

**Vinton-Shellsburg High School**  
**210 West 21<sup>st</sup> Street - Vinton Iowa 52349**  
**319.436.5700**  
*“Home of the Vikes”*

**Student Handbook Index 2024-25**

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## GENERAL INFORMATION

**Welcome to Vinton-Shellsburg High School!** Vinton-Shellsburg High School (V-S HS) welcomes you. V-S HS has a tradition of excellence in academics and extracurricular activities. We are pleased to have you as part of that tradition. We especially welcome those of you who are new to V-S HS. We encourage your family to take an active part in your education. This handbook is designed to answer questions about V-S HS and to provide information regarding your role as a student at V-S HS. We look forward to working with you and your parents during your educational journey at V-S HS

The purpose of V-S HS is to provide students with a quality educational experience. Achieving this goal requires the cooperation of everyone in the building. Every effort will be made to provide a favorable climate for learning in the building and to help students become successful, responsible adults. Office hours: 7:30 am to 4:00 pm (M-TH) and 7:30 am to 3:45 pm on Fridays. Personnel at V-S HS can be reached via telephone at: 319.436.4728 (press option #3 at the main menu). Our fax number is 319.472.5704 and the weather-related information line is 319.436.4728 (press option #6 at the main menu).

V-S HS accommodates approximately 460 students in grades 9-12 with a comprehensive program of study. The curriculum is aimed at the diverse academic and social needs of students, offering more than 100 courses in nine major instructional areas. Approximately 75% of the school's graduating seniors enter post-secondary educational institutions or advanced training programs. Each semester is approximately 90 days. V-S HS is accredited by the Iowa Department of Education.

**Open Door Hours:** During school hours all doors, except for the main entrance, will remain locked. Students are to use the front doors to enter and exit the building. The inside front doors to the commons will be locked at 8:00 am. All students will need to come through the main office and receive a pass to class after 8:00 am. All other doors are for adult and/or emergency use only. V-S HS prohibits loitering inside and outside the building after normal school hours.

**Vinton-Shellsburg Mission Statement:** The mission of the Vinton-Shellsburg Community School District is to: Improve the quality of lives and assist individuals in becoming contributing members of society through the accumulation and application of knowledge.

**V-S HS Vision Statement:** Vinton-Shellsburg High School is an environment, which develops and maintains an on-going learning process for all involved through collaboration, high expectations, and personal responsibility. The process fosters a sense of pride and celebrates achievement, and valuing all. **"Fostering Student Growth & Success"**.

**Philosophy:** The staff and administration of V-S HS believe that education is a cooperative venture involving the student, home and the school community. V-S HS primary objective is to provide opportunities so every student can realize his/her potential and contribute to society.

To accomplish this objective, the curriculum at V-S HS is designed to provide the best possible opportunities for creative, academic, vocational, and physical development, and to equip students with the skills necessary to make logical, critical, and responsible decisions. V-S HS provides opportunities for creative exploration and expression in special interest areas. Reference materials, resources, and facilities are available to encourage student growth. The atmosphere at V-S HS complements the curricular opportunities and enhances the student's' mental, emotional, and social development. The school offers services for the educational, vocational, and personal guidance of all students, and encourages self-direction and self-discipline. The community, faculty, administration, and students work together to offer equal educational opportunities for all. To implement this philosophy effectively, the V-S HS community executes specific directives according to areas of responsibility.

### **Equity statement/Multicultural & Nonsexist education:**

The Vinton-Shellsburg Community School District provides equal educational and employment opportunities and will not illegally discriminate based on race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. Vinton-Shellsburg Community School District shall take affirmative action in recruitment, appointment, assignment and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to **Becky Lutgen, Equity Coordinator, Vinton-Shellsburg CSD, 1502 C Avenue, Vinton, Iowa 52349, or [becky.lutgen@vscsd.org](mailto:becky.lutgen@vscsd.org)**. Inquiries may also be directed in writing to the Director of the Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, IL.

**Jurisdictional statement:** This handbook is an extension of board policy and reflects the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner befitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, other students' visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures. Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students may be disciplined for conduct which disrupts or interferes with the educational 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 include, but are not limited to, removal from the classroom, detention, suspension, probation, 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, regulations, and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

**Definitions:** In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity or whether they are held on or off school grounds.

**Physical activity timeline – Beginning July 1, 2009,** school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of **120 minutes** per week in which there are at least five school days of school.

**Physical activity overview –** First, "physical activity" means "*any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.*" Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

1. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
2. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
3. Non-school gymnastics, dance, team sports, individual sports; or
4. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. The **written physical activity agreement** must meet the following requirements:

1. It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week.
2. It shall be signed by the school principal or principal's designee.
3. It shall be signed by at least one parent or guardian of the student if the student is a minor.
4. It shall be signed by the student, regardless of the student's age.
5. The agreement may be no longer than one school year.

If a student's parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student's religious beliefs, then the school shall not require the performance of such activities.

## High School Bell Schedules 2024-2025

### Regular Schedule

**1A/1B** 8:00 – 9:30  
**2A/2B** 9:35 – 11:05  
**3A/3B** 11:10 – 1:10  
 Lunch A  
 11:05 – 11:35  
 Class  
 11:40 – 1:10  
  
 Class  
 11:10 – 12:40  
 Lunch B  
 12:40 – 1:10

**P-4** Advisor  
 1:15 – 1:35  
**5A/5B** 1:40 – 3:10

### Assembly Schedule

**1A/1B** 8:00 – 9:30  
**2A/2B** 9:10 – 11:05  
**3A/3B** 11:10 – 1:10  
 Lunch A  
 11:05 – 11:35  
 Class  
 11:40 – 1:10  
  
 Class  
 11:10 – 12:40  
 Lunch B  
 12:40 – 1:10

**5A/5B** 1:15 – 2:45  
**Pep** 2:50 – 3:10

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### 2 Hr Late Start

**1A/1B** 10:00 – 11:05  
**3A/3B** 11:10 – 12:45  
 Lunch A  
 11:05 – 11:35  
 Class  
 11:40 – 12:45  
  
 Class  
 11:10 – 12:15  
 Lunch B  
 12:15 – 12:45

**2A/2B** 12:50 – 1:55  
**5A/5B** 2:00 – 3:10

### 2 HR Early Out

**1A/1B** 8:00 – 9:05  
**2A/2B** 9:10 – 10:15  
**5A/5B** 10:20 – 11:25  
**3A/3B** 11:30 – 1:10  
 Lunch A  
 11:25 – 11:55  
 Class  
 12:00 – 1:10  
  
 Class  
 11:30 – 12:40  
 Lunch  
 12:40 – 1:10

## 2024-25 Faculty & Staff – (Current as of July 19, 2024)

### High School Administration

Matt Kingsbury

Principal

### High School Faculty

#### Language Arts

Emily MacWilliams

Jim Offner

Eric Upmeyer

Hanna Wall

#### Math

Cynthia Chyma

Megan Hesson

Marsha Furlong

Lisa O'Brien

#### Science

Megan Hesson

Tyler Lorenzen

Mark Nall

Carrie Weber

#### Social Studies

Brian Sheston

Kelly Steffen

Matthew Walston

#### Physical Education

Joe Johnson

Heather Kalous

#### Foreign Language

Ann Conklin

Darrin Patterson

#### CTE

Steve McGrew (Tech)

Amber Pattee (CNA)

Cody Robertson (Business)

Gabby Power (Agriculture)

Sharla Wrage (FCS)

#### Northport

TBD

#### Special Education

Aaron Zuspahn

Laura Hammersley

Patricia Lough

#### Encore

Laurie Donald (ELP)

Michala Martin (Choir)

Lindsey Otto (Art)

Nick Waymire (Band)

#### Miscellaneous

Whitney Bowen (IC)

Aric Chvala (Facilitator)

Sydney Betterton (Guidance)

Jim Struve (AD)

Becky Lutgen (Guidance)

#### Secretary

Corynn Downs (Administrative Assistant)

TBD (Guidance)

### Associates

**Bethany Barkdoll**  
**Veronica Eberling**  
**Adriane Gordon**  
**Tammie Hansen**  
**Katrina Wood**  
**Jennifer Janssen**  
**Mia Phelps**  
**Shelly Williams**

### Custodians

**Mike Long**  
**Andrew Noe**  
**Carolan Robinson**

### Kitchen

**Cyndi Alderson**  
**Jolene Fisher**  
**Duska Phelps**

## **STUDENT HEALTH, WELL BEING & SAFETY**

Children of all ages must be physically, mentally and emotionally healthy so they are able to learn. Vinton Shellsburg school nurses promote the health and safety of our students in school, at home and in the community. Services provided by school nurses include:

- 1.) Promotion of healthy lifestyles.
- 2.) Health care counseling or guidance to students, their family and to staff.
- 3.) Identify health concerns by observation and assessment of needs and provide appropriate care.
- 4.) Medication management
- 5.) Immunization verification according to state guideline requirements
- 6.) Screenings: vision, hearing, dental, height and weight.

**Health Concerns:** If your child has any health concerns such as asthma, allergies, diabetes, breathing or heart concerns, hearing or vision concerns, taking prescribed medication, or others, please complete health forms and contact the school nurse. At the beginning of each school year, parents must file an emergency form with the office providing the telephone numbers of emergency contacts in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

**Illness/Injury at School:** If your child becomes ill or injured at school, they need to be seen by the school nurse. If the nurse determines that the student needs to go home, the nurse will attempt to call the parent/guardian at the phone numbers provided to the school. Please notify the school of any phone number changes. If you cannot be reached the school will attempt to call one of the emergency contacts that the parent/guardian provides to the school. In case of a serious injury/illness, 911 will be called if necessary. Parents will be notified immediately. If the nurse determines that the student is OK to stay at school, they will be sent back to class. Any student who lingers in the nurse's office after being determined OK will be unexcused for any additional class time missed.

**Guidelines for keeping your child at home:** The main reasons for keeping your child home from school and school activities are

- If the child is too sick to be comfortable at school and school activities
- He or she might spread a contagious disease to other children and staff

#### **Keep your child home if:**

- Has a fever 100 degrees or higher. The child needs to be fever free for 24 hours without the use of fever-reducing medication, Tylenol or Ibuprofen.
- If the child vomited the evening before.
- If the child had diarrhea the evening before.
- Been diagnosed with a bacterial infection such as streptococcus or staphylococcus. The child must follow the fever guidelines and not return to school until 24 hours after the first dose of antibiotic was given.
- Persistent cough and runny nose not related to allergies.

### **Public Health Guidance**

- Fever of 100.4 or greater
- Shortness of breath or difficulty breathing
- Cough
- Sore throat
- Chills
- New loss of taste or smell
- Body aches or muscle pain
- Headache

**Medications:** The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his or her education. The administration of prescription medication by school personnel to students in school shall be done only with written authorization and direction of the physician. A "Parental Authorization and Release" form shall be filled out and signed by the physician and the parent/guardian.

Prescription medication must be in the original containers with the pharmacy label attached. Over-the-counter medications must also be in the original containers and will be administered as recommended on the label. Students are only allowed to take medication in school when it is given to them by a school nurse/health associate in the health office. Exceptions would be when written permission is given to students with asthma to carry an inhaler with them.

**Immunizations:** It is the policy of the Vinton-Shellsburg Community School District that all students enrolled must follow the State of Iowa Immunization Code. All non-compliant students will be excluded from school. A valid certificate must be submitted to the school per Iowa law.

**Health Screenings:** Throughout the school year, the school district sponsors health screenings for vision, hearing, scoliosis, height and weight, BMIs, and dental. Students are automatically screened unless a parent submits a note asking that the student be excused from the screening.

**Health Insurance:** If students are without health insurance, please contact the school nurse for assistance. Parents can apply for IOWA-or no-cost health insurance for children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 or go to the web site at <http://www.hawk-i.org> for more information.

**Asbestos notification:** Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. A certified asbestos inspector as required by AHERA has inspected the school district facilities. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

**Sexual abuse and harassment of students by employees:** The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, a teacher, administrator, 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. This procedure requires the school district to designate an independent level one investigator to investigate the allegations. The high school has designated Mr. Ryan Davis or a member of the district administrative, or high school principal as its Level One investigator for the high school. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, stopping a disturbance; to obtaining a weapon or other dangerous objects; self-defense or protecting the safety of others; removing a disruptive student; to protect others from harm; protecting of property; or protecting a student from self-infliction of harm. Corporal punishment is prohibited. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well



as sexual harassment. Sexual harassment is an unwelcome sexual advance, request 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 condition of a student's educational benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, offensive educational environment.

**Emergency drills:** Periodically, the school holds emergency fire, tornado, bomb threat, and other drills. State law requires fire and tornado drills. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call-in false alarms, etc., in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials. If we must let out school for bomb threats, students pulling fire alarms, etc. school time will be made up for the time missed.

**Weightlifting form:** If a student wants to lift weights at school, there is a form that needs to be signed by parents and student. A school employee supervises our weight room. Times will be posted throughout the building stating when the weight room will be open.

## STUDENT ACADEMICS

**Class load:** Students in grades 9-12 must be registered for a full schedule. All students must sign up for (7) academic classes per semester and may have a maximum of one study hall per semester. Exceptions to this policy may be made by joint decision of guidance and administrative staff:

Programming at V-S HS is built around a block schedule consisting of a rotating four period Day A and a four period Day B schedule. A student is required to take (7) academic classes over the course of Day A & Day B. Each semester is approximately 90 days. V-S HS is accredited by the Iowa Department of Education.

**Adding/dropping courses:** Students who wish to add or drop a course from their schedule must do it within the first four days of the first semester. For the second semester, voluntary changes MAY, at the discretion of the guidance staff after reviewing class loads, be made one week prior to the start of the semester and/or then will only be made on days 3 & 4 of the second semester. The only exception to this policy is if a student's schedule must be changed due to failing a prerequisite, PSEO scheduling conflicts, a medical condition, or other valid academic reasons as determined by the guidance office and administration. Students who drop classes after these deadlines, except as outlined above, will receive an "F" in the class dropped for the semester.

**Alternative Concurrent Enrollment (formerly PSEO) and Concurrent enrolled classes through Kirkwood Community College:** Students may receive credits that count toward graduation requirements by successfully completing courses at accredited community colleges, private colleges, or state universities in Iowa. The course will count for both high school credit and college credit and the grade will be included in the student's high school GPA. The school district pays only for courses which are not offered by the high school, and which are offered during the regular school year. Students interested in participating in this program should contact the guidance office. Further information about alternative concurrent enrollment courses, concurrent enrollment courses and career edge academies, including students/parents' annual notifications can be found at the Vinton-Shellsburg High School website, search under the GUIDANCE link.

**Home school dual enrollment students:** Home schooled, or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the principal or school counselor.

**Vinton-Shellsburg/ Northport:** Vinton-Shellsburg CSD has an alternative program available to Junior and Senior students who have achieved 10 or more credits towards graduation. Applications must be filled out to be considered. Enrollment decisions will be made by Administration and Guidance with everyone's unique circumstances considered. For more information see the guidance office.

**Re-taking a course:** In the event that a student fails a course, the course may be re-taken. If a student fails the same course, again and the student gets permission from the guidance office, he/she may take that course outside the district. If a student receives a "D+, D, D- or an F", he/she may retake that course. Both the retake grade and the original grade will count toward the student's GPA and will remain on the student's transcript. The student will receive credit toward graduation for only one passing grade.

**Grade reports, progress reports, midterms, and incompletes:** All students' grades are updated approximately every three weeks through the online parent access through Power School which is accessible through the V-S HS website. Students who receive an incomplete in a class must complete the class within one week after the end of that term. The teacher, with the permission of the principal, may grant extensions. If a student does not make up the work in the proper time, he/she will receive a zero for work not completed on time. Student academic eligibility standing will be determined the day after the grades are due in the office. Students and parents may access a student's academic progress through PowerSchool. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Report cards are available through the online parent access. Parents who do not have internet access may contact the guidance office to request that biweekly progress reports and report cards be mailed to them.

**Parent Access to student information:** By going to the V-S HS website, parents can log onto the PowerSchool module to view data for their children for attendance, grades in progress, report cards, parent information (addresses/contact data). Parents will be able to submit changes in their parent information over the Internet.

**Homework:** Teachers assign homework, extra class activities or coursework as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review material, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up for incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of credit in the class. Students may get extra help from teachers either before/after school, during RTI, or at other times arranged with the individual teachers. Parents are encouraged to communicate with their son/daughter's teachers when their child is absent. The office will work to gather homework for students that are gone on extended absences. Please contact the office by 9:00 am if you wish to have homework gathered by the end of the school day. We would also encourage parents to pick up all homework requested.

**Eligibility:** V-S will follow the state academic eligibility guidelines at the end of Semester 1 and the end of Semester 2. (See scholarship rule). A student failing any class at the end of 1<sup>st</sup> or 3<sup>rd</sup> quarter will be ineligible for activity participation. Any student failing a course at the end of quarter 1 or 3 will be ineligible for two weeks. If a student can raise their failing grade to a passing grade and have the remainder of their grades passing, within the two-week ineligibility period, then they can become eligible only with administration approval.

**Cheating:** Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, utilizing an electronic device to capture an image of an assignment, test, etc., copying others' work, copying from other sources or similar cheating will not be tolerated. In addition to the discipline outlined in the discipline section, the student will lose credit for that assignment.

**Standardized tests:** Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by their individual educational plan (IEP). The principal, in annual consultation with the guidance counselors, will determine which standardized tests will be given. To graduate from Vinton-Shellsburg Community School District a student must take all required district wide assessments, or alternative assessments as specified in their IEP. Iowa Assessments are required in grades 9-10-11 each year. Students in 10<sup>th</sup> grade will have the opportunity to take the KCC Accuplacer assessment (dependent on KCC staffing) as a second assessment and students in 11<sup>th</sup> grade will take the ACT as their second assessment.

**Honor roll and academic honors:** Students at V-S HS can receive honor roll distinction at the end of each academic semester. Students must receive a 3.0 or higher GPA for the semester to be on the honor roll. If a student receives an "F" or "U" in any course, he/she will not be on the honor roll. To earn an academic letter in grades 9-11, a student must achieve a 3.5 or higher GPA for that given academic year. Seniors must maintain a 3.5 or higher GPA for the first semester of their senior year to receive an academic letter for grade 12. Students may receive a Presidential Award for Academic Excellence if they have a 3.5 or higher cumulative GPA at the end of the first semester during their senior year.

**Early Graduation:** Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the board of education for early graduation. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for graduation ceremonies and prom. Students must complete an early graduation form and submit it to the high school principal prior to the completion of the semester they are currently enrolled in. If a student transfers to V-S during their senior year, they are not eligible for early graduation.

**Graduation:** Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. It is possible that students who are serving discipline or owe money to the school at the time of graduation ceremony will not be allowed to participate in the graduation ceremony. In this case, the student's diploma may be picked up the next school day after graduation. To graduate from Vinton-Shellsburg Community School District a student must complete all graduation credit requirements and take all required district wide assessments, or alternative assessments as specified in their IEP. Foreign exchange students will be recognized at graduation for being part of the graduating class and will receive a certificate of attendance for their time at V-S HS.

**Academics Curriculum:** Parents may contact the district office to review curricular materials prior to their use. Parents wishing to excuse their children from parts of this program need to identify the specific objectives and the class from which they wish to have their child excused. A district form can be obtained from the central office.

**Internet access:** Students will be granted Internet access when the permission form is accepted in the registration process. Each student accepts responsibility for following the guidelines, which have been adopted by the Board of Education. By signing the Acceptable Use Form, the student declares knowledge of the rules and the agreement to follow them. Failure to follow the guidelines may result in the loss of internet/computer privileges. Disciplinary or legal action will be taken as is appropriate. The complete Board of Education Policy is available on request.

Guidelines/Rules:

- Use only your own login
- Keep your individual password confidential
- Respect computer equipment
- Do not tamper with hardware, software, or configurations
- Conserve paper and bandwidth resources
- When obtaining information from web sites, credit sources
- Internet resources are for educational purposes only (no games, chat rooms, or personal surfing)
- Respect the data of others
- Respect all copyright and license agreements
- Cite all quotes, references, and sources
- Remain on the system long enough to get needed information, then exit the system
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication
- E-mails must be for school use only

**Restricted Material:** Students will not intentionally access or download any text file or picture or engage in any online activity that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations. Students will also not intentionally videotape students or staff without permission. Unauthorized Costs: If a student gains access to any service via the Internet, which has a cost, involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**Unauthorized Costs:** If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

**Library Media Center (LMC):** The school library is available to students during school hours. The library is a place for study and research. Books that are overdue will accrue fines at .10 cents/day after a 7-day grace period. Students are expected to return all borrowed library materials on time. Circulation for books is 2 weeks and magazines 1 week. Students are expected to conduct themselves as if they were in class while in the library. No food or drink is permitted in the LMC. Regulations:

- A student must obtain a pass from a LMC staff member ahead of time in order to use the library.
- Students will have an LMC staff member sign off on a pass before taking it to their study hall teacher to have signed.
- Quick passes will be given for 15-minute time slots in the library. A quick pass can be used for reading the paper, browsing, or checking out materials.

- Each study hall will be given two quick passes to use for students.
- LMC staff will have students sign in on a sign in sheet.
- When students come to the library, they will be expected to stay the entire class period.
- Quick pass students will return to study hall after their 15-minute time slot is up.

**Character Education:** Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep the rights and privileges. As part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good character in the following areas: responsibility, trustworthiness, respect, fairness, citizenship and caring.

## STUDENT ATTENDANCE

School is preparation for life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents must understand that a fundamental portion of the student's education is missed when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process and cannot be duplicated. Teachers are encouraged to communicate with students and parents regarding the effect of attendance upon the student's' achievement and success in their class and in their lives as adults.

Absence from class must be for serious reasons. The office must have permission from a student's parents/guardian before a student can leave the building prior to the end of the day and he/she also needs to sign out of the office. The high school attendance regulations are designed to serve two purposes: 1) to classify absences for determination of when missed class homework can be made up 2) to improve school attendance. Failure to follow this procedure will result in disciplinary action.

The Vinton-Shellsburg School District is committed to ensuring that every student has the opportunity to succeed academically and personally. Regular attendance is crucial for academic achievement, and as such, the district has established clear attendance guidelines to support student success. This below outlines the procedures for reporting absences, defines attendance codes, and details interventions for addressing absenteeism. By adhering to these guidelines, we aim to foster a supportive and accountable educational environment for all students.

**Reporting Absences:** Parents or guardians must notify the school by 8:45 AM if a student will be absent. An automated Remind message will be sent for any absence to the family. Our high school code number is 3, wait until you hear the operator say you can leave a message, then leave your message. We need name, date(s), and specific reasons why the student will be/was gone.

### Attendance Codes:

- **EX:** Excused Absence (bereavement, vacation, family, court/legal, military, weather)
- **UE:** Unexcused Absence
- **DR:** Medical (doctor, dental, chiro, therapy, hospitalization, etc.)
- **T:** Tardy
- **O:** Other (extenuating circumstances)
- **SRE:** School-Related Event
- **Off:** Office (principal or nurse's office)
- **ILL:** Illness
- **OSS:** Out-of-School Suspension
- **ISS:** In-School Suspension

### Tardy Policy:

- **Secondary:** Late for any class period is marked as tardy.

### Attendance Recording:

- **High School (HS):** Missing more than 3 blocks counts as a full day absence. Missing 2 blocks counts as a half-day absence.

**Tier 1 Interventions:**

- All absences and tardies will trigger a Remind message to parents/guardians.
- Communication about attendance policies and codes will be consistently provided to all families.
- If a student has 10% absences in a quarter (5 days), a generic letter or postcard will be sent home.
- Attendance status will be discussed at parent-teacher conferences.

**Tier 2 Interventions:**

- If a student has 10% absences in a semester (9 days), communication will be sent, and a mandatory meeting will be scheduled (can be at school, home, or a neutral site).
- Meetings will involve the principal or designee (counselors, facilitators, assistant principal).
- Strategies include Social or Academic Intervention Groups (SAIG groups), attendance lessons, lessons with school counselors and student interviews to identify barriers and offer support.

**Tier 3 Interventions:**

- If a student has 10% absences for the school year (18 days), a mediation meeting will occur. A documented improvement plan will be created, involving a designee from the county attorney's office.
- Failure to adhere to the mediation plan may result in further action by the county attorney.

**Compulsory Attendance Policy (501.03):** As outlined by the state of Iowa code; parents must ensure children aged six to sixteen attend school unless exempt. The minimum attendance is a minimum of 1080 hours per school year. Students attending private instruction must meet similar requirements.

Exceptions include:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma; are excused for sufficient reason by any court of record or judge; are attending religious services or receiving religious instruction; are unable to attend school due to legitimate medical reasons; has an individualized education program that affects the child's attendance; has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance; are attending an approved or probationary approved private college preparatory school; are attending an accredited nonpublic school; are receiving independent private instruction; or, are receiving competent private instruction.

**Truancy Procedures:** The principal will investigate truanancies. If unresolved, the principal will consult with the superintendent. Persistent truancy will be referred to the county attorney.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days, or times they were absent and a signature of the parent. On occasion we may require verification of absence from a doctor, dentist, or other professional as deemed necessary by the principal. Only when a student is majority age (18 years or older or married) and is not residing with a parent, the student may present an excuse for absence without parental verification. In this case the parent and student need to fill out a form declaring that the student has moved out of the home. These forms are available from the high school office. If we do not receive the form, all absences will be unexcused. The Vinton-Shellsburg Community School Board of Directors has established that children who are of compulsory attendance age shall attend school for at least 174 days per school year unless excused under the terms of the district's attendance policy.

Excused reasons for a student's absence from school are as follows:

- a. Religious holidays
- b. Illness, hospitalization, or doctor's care
- c. Death in the family or family emergency
- d. School trips
- e. Court appearance or other legal situations beyond the control of the family
- f. Family vacations
- g. College visitations
- h. Medical or dental appointments
- i. Parent or guardian-initiated absences must occur before 8:30 am on the day the student is absent, or it will be counted as an unexcused absence.

All other absences will be recorded as unexcused. So that learning can occur, students are expected to make up all the work, but students will not receive credit for class work missed on the day(s) they are unexcused. Tests are expected to be made up the next day the student is in class and may be different from the assessment given to other students. The county attorney may be notified after a student receives 6 unexcused absences. Unexcused reasons for a student's absence from school are as follows, but not limited to:

- a. Truancy/skipping
- b. Working/job related
- c. Missing the bus/car trouble
- d. Shopping
- e. Oversleeping
- f. Picture, hair, tanning or other similar appointments
- g. Absences not verified by the end of the next school day after the absence
- h. Hunting, fishing, and trapping or other similar like days
- i. Concerts
- j. Participation in parties and celebrations
- k. School permits and other similar appointments
- l. Any parent-initiated absence called in after 8:30am the day of the absence

**School Sponsored Activity:** Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up for missed work. A student should turn in assignments to a teacher in advance if the student is going to miss a class for a performance, scheduled contest, program, or trip. The student should make special arrangements with the teacher (s) involved to be eligible to perform in that event.

All students must sign in and out when returning or leaving school. Students must receive permission from the office before leaving the building. Students are not released to anyone other than their parents during the school day unless the office has a note signed or a phone call from the student's parents.

- Schoolwork missed because of absence must be made up within two times the number of days absent, not to exceed six days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.
- Regardless of if the absence is excused or unexcused, all students must report to the office the day they return.

A student will be in school the entire day (8:00am) of a performance, scheduled contest, program, or trip if the student expects to participate. The administration will evaluate and determine each situation on an individual basis, as some situations may be unique. Due to unforeseen circumstances, such as an alarm not going off, flat tire, etc, a student will be allotted 1 unexcused tardy for the school year at the beginning of their first scheduled class on the day of an event. **Any unexcused tardy/absence during the student's first regular scheduled class will result in no participation for that day's event. Early Bird PE students must be in class and on time for both Early Bird and P-1 to participate in the event that day.** A parental appeal for an exception should be cleared through the administration (funeral, medical, college visit) prior to the day of the participation activity. Friday attendance, if an excused absence, is not required for participation in a Saturday event. Administration will make the final decision if an issue arises.

A student will be in school ½ day to be able to practice in an activity that same day. If practice is being held at 3:30pm or later, that student should be in school by 11:35am, **(release is not a scheduled period)** unless excused through the principal's office (funeral, medical, college visit). Administration will make the final decision if an issue arises.

**Tardiness:** Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Five instances of tardiness (excused or unexcused) and every thereafter will result in an office referral. A student will be considered tardy if he/she is less than 10 minutes late to a class. Anything over 10 minutes will be considered an absence. Tardies will be calculated on a per-class, per-trimester basis.

V-S HS is dedicated to improving course academic success and feel that the first step in doing so is to focus on student attendance. As we attempt to prepare our students for a career or college life after high school we here at V-S HS feel that every day on time attendance is a vital component to being prepared for either pathway. Our efforts to hold our students more accountable for their attendance are simple preparation for life beyond V-S HS. Students coming to school tardy to their first period class will be assigned detention when they have exceeded a third tardy. Each tardy thereafter the third will result in additional detention time. Tardies occurring between periods 2-5 will be managed and supervised by the classroom teachers for the classes they are tardy to. Detentions will be 30 minutes in length and served on an established date by the staff member. Students that miss the assigned detention time will be assigned an hour detention for the next available detention day of the

week. Students that miss their assigned second detention will be turned into administration and required to serve in-school suspension and still be required to serve the detention that was assigned.

**Senior release:** Senior release during periods in which seniors are not assigned to classes is granted to all seniors as a privilege that comes with the requirement to conduct themselves responsibly and respectfully at school, to exert positive leadership among peers and to be passing all classes. Seniors may be restricted from senior release and assigned to a study hall for the following reasons:

- Accumulating a third tardy in any class.
- Having a failing grade in any class at the two-week report time.
- Having an unexcused absence from a class.
- Engaging in disrespectful behavior that results in an office referral and an administrative consequence.
- Loitering in the halls, parking lot, or any unsupervised part of the building.
- Students must have permission from a teacher to be in any room of the building, except the media center, which seniors may visit for reading, studying, researching, or using a computer for educational use.

**Senior release and Iowa Assessment:** To encourage students to perform their best on standardized testing, test scores during a student's 11<sup>th</sup> grade year will determine a student's eligibility for senior release.

To be considered proficient, a student must achieve proficiency standards in reading, science, and math on the ISASP sections of the test. Students not meeting proficiency standards on the reading, science and math sections will be ineligible for senior release for the first semester of their senior year. A student may earn release privileges for the second semester being on track for graduation and successfully passing all courses.

Students with IEP's, who fail to meet proficiency on the Iowa Assessment, will have their results reviewed by members of the special education department. The special education teachers will determine if the student has advanced/achieved sufficiently to warrant release privileges for the senior year. If not, the student will undergo the same process as regular education students to earn senior release. Students with 504's, who fail to meet proficiency on the ISASP, will have their results reviewed by the 504 Coordinator and Principal. The 504 Coordinator and Principal will determine if the student has advanced/achieved sufficiently to warrant release privileges for the senior year. If not, the student will undergo the same process as regular education students to earn senior release.

**Open campus during lunch for seniors:** Open campus during designated lunch period is for seniors only. Students are expected to adhere to regulations set forth by building administration. Other students may be released during this time, with parental permission, for medical reasons only.

**Inclement weather:** When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified via Remind, as well as over the radio and television stations. The missed day will be made up later. See the calendar for make-up days. If school is called off all day because of ice, snow, or it is too cold, we will determine that day if any activities will be held. If we have a late start because of snow, ice or it is too cold all morning practices/activities are canceled. If we let out early because of ice, snow or cold, all activities are postponed. We will follow the Iowa High School Association guidelines for the heat index dealing with practices and games. An exception would be state events. Parents of students who ride the bus are notified how students will be returned home with notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes, or the parents are responsible for picking up their child. You can access our cancellation/late start schedule by calling 436-4728, extension 6.

## STUDENT ACTIVITIES

**Pep Rallies/Assemblies:** Students are asked to adhere to proper standards of etiquette during assemblies. For example, when someone approaches the microphone, the students should be quiet and pay attention to the program. Assemblies will take place during the school year for a variety of reasons.

**National Anthem & presentation of USA Flag:** When our national anthem is being played before events in our schools it is expected to stand, remove any hat, cap, or anything else on the head. When the national Anthem and the flags are presented, please stand silently, and honor our country.

**Field trips:** In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance at field trips or excursions are

considered excused absences. While on field trips, students are considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Prior to attending a field trip, parents will be notified through their son or daughter. Annually, parents will be required to sign a field trip form at registration time.

**School-sponsored student organizations:** School-sponsored student organizations are those, which are recognized by the school district and board. School-sponsored organizations include: FFA, NHS, jazz band, pep band, concert band, marching band, Chamber Choir, vocal/ instrumental solo and ensemble groups, treble choir, mixed choir, plays and musical, yearbook, journalism, Viking Voice, speech, mock trial, Student Senate, baseball, softball, golf, track, cross country, basketball, swimming, bowling, soccer, trap shooting, volleyball, football, wrestling, cheerleading, and voyagers. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating individual coach or sponsor rules as well as for violation of school district policies, rules, or regulations.

**Activity Bus:** The school district may sponsor an activity bus to transport students to school sponsored activities. A fee of \$5.00 per student will be charged for riding the activity bus; a minimum of 30 students is required to provide an activity bus. If we have an activity bus, cheerleaders will ride this bus. If we do not have an activity bus, the cheerleaders will ride the players' bus. Students who ride a bus to an event must ride home on the bus unless prior arrangements have been made with the activity director or the student's parents personally appear and request in writing to transport the student home. Students are only to go home with their parents. See section on good conduct policy.

**Fundraising:** Students may raise funds for school activities upon approval of the advisor or coach and principal at least two months prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the sponsor or coach and principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. All funds must be in a school account.

**Dances:** Class advisors, principal(s) and the activities director must approve school-sponsored dances at least two months prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Law authorities may be called.

Persons (including non-school) attending school dances must be a minimum of a 9<sup>th</sup> grade student (for prom, students in 9<sup>th</sup> and 10<sup>th</sup> must be accompanied by an 11<sup>th</sup> or 12<sup>th</sup> grade student) and a maximum age of 20. Junior high students are not permitted at high school dances. The principal(s) have the right to ask for proof of age. Specific requirements surrounding dances will be published in the school announcements before the dance. Students will not be permitted to attend a dance if they have detentions or suspensions that have not been served in full.

The doors will close based on administration discretion and no one will be admitted to the dance after the doors are closed. We will have three dances: Homecoming, Winter Formal, and Prom. All dances will be from 8:00 to 11:00 except prom will go until 11:30.

**Activity tickets:** Students may purchase a student activity ticket for admission to all athletic and fine art activities except for cabaret and post season games/tournaments. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the activities director for options.

**Use of school district facilities:** The use of facilities by non-school groups shall not in any way interfere with school activities. The intended use must serve some recognizable school or community purpose or provide a school or community benefit. Reasonable compensation and expense reimbursement may be required, and rules regarding the time, place, and manner of use shall be enforced for the proper protection of the school facilities and property. Utilization priorities may be established by classification of users, provided, however, that within each classification the opportunity to use school facilities and the compensation and rules governing the use must be applied uniformly and without discrimination. The authorization to use school facilities does not grant or imply official sanction or sponsorship of the activity by the Vinton-Shellsburg Community School District. We have an on-line Facilities Scheduler to electronically request use of school facilities. All requests must be completed and approved prior to the use of the school district facilities.



**Open gym during non-school hours:** Throughout the year our gym is open for all registered students. Times and dates will be posted throughout the building.

### **STUDENT RIGHTS & RESPONSIBILITIES**

#### **Iowa Code - 36.15(2). Student Academic Scholarship Rules:**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students at the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, always. To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.
  1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. For purposes of this sub-rule, "grading period" shall mean the period at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
  2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration /respective collegiate institution's athletic administration.
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.
- l. Student ineligibility will be determined once grades are due by the administration.

**Good Conduct Policy:** Students at V-S HS are bound to the expectations of the Good Conduct Policy. This policy was part of the registration process for the 2024-25 school year and signed off on before activity participation. A copy of the policy is also viewable on the V-S website.

**Interference devices/electronics in school or at school events:** Students may not possess water guns, toy guns, lasers, and other similar items on school grounds or school activities. The items are taken away from the students and will not be given back until the end of the day. Electronic devices are allowed in classrooms only at teacher discretion. The process for such will be communicated at the beginning of the school year by individual teachers. Electronic devices are allowed during passing time between classes and should be used appropriately. Administration reserves the right to revoke the usage of electronic devices during passing times or at any time during the school day.

**Cell Phones:** Students may use cell phones before school, after school, during passing time, during their lunch period, and with staff permission. Cell phone use at any other time will not be allowed and violators will have their phone taken and discipline procedures will be taken. Administration has the right to further limit times of use if issues arise from this policy.

**Initiations, hazing, bullying or harassment of students by students:** Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.
  - Sexual harassment includes, but is not limited to:
    - Verbal, physical or written harassment or abuse
    - Pressure for sexual activity
    - Repeated remarks to a person with sexual or demeaning implications
    - Demeaning jokes, stories, or activities.
  - Harassment or bullying based upon factors other than sex includes, but is not limited to:
    - Verbal, physical, or written harassment or abuse
    - Repeated remarks of a demeaning nature
    - Implied or explicit threats concerning one's grades, job, etc.
    - Demeaning jokes, stories, or activities.

Club initiations and hazing will not be allowed or tolerated. Harassment, bullying, and abuse are violations of school district policy, rules and regulations and in some cases may also be a violation of criminal or other laws. The school district has the authority to report students violating these rules to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser the student should:
  - Tell a counselor, teacher, or principal
  - Write down exactly what happened, keep a copy, and give another copy to the counselor.
  - What, when and where it happened
  - Who was involved
  - Exactly what was said or what the harasser did
  - Witnesses to the harassment
  - What the student said or did, either at the time or later
  - How the student felt
  - How the harasser responded.

**Consequences for misbehavior and threats of violence:** The principal and or other staff members designated by the principal, reserve the right to discipline serious or harmful situations on an individual basis. Parents will be notified either by a phone call or referral immediately after the violation. Consequences may include but not be limited to parent conferences with administrators and/or counselors, notification of appropriate authorities, recommendation of expulsion to the board of education. They may apply a more severe penalty when a violation is very serious.

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional

maturity of the student; cooperation of juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat, and any other relevant information from any credible source.

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons or look-alikes are not allowed on school grounds or at school activities except for weapons in the control of law enforcement officials. The school district will comply with local, state, and federal policy in the event a student brings weapons or look-a-likes on school grounds. Every reasonable effort will be made to contact parents or guardians. Students may be reported to law officials. *Please note* law enforcement officials will periodically check the building and grounds for illegal substances.

**1=1<sup>st</sup> 2 = 2<sup>nd</sup> 3 = 3<sup>rd</sup> 4 = 4<sup>th</sup> offenses**

**Disciplinary Consequences:**

The High School administration reserves the right to adjust, modify, or pursue further consequences dependent upon the situation.

**Driving on school grounds or within sight of school grounds in an irresponsible and careless manner:**

1. Office detention
2. In-school intervention
3. Revoking Parking Lot privileges

**Skipping school, truancy, cutting class or leaving school without permission:**

1. In-school intervention with loss of credit for unexcused days
  2. Out of school suspension with loss of credit for unexcused days
- \*\* Loss of student participation on day of activity.

**Forged notes and lying about absence:**

1. In-school intervention
2. Out of school suspension

**Leaving class without permission:**

1. In-school intervention during that period
2. Out of school suspension

**Tardy to class:**

1. Warning
2. Detention
3. In-school intervention

**Pulling fire alarms:**

1. Out of school suspension determined by administration.

**Being in cars during the school day or parking inappropriately:**

1. Warning
2. In-school suspension and or towed at owner's expense

**Parking Inappropriately**

1. Car will be towed at the owner's expense:

**Protesting of school policies at school:**

1. Out-of-school suspension

**Assaulting a school district employee:**

1. Out-of-school suspension determined by administration

**Student-student harassment:**

1. Conference with guidance
2. Referral to principal
3. In-school suspension
4. Out-of-school suspension

**In the building unsupervised:**

1. Conference with principal
2. Detention

**Cell Phones: if visible to a staff during class or other restricted time:**

1. Warning and the device will be taken and given to the principal's office until the end of the day.
2. Phone will be taken to the office until the end of the day. Parents will be notified and asked to pick up the cell phone.
3. Phone will be taken to the office until the end of the day. Parents will be notified and asked to pick up the cell phone.
4. 4<sup>th</sup> and all subsequent will result in consequences listed in #2 & #3, along with detention.

**Misuse of the internet and/or computers:**

1. No use of the internet or computers for two weeks
2. No use of the internet or computers for one month
3. Loss of internet and computer privileges for the rest of the year.

See also VSCSD Computer Loan Agreement & Computer Damage/Loss Cooperative Fund

**Cheating and plagiarism:**

1. Students will receive no credit for the assignment
2. Student will receive no credit and will be in school suspended
3. Student will receive no credit, out-of-school suspended and removal from that class

**Threatening the safety of school:**

1. Out of school suspension determined by administration

**Gang related signs, graffiti, display of gang related signs and clothing:**

1. Conference with administration
2. Detention
3. In-school intervention
4. Out-of-school suspension

**Hazing and initiations:**

1. Out-of-school suspension

**Fire Arms:**

1. Possession and/or use of firearms will be an automatic one-year expulsion from school and notification to the police department.

Behavior	Major Problem Behaviors		Range of Responses
	Definition	Examples	
Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Purposefully using profanity directed at someone, sexual words, threats to harm others, repeated offense	-Parent contact -Detention -In-school intervention -Out of school suspension or other administrator decision
Defiance, insubordination, or non-compliance	Student engages in refusal to follow directions or talks back to teachers/staff.	Student engages in refusal to follow directions or talks back to teachers/staff.  <i>Repeated, teacher is unable to de-escalate, refusal to follow directions/insubordination</i>	-Parent contact -Detention -In-school intervention -Out of school suspension or other administrator decision
Disrespect	Student delivers socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults or students.  <i>Teacher is unable to de-escalate, behavior continues despite attempts to resolve</i>	-Parent contact -Detention -In-school intervention during class period -In-school intervention -Out of school suspension or other administrator decision
Disruption	Student engages in behavior causing an interruption in a class or activity including sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Student engages in behavior causing an interruption in a class or activity including sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.  <i>If behavior stops student learning, repeated loud talking, yelling, noise with materials; roughhousing; and/or repeated out of seat behavior.</i>	-Parent contact -Detention -In-school intervention during class period -In-school intervention -Out of school suspension or other administrator decision
Inappropriate display of affection	Student engages in inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature with another student/adult.	Kissing, unsolicited hugging, showing or touching private body parts	-Parent contact -Conference with principal -Detention -In-school intervention
Inappropriate location	Student is in an area that is outside of school boundaries.	Students outside of the assigned area; not in the assigned classroom; leaves school grounds	-Parent contact -Detention -In-school intervention -Out of school suspension
Physical aggression with injury	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or <b>victim(s) require professional medical attention.</b>	Hitting, kicking, punching, throwing an object at someone intentionally resulting in medical attention	-Parent contact -1st offense out of school suspension a minimum of 5 days -2nd offense referral to school board for expulsion hearing
Physical aggression without injury	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or <b>victim(s) do NOT require professional medical attention.</b>	Hitting, kicking, punching, throwing an object at someone intentionally without injury	-Parent contact -Minimum of 2 days in/out of school intervention per administrator decision -Possible counseling services offered

Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally resulting in medical attention	-Parent contact -1st offense out of school suspension a minimum of 5 days -2nd offense referral to school board for expulsion hearing
Physical fighting without injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally without injury	-Parent contact -Minimum of 2 days in/out of school intervention per administrator decision -Possible counseling services offered
Property damage/vandalism/misuse	Student participates in an activity that results in damage, destruction, or misuse of property.	Purposefully defacing/destroying property	-Parent Contact -Out of school suspension a minimum of -Could result in criminal charges
Stealing	Student is responsible for possessing or passing on someone else's property.	Habitual, planned, sneaky	-Parent Contact -Out of school suspension determined by administration -Could result in criminal charges
Forgery, plagiarism	Student signs a person's name without that person's permission or claims someone else's work as their own.	Copying direct words from someone else's work, forging someone's signature	-Parent contact -Student will receive a "0" for the assignment. -Suspension for multiple infraction w/"0" credit
Technology violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or electronic devices.	On different tabs or games during class, using school technology to send inappropriate emails or social media	-Parent contact -Warning by adult -Conversation with principal and technology director -Loss of privileges
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Wearing inappropriate dress, refusing to change	-Parent contact -Student will change clothes -Detention -In-school intervention
Drug related	Student is in possession of or is using illegal drugs/substances or imitations.	Possession of narcotics, marijuana, or other illegal substances	-Parent Contact -1st offense out of school suspension a minimum of 20 days -2nd offense referral to school board for expulsion hearing -Criminal charges
Alcohol/Tobacco related	Student is in possession of or is using alcohol or tobacco	Possession of alcohol or tobacco related items	-Parent Contact -Out of school suspension a minimum of 5 days out/in suspension -Criminal charges

**Instigating/Egging on Harassment or Fights:** Students who take an active role in initiating, instigating, or egging on a fight or harassment are considered as guilty as the students involved in the incident. Students who take on this role will face consequences as well.

**In School Suspensions:** ISS will be held in a supervised setting of the discretion of the administration. Students will not be permitted to leave the ISS room unless accompanied by the supervisor. Students will be required to leave their cell phone with the supervisor and can get it back at the end of the day. Students in ISS are expected to do schoolwork or read during their time: sleeping will NOT be tolerated. Students in ISS are not able to participate in any competitions until the day after the suspension has been completed. They will still be able to participate in practices. If a student refuses to comply with any ISS rules, they will be sent home and will be required to serve the designated ISS time the next time they come to school.

**Dress code:**

Students are expected to adhere to standards of cleanliness and dress that are compatible and support creating a safe and positive learning environment. Inappropriate student appearance may cause 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 wear clothing that is appropriate to their age level and does not disrupt the school or educational environment during the school day and/or at school sponsored events. While it is realized that the primary responsibility for appearance rests with the students and their parents, building administration reserves the right to determine what is acceptable and what is not. It is expected that the following guidelines are followed:

- Appropriate indoor shoes are always required.
- Hats, caps, and bandanas are removed upon entry of the building, unless otherwise approved by administration.
- Clothing shall not be excessively revealing and must be sufficient to always conceal undergarments.
- Shorts and skirts are of reasonable length.
- Clothing and attire that advertise or promote items illegal for use by minors (drugs, alcohol, tobacco, etc.) are prohibited.
- Clothing and attire that display words or pictures that are derogatory, sexual, discriminating, harassing, or gang related are prohibited.
- Clothing accessories that could be dangerous or used as weapons (ie. chains or studded collars) are prohibited.

All staff are empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment. Students who do not meet the standards established by this policy will be asked to remedy the situation. Any students refusing to comply, being disrespectful, insubordinate, or found to be a habitual violator will be addressed by administration who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. The exception to the hat/head coverings would be at homecoming or on hat day.

**Fees:** Students who have concerns about the fees should contact the principal or sponsor. Damage to a book more than normal wear and tear is also charged to the student. Lost or damaged school materials will be charged to the student at replacement cost.

**Waiver of student fees:** Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment program, Supplemental Security Income, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Please contact a member of the Central Office staff to inquire.

**Educational records:** Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. There will be a nominal charge for making copies. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office. The administration will determine what organizations or individuals may receive this information.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**Legal status of student:** If a student's legal status, such as the student's name or student's custodial arrangement, should change during the school year, the parent 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. If a student turns 18 and is no longer living with parents, the parent needs to sign a form, which can be picked up from the attendance secretary. This will allow the 18-year-old not living at home to call school for his or her absences.

**Procedures for students who are transferring to another school or school district:** The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district. When a new student transfers into the school district, the student's records are requested from the previous school district. Parents have the right to view the student's records and the right to a hearing to challenge the content of the student's records, which were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. All students transferring out of our system must check out through the guidance office. All bills, books, equipment, or uniforms must be turned in or the student will be billed for these items.

**Student Searches:** To protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; 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.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.

A student's body and or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc. is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by the following these procedures.



Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Administration will periodically have Law Enforcement conduct Drug Dog searches. These are done to keep drugs out of the high school and maintain a safe environment. If a locker is "hit" by a dog, the Administration will search the locker immediately. If a prohibited substance is found that student will be brought to the office and parents will be contacted. District policy will then be followed.

**Student lockers:** Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary 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 done to a student's locker are charged to the student.

Although school lockers, desks, and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers, desk and other spaces are properly maintained. For these reasons lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk, or other spaces. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and will be turned over to law enforcement officials.

The contents of a student's locker, desk, or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

**Care of school property:** Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise damaged school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

**Traffic rules and Parking in the parking lot:** Driving in an irresponsible or careless manner will not be tolerated. Students are not to enter their cars during the school day without permission from the office. Only cars that are registered are allowed in the parking lot. Students will need to fill out the proper paperwork in order to park in the parking lot. Traffic violations will be turned over to the local authorities.

Students are not allowed to park in the first four rows (this includes handicap) of the west parking lot. They are reserved for handicapped, visitors and staff. Students are not allowed to park in the back of the building. Violators will serve an in-school suspension and/or be towed at the owner's expense.

**Student grievance:** Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure.

- If an employee is involved, discuss the complaint with the employee within 7 school days of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 7 school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 7 school days of the principal's response.
- If unsatisfied with the superintendent's response, students may request to speak to the board within 7 school days of the superintendent's response. To set up a meeting with the board of education you must go through the superintendent's office.

**Student publications:** Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper, and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employee or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the central office.

A faculty adviser supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute an official school district publication material, which is obscene, libelous, slanderous, or encourages students to:

- Commit unlawful acts
- Violate school district policies, rules, or regulations
- Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
- Disrupt or interfere with the educational program
- Interrupt the maintenance of a disciplined atmosphere
- Infringe on the rights of others.

Students who believe that their right of expression has been unreasonably restricted in an official student publication should follow the complaint procedure outlined in the handbook.

**Interviews of students by outside agencies:** Generally, persons other than parents and school district officials and employees may not interview students during the school day. Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents. The building principal shall make the determination whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students shall not be taken from school without the consent of the principal and without proper warrant.

## MISCELLANEOUS

**Office telephone use:** The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call from parents. The office phone is for educational use only.

**School announcements:** Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Announcements are available on the TV, read between class, posted throughout the building, or posted online.

**Visitors/guests:** We will only allow student visitors at V-S HS if it is an exchange with another school district. This exchange must be approved by both school administrators prior to the visit.

**Guidelines for visiting a student's classroom:** Parents are welcome to visit any of our classrooms during the year. We are proud of the work we do with children and feel confident you will be impressed with the quality and effort of our staff. There are, however, some things to consider prior to your visit to our school. Visitation guidelines are designed to ensure that all our children are safe and that disruptions to the educational process are kept at a minimum. Parents, please call the office in advance, so we can make the necessary arrangements to make the visit a smooth one. We'd like to be able to prepare the students in the class that parents will be visiting, arrange for seating, etc. Upon arrival at V-S HS, please stop by the office to pick up identification. We feel that we have a wonderful environment for your children. Do not hesitate to visit with our staff if you have any questions or concerns. We are here to provide a quality service to our district patrons.

**Buses and other school district vehicles:** Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct. The principal can then discipline a student accordingly.

**Cafeteria:** The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. All breakfast and lunch hour food is to be eaten in the lunchroom. Students are asked to keep a positive balance in their lunch account. All lunch money must be in the office by 11:00. All students must provide their student ID card when going through the lunch line.

**Book bags/backpacks/large purses:** Book bags/backpacks/large purses or other kinds of bags, which can hold books and other bulky items, will not be allowed to be worn or carried during the school hours (8:00 to 3:10) in the building. They are to be stored in your student's locker during this time.

**Hall passes:** If a student needs to leave the classroom, the student must sign in and out on the form provided by the teacher and the student must have the hall pass provided by the teacher.

**Food and Beverages:** All food and beverages must be consumed in the commons area. Students will only be allowed water in bottles purchased from school vending machines in the classrooms.

**Black and Gold Community Service Cord Guidelines:** Students may earn a Black and Gold Cord to be worn on their gown at graduation. This cord represents the students' extra efforts in community volunteer service during their enrollment at Vinton-Shellsburg High School. From the time they enter high school until they graduate, students provide **100 hours of service** to earn a cord. Students are encouraged to average about 25 hours of service per year. Opportunities will be posted on the V-S HS website. Accrued hours are documented, tracked, and tabulated from the time the students are in high school. Students **must** have prior approval from Mr. Kingsbury. If the volunteer work that you want to do is not listed on the High School Black & Gold Hours link, you **must** get prior approval.

**Documentation:**

- Documentation will include a completed Form 1 and if the volunteer is performing recurring work Form 1 may be accompanied by Form 2. Hours must be signed and documented by a supervisor or they will not be accepted.
- Parents should not sign as documentation unless previously arranged
- Requirements and forms can be found at: <https://sites.google.com/a/vscsd.org/black-and-gold/>

**What Counts:**

- Any service performed in the V-S Community School District as listed in the opportunities sheet
- Church events: volunteer work for Mission Service trips, assisting with Vacation Bible School, and providing childcare for evening religious education classes.
- Volunteer work done during scouting
- Volunteer work done for 4-H or another non-school club
- Special events on school premises sponsored by local charities or businesses (examples: blood drives, Kiwanis Club, Lions Club, Hospice, etc.) with previous approval.
- Staff supervised voluntary tutoring of other students for which credit is not earned or any other staff supervised voluntary service performed as a member of school WHEN SUCH SERVICE IS ARRANGED BY THE SUPERVISOR AND APPROVED WITH WRITTEN AGREEMENT.

**What Does NOT Count:**

- Sunday morning activities performed during church services (singing in the choir, ushering, greeting, Sunday School, nursery)
- Court-ordered community service hours
- Practicum/internships
- Job Shadows
- Any work done for credit at school
- Any work done during school hours unless previously approved
- Any work done for school activities in which the student may earn a letter, ribbon, medal, certificate, or any other award for a class, activity, club, or team.
- No unsupervised hours. No undocumented work.
- Work for relatives (examples: raking leaves for grandparents, babysitting for sister, etc.)
- Work done for individuals such as neighbors (raking leaves, etc.) unless done through an established community group
- Any work done for pay, including detasseling, to raise funds for organizations.
- Work completed as a part of an extra- or co-curricular activity that benefits the group or program (field prep, prom, or post-prom decorating, etc.).

**Recording of Time:** Sheets turned in MUST list exact clock times of service (example – 3:30-5:30 p.m.). NO ESTIMATED, UNDOCUMENTED “BUNDLES” OF HOURS WILL BE ACCEPTED.

**Record Sheet Due Dates:** Each year, the start date will be the first day after school is released. The end date will be the last day of school for the school year (for Seniors an earlier due date will be announced).

**Final Decisions:** Eligibility for hours is the final responsibility of the teacher sponsor, volunteer work sponsor and student.