1 day limit) and seniors (2 day limit unless otherwise approved by the principal). Prearranged absence forms **MUST** be filed in the office in accordance with the policy for prearranged absences in order for the absence to be excused. Failure to submit a pre-arranged slip may result in the absence being unexcused.

\*State Contests- students will be excused to attend a state contest as a fan if a DURANT COMMUNITY SCHOOL DISTRICT student/team is competing and only for the duration for the competition in which the DURANT COMMUNITY SCHOOL DISTRICT student/team is involved. Parents requesting their child's attendance at a state contest should follow the prearranged absence protocol.

\*The final determination of whether an absence is excused or unexcused will be the responsibility of the administration.

## **Partial Absence**

Students must arrive by the end of 2<sup>nd</sup> block to participate in extra-curricular activities that day. Whenever a student arrives at school after the school day has begun, he/she must sign in at the office. If a student leaves class without permission, the absence will be determined to be excused or unexcused by the Administration. If a student needs to leave school during the course of the school day, he/she must sign out in the office after receiving permission to leave. If a student is present for a partial day, it is highly encouraged for that student to discuss any missed content with the teacher that day.

## **Excessive Absences**

Students who reach a total of 5 unexcused absences from a class (not school activities) during a semester will be considered excessively absent. A student who has an excessive number of absences will be monitored regularly. Parents will be notified of attendance concerns and the school will make an attempt to meet with the parents and the student to discuss any concerns caused by the excessive absences. Students may be placed on an attendance contract to try and promote regular attendance. Students who accumulate 10 excused absences in a term may be required to submit a physician statement for each absence beyond the 10<sup>th</sup> in order to deem the absence as excused. If such a statement is required of a student and no statement is returned from an absence, the absence will be unexcused. Excessive absences affect a student's ability to succeed, whether excused or unexcused. Students who are often absent risk academic failure.

## **Tardiness**

Being on time to class is an important life skill that we need to help our students master. Students are encouraged to carry books for a couple of classes and to stay focused while passing from class to class. Students arriving to class without a pass after the tardy bell will be counted as unexcused tardy. Students arriving with a valid pass will be counted as Excused Tardy. Excessive socializing in the halls will surely cause a student to be late. If a student needs a pass to legitimize their tardiness, one will be given by the person who detained the student. Passes will not be issued from the office for students who chose to be late for any unexcused reason.

Being on time to class is the student's responsibility. Teachers are expected to begin class periods on time. At the Middle School Level, teachers will outline the tardy policy with their students in the course syllabus. At the High School Level, teacher and students will track unexcused tardiness on a district form. Students will have a progression of consequences at all levels starting with detentions. Further unexcused tardiness will lead to suspensions, parent meetings, and possible recommendation for alternate placement. A student who is unexcused tardy 10 times from a class may be dropped from a class without earning a credit. Any student who is tardy unexcused a total of 10 times during the current school year will be banned from all school dances included but not limited to Homecoming, Prom, Bachelor Capture, etc.. for the remainder of that school year. If a student is tardy a total of 3 times within a semester to any class he or she will receive a 30 minute detention. Every third tardy will result a 30 minute detention. Once the student serves the detention the tardy count goes back to 0 for that class and starts again. The teacher will assign and keep track of tardies and detentions The second semester every student starts over with a clean slate in all classes.

### **Public Displays of Affection**

Public Displays of Affection (PDA) is defined as any physical contact between two students in an intimate manner. PDA is strictly prohibited during the school day and from all school sponsored events and activities. The school recognizes that genuine feelings of affection may exist between any two students. PDA includes, but is not limited to kissing, touching, passionate embraces, and groping. While this policy cannot possibly identify all forms of PDA, it will be up to the discretion of the administration to determine if a PDA violation has occurred.

### **Cell Phones, iPods, MP3 Players, PSP's, and any non-issued Electronic Device**

Cell Phones and other electronic devices not issued by the school are a privilege for students to have, not a right. **ELECTRONIC DEVICES** Classroom phones are reserved for staff members, who may authorize their use in emergencies. Office phones should be used when students are requesting permission or excuses from parents or guardians that school personnel must respond to. Cell phones and smart watches must not disrupt the learning environment. Classrooms have a phone home for students to store cell phones and smart watches during class time if needed. Cell phones may be used before school, after school, passing times, and at lunch. No other times are allowed unless special permission is granted from the office or the classroom teacher. Going to the restroom during a class period does not equal passing time and cell phones may not be used. Classroom teachers have the authority to require students to leave cell phones in the classroom when leaving the room. Students are not to use personal listening devices in classrooms or study halls unless the instructor has granted permission for students to do so. This would include the use of air pods or other headphones/earbuds.

Consequences for unauthorized use: 1st Offense: The phone/device will be placed in teacher custody and the incident will be reported to the office. 2nd Offense: The phone/device will be brought to the high school office until the end of the day. 3rd Offense: The phone/device will be brought to the high school office until a parent/guardian comes to claim it. Students refusing to turn over the phone/device in question will be referred to administration for insubordination.

### **Bully Policy**

**\*\*Durant Community School has a policy against bullying (Code 106).**

Durant community school defines bullying as physical or psychological aggression, occurring repeatedly and over time, causing embarrassment, pain, or discomfort to another person.

- It can be physical, verbal, emotional, intellectual, or sexual
- It is an abuse of power
- It may involve one person or a group of people
- It may be direct or indirect, purposeful or unintentional

If students feel they are being bullied or see someone else being bullied, they are to report the incident to a staff member, teacher, Counselor, or an Administrator. The adult will write down what happened from the student's point of view as well as take names of any witnesses. A student must also complete a student report form from the Counseling Center or office and turn it in to one of the above adults. It will then be investigated by the Counselor or Principal and consequences may be assigned by the Principal. If the incident has been addressed and there is retaliation by the person receiving the consequences that person may receive additional consequences.

### **Skip Day**

Any organized truancy by a group of students for any portion of a school day is not authorized by the school. In place of senior skip day, seniors are released from school earlier than the rest of the student body at the end of the school year. Violations will be treated as unexcused absences, and diplomas will be held until consequences are served.

## **Student Discipline**

### **School Code of Conduct**

Students in the Durant Community School District are expected to conduct themselves according to the most exemplary standards. If a disciplinary action does become necessary, the student code of conduct will determine all proceedings. A student's due process rights will be honored, and their parents will be notified when necessary.

### **Rules/Infractions/Penalties**

The Durant School District believes that the behavior of all students attending this district shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline is one of the important and ultimate goals of education. The following guidelines have been developed with this in mind:

1. Classroom disciplinary procedures, following the guidelines of district policy, will be the responsibility of the teacher. Parents are encouraged to communicate with teachers regarding behavioral expectations and disciplinary consequences.
2. In the event the problem(s) continue or warrant additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause discipline problems shall have their cases presented to the board with recommendation for expulsion.

### **Verbal Warning**

Any staff member to help maintain a safe and positive learning environment for all students can use a verbal warning. Verbal warnings are to be used as an initial awareness of any situations and may be documented. Students may also be asked to sign an acknowledgment of the verbal warning for future reference. Parents may or may not be contacted if a student receives a verbal warning depending on the situation.

### **Classroom Removals**

If a student is interfering with the teacher's ability to teach or the other students' ability to learn, a removal from class may be necessary and a disciplinary referral may be sent by the teacher. Any time a student is removed from the class, the absence will be treated as an unexcused absence.

## **DETENTIONS**

Teachers or Administration may assign students a designated amount of detention time. Parents/guardians will be notified of all such designations. Students are responsible for all transportation needs to attend detention time. Students shall work on an assignment during the time period. Failure to serve teacher assigned detention may result in further consequences. Failure to serve a detention assigned by the Administration may result in additional consequences including but not limited to additional detention, ISS, OSS, or expulsion. Administration and teacher assigned detention are served when assigned and are non-negotiable.

*Detentions:* students may receive a set amount of detention time from the Staff or Administration. Administrative detentions will be assigned in the following manner.

*/PM Detentions:* PM detentions will be served on Monday through Friday and students must report to HS Studyhall room and be in the designated area on time. PM detentions will be from 3:15-3:45.. Students arriving late will not be admitted and will be counted as Unexcused Absent. The length of the detention will be determined by the Administration.

Failure to serve teacher assigned detention will result in further consequences and possible administrative referral.

**\*\*FAILURE TO SERVE ADMINISTRATIVE ASSIGNED DETENTIONS OR ISS TIME WILL RESULT IN THE FOLLOWING.**

1<sup>ST</sup> OFFENSE - AMOUNT DOUBLED AND REASSIGNED BY THE ADMINISTRATION

2<sup>ND</sup> OFFENSE - 1 DAY ISS

3<sup>RD</sup> OFFENSE - 1 DAY OSS

SUBSEQUENT OFFENSES MAY BE TAKEN TO THE BOARD OF EDUCATION.

## **Denial of Privileges**

Students may be denied participation or attendance at school-sponsored activities such as assemblies, dances, field trips, class meetings, or extracurricular activities due to inappropriate conduct or lack of adherence to our policies and expectations.

## **Exclusion**

Students may be removed from classes, lunch, or school sponsored events for a short period of time to not disrupt the educational environment or for safety reasons.

## **In-School Suspension**

Students may be assigned to In School Suspension by the Administration. ISS will take place in a supervised setting and will be structured. The parent will be given a follow-up written notification of the date and the reason for the ISS. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving ISS. Students may be assigned to ISS for various amounts of time. Students are required to comply with ALL ISS policies to be considered as having satisfactorily completed the assigned period of suspension. Full credit will be given for work completed during the ISS time if turned in by the student on time.

## **Out-of-School Suspension**

Students may be suspended from school by the Administration for up to five days for serious or repeated violations or for conduct while not at school or under the supervision of school authority that endangers the property, health or safety of any employee, student, or school board member of the district. Out of school suspension cannot exceed five consecutive school days without the approval of the Superintendent. The parent will be given written notice of the suspension and the reason for the suspension with a copy to the district Administrator. Administration will attempt by phone, voicemail, email, or text message to contact parents prior to their child serving OSS. Suspended students may NOT be on school grounds or participate in any school activities while on suspension. Full credit will be given for all assigned class work completed during the term of suspension and turned in by the student on time. Any large projects or tests completed during the time of OSS must be made up on the day the student returns to school, unless different arrangements have been made in advance with the classroom teacher and the Administration.

## **Expulsion**

This penalty involves the dismissal of a student for the remainder of a semester or school year, depending on the violation of policy; expulsion procedures are outlined in the district's Board Policy Manual, Code 503.2.

## **Referral to Law Enforcement**

Any misconduct of a serious nature may also result in a referral to law enforcement agencies. Examples of these types of infractions are listed below in the Class Violations.

**DISCIPLINE AND SUSPENSION PROCEDURES** It is the philosophy of Durant Schools that students must be responsible for their academic learning and behavior. The Co-Curricular Eligibility policy (Good Conduct Policy) can also be applied to disciplinary infractions. Penalties are imposed upon those who fail to carry out their responsibilities appropriately. Any student under suspension at the time of commencement will not be permitted to participate in the commencement ceremony. A record of each infraction shall be kept in the office. Multiple infractions will increase the severity of discipline and/or lead to possible expulsion. Inappropriate behavior at school or school related activities which will result in disciplinary action includes but not limited to: The Discipline and Suspension procedures listed below are based off of the HF604 Student Discipline law of 2023 and will evolve further as the guidance from the Department of Education is disseminated to the school.

- A. Disrespectful to any school employee
- B. Stealing
- C. Gambling
- D. Harassment (of the verbal, physical, or sexual nature)
- E. Continuous violation of school rules and regulations
- F. Refusal to serve assigned detention
- G. Destruction, vandalism, or defacing school property
- H. Truancy
- I. Trespassing (in the school building without appropriate supervision)
- J. Refusing to abide by the dress and appearance code
- K. Use of profane or obscene language, verbal or nonverbal
- L. Physical expressions of intimacy or any conduct of sexual nature
- M. Sleeping in class
- N. Other actions of repeated (even first time) violations which are disruptive to normal school routine
- O. Physical assault towards another student (depending on the severity of the assault) 1. Up to five days suspension for first offense 2. Up to ten days for repeated offenses 3. Recommendation for expulsion. Expulsion could happen if the assault is of a serious and/or life threatening nature even if it is a first or second time offense.
- P. Bringing weapons, explosives, poisons on school grounds or to school activities. The administration determines if any item brought to school, to school functions, or on school grounds contributes to an unsafe environment. 1. Students bringing such items to school can be expelled up to twelve calendar months. 2. Superintendent may modify expulsion requirements on a case-by-case basis.
- Q. Possession of stolen property

R. Use or possession of alcohol, tobacco, cigarette look-alikes, nicotine dispensers, a controlled substance, and/or illegal drugs, or drug paraphernalia at any school related activity or on school property. 1. From the list described in "R" – tobacco, cigarette look-alikes, or nicotine dispensers could lead up to a 3 – 5 day suspension. All other infractions listed in "R" may be recommended for expulsion at administration discretion. An illegal drug can be but not limited to: marijuana, any amphetamine or barbiturate, cocaine, meth, any other illegal narcotic, or a prescribed controlled substance in which the student does not have a prescription. 2. Continued offenses could be three to ten days or recommendation for expulsion if multiple offenses occur. 3. Students under legal age for the above substances will be referred to the local police department for violation of the Iowa Code. Possible disciplinary action that may result from the above mentioned behavior are listed below. These are dependent upon severity and frequency of infraction. In addition, civil/criminal charges may be filed.

The following procedures will be in place for detentions:

3 detentions within semester will result in a parent meeting to discuss an action plan

4 detentions within semester will be an ISS day

5 detentions within a semester will have a parent meeting discuss action plan

6 detentions within a semester will result in a day OSS

7 detentions in a semester will result in alternative education plan.

Each semester starts the process over

**NOTE: ON ALL DISCIPLINE CODE VIOLATIONS, THE PRINCIPAL'S DECISION WILL BE FINAL.**

## **Student Health, Wellness, and Safety**

### **School Nurse**

Our school nurse's office is located between the Principals' offices and Student Service Center. She is the nurse for all students, grades PK-12. Students who want to see the nurse must have a pass from a staff member to be admitted to the office unless it is an obvious emergency. The nurse will not accept any "Drop-Ins."

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider, stating that the student has received all immunizations as required by law. Students who do not show proof of such a certificate or proof of exemption will not be permitted to attend school until such information is provided.

### **Medicine Distribution and Administration**

The nurse's office keeps over-the-counter medications on hand, such as acetaminophen (generic Tylenol), ibuprofen, triple antibiotic ointment, antacids, topical Benadryl, and topical hydrocortisone cream. These medications will only be given if the parent has signed a permission slip for these medications to be given by the nurse.

Students needing to take prescription or non-prescription medications during the course of the school day must register this medication with the school nurse. Students are NOT to dispense any medications without prior approval. For the safety of all students, it is expected that medications be brought to the school nurse or principals' office by an adult.

Medications and health services will be administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medications and/or provide the health service
- The medication is in the original, labeled container as dispensed by the pharmacy or the manufacturer's labeled container
- The medication label contains the student's name, name of the medication, directions for use, and the date.
- Authorization is renewed annually and immediately when the parent notifies the school that changes are necessary.

## **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released with permission from the parent/guardian.

**\*\*ALL STUDENTS LEAVING SCHOOL DUE TO ILLNESS MUST BE SEEN BY THE NURSE BEFORE THEY WILL BE EXCUSED.**

While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents when the student has been transported for treatment.

## **Health Screening**

Throughout the year, the school district sponsors a health screening for vision, hearing, dental and height/weight/BMI measurements. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Upon a teacher's recommendation students not scheduled for a screening may also be screened.

## **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who experience harassment by an employee should notify their parents, trusted teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the 7-12 counselor (785-4431) and the Pk-6 principal (785-4431) as its Level I investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees are usually prohibited from using physical force to discipline or control a student, there are times when the use of physical force is appropriate. The times when physical force is necessary are to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

Sexual harassment includes the following:

- Unwelcome sexual advances;
- Requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as the basis for academic decisions affecting that student;
- Verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

## **Guidance Services**

Guidance Services are provided to help students with; academic problems, personal situations, behavior choice issues, selection of course study for each school year, selection of college, vocational school, other post secondary plans, testing, and interpreting test results. The counselor will meet with each student when



needed. Students are encouraged to make appointments to see the counselor during their study hall time. Students are welcome to visit the guidance center and browse/check out materials that may be of benefit to them.

### **Driving and Biking to School**

Bicycles are to be kept in the appropriate areas on the school grounds and should be locked up. Skateboards, roller blades, etc., are to be ridden outside of the school building only. They must be carried by the student and placed in a locker after arriving to school or before leaving from school.

Students who drive a motorized vehicle need to use the parking lot to the west side of the school. The parking lot is clearly marked and students are to follow the flow of traffic at all times and obey the parking signs and reserved spaces. The area immediately to the south of the high school on 7th Street is reserved for staff parking.

Students are not to be in the parking lot or in any vehicles during the school day, without permission from the office.

Students are expected to exercise appropriate driving skills. Students are expected to be respectful of others who are driving vehicles to and from school. Students who violate good driving etiquette will be faced with progressive sanctions, including, but not limited to, warnings, revocation of parking privilege, towing of vehicle at owner's expense, conference with student and parent. Students who do not exercise good judgment with their vehicles on school property or when traveling to a school event will be in violation of school rules and appropriate consequences will be given.

## **Procedures and Policies**

### **Technology**

With the addition of ever changing technology, no written policy can adequately and accurately cover all of the issues and concerns that will arise with in the course of a school year. With that being said, we will follow our year Acceptable Use Policy as closely as possible. It is the student, parent, and teacher's responsibility to know and adhere to any policies and procedures regarding technology that has been established by the Durant Community School District in the AUP. Student behavior will be handled by the teacher's classroom expectation and by using the student conduct policy.

### **Reporting Absences**

When a student is absent from school, the parent should phone the school at 785-4431 (7th-12th) or 785-4433 (PK-6th), before 8:15 AM to report this absence along with the reason for the absence. In the event a parent knows a student will be absent, there is no need to wait for the office to open before reporting this absence. At any time during non-office hours a parent can report a student absence by calling 785-4431, extension 1200 (7th-12th) or 785-4433 ext 1208 (PK-6th) If no one answers, please leave a voicemail.

When communicating with the school, please leave the name of the student who will be absent, the date of the intended absence, the reason for the absence, and your name (as their parent). If a reason is not given, the office will be calling you back inquiring about the reason for the absence. We encourage parents to be honest about the reasons for the absence of their child (ren). Giving the office a dishonest reason only hurts the school's relationship with the parent. For safety reasons, it is our office policy to attempt to reach parents who have a child absent from school but from whom we have not heard.

Parents who do not notify the school concerning a child's absence, and with whom we are unable to make contact, need to send a note with their child to the office the very next day. This note should state the reasons for the absence, the date absent, and include a parent signature. *In the event a parental note or call off is not received within 24 hours the day following the student's absence, it will automatically be determined as **unexcused**. A parental note or call off after the deadline will not be accepted unless cleared through the Administration.*

*\*\*\*Students that habitually report late to school with a parent "Call Off" or "Note" may be required to present a Doctor's excuse or may be put on an attendance contract for the remainder of the semester. A note or call in is not considered an excused absence or excused tardy.*

### **Breakfast/Lunch Program**

Hot breakfast/lunches are available. Breakfast will be available at 7:50 AM. Lunch will be available during the pre-assigned lunch period. *Students are not to leave the building during lunch unless given permission from the office. We do not offer the option of open campus therefore students are to report to lunchroom at their designated lunch time. Students are not to take any opened or partially eaten product from the lunchroom these must be finished or disposed of inside the lunchroom.*

Each student is assigned a four digit code which they are to memorize and give to the cafeteria employee as they proceed through the breakfast/lunch line.

Breakfast/Lunch money is to be deposited by 9 AM into an individual's account. Students are told when their respective accounts fall below a specified amount. Students are strongly encouraged to put enough money into their account to carry them for the month. Students who qualify for free/reduced lunch automatically qualify for the breakfast program and should contact the high school or middle school office.

### **Inclement Weather**

School will not be in operation when weather conditions cause travel to be unsafe. When school is canceled due to inclement weather, all school buildings will be closed. Cancellations will be announced via various media outlets which may include KWQC-TV, KCRG-TV, KWWL-TV, WQAD-TV, WHBF-TV, Iowa School Alerts, and our email system. Should weather conditions deteriorate to a level of questionable safety after buses have started their routes, drivers will use their own judgments as to returning to school, or other action. In this event, parents may be asked to pick up students at school or some location on the bus route.

Extracurricular activities scheduled for the day/evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The Administration and Activity Director will determine whether to hold extracurricular activities. In the event school is canceled due to adverse weather conditions but improves later in the day the Superintendent has the authority to permit extracurricular activities to be held.

*\*\*Messages may also be sent out via email or cell phone if you have provided the school with the appropriate information.*

### **Emergency Plans**

Crisis Response plans are posted in each class area. Periodic drills will be conducted throughout the school year. When the signal is sounded or students are notified of an emergency drill, they are to follow proper protocol as outlined in the emergency plan. Students are expected to remain quiet and orderly during any emergency drill. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under school policy, will be reported to law enforcement officials.

### **Open Block**

Any Senior who is in good standing, has a cumulative GPA of 2.0 or higher, and is on track to graduate may petition for an open block. Students who have an open block MUST report and attend Seminar. Open block may be denied and the student placed in study hall if they are no longer in good standing. Open Block petitions must be completed when scheduling courses or within the four-day course-change period.

## **Extra-Curricular Activities/School Sponsored Events**

### **Physicals**

Students participating in athletics are required to provide a school district physical examination form signed by the attending physician, which states that the student is physically fit to perform athletics. This form must be submitted prior to the start of the sport. Failure to provide such verification makes the student ineligible to participate in practices or athletic contests. Students who cannot afford the cost of the physical examination should contact the coach of the respective sport.

### **Extracurricular Participation (7-12)**

In order for students to participate in an extracurricular activity, practice or competition, they must report to school by 2<sup>nd</sup> block each day and remain in good standing for the entire school day. Administrative approval for emergency situations or approved excused absences will be the only exceptions.

### **Good Conduct Rule**

Participation in school-sponsored activities is a privilege. Each extracurricular activity sponsored by DCSD follows the Good Conduct Handbook. Coaches/Sponsors will cover the Good Conduct Handbook thoroughly with their participants. Participants will receive a copy of the Good Conduct Handbook at the beginning of their season/activity/organization. The Athletic Code of Conduct may go above and beyond the regular school handbook. Participation in extracurricular activities is a privilege and not a right and it may be revoked at any time.

### **High School Dances**

1. Dances will end by 10:30 PM.
2. No one will be admitted after 9:00 PM without prior approval from the Administration.
3. Students need to make any special arrangements for the dance (ie. inviting a last minute guest) by the end of the school day previous to the dance from the Administration.
4. Students shall enter and leave through the designated door only.
5. Only students currently enrolled in high school or former students under the age of 21 may attend a school-sponsored dance.
6. Non-Durant students can attend with permission of the Administration only.
7. Any student leaving the dance will NOT be readmitted.
8. Anyone suspected of drinking or being under the influence of illegal substances will be referred to the police FIRST and parents will then be notified. These students will lose dance privileges for the remainder of the school year, and may face additional consequences per handbook policy.
9. Durant School Staff members or their representatives have the right to search any and all bags, purses, etc. for dances both on and off of school grounds. Any Durant student in possession of any inappropriate materials will have consequences based on class violations as listed above. A school dance is considered part of the school day and is a voluntary action from the student.
10. Unacceptable conduct may result in ejection from the dance and may result in disciplinary action at school.
11. Dances are not a right of students. They are a privilege. Attendance to any dance can be denied by Administration due to poor prior conduct, conduct violations, poor attendance history, or results from their actions.
12. Dances will be chaperoned by 3 - 5 faculty members or approved adults at all times.

## **Extracurricular Activities Web Page Policy**

The District may provide information on its Web pages about students in grades 7 through 12 who are involved in extracurricular activities. Such extracurricular activities include, but are not limited to athletics, music, student organizations, drama, and speech. Student information on extracurricular activity Web pages may include first and last names (with no picture), personal information (such as height, weight, or grade), personal game or performance statistics, candid pictures (without names), or group pictures of three or more individuals (without names).

First names will be associated with a picture only when specific permission has been sought and received *in writing* by the school district sponsor for that activity. Full names will not be associated with pictures on District-sponsored Web pages.

## **Miscellaneous**

### **Lockers**

Lockers are the property of the school district. Students shall use lockers assigned to them for storing their school materials and personal items needed for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage to a locker will be charged to the student. Students are not to have pop or food items in their lockers. A student's locker may be searched whenever the Administration has a reasonable suspicion that there has been a criminal offense or a violation of school policy and that this reasonable suspicion may produce evidence of said violation. Items in violation of school district policies found in lockers will be confiscated. Illegal items may be given to law enforcement officials.

*Random periodic inspections of school lockers, desks, and other facilities or spaces owned by the school district, but provided as a courtesy to the student, may be conducted. Students are expected to utilize the locker they are assigned the entire school year. No switching of lockers will be acceptable. If students are not present when their locker is being inspected, they will be notified within a reasonable time that an inspection took place.*

Students are encouraged and may be required to purchase a lock for use on their athletic locker and high school locker. Students are NOT to bring their own personal locks without permission.

### **Book Bags/Back Packs/Large Purses**

Because student lockers are large enough to house all student books and materials for class, book bags/back packs/large purses are not permitted in the classrooms or in cafeteria. Large quantities of weight on the backs of our students can cause health problems. In addition, book bags/back packs/large purses take up extra space and can be a safety hazard in the classroom. Finally, book bags/back packs/large purses can be used to hide illegal or inappropriate materials that can put other students at risk.

*\*\*Exceptional situations will be dealt with on an individual basis by Administration.*

### **Announcements**

Announcements will be available for students to read in each classroom. Announcements will be e-mailed during a designated time to each student. The announcements will be posted in various places in the building for students to read. It is the student's responsibility to read and be aware of the announcements for relevant information.

\*Periodic emergency/important messages can be sent out to parents via email. Please provide your child's respective office with an email address or cell number to be texted so you can receive these messages. If you have a change in information please be sure to let the office know so we can update our system.

## **Visitors**

All visitors must sign in and wear a visitor pass. While parents and legal guardians are always encouraged to visit, **students will not be given passes for their peers, friends or other family members to attend classes or lunch with them. Visitor passes to attend classes are approved and issued by the Administration only.**

## **Care of School Property**

Students are expected to take care of school property. Vandalism is the destruction of school property, which includes but is not limited to textbooks, lockers, buses, equipment, facilities, and land. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials and will be subjected to appropriate school consequences.

## **Legal Status**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **Posting of Information**

Students who wish to post or distribute information must receive permission from the Administration before posting or distributing such information. This applies whether the information deals with school-related or non-school-related activities.