

WILBER-CLATONIA PUBLIC SCHOOL STUDENT HANDBOOK TABLE OF CONTENTS

Forward

2020-2021 STUDENT HANDBOOK: COVID SUPPLEMENT

Section 1	Intent of Handbook
------------------	---------------------------

Article 1 – School Hours-Schedules-Drills-Video Surveillance

Section 1	School Calendar	1
Section 2	School Hours	1
Section 3	School Schedules	1
Section 4	School Closing	1
	Complete printed School Calendar	2
Section 5	School Bus Transportation	3
Section 6	Fire Drills-Disaster Drills	3
Section 7	Fire Evacuation and Tornado Shelter Routes-HS Building	3-4
Section 8	Video and Audio Surveillance	4

Article 2 – Enrollment-Attendance-Suspensions

Section 1	Enrollment Policy	5-7
Section 1	Full-time Enrollment	5
Section 1	Part-Time Enrollment of Non Public School Students	6
Section 1	Non-Public School Student Enrollment Standards	6
Section 1	Non-Public School Student Policies	6-7
Section 1	Military Families	7
Section 2	Attendance Policy	7-10
Section 2	Attendance Policy and Excessive Absenteeism	7
Section 2	Attendance and Absences	7
Section 2	Circumstances of Absences-Definitions	7
Section 2	Absence Procedure	8
Section 2	Mandatory Ages of Attendance	8
Section 2	Exceptions of Younger Students	8

Section 2	Exceptions of Older Students	8
Section 2	Early Withdrawal for Students Enrolled in Accredited or Approved Schools	8
Section 2	Exit Interview	8-9
Section 2	Withdrawal Form	9
Section 2	Early Withdrawal for Students Enrolled in an Exempt School (Home Schools)	9
Section 2	Reporting and Responding to Excessive Absenteeism	9
Section 2	Excessive Absenteeism	9
Section 2	Reporting Excessive Absenteeism to County Attorney	9-10
Section 2	Accounting	10
Section 2	Check-Outs	10
Section 2	Make-Up Work	10
Section 2	School Activity	10
Section 3	Absence Notification	10
Section 4	Truancy	10-11
Section 5	Examples of Truant and Non Truant Absences	11
Section 6	Purpose of Policy	11
Section 7	Timely Notification	11
Section 8	Policy Statement	11
Section 9	College Visits	11
Section 10	Suspension	11
Section 11	Tardy Policy	12
Section 12	Detentions	12
Section 13	Signing In/Out	12
Section 14	Foreign Exchange Students	12
Section 15	Married Students	12

Article 3 – Student Discipline-Dress Code-Harassment-Dating Violence

Section 1	Student Discipline	13-16
Section 1	Development of Uniform Discipline System	13
Section 1	Short-Term Suspension	13
Section 1	Long-Term Suspension	13
Section 1	Expulsion	13-14
Section 1	Emergency Exclusion	14
Section 1	Other Forms of Student Discipline	14-16
Section 2	Student Appearance	16-18
Section 3	Body Piercing	18
Section 4	Profanity	18
Section 5	Dating Violence	18-19

Section 6	Harassment and Bullying Policy	19
Section 7	Sexual Harassment	20
Section 8	Elimination of Discrimination	20
Section 9	Anti-Discrimination, Anti-Harassment, and Anti-Retaliation	20-25
Section 9	Elimination of Discrimination	21
Section 9	Prohibited Harrassment, Discrimination, and Retaliation of Employees, Students and Others	21-24
Section 9	Purpose	21
Section 9	Anti-retaliation	22
Section 9	Grievance (or Complaint) Procedures	22-23
Section 9	Confidentiality	23
Section 9	Training	23
Section 9	Designated Compliance Coordinators	24
Section 9	Preventive Measures	24
Section 10	Confidentiality of Student Records (FERPA)	24-27
Section 11	Disclosure of Student Information to Military Recruiters and Colleges	27
Section 12	Weapons	27
Section 13	Initiations, Hazing, Secret Clubs and Outside Organizations	27-28
Section 14	Inappropriate Displays of Affection	28

Article 4 – Miscellaneous

Section 1	Electronic Devices	29-30
Section 2	Cameras & Recording Devices	30
Section 3	Recording of Others	30
Section 4	Laser Lights	30
Section 5	Senior Announcements	31
Section 6	Visitors	31

Article 5 – Health and Accidents

Section 1	Birth Certificate Requirements	32
Section 2	Immunizations	32-33
Section 3	Vision Evaluations	33
Section 4	Accidents	33
Section 5	Physical Examinations	33-34
Section 6	Health Services	34
Section 7	Medications	34-35
Section 8	School Wellness Policy	35-40
Section 8	District Wellness Committee	35

Section 8	Wellness Policy Implementation, Monitoring, Accountability and Community Engagement	35-36
Section 8	Nutrition	36-38
Section 8	Physical Activity	38-39
Section 8	Other Activities that Promote Student Wellness	39-40

Article 6 – Use of School Facility and Equipment

Section 1	Lost and Found	41
Section 2	Lockers	41
Section 3	Searches of Lockers & Other Types of Searches	41
Section 4	Search and Seizure	41-42
Section 5	Signs	42
Section 6	Building and School Property	42

Article 7 – Use of Transportation by Students

Section 1	Bicycles and Skateboards	43
Section 2	Parking (see Search and Seizure also)	43
Section 3	Transportation to and for College Classes	43

Article 8 – Announcements-Assemblies-Drives for Fund

Section 1	Announcements	44
Section 2	Assemblies	44
Section 3	Drives for Funds	44

Article 9 – Cafeteria-Lunch Pass

Section 1	Cafeteria Rules	45
Section 2	Lunch Pass	45
Section 3	Account Information	45-46
Section 4	Lunch Program Business Operations	46-47

Article 10- Library and Study Hall Rules

Section 1	Library Rules	48
Section 2	Study Hall Rules	48

Article 11- National Honor Society and Honor Roll

Section 1	National Honor Society	49
Section 2	National Honor Society Procedure	49-50
Section 3	Honor Roll	50-52

Article 12 – Students-Conduct-Rights-Withdrawal and Fees

Section 1	Marital/Parental Status	53
Section 2	Student Conduct	53
Section 3	Students Rights	53-54
Section 4	Students Records-Files Maintained	54-55
Section 5	Student Records-Access To	55
Section 6	Military Recruiters	55
Section 7	Withdrawal From School	55
Section 8	Student Fees Policy	55-61

Article 13 – Instruction-Curriculum

Section 1	Academic Progress	62
Section 2	Credit	62
Section 3	Evaluation	62
Section 4	Weighted Courses and Grading	62
Section 5	Class Rank and Graduation	63
Section 6	Alternative Education Grading Policy	63
Section 7	Graduation-Requirements	63
Section 8	Diploma	63
Section 9	Graduation Mid-Term	64
Section 10	Graduation-Pre-Commencement	64
Section 11	Progress and Promotion	64
Section 12	Guidance	64-65
Section 13	School Years Hours	65
Section 14	Transcripts	65
Section 15	Academic Integrity	65-67
Section 16	Books	67
Section 17	Elections	67
Section 18	Internet Safety and Acceptable Use Policy	67-70

Article 14 – Student Code

Section 1	Student Code	71-76
Section 1	Rules for Governing Student Discipline	71
Section 1	Student Discipline Records	71
Section 1	Searches of Students	71
Section 1	Equal Educational Opportunity	71
Section 1	Alcohol and Illicit Drug Use Prohibited	71
Section 1	Rules Governing Drug, Tobacco, Alcohol and Substance	72-73
Section 1	Truancy	73-74
Section 1	Requests to Contact Student and Student Interviews by Non-School Personnel	74-76

Article 15 – Expectations for Wilber-Clatonia School

Section 1	Consistent Expectations for W-C School	77-82
------------------	---	--------------

Article 16 – Activity/Athletic Eligibility and Other Information

Section 1	Activities-Athletics	83
Section 2	Absences From School	83
Section 3	Activity Passes	83
Section 4	Athletics	83
Section 5	Eligibility-Academics	83
Section 6	You Are Ineligible If	84
Section 7	Transportation to Activities	84
Section 8	Equipment and Supplies	84
Section 9	Insurance	84
Section 10	Injury	84
Section 11	In Case of Injury	84
Section 12	Concussions	85
Section 13	Concussions: Return to Learn Protocol	85
Section 14	Return to Learn from Cancer	85-86
Section 15	Locker-Room Management	86
Section 16	Practices	86
Section 17	Students	86-88
Section 18	Penalties For Violations	88-89
Section 19	Enforcement	89-90
Section 20	Student Safety Pyramids	90
Section 21	Summer Month Regulations	90

Section 22	Criteria For Academic/Athlete Pictures	90
Section 23	School Parties and Dances	90-91
Section 24	Alcohol	91
Section 25	Drugs	91
Section 26	Tobacco	91
Section 27	Respect for Flag and National Symbols	91

Article 17 – Signature Pages

	Notice to Students and Parents	92
	Student Handbook Signature Page	93
	Student Fee Waiver Application	94