

New London
MS/HS
Student Handbook
2020-2021



We Guide. We Challenge.
We Motivate. We Learn.

Table of Content

		Early Releases	16
		Late Entries	16
		Attendance and School Events	
		If a student has an unexcused absence from school, they are not allowed to attend or participate in social/athletic events that take place after the school day. In order to attend a school activity or participate in an extracurricular event on the day of absence, students must:	16
Jurisdictional and Behavioral Expectations Statement	3	Planned Absences	16
Definitions	3	Senior/Junior Work Schedules	16
Open Enrollment	4	Senior Open Campus	17
Dual Enrollment Students	4	Tardies	17
WELCOME	4	Noon Hour	17
School District Mission Statement	5	STUDENT ACTIVITY PARTICIPATION	18
Guiding Principles	5	Student Eligibility for Extracurricular Activities	18
Equal Educational Opportunity	5	Academic Eligibility (High School Only)	19
Student Assistance	5	Good Conduct Rule	20
FACULTY & PERSONNEL	6	Penalties:	20
Board of Education	6	Violations Occurring During Ineligibility	21
Superintendent	6	Academic Consequences:	21
Middle and Senior High School	6	Practice, Letters and Awards:	21
STUDENT HEALTH,	9	Dress and Presentation	21
WELL-BEING, AND SAFETY	9	Appeals:	21
School Nurse	9	STUDENT RECORDS	22
Student Illness or Injury at School	9	Educational Records	22
Emergency Forms	9	High School Transcripts	23
Administration of Medication	9	Legal Status of Student	23
Communicable and Infectious Diseases	9	STUDENT RIGHTS AND RESPONSIBILITIES	23
Physical Examinations	10	Student Discipline	23
Immunizations	10	Class Detention	24
Health Screening	10	School Detention	24
Sexual Abuse and Harassment of Students by Employees	10	Class Removal	24
Corporal Punishment, Restraint, and Physical Confinement and Detention	11	Suspension	25
Student Insurance	11	Expulsion	25
HAWK-I Insurance for Children	11	Due Process Procedures	25
Asbestos Notification	11	Student Searches	26
Emergency Drills	11	Student Lockers and Desks	26
Student Assistance Team	11	Drug Dog Searches	27
Homeless Children and Youth	12	Threats of Violence	27
Class and School-Sponsored Organizations Functions	12	INTERNET CODE OF ETHICS AND ACCEPTABLE USE POLICY	27
School-Sponsored Student Organizations	12	General Internet Code of Ethics	27
Family Night	12	Electronic Mail	27
Use of School District Facilities by Student Organizations	12	Network Security	27
Posting of Information	12	SCHOOL CLIMATE	28
Dances	12	Dress Code	28
Student Funds and Fund Raising	13	Assemblies	28
Class Duties	13	Care of School Property	28
ACADEMIC SCHEDULES	14	Food and Beverage Policy	29
Inclement Weather	14	Driving and Biking to School	29
STUDENT ATTENDANCE	14	Media Center	29
Daily Attendance	14	Interferences in School	29
Verifying Absences	15	Cell Phone and Electronic Devices	29
Excused absences include:	15	Recording Unapproved Video or Audio	30
Make-up policy for excused absences	16	School Announcements	30
Unexcused absences include:	16	Telephone Use During the School Day	30
		Visitors/Guests	30
		Hall Passes	30
		Illegal Items Found in School or in Students' Possession	30
		Regular Study Hall	31

Regular Study Hall Guidelines	31	NCAA DIVISION I, II, and III REQUIREMENTS	37
Pass Privileges	31	AP Courses	37
Student Activity Tickets	32	Correspondence Credits	37
Lost and Found	32	Independent Study	38
Initiations, Hazing, Bullying or Harassment	32	Full-Time vs. Part-Time Students	38
Student Complaints	33	Adding/Dropping Courses	38
Student Publications	33	Concurrent Enrollment	38
Field Trips	33	Early Graduation	38
		Graduation	39
STUDENT SCHOLASTIC ACHIEVEMENT	33	Transportation by Buses and Other School District Vehicles	39
Academic Awards	34	Buses	39
Incomplete Grades Policy	34	Bus Routes	39
Honor Roll	34	School Trips	40
National Honor Society	35	Pep Bus	40
Membership Requirements	35		
National Honor Society Guidelines	35	Educational Programs and Materials	40
Leadership	36	Diverse Learners	40
Service	36	Inspection of Educational Materials	40
Character	36	Citizenship	41
Grade Reports	37	Human Growth and Development	41
Homework	37	Guidance Program	41
Standardized Tests	37		
Class Loads	37		
GPA Calculation	37		

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook

may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures 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 the 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 High School 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.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1** of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Dual Enrollment Students

Home school 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.

WELCOME

The New London Community School District wishes to welcome each of you to a successful new school year. This handbook is to serve as a useful guide to answer many of your questions.

You will be responsible for this information, so it is important to read the entire handbook carefully.

School District Mission Statement

The mission of the New London Community School District, through the combined resources of school, home and community, is to guide, challenge and motivate students to life-long learning in an environment that fosters individual success, mutual respect, pride and personal accountability.

Guiding Principles

The New London Community School District believes

- *Educational excellence prepares students for their future.*
- *Communication among the homes, school, and community is essential to success.*
- *In pride for our school, community, and country.*
- *Continual learning, growth and development for all individuals.*
- *Utilizing resources through short and long range planning is vital to achieving*

educational excellence.

- *Education is fostered through personal accountability within a structured environment.*
- *Challenge, motivation, and guidance are essential to individual success.*
- *In the power of shared decision-making.*
- *That it is necessary for the school to be a safe, secure environment.*
- *Mutual respect, responsibility and compassion are vital to the learning environment.*

Equal Educational Opportunity

It is the policy of the New London Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Chad Wahls, Superintendent, 106 Jack Wilson Dr., 319-367-0512, chad.wahls@nlcsd.org

Student Assistance

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Mrs. Alspach at 367-0500 or Mrs. Nelson at 367-0500.

FACULTY & PERSONNEL

Board of Education

Lindsay Porter
Jesse Howard
Shane Mettler
Tasha Gipple
Tim Myers
Jessica Boyer

President
Vice-President
Member
Member
Member
Board Secretary

Superintendent

Chad Wahls

Middle and Senior High School

Rita Alspach
Arnold Anderson
Shane Barron
Ben Bence
Paula Bliven
Austin Burns
Jennifer Campbell
Marcia Carthey
Mark Chiri
John Culver
Marci Denney
Britanie Waller
Sue Garrels
Joe Garvey
Shelby Holdaway
Lauren Jones
Tori Kenel
Scott Kracht
Allison Lair
Luann Martin
Tom Martin
Ben Fry
Kevin McCabe
Jonathan Munford
Kim Nehring
Alaina Nelson
Malissa Nelson
Cory Reid
Stacy Schroeder
Deborah Scott
Heather Sharp
Ann Steffensmeier
Kim Wagner
Lindsay Wesely
Joseph White
Lindy Williams
Tresa Zaragoza

School Counselor (K-12)
Instrumental Music (K-12)
Science (6-8)
Social Studies (6-12)
Physical Education (6-12)
Physical Education (K-12)/Health (9-12)
English (6-12)
Spanish (9-12)
Science (9-12)
Vocal Music (K-12)
Science (9-12)
Custodian
Head Custodian
Industrial Arts (9-12)
Talented and Gifted, English (6,7)
Special Education (6-8)
English (6-12)
Principal (6-12)
English (9-12), PD & Curriculum
English (6-8)/Special Education (6-12)
Custodian
Activities Director
Maintenance
Technology Coordinator
Library Associate
Family and Consumer Science (7-12)/At-Risk (6-12)
Special Education (9-12)
Business Education (7-12)
Social Studies (9-12)
Instructional Coach (PK-12)
Mathematics (6-8)
Mathematics (9-12)
School Secretary
Special Education (6-12)
Art (7-12)
Nurse
Mathematics (9-12)

School Fees

The school district charges fees for certain items, such as textbook Fee. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the board secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Activities Card (optional purchase)	Grades K-12	\$50.00
	Adults	\$125.00
	Adults (New London Residents ages 50-64)	\$50.00
	Replacement Activity Card	\$3.00
Textbook Fee	Grades K through 5	\$50.00
	Grades 6 through 12	\$55.00
Instructional Software Fee	Grades K through 12	\$20.00
Planner	Grades 3 rd and 5 th	\$5.00
Padlocks (optional)	Grades 6 through 12	\$4.00
Industrial Arts	Safety glasses are required and are available in the high school office for \$3.00.	
Instrumental Music	Band uniform cleaning fee	\$15.00
	Rental of musical equipment fee	\$50.00
Science	Safety glasses are required for labs and are available in the high school office for \$3.00.	
Key Card Replacement	\$5.00	
Breakfast	Student - daily, \$1.45	
	Adult - daily, \$1.80	
Lunches	Student (K-5) - daily, \$2.70	
	Student (6-12) - daily, \$2.80	
	Adult - daily, \$3.85	
	Milk - \$0.25	
CNA Background Fee		\$25.00

High School/Middle School Students 2018-2019 \$2.80 (this is state mandated)

Any student with a balance of ~~-15.00~~ will be given a cheese sandwich, 1/2cup fruit OR veggie and milk for lunch.

- The student and parents will both be emailed when the balance is **below \$5.00.**
- The student and parents will both be emailed when student account gets to **A NEGATIVE BALANCE.**
- The student and parents will both be emailed the day before the student will be given a cheese sandwich. **(NEGATIVE \$15.00)**
- On the day the student will receive a cheese sandwich, the student is called to the office and given a chance to call parents and get money. If that is unsuccessful and the student chooses a cheese sandwich card, the food service is notified by phone.

We give every opportunity for your child to have a hot lunch.

This institution is an equal opportunity provider.

Driver's Ed	The fee for this course will be set by the board each spring, currently set at \$345.00
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STUDENT HEALTH, WELL-BEING, AND SAFETY

School Nurse

The school nurse's office hours are from 8:30 a.m. to 3:30 p.m. Her office is located in the Clark Elementary office. Her duties include: administering medicines, health screenings, assessing student condition, assisting with health classes, and any other general health issues that arise.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. The school employee will send **the student to the office with a pass** to the nurse. **The student needs to sign out in the office.** It will be the nurse's job to determine the appropriate course of action. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school as determined by the school nurse, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. The school nurse will make the final decision to excuse the student from school and the student must sign out in the office if it is medically possible to do so for the absence to be excused.

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

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact 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 high school secretary if the information on the emergency form changes during the school year.

Administration of Medication

Students may need to take prescription or non-prescription medication (this includes aspirin, acetaminophen, and ibuprofen) during school hours.

- Students may carry medication only with the **express written** permission of the parents and the school nurse (only insulin or bee sting pens will be allowed to be carried by the student).
- The school must know the medications a student is taking in the event the student has a reaction or illness.
- Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or her authorized delegate.

Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization:

- name of the student;
- name of the medication;
- directions for use including dosage, times and duration;
- name, phone number and address of the pharmacy (if applicable);
- date of the prescription (if applicable);
- name of the physician (if applicable);
- potential side effects;
- and emergency number for parents.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox. Students who have had a fever should be fever free for 24 hours before returning to school.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated **School Counselor** Rita Alspach at 367-0500 ext. 1202 as its Level I investigator. Mrs. Alspach may also be contacted directly. **At-Risk Coordinator** Alaina Nelson is the alternate investigator. She may be contacted at 367-0500.

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, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to:

- sexual acts involving a student
- intentional sexual behavior
- sexual harassment.

Sexual harassment is defined as behavior such as but not limited to:

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

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate

Student Insurance

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance, should contact their coach.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state’s Healthy and Well Kids in Iowa (HAWK-I) program. Children 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 (toll-free) or go to the web site at 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. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. 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.

Emergency Drills

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, 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, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Student Assistance Team

The Student Assistance Team is intended to be a first resource for parents or students who feel they need extra help with their education. The team will consist of the student's parents, principal, guidance counselor, at risk coordinator, the student and the teachers of the student being discussed. **Parents and students can request a student assistance meeting at any time.** At the meeting the student and his/her academic progress will be discussed and a plan will be developed to help the student be successful.

Homeless Children and Youth

The McKinney-Vento Homeless Education Assistance Act and No Child Left Behind ensures that New London Community School District will support families and students that are homeless. A homeless individual is someone who lacks a fixed, regular, and adequate nighttime residence. This includes anyone who, due to a lack of housing lives:

- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus or train stations, abandoned buildings
- Migratory children living in these conditions
- Doubled up

Homeless children face multiple challenges and barriers to success in school. New London's homeless liaison will help provide resources and assistance to ensure that homeless students have access to educational services for which they qualify for, including special education, gifted education, and free and reduced-price lunch program. For more information or assistance contact New London's local liaison or the National Center for Homeless Education (1-800-308-2145).

New London's Homeless Liaison:

Rita Alspach

Phone: (319) 367-0500

E-mail: Rita.Alspace@nlcsd.org

STUDENT ACTIVITIES

Class and School-Sponsored Organizations Functions

These expectations must be followed for all class or organization functions:

- All meetings and functions must be placed on the meeting calendar in the high school office.
- At least one class or activity sponsor must be present at all class or activity functions and meetings, whether held in the school building, out of town, or in the home of one of the members of the class.
- If none of the sponsors are present, the meeting and anything decided in it will not be considered official and the name of the school cannot be attached.

School-Sponsored Student Organizations

School-sponsored student organizations are those that are recognized by the school district and board. School-sponsored student organizations include, but are not limited to: SADD, TATU, FCCLA, FCA, NHS, Student Council.

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 an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

Family Night

Wednesday night during the school year is designated "family" night. All student activities are to cease by 6:30 p.m. Exceptions are made for state level activities.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal in advance. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The MS/HS Office must stamp all flyers/posters before they can be hung up. Only painters tape or magnets can be used to adhere items to any surface.

Dances

The principal must approve school-sponsored dances at least two weeks 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. Guests are only allowed if they are under the age of 21 and signed up in advance. Guests are the responsibility of the student who brings them. Any student with outstanding detentions/consequences will not be allowed to attend a school sponsored dance.

For Middle School Dances:

- Only current New London Middle School Students may attend.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund raising 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 principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Each group will be allowed to hold one door-to-door fundraising event per year.

Class Duties

Class	Sponsors
Srs.	Mr. Chiri Mrs. Wesely Mrs. Martin Mr. Culver
Jrs	Mrs. Zaragoza Mrs. Carthey Mr. Anderson
Soph.	Mrs. Bliven Mrs. Denney Mrs. Nelson Mr. White
Fresh	Ms. Schroeder Mrs. Lair Mrs. Steffensmeier Mr. Garvey

HS Student Council: Mrs. Campbell

HS National Honor Society: Mr. Reid & Mrs. Alspach

All other class responsibilities will be as assigned.

Athletic Coaches and Organization Sponsors

Activities Director	Ben Fry
Baseball, Varsity	Brad Helmerson
Baseball, Assistant	Justin Schulte
Baseball, MS	Aaron Brown
Basketball, Varsity Boys	Bryant Porter
Basketball, Assistant	
Basketball, Varsity Girls	Aimee Iverson
Basketball Assistant Girls	
Basketball, MS Boys Basketball, MS Boys Assistant	Blake Nehring Shane Barron
Basketball, MS Girls	
Cheerleading	Melissa Jacobs
Speech	Shane Barron/John Culver
Fall Play	Tori Kenel
Football, Varsity	Mark McSorley
Football, Assistant	Jon Brown
Football, Assistant	Darren Loyd
Football, Assistant	
Football, MS	Joe Garvey
Football, MS Assistant	Ben Fry
Golf, Boys and Girls	Greg Lerdal
Instrumental Music	Arnie Anderson
Musical	John Culver
Student Council	Jen Campbell
Prom Committee	Rita Alspach Jessica Boyer Alaina Nelson
Softball, Junior Varsity	Damon Loyd
Softball, Varsity	Mark Chiri
Softball, MS	Morgan Christner
Track, Varsity Boys	Joe White
Track, Varsity Girls	Paula Bliven
Track, MS Boys	Mark Chiri
Track, MS Girls	
Volleyball, Varsity	Maureen Heath
Volleyball, Assistant	Lindsey Johnson
Volleyball, MS	Robin Burden
Wrestling, Varsity	Mark Chiri
Wrestling, Assistant	Brian Swafford
Wrestling, MS	

ACADEMIC SCHEDULES

Student School Day	8:05	-	3:47	3:30
Teacher School Day	8:00	-	4:00	
Principal's Office Hours	7:30	-	4:00	
Nurse's Office Hours	8:30	-	3:30	
Doors Open	8:00			
Building Closes	4:00*			

*The building may remain open for supervised school activities.

Students may be in the school building no sooner than 8:00 each morning unless they are under the supervision of an employee or an extracurricular activity sponsor. After school, students are expected to leave the building within thirty minutes of dismissal unless they are under the supervision of an employee or extracurricular activity sponsor.

Inclement Weather

When school is cancelled/postponed because of inclement weather prior to or to the start of or during the school day, students and parents are notified on the school website/social media, school app, and over KILJ, KBUR/KGRS, and WHO. In addition, families can sign up to be notified directly from govdelivery. There is a link on the school website to sign up. This service is free. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents of students who ride the bus are notified how students will be returned home with the 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 the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally canceled and re-scheduled. There will be no practices when school is dismissed for winter weather. Practices may be cancelled if the start of school is delayed for weather.

STUDENT ATTENDANCE

Daily Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. A student may accumulate no more than six (6) unexcused absences per semester grading period in a class. Each subsequent unexcused absence may result in the student's failure to earn credit for that class. **Unexcused absences may also result in disciplinary action.** Any excuse for illness beyond 5 days in a 20 school day period may be unexcused unless verified by a doctor. After the 6th unexcused absence a truancy letter will be sent home and may be sent to the Henry County Attorneys Office.

Verifying Absences

All absences must be verified in one of the following ways:

1. Parent or guardian must call the high school office on the day of the absence. Voice mail is available 24 hours a day by calling 367-0500.
2. If the parent cannot call the school the day of the absence, then the student must bring a note from the parent or guardian the morning the student returns or within 48 hours.
3. The school will spot check absentees by calling parents at home or work.
4. Exceptions to any of the above will only be made in extreme circumstances.
5. The school determines whether an absence is excused or unexcused.

Excused absences include:

- ☐ Personal illness
- ☐ Severe illness or death in family
- ☐ Required court appearances
- ☐ Medical, dental or legal appointments that cannot be scheduled outside the school day (Students with appointments during the school day must provide the office with an excusal slip from their practitioner.)
- ☐ Recognized religious observances and school activities
- ☐ Two college visit days for juniors and seniors

Students will be allowed one absence to get a driver's license and/or permit or senior pictures with proper documentation.

Make-up policy for excused absences

Academic work: tests, assignments, papers, etc., must be made up in a timely manner upon return to school from an excused absence. Any previously assigned work is due upon return to school. Any work assigned during absence will be given the number of days absent plus one to be completed and turned in.

Unexcused absences include:

- ☐ Any personal business that could be scheduled when the student is not in school
- ☐ Working for an employer
- ☐ Oversleeping
- ☐ Shopping trips
- ☐ Haircuts, nails and tanning sessions
- ☐ Family-related absences that are not emergencies
- ☐ Medical, dental, or legal appointments that have not been verified by a doctor or legal note
- ☐ Senior skip day
- ☐ Skipping a class or classes
- ☐ Concerts

Early Releases

Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents or someone in the office has spoken with the student's parent. Students who need to leave school during the school day must:

1. Have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up.
2. Receive permission from the office
3. Sign out

Leaving school without permission will result in an unexcused absence.

Late Entries

Students who return to class or arrive after the school day has begun must:

1. Sign in.
2. present a signed note from their parents to the office within 48 hours for re-admission to avoid an unexcused absence

3. Students who are absent for part of the day or the whole day for medical, dental or legal appointments must return with a note from the medical, dental, or legal office with the time of the appointment. Failure to do so will result in an unexcused absence.

Attendance and School Events

If a student has an unexcused absence from school, they are not allowed to attend or participate in social/athletic events that take place after the school day. In order to attend a school activity or participate in an extracurricular event on the day of absence, students must:

1. Be in school at least the last one-half of the academic day, which is the start of 5th hour unless permission has been given by the principal for the student to be absent.
2. Have the remaining half-day considered an excused absence.

Only in extraordinary circumstances, may the principal waive this rule.

Planned Absences

Planned absences can only be approved by the Principal or his designee.

College Visitation Guidelines

Visiting colleges is an important event for parents and students in choosing a school to attend. It is highly recommended that parents and students attend together in order to make this important decision. A student may miss up to two days during their Junior and Senior year for a college visit. Prior to each visit the student is responsible for filling out the college visit form. The form must be completed, signed, and turned into the office prior to the visitation. Failure to turn in the form prior to the college visit will result in an unexcused absence. The verification portion must be returned to the office following the visit for the absence to be excused.

Senior/Junior Work Schedules

Eligible Juniors and Seniors may leave after 7th hour for part-time work if they meet the following guidelines:

- Have no failing mid-terms or grades,
- Provide to the office secretary a weekly

- work schedule signed by their supervisor,
- Submit to the building principal's secretary a work release form signed by a parent at the beginning of the school year or when employed.

Senior Open Campus

Senior students who have a 1st period or an 8th period study hall may come late or leave early if they meet the following criteria:

- Must have a 3.15 grade point average the previous semester.
- Have no failing grades
- Have written permission from their parents on file in the office.
- Leave the school grounds when they have open campus. Anyone staying for any reason must be with a faculty member or report to the regular study hall.
- Receiving more than two school detentions, or a suspension within any given grading period will result in the loss of open campus privileges.

Tardies

Not being inside the classroom when the tardy bell rings.

- Students who arrive late to class must have a signed pass from a staff member to be considered excused. **Any student arriving to class more than ten minutes late without a pass will receive an unexcused absence.**
- Students are allowed a total of two tardies per week (for all classes combined). The third tardy and any subsequent tardy will result in a school detention. Students who are repeatedly late for class but do not accumulate three tardies in a week are subject to disciplinary action on an individual basis.
- This policy includes classes that are required to start before the normal school day.

Noon Hour

High School students will have an open noon hour. The following expectation must be followed:

- Students are not to drive their own or anyone else's car, or be in or at a car during the lunch period.

- With written parent/guardian permission on file in the office, students may ride in a vehicle with immediate family including (non-school aged brothers/sisters, grandparents, aunts/uncles)
- **Receiving more than two school detentions, or a suspension within any given grading period will result in the loss of noon hour privileges for the remainder of the semester. Students will be required to remain on campus and must be in IV/Homework Room/Gym area each day.**
- Driving or being at or in a vehicle during noon hour without permission will result in the student losing his/her open noon hour privileges for the following designated periods of time.
 - First offense-15 school days
 - Second offense-45 school days
 - Each succeeding offense - remainder of school year and/or suspension
 - Failure to abide by these restrictions may result in suspension in addition to the respective restriction

Middle School Students may go home for lunch if they have a written note on file in the office.

Students may receive a ride from their parents, walk, or ride a bike. When a student returns from lunch, they will wait in the student commons. Middle School students must return to school for Intervention, Homework Room, or Privilege Time. If a Middle School Student goes home for lunch without permission or goes anywhere other than their home, they will receive a detention and may lose open campus privileges.

When students are excused from lunch, they are to walk from the cafeteria to the rear double doors on the MS/HS that leads to the student commons and wait quietly at the double doors leading into the student commons until the bell rings.

Intervention Time:

To provide students the opportunity to meet with a specific teacher to receive help on a specific skill/standard that has been identified by the teacher through the use of data from any given assessment.

1. Any student found to not be proficient on a given standard through the use of a formative assessment, standardized test, quiz, or unit test.
2. Any student with a score of 2 or below on any given skill/standard will be assigned to intervention

regardless of overall grade. Students will be assigned to intervention until the given score reaches proficient level (2.5 or above)

3. Any student not assigned to intervention will report to their homerooms for an enrichment/structured study hall. Class homerooms will be posted annually in all classrooms.

4. HS Only - On Wednesdays, if you are not assigned to intervention for a teacher you will have open campus during this time.

MS Only – On Wednesdays, if you are not assigned to intervention for a teacher you will have privilege time in the commons/gym area.

3. Students may be excused from intervention time when it is determined by the teacher they have received the appropriate level of intervention/help.

Homework Time:

To provide students extra time to complete classwork that is late/pending. This time will also be utilized by students who have received any discipline referrals from the office or who do not meet the minimum grade requirements.

1. Any student having late homework for any class.

2. Any student needing more time on a project and has been referred by a teacher/office.

3. Any student with a grade average below 70% in any class.

4. Any student with a grade average below 2 on a 4 point scale

5. Any student having an office referral for discipline will be in homework room until the consequence is served.

6. Students may be assigned to attend a teacher's classroom during homework time to complete homework

Students cannot be excused from Intervention or Homework Room to attend to personal business or to have an extended lunch period.

A student may be removed from the Homework Room if he or she is able to show the classroom teacher the work is complete. If work is turned in and does not meet the teacher's expectation the student will be assigned to homework room until the work is complete and will not be allowed to leave early on those dates.

Privilege Time:

To provide student opportunities once they have shown that they are proficient in all areas of their current schedule, all homework is completed, and no discipline referrals to the office.

1. Students would have the opportunity to spend time in the student commons utilizing the wireless network, socializing, and working collaboratively with other students.

2. Students would have the opportunity to go to the gym for exercise, practice, or to play various games.

3. Students would have the opportunity to utilize open campus during this time. (High School only)

4. Students who choose to use their time for peer mentoring during this time could earn silver cord hours.

Posted Lists:

1. Teachers will post the names of students on the online Intervention List or Homework Room by 8 a.m. each day and an email notification will be sent to the students between 8-9 a.m..

2. Students are responsible for checking their email daily for a notification.

3. The lists will be kept electronically and a master list of all emails sent will be kept in the office.

Failure to Report:

Failure to report to Intervention Time or Homework Time will result in a school detention. Failure to report will no longer result in an unexcused absence and affect after school activities. However, if a student skips multiple IV/Homework times a meeting will be held between the MS/HS Principal, Activities Director, Coach/Sponsor, and the students and the loss of eligibility will be considered if the student's behavior does not change.

STUDENT ACTIVITY PARTICIPATION

Student Eligibility for Extracurricular Activities

New London students are encouraged to participate in the wide variety of extracurricular activities the school has to offer. All students are eligible to participate until such time as they might cause themselves to become ineligible due to either academic deficiencies or misconduct.

An extracurricular activity is one which is not a part of the regular credit class in our school and one in which the student makes a choice of whether or not

to participate. These activities are not a part of our credit curriculum and would fall into our extracurricular eligibility policies.

The Board of Directors of the New London Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The office will keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FHA, National Honor Society, all co-curricular clubs (SADD, Tatu, Show Choir), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Quiz Bowl or any other activity where the student represents the school district outside the classroom.

If a student is required to perform as part of a grade (e.g., band or chorus), and that student violates the Good Conduct Rule, the student will be allowed to participate.

School Issued Uniforms

Any student failing to turn in or pay for a uniform that they have lost or have chosen to buy will be deemed ineligible until such time as the uniform is turned in or the outstanding balance is paid in full for the uniform. The student will have two weeks from the end of their season to turn in all equipment.

Academic Eligibility (High School Only)

To be eligible for an activity, students participating must

1. Enrollment/Participation Criteria
 - A. be enrolled or dual-enrolled in New London Community High School;
 - B. have been enrolled eight semesters or less;
 - C. be under 20 years of age;
 - D. have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in a sport professionally (accepted money)
 - E. If a transfer student, have met all transfer requirements, or if an open enrollment student, be eligible under state law and regulations
2. Academic Criteria (guidance on the academic eligibility criteria is available in the high school office and district office)

To participate in extra-curricular activities, a high school student must maintain passing grades in all classes as reported on semester grades. Failing to meet these criteria will result in ineligibility for 30 calendar days for each grading period in which the criteria are not met.

Students with a non-passing grade must sit out of the next sanctioned activity in which they participate or the activity in which they are currently participating. The student must continue to participate in the extra-curricular activity the entire season for the ineligibility to count as being completed. For sports activities, the ineligibility of 30 calendar days of competition will start on the first date possible for competition designated by IHSAA/IGHSAU. The ineligibility will stay on the student's record until it is served.

The penalty for drama, speech and music is the same as the penalty for athletics. The period of ineligibility includes the 30 consecutive calendar days immediately following issuance of the final grades at the end of each grading period.

1. Incompletes and Withdrawals

- a. Please refer to “I” policy (p. 31) and adding/dropping courses policy (p. 33).
 - b. Any student receiving an incomplete at the end of a grading period will be ineligible until such time as all work is completed and a passing grade is earned, per state requirements. All incomplete work must be completed within the allotted 10 days as required by the incomplete policy.
2. Any student permanently removed from a class for disciplinary reasons will be ineligible for 4 ½ weeks.
 3. If any questions should arise concerning ineligibility, the principal will make the final decision.
 4. Dress and Presentation - Ineligible students will not be allowed to dress in uniform or costume. Ineligible students will be required to be seated with their team and presented with their team in appropriate (non-uniform) attire.

Academic Eligibility (Middle School Only)

Middle School Students must meet certain academic standards to be eligible for extra-curricular activities.

- a. If a student receives a failing grade at the end of 7th or 8th grade for semester 1 or semester 2 the student will be ineligible for 14 calendar days. The period of ineligibility will start the day that grades are marked final in the office, if in season or the first day of competition of their next sport.
 - b. The period of ineligibility will remain on the student’s record until it is served or the first day of their 9th grade school year.
 - c. Students who are ineligible will be required to attend all practices, games, and team activities. The student will not dress in uniform attire or costume and will be required to sit with the team.
 - d. If a student has an incomplete at the end of the semester they will be ineligible until the work is completed and a passing grade is awarded.
2. If any questions arise concerning ineligibility, the principal will make the final decision.

Good Conduct Rule

To retain eligibility for participation in New London High School/Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors if they are reported to administration in writing from law enforcement officials or if reported by a staff member who has witnessed the behavior at school, on school grounds or at a school activity, or reliable evidence is gathered by the administration confirming the alleged violation of the Good Conduct Rule at school, on school grounds, or at a school activity:

- possession, use, or purchase of tobacco products, regardless of the student’s age
- possession, use, or purchase of alcoholic beverages
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was convicted for the act(s)
- inappropriate or offensive conduct such as fighting, theft, insubordination, hazing, or harassment of others at school, on school grounds or at school activities if a suspension from school of three days or more results
- receiving a 2nd suspension in one semester, and each thereafter, the student will be deemed to have violated the good conduct code.

If a student transfers in from another school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible until the previous violation is served.

Penalties:

When the activity director believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First Offense Within the Student's High School/Middle School Career – 25% of the total number of games/events at the appropriate level of competition unless the student self reports to a school administrator or athletic director within 48 hours of the violation and before the next covered event the student is involved in. The student also must provide acceptable details when self-reporting. If the student meets these self-reporting criteria, the ineligibility will be shortened to 50% of the total penalty. The 48 hour clause will be null and void if administration receives verification of the offense prior to the student self reporting. A student may contact the school administrator or athletic director through an email, a phone call, in person, or a message left on an administrator's or athletic director's voicemail.
- Second Offense Within the Student's High School/Middle School Career – 50% of the total number of games/events at the student's appropriate level of competition.
- Third Offense Within the Student's High School/Middle School Career – 75% of the total number of games/events at the student's appropriate level of competition.
- Fourth or more Offense Within the Student's High School/Middle School Career – Twelve (12) calendar months of ineligibility.
- For the above-mentioned penalties, the total number of offenses will not be cumulative between Middle School and High School.
- A student who has a violation of the alcohol or drug provision of the Good Conduct Rule must seek and complete an evaluation and treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. When the student seeks the evaluation, he/she must agree to waive confidentiality to allow the facility to report back to the principal or designee regarding recommendations for treatment or follow-up care. **If such student fails to satisfactorily complete such a program, the student may be subject to discipline.**

*** When figuring the loss of activities, the number of activities a student will be ineligible for will be rounded down to the nearest whole number.**

Upon the finding of a violation, the period of ineligibility will begin immediately if a student is currently involved in an activity, or be applied to the next sanctioned activity in which the student participates if not currently involved in an activity. The student must continue to participate in the extra-curricular activity the entire season for the ineligibility to count as being completed. Any ineligibility not accounted for by the end of the state contest for the activity in which the student participates will be applied to the next activity the student participates in. When applied to the next sanctioned activity, the ineligibility will start on the first competition date designated by IHSAA/IGHSAU. The ineligibility will stay on the student's record until it is served.

Violations Occurring During Ineligibility

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty **if currently involved in an activity or at the beginning of the next activity in which the student is involved.**

Academic Consequences:

Unless the student violated the Good Conduct Rule while on the school grounds or at a school event or activity off school grounds, there will be no academic consequence (e.g., detention, suspension from school) for the violation. If a student is required to perform as part of a grade (e.g. band or chorus) and the student violates the Good Conduct Rule, the student will be allowed to participate.

Practice, Letters and Awards:

Practice, letters and awards will be determined at the discretion of the coach or activity supervisor.

Dress and Presentation

Ineligible students will not be allowed to dress in uniform or costume. Ineligible students will be required to be seated with their team and presented with their team in appropriate (non-uniform) attire.

Appeals:

Any student who is found by the activity director to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with board.

The board will only determine whether the student is or is not in violation of the good conduct rule. If the board upholds the administrator's decision the penalty stands as described in the penalties section. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. 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 Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or

eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with **legitimate educational interests**. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of classes to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the juvenile justice system contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a

disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

High School Transcripts

Requests for high school transcripts are to be made to the counselor. A **\$5.00** fee is charged for each transcript requested after August of a student's graduation year. A signature allowing us to send the transcript will also be required. Payment must be received before transcript will be sent. Current students can obtain a transcript free by completing the form in the counselor's office.

Legal Status of Student

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Discipline

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purpose of discipline in school facilitates the formation of positive attitudes and assists students in doing their part to make themselves better people and the school a better place.

So that New London High School may maintain the best learning environment possible, the administration and faculty have expectations of the students. These expectations are as follows:

1. Appropriate school behavior: classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff. Teachers may record their class sessions on videotape and those tapes may be used as evidence of student misconduct. Any videotape used for disciplinary measures will only be maintained for two weeks after the discipline is served.
2. Arrival to school and to class on time
3. Daily school and class attendance,
4. Appropriate use and care of the buildings and facilities of the school,
5. Cooperation with the school staff as they attempt to meet the varied educational needs of all students, and
6. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

Failure to meet the above expectations will result in one or more of the following:

Class Detention

Class detentions are given for infractions of classroom policies and/or some school rules and are served with the instructor who issued them. Teachers are encouraged to give class detentions for the first and second violations of classroom or school rules and school detentions thereafter.

School Detention

School detentions are given for infractions of school rules.

1. All school detentions will be served during Intervention or Homework Times unless a student elects to serve it before or after school. After school detention will be in the library from 3:34 p.m. to 4:00 p.m. on Monday, Tuesday, or Thursday. Students must report by 3:34 p.m. for the detention to

count. A student may serve a detention any day of the week before school in the office, as long as, the time was prearranged with the office. If a student is serving a detention they will not be allowed to leave Intervention/Homework Room early.

2. The student will serve the detention within five school days of receiving the detention. After school jobs, athletic practices, and meetings are not valid reasons to miss detention.
3. If a student cannot stay on a given day because of a family/home situation, the parents must notify the office.
4. A student who fails to appear for a school detention on or before the last day to serve the detention will be subject to further disciplinary action.
5. A student serving detention shall be prepared with books, paper, and pencil to complete school assignments. If unprepared, the student will be dismissed and assigned another detention.
6. All school detentions will require contact with parents/guardians by the assigning teacher before the student is required to serve their detention. Contact will be made through a phone call or email.
7. No headphones or electronic devices will be used during detention unless specifically required for completion of classroom assignments.

Class Removal

A student may be removed from any class by the instructor for poor conduct and violation of class rules. If removed from class, he/she is to report to the principal. The student will be able to complete and receive credit for all assignments for each removal day.

- First removal-one day and a phone call home
- Second removal- up to three days removal and a meeting set with parents
- Third removal-permanent if mutually agreed by the teacher and principal. If a student is permanently removed from class, he/she will receive a semester grade of F if requested by an instructor.

Suspension

When the conduct of a student warrants a suspension, the parents will be notified. The length of a suspension will be determined on a case by case basis by the administration in accordance with board policy. In most cases, suspension will be served in school. **Homework assigned on the day of suspension will be due upon the student's readmission to class.**

The only excuses for not reporting to an assigned suspension would be illness, medical appointment already made, death in the family or an excuse deemed valid by the principal. Jobs and school activities are not excuses for missing assigned suspension day.

A student will be ineligible for all school activities on the date of suspension. For all multiple day suspensions that fall over the weekend or a holiday the ineligibility shall include those dates. Failure to report for suspension on the day assigned will result in two suspension days, and failure to report to either one of these will result in a hearing before the school board at which time the board would determine the status of the student.

Suspension may be assigned for the following but are not limited to:

1. Possession and/or use of tobacco, e-cigarettes, drugs, alcohol or laser pens.
2. Unlawful activities such as theft, false fire alarms, bomb threats, or use of fireworks,
3. Physical or verbal abuse to a staff member by a student,
4. Possessing any kind of weapon on or near school property,
5. Willful destruction of school property (plus restitution for damages),
6. Fighting in school,
7. Skipping class or classes
8. Cheating, or representation of work other than your own as your own
9. Violation of written rules of the District or State Board of Education, or
10. Any violation not covered by the above if suspension is deemed appropriate by the principal.

The above actions do not preclude further action being taken through the appropriate law enforcement agency and the court system. In addition, multiple infractions may result in a

meeting before the Board of Education and may lead to expulsion.

When a student receives a second suspension in one semester, the student will be referred to the At-Risk Team by the school. The second suspension will also be a violation of the good conduct rule, which will result in the student being ineligible for extra curricular activities for the prescribed period of time.

Expulsion

A student may be recommended for expulsion by the principal if, in his/her estimation, the student's behavior warrants it. The expulsion hearing would be conducted before the Board of Education. The Board of Education has the authority to bar a student from school participation for up to the remainder of the school year.

If a student is being recommended for expulsion, his/her parents will be notified and the expulsion procedure will follow the legal requirements of due process.

Possession of an unauthorized firearm or bomb on school grounds is an automatic twelve-month expulsion.

Due Process Procedures

All students have the opportunity to review a problem that may have occurred. Students shall have available to them the following:

1. Specific notice of the violation of which he/she is charged,
2. The right to present evidence on his/her behalf,
3. The right to an impartial hearing,
4. The right to be represented by qualified personnel.
5. The right to a record of the hearing, and
6. The right to appeal. The appeal procedure begins with the person assigning the discipline and goes up one level. For detentions the principal is the impartial hearing officer, for suspensions the superintendent is the hearing officer, and for expulsions the school board is the determining body. The decisions of the hearing officers/bodies are final.

Student Searches

In order 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, bookbags, 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 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.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. Locker decorations must be appropriate for the school environment. The expenses to repair damage done to a student's locker and desk are charged to the student. Students are encouraged to use a lock on their lockers to protect all of their personal items.

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 insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. 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 may 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 suspicion that the contents contains 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.

Drug Dog Searches

At random, a drug dog may be used to search the school buildings and grounds. This includes but is not limited to student lockers, locker rooms, hallways, classrooms, gymnasium, auditorium, and both the student and faculty parking lots.

Threats of Violence

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 the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's 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.

INTERNET CODE OF ETHICS AND ACCEPTABLE USE POLICY

Students wishing to use school computers and Internet must observe the terms of the New London Community Schools Code of Ethics. Violation of any of the terms will result in disciplinary action which will include temporary or permanent suspensions of computer privileges or other appropriate measures.

General Internet Code of Ethics

Access to the Internet is provided to students for educational research and electronic communications for educational purposes only. Therefore:

1. Use of the Internet without the knowledge and permission of a teacher or authorized personnel is prohibited.
2. Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
3. Use of the Internet to view, copy, save or distribute unauthorized text
 - a. files, graphics files, sound files or video files is forbidden.
4. Deletion, examination, copying, or modification of files or data belonging to other users without their consent is prohibited.
5. Unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited.
6. Internet activities that use excessive network resources in ways that prevent others from accessing the network are not allowed.
7. Use of the network for any non-educational purpose is prohibited.

Electronic Mail

Whenever you send electronic mail, your assigned user name is included in the mail message. You are responsible for all electronic mail originating from your user name. Therefore:

1. Sending electronic mail messages using an unauthorized user name is prohibited.
2. Any unauthorized attempt to read, delete, copy, or modify the electronic mail of other users is prohibited.
3. Attempts at sending harassing, obscene and/or other threatening electronic mail to another user are prohibited.
4. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.

Network Security

As a user of network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. The interception, copying, distributing,

decryption or use of the login names and/or passwords of others is prohibited.

3. Intentional attempts to "crash" network systems or programs are prohibited.
4. Any attempts to secure a higher level of privilege on Network systems is prohibited.

As a user of the New London Community Schools computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

SCHOOL CLIMATE

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

The following are not allowed:

- *Shorts/Skirts/Dresses must ensure ADEQUATE COVERAGE of the person and need to be worn in an appropriate manner
- *Upper garment must expose no undergarments or cleavage.
- *Thin t-shirts over colored undergarments
- * Spaghetti Straps, shirts with less than 1 inch straps
- * Halter Tops
- * One-shoulder Tees
- * Midriff Shirts
- * Exposed undergarments
- * Backless/Strapless Clothing
- * Hats/Caps/Headgear/Hoods
- * Sunglasses
- * Inappropriate holes in jeans
- * Excessively Baggy Pants
- * Wallet Chains
- * Shirts and pants not overlapping at least 2 inches

Students are prohibited from wearing clothing advertising or promoting items illegal for use by

minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement.

Administration retains the right to define the terms of good taste, common sense, neatness, cleanliness, and school approved safe apparel. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or wear school provided attire. Repeat offenders may also receive disciplinary actions.

Lanyards

The school issued identification badges provide students with access to all buildings during the school day. Therefore, all students will be required to wear their school issued identification badges at all times during the school day on a lanyard or attached to their clothing. A student may choose to purchase his or her own lanyard. For repeated offenses of forgetting or damaging their identification badge students may receive school discipline and will be required to purchase a new ID.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies due to disciplinary reasons shall report to the room assigned during assemblies.

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 harmed school property may be required to reimburse the school district. In certain

circumstances, students may be reported to law enforcement officials.

Food and Beverage Policy

Students are allowed to bring food and beverages to school as long as they do not leave open items in lockers overnight and clean up after themselves. There may be times or areas that food/beverages are not allowed and students are expected to follow those requirements. Failure to comply with the above policy may result in loss of privileges and further disciplinary action may occur.

Driving and Biking to School

Students may drive to school provided these procedures are followed:

1. Student parking areas are: in front and to the West of the high school building, in the parking lot adjacent to the gym. Students should angle park in front of the building. Parking at the gym and to the West of the school is straight in parking. Make sure that you are not blocking sidewalks, driveways, or lawns.
2. Do not park in handicapped areas.
3. Students are not to go to their vehicles during the school day without permission from the office (principal or high school secretary, if principal is gone).
4. When leaving the school area, drive courteously, always thinking of the safety of pedestrians, other drivers, and passengers.
5. A bike rack is provided for students near the staff parking lot and all bikes and scooters should be properly stored on the rack. Students are encouraged to lock up their bikes and scooters.

Media Center

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

Student Commons

The student commons is available to students before and after school, during privilege time, and during school when designated by a school official. It is a place that can be used for group collaboration, socializing, internet connect ability, studying, and relaxation.

Interferences in School

Cell Phone and Electronic Devices

While many members of the New London Schools-- including faculty and staff-- use several communications devices and technologies as part of their work, learning how to use these while remaining a productive member of the community is of the utmost importance. Cell phones and other electronic devices (ie., laptops, ipods, mp3 players) have become a part of our everyday life and communication is key in any relationship, especially with children. However, inappropriate use of a cell phone or other electronic devices during the school day disrupts the learning environment for our students.

The following guidelines should be used at all times by student:

1. Cell phones will be permitted for use on school grounds before and after school, at lunch, and during the passing time between periods.
2. Non-school issued electronic equipment may NOT be used during curricular/instructional time including while classes are in session, regular study hall, detention, Intervention Time, Homework Time, field trips, assemblies, and any other time a staff member or administrator deems appropriate.
3. Students assigned to in school suspension must relinquish possession of their electronic devices for the duration of their suspension.
4. A teacher or substitute may allow appropriate educational uses of cell phones and other electronic devices by students during instructional time, provided the teacher has given prior approval of the use, and as long as the student uses the device in an educationally appropriate manner under the direct supervision of the teacher.
5. Teachers, staff members, and substitutes have the right to request students to relinquish their phones or electronic devices in exchange for privileges, such as using passes during instructional time.
6. Teachers, staff members, and substitutes have the right to request students to close or put away school supplied electronic equipment at anytime.
7. Students that use electronic devices **inappropriately** during instructional time will be immediately confiscated without student complaint

or refusal. Refusal on the part of the student will not be tolerated.

Consequences for failing to comply with the cell phone/electronic device guidelines will be as follows:

1. The cell phone/electronic device will be confiscated and can be picked up in the office at the end of the day.
2. After three violations of the Cell Phone/Electronic Devices policy during the semester students will be assigned a school detention for each subsequent offense.
3. If the student fails to relinquish their cell phone/electronic device without argument parents will be contacted and a school suspension will be assigned.

Recording Unapproved Video or Audio

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and rest rooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or rest rooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline, perhaps beyond that discipline referenced in the Consequences section of this policy, and the device shall be confiscated and not returned until a parent conference has been held.

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.

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. 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. The telephone in the office is for school business. A telephone for student use before or after school has been installed outside the high school office.

Visitors/Guests

Visitors to the school grounds must check in and obtain a visitor's badge at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

Hall Passes

Students must have a school provided lanyard pass with them when in the hallways during class time.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, illegal or not prescribed to the possessor, and tobacco including look-a-like substances. Weapons are not allowed on school grounds or at school activities, including hunting rifles (even if unloaded and locked in cars) with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

NLMS/NLHS Academic Honesty Policy

At New London Middle School/High School we expect students to represent their own work honestly and accurately at all times. Students should be aware that teacher input is sought and given for admission to such organizations as National Honor Society, Student Council, letters of recommendation for post-secondary education, scholarships, jobs, and various other group activities. Instances of cheating may affect a student's admission and-or continued standing in such groups.

Academic Honesty includes but is not limited to

- Doing student's own work
- Crediting others' words, pictures, facts, and ideas
- Keeping student's eyes on his/her own paper

- Assisting others without allowing copying
- Using electronic sources with integrity

Academic Dishonesty includes but is not limited to

- Using unauthorized information during a test
- Submitting work done by someone else as student's own
- Gaining access to materials to achieve an advantage in examinations, projects, papers or activities.
- Misrepresenting facts
- Offering bribes
- Using the laptops and other electronic resources unethically
- Copying videos, images, or words without crediting the source
- Looking at another student's work during assessment
- Misusing or unethically using handheld electronic devices
- Knowingly assisting in any of the above practices

Violations of the NLMS/NLHS Academic Honesty Policy: Once it has been determined that a violation of the NLMS/NLHS Academic Honesty Policy has occurred, the teacher will contact the parent and notify the administration. The incident will be documented through the information system by the teacher. Consequences for violation of this policy will include but are not limited to: students being required to attend Intervention/**Homework room** until the work is completed, denial of partial or all assignment credit, school suspension, and removal from a course. Enhanced penalties may be imposed for additional offenses.

Regular Study Hall

While in Regular Study Hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with a pre-signed pass from a teacher. The following guidelines will be used in all regular study halls.

Regular Study Hall Guidelines

1. Seats may be assigned.
2. There will be no talking unless permission is granted.

3. Passes to the locker or restroom are to be on an emergency basis only.
4. Headphones may be used at the discretion of the study hall teacher.
5. Students will not be allowed to be on non-educational websites, games, videos, or social media

Honors Study Hall (HS Only)

While in Honors Study Hall, students are allowed to go to the Student Commons for study hall once they have reported to study hall for attendance. Students are required to remain in the Student Commons for the entire period and may only leave to use the restroom, report back to study hall, or come to the office.

Honors Study Hall Guidelines

1. Students must maintain a minimum of 70% in all classes during the previous three week grading period.
2. **Student cannot be assigned to homework room more than 5 times during the previous three week grading period.**
3. Students cannot skip a class, Intervention, **Homework Room**, or detention during the previous three week grading period.
4. Students may use all electronic devices.
5. Failure to remain/report to the Student Commons will result in loss of privileges for the remainder of the three week grading period.
6. Students must sign-out in the library before going to the commons. Failure to sign-out will result in loss of Honors Study Hall for the remainder of the three week grading period.
7. Receiving more than two school detentions, or a suspension within any given grading period will result in the loss of Honors Study Hall privileges for the remainder of the semester.

Pass Privileges

Students having pass privileges may be allowed to do the following:

1. Secure a pass for a designated area,
2. Be an elementary aide

Students will lose pass privileges for one of the following:

1. Receiving a failing semester grade in any class,
2. Receiving one failing or two or more non-failing mid-term reports, or

3. A faculty request, due to behavior or unacceptable work in the classroom.

Pass privileges will be restored at the end of the semester or at mid-term if the above conditions no longer exist. The faculty request can be for an indefinite period of time.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities.

Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Lost and Found

Lost items will be kept in the Student Commons for a period of 1 semester. At the end of the semester if items are not claimed they will be donated to a local charity.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, 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 this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;

- who was involved;
- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

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; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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; and
- demeaning jokes, stories or activities.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within three days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within five days of the superintendent's response. The board determines whether it will address the complaint.

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, KTTV, 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 employees 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 superintendent.

A faculty advisor 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 in an official school district publication material that 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 education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

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 on field trips or excursions are considered excused absences.

While on field trips, students are guests and 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, each student will need either a signed field trip permission slip on file in the office or a parental signature stating approval of the trip. Parents will also be asked to sign the individual field trip slips as they will be our method of making the parents aware of what their child is doing.

STUDENT SCHOLASTIC ACHIEVEMENT

Due Dates

Assignments, assessments, projects, etc. are due on teacher-established due dates in each classroom. Work not received or incomplete on the assigned due dates will be given a grade of zero. All submissions and retakes must be completed by the end of the following three-week grading period. Any work not completed or retakes not taken will be given no further time after that three-week grace period; the grade will stand for the remainder of the semester. Ex. The classroom work was initially due during grading period 2 then it would be due by the end of grading period 3 for the final grade. **Students must attend all assigned interventions for a teacher and/or turn in previous classroom exercises/practices before a retake will be given.**

Academic Awards

In order to recognize students who achieve academic excellence at New London High School, the following academic awards have been established:

1. A student must earn at least a 3.5 for two consecutive semesters to be eligible for an academic letter. This grade point average must be obtained each semester, not in a combined total.
2. After a student earns an academic letter, he/she will be eligible for a lamp for each semester of Honors or better.

Progress Reports

Notices will be given to students every three weeks and grades may be checked online. In some instances, improvement notices may also be sent. Parents with concerns are encouraged to contact the teacher. If a parent/student requests a paper copy of

the progress report it will be provided by the high school office.

Incomplete Grades Policy

All incomplete grades must be completed no later than ten (10) school days after the end of a grading period. All incompletes beyond the 10-day period will revert to F's. Extenuating circumstances will be handled on an individual basis with the final decision being made by the building principal.

Honor Roll

Being listed on the Academic Honor Roll is a privilege. Grade point average is determined by averaging all courses. **Full time students may attain Honor Roll status by meeting the following standards:**

1. To qualify for Honors, a student must have a 3.15 to 3.84 grade point average at the end of a specific grading period (semester).
2. To qualify for High Honors, a student must have 3.85 or better grade point average at the end of a specific grading period (semester).

New London MS/HS Grading Scale

%	SCORE	Descriptor	Extended description
100	4	Advanced Application (A)	Student applies knowledge of the targeted skill or concept independently and consistently to demonstrate mastery. Bloom's New Taxonomy
90	3.5	Approaching Mastery (M)	Student applies knowledge of targeted skills with minimal feedback/assistance and, independently, demonstrates a thorough understanding of grade-level expectations for the targeted skill or concept.
80	3	Exceeding Proficient (EP)	Student demonstrates a thorough understanding of grade-level expectations for the targeted skill or concept beyond proficiency expectations.
70	2.5	Proficient (OK)	Student consistently demonstrates foundational understanding at grade-level of the targeted skill or concept.
60	2	Approaching Proficiency (AP)	Student is approaching foundational grade level expectations for the targeted skill or concept. Additional support and/or time is needed.
50	1.5	Progressing (IP)	Student does not yet demonstrate foundational grade level expectations for the targeted skill or concept. Additional support and/or time is needed.
40	1	Developing (DV)	Student demonstrates underlying skills necessary to begin attempting foundational grade level expectations for the targeted skill or concept. Additional support and/or time is needed.
20	0.5	Beginning (BG)	Student has begun work in the standard but not enough evidence exists to accurately assess where student is currently operating.
0	0	No Evidence (NE)	Student has not turned in/completed assessment.

National Honor Society

The Tim Meagher Chapter of the National Honor Society is a means of honoring outstanding high school students. To obtain eligibility, a student must have a cumulative grade point of B at the end of at least three semesters. Besides the high Scholarship standard, selection is also based upon Character, Service and Leadership. The names of eligible students are presented to a faculty committee that reviews each candidate's eligibility and makes the final selection. **Eligible students will receive applications and notification of the due date in the mail. No late applications will be accepted or reviewed by the committee.**

Membership Requirements

1. All students who are a Sophomore, Junior or Senior may be considered as eligible for NHS selection if they have a 3.25 or higher

cumulative grade point average.

2. Students may not apply for membership in the National Honor Society.
3. Membership is granted to only those students selected by the faculty council.
4. Only those students who have been in the school the equivalent of one semester may be considered for membership.
5. The advisor works with the faculty council in selecting or dismissing members. The faculty council consists of five voting faculty members appointed by the principal. The principal does not serve on the council.
6. Faculty input can be very beneficial and the faculty is invited to make comments on candidates. However the actual selection must be made by the faculty council.
7. The faculty council and the adviser shall cooperate in developing and periodically reviewing selection and dismissal procedures.
8. Membership is not determined on the basis of

grades alone. There are four criteria to be considered in the selection of members: scholarship, service, character, and leadership.

9. Those who are eligible for membership should fill in a background survey, which will help the faculty council in evaluating the qualifications of each eligible student. This is not an application, only a course of background information.
10. The faculty council may also interview students to help in the selection process.
11. Parents and students must understand that no student has a right to be selected for membership in National Honor Society.
12. Membership is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

National Honor Society Guidelines

The following guidelines will give further help in the definition of leadership, service and character.

Leadership

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted

Service

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer

services for the aged, poor, or disadvantaged, family duties

- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the school or class in interclass and interscholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise and stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules faithfully
- Manifests truthfulness in acknowledging obedience to rules
- Actively helps to rid the school of bad influences or environment

Dismissal and Disciplinary Procedures

Members who fall below the standards that were the basis for their selection shall be promptly informed by the chapter advisor(s), in writing, of a shift in membership status from membership in good standing to probationary membership. The probation period determined by the chapter NHS advisor(s) will be a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned or placed on probation; he/she is subject to immediate dismissal.

Members who do not fulfill the obligations of membership for NLHS NHS will be promptly informed by the chapter advisor(s), in writing, of a shift in membership status from membership in

good standing to probationary membership. The probation period determined by the chapter NHS advisor(s) will be a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned or placed on probation; he/she is subject to immediate dismissal. If the chapter NHS advisor(s) determine a student on probationary status has not corrected the deficiency that prompted the shift in membership status from membership in good standing to probationary membership, the advisor(s) will inform the student, in writing, of his/her pending dismissal. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. This hearing is required and is considered due process for all members. At Dismissal Hearings, the NHS chapter advisor(s), the student whose membership is pending dismissal, and the Faculty Council must be present. The NHS chapter advisor(s) will convey the reasons why the student is pending dismissal from NHS. The student will be allowed to speak on his/her behalf. The Faculty Council will deliberate and make a decision regarding the student's membership status. The Faculty Council shall determine when an individual member on probationary status has exceeded a reasonable number of warnings and/or has not met the standards or obligations of NHS membership within the time frame established by the NHS chapter advisor(s). For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Grade Reports

Students receive progress reports in the form of report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless the principal excuses them.

Class Loads

All students are expected to attend high school for eight semesters. New London High School requires forty-eight (48) credits for graduation. Starting with the class of 2015 the credit requirements for graduation will increase to 52 credits with the addition of 1 credit each year. The following implementation plan will be followed for required credits; class of 2015, 49 credits, Class of 2016, 50 credits, Class of 2017, 51 credits, and the Class of 2018, 52 credits. All students are encouraged to be enrolled in six academic classes plus physical education each semester. Any student short of the required number of credit for graduation will not participate in the commencement exercise. Refer to the Curriculum Handbook for specific requirements.

GPA Calculation

An A+ counts as a 4.33 on the grading scale. All courses including PE are calculated into the grade point with the exception of Driver's Education.

NCAA DIVISION I, II, and III REQUIREMENTS

Students who want to participate in NCAA Division I, II, or III athletics must meet certain requirements to be eligible for financial aid awarded by the college or to practice and compete on an intercollegiate team during their first year of attendance. For more information on these requirements discuss with your school counselor or go to www.naaclearinghouse.net

AP Courses

In an effort to challenge students academically, New London schools will provide the following incentives for students enrolling and completing Advanced Placement courses:

- Students will receive an extra weighting of .5 for the course. (i.e. an “A” worth 4.0 would be calculated as 4.5)
- If the student desires to complete the AP exam, the district will pay half of the cost.

Correspondence Credits

New London High School will accept up to four credits from sources other than previous schools of attendance and New London High School. These credits will only be allowed if:

1. All courses must be approved by the building principal before enrollment.
2. The purpose of attaining these credits is to make up for credits needed to graduate with your class.
3. NLHS will not fund this coursework.

Independent Study

Students wishing to take New London High School courses via independent study will have their requests considered on an individual basis. Items to be considered will be:

1. GPA.
2. Teacher approval.
3. Class being requested.
4. Reasons for the request.

No required class may be taken in this manner and the principal will make the final decision regarding classes taken in this manner.

Full-Time vs. Part-Time Students

Students who do not turn sixteen before September 15th of any given school year are mandatory attendees and must be full time students. To be a full time student you must meet the requirements listed in the academic requirements sections.

Students who turn sixteen before September 15th of a school year are not mandatory attendees and thus are eligible for part time student status. Students who might want to do this are those who need less than 6 credits to graduate or have a special circumstance. Part time students will not be eligible to participate in activities of any kind. They will be

allowed to attend Prom and go through graduation ceremonies when they meet the requirements for graduation. **Once part time status is declared a student can not return to full time status.**

Adding/Dropping Courses

It is very important that students choose their courses wisely. The master schedule is built around these choices. Students wishing to change their class schedules are expected to do so in the time periods designated. Fall semester schedule changes are to be made during the previous May. Spring semester schedule changes are to be made during the month of December.

Any student wishing to add a class to replace a study hall may do so in the first five days of each semester.

Schedule changes not made during the designated time period can be made if the following conditions apply:

1. Previous student failure in related course
2. Inappropriate level placement (example: Algebra I teacher recommends Geometry).
3. Computer error

Requests to make schedule changes that do not meet the above conditions may be made based on the following criteria:

1. Fall semester schedule changes must be completed during registration as identified through district letter.
2. Required courses may not be dropped.
3. The course to be dropped may not be an SCC course that has already been registered.
4. Courses required by state law to be offered and taught may not be dropped.
5. The course dropped must be replaced by another course of equal credit value.
6. The change must fit into the student's schedule.
7. The change must not adversely affect the current enrollment balance.

Schedule change requests that do not meet the above criteria and are still requested will result in a failure.

Concurrent Enrollment

The New London Community School District provides students an opportunity to participate in the

Post Secondary Enrollment Options Act. This policy permits an eligible high school student to enroll in a planned educational program. Students may enroll part-time in eligible nonsectarian courses and earn high school as well as college credit. A student shall not be eligible to enroll in comparable course being offered by the school district. The School Board has the authority to determine the courses in which students are eligible to enroll.

Please note: concurrent enrollment courses do apply to the IHSAA Scholarship Rule.

Please refer to pages 28-35 of the New London High School Academic Courses handbook for more guidance regarding concurrent enrollment classes.

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the High School Principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and appear before the board for its approval.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies and prom.

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 and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Transportation by Buses and Other School District Vehicles

Buses

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, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

Bus Routes

- For the buses to stay on schedule, riders must be at or approaching designated loading point before the arrival time.
- Riders must wait until the bus comes to a complete stop before attempting to enter. Once a rider enters, quickly be seated.
- If a student is **not** going to be riding the bus the student or parent **must call** the bus barn at 367-0504 or the driver before 7:00 a.m.
- If a student does not ride and the driver is not notified the student will be warned for the 1st offence. The parent will be contacted after the 2nd offence. After the 3rd offence the student will not be picked up until the parent contacts the driver to confirm the student still needs a ride to school. After the 4th offence the student will lose bus privileges **OR** the driver must be notified each morning that the student will be riding or the student will not be picked up.
- The driver is in charge of the riders and the bus. The driver is to be obeyed promptly and cheerfully.
- Riders who must cross the roadway to board or depart from the bus must pass in front of the bus, no closer than 10 feet, look in both directions and proceed to cross the road or highway **only on signal from the driver.**
- Rider must not extend arms or head out of the windows at any time.

- Keep legs and bags out of aisles. Aisles must be kept cleared at all times.
- Riders shall load and unload through the front door. The emergency door is for emergencies only.
- Riders will depart from the bus at the designated point unless written permission, signed by a parent or school district staff member to get off at a different location, is given to the driver.
- If a student wants to ride a bus that they do not normally ride they must present the driver with a note signed by their parent or school district staff member stating it is okay for this to happen.
- Riders may be assigned a seat by the driver.
- Riders must keep their feet off the seats.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the bus is in motion.
- Eating or drinking on the bus is prohibited unless permission is given by the driver.
- Waste containers are provided on all buses for rider use. Hold on to the trash until leaving the bus.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- Riders must not throw objects about the bus nor through the windows.
- Shooting paper wads, squirt guns or other material in the bus is not permitted.
- Roughhousing on the bus is prohibited.
- Riders must refrain from crowding or pushing.
- The use of alcohol and tobacco is prohibited in the bus.
- The good conduct rule is in effect.

If a student must be disciplined by the bus driver and /or the building administrator for misconduct, he/she may lose the privilege of riding New London buses. Parents must provide transportation when a student is removed. Penalties for misconduct are as follows:

In a Semester Minor Infractions:

1. 3 Minor Infractions – 1 day off the bus
2. 4 Minor Infractions – 3 days off the bus
3. 5 Minor Infractions – 5 days off the bus
4. 6+ Minor Infractions – A meeting will be held with the student, parent/guardian, Transportation Director and Building Principal to determine consequence.

In a Semester Major Infractions:

1. Each major infraction will result in a minimum of 5 days off of the bus and further consequences may be applied after a meeting is held between the Transportation Director and Building Principal.

School Trips

Students representing New London Schools must ride to and from activities via school transportation. The only exceptions to this are when parents/guardians pick up their son/daughter after a contest or when the principal or superintendent feels the parents/guardians have a legitimate reason to transport their son/daughter to an event. In either case the parents/guardians must provide the coach/sponsor a signed statement stating their intent to transport their son/daughter before they do so. In case of a parent taking their son/daughter to an event they must also have the principal or superintendent's signature.

Pep Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Educational Programs and Materials

Diverse Learners

The many varied needs of students are recognized by the district. Services to meet these needs are provided through accommodation of Special

Education, At-Risk and Talented and Gifted. Parents and students may contact the school at 319-367-0500 to address concerns.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the High School Office.

Citizenship

Being a citizen of the United States, of Iowa and of the New London Community 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 these 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 citizenship and the role quality citizens play in their country, state and school district community.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Guidance Program

The primary goal of the School Counseling Program is to promote and enhance student learning through three broad and interrelated areas of student development: academic development, career development and personal/social development.

1. **Academic Development** – Students will gain skills (study skills, test preparation, goal-setting, etc.) that contribute to effective learning in school and throughout their lives. Students will complete school with the academic preparation to choose from a wide range of postsecondary options.
2. **Career Development** – The high school years are a preparation period for future education or employment. Students will explore the world of work in relation to knowledge of self, education and training, and make informed career decisions.
3. **Personal/Social Development** - Learning how to relate better with friends, teachers, parents and people in general can contribute to a happier and more effective life. Counseling can assist students in gaining a fuller understanding of themselves in relation to others and in developing interpersonal relationships.

The primary delivery methods the counselor uses for the program are individual and small group counseling, consultation, coordination, case management, and classroom guidance

1. **Individual Counseling** – The counselor works with students privately on a problem or topic of interest. The counselor provides maximum privacy to freely explore ideas, feelings, and behaviors. Counselors are obligated by legal and ethical standards to report and refer a case when a person's welfare is in danger.
2. **Small Group Counseling** – The counselor works with two or more students; group size usually ranges from 5-8 members. Group discussions may be problem-centered, where attention is given to a particular concern or problem, and/or discussions can be growth centered, where general topics are related to personal and academic development.
3. **Consultation** – The counselor works as a consultant to help teachers and students to work better with others. Consultation may be individual or in small or large groups.
4. **Coordination** – The counselor can serve as a liaison between teachers, parents, school

psychologists, support personnel and community resources to facilitate successful student development.

5. **Case Management** – The counselor provides the necessary monitoring of individual student's progress towards achieving success in academic, career and personal/social issues.
6. **Classroom Guidance** – The counselor develops and presents special guidance units that give attention to particular developmental issues or areas of concern. The counselor may partner with teachers and other members of the community to deliver part of the guidance curriculum.

Students are encouraged to set up an appointment with the counselor to take advantage of the above services. Parents and teachers are encouraged to direct students to the counselor for individualized attention whenever in their judgment a student can benefit from counseling. Parents and teachers are also encouraged to seek assistance from the counselor on a consultant basis to obtain information on how to best meet the needs of their child or student.



Take **PRIDE** in yourselves,
your school, your community
and your country.
In all things and at all times,
DO YOUR BEST.
Give **KINDNESS** to all.
Everyone, including yourself, is **RESPECT**ed.
RESPONSIBILITY by all, for actions
and tasks is shown.
Support others with **COOPERATION.**