

STUDENT HANDBOOK & PLANNER



UNDERWOOD HIGH SCHOOL

**Mr. Matt McDonough
Principal**

**629 North Street
P.O. Box 130
Underwood, IA 51576-0130**

**712-566-2703
Fax: 712-566-2712**

THIS PLANNER BELONGS TO:

Name: _____

City/Town: _____

State: _____ **Zip Code:** _____

Phone: _____

TABLE OF CONTENTS

Page	3	Welcome, School Song, Mission Statement, Board of Directors Belief Statements
	4	District Long-Range Goals, High School Goals
	5	Bell Schedules
	6	Announcements, Beverage Containers, Building Hours, Books and Supplies, Hot Lunch Program, Human Growth and Development
	7	Homeless Information/Contact, Lockers, Bags
	8	Medication, Non-discrimination/Equity Statement, Open Enrollment, Parties and Dances, Prom, Passes
	9	Report of Child Abuse by School Personnel, School Cancellations or Late Start Announcements, Signs, Student Insurance, Visitors, Custodial Parents
	10	Student Transportation, Buses, Bus Rules/Procedures
	11	Attendance, Prior Arrangement
	12	Excused Absences, Reporting Absences, Unexcused Absences
	13	Truancy, Skip Day, Tardiness
	14	Checking In, Leaving Building, Make-up Work, Work Release, Early Release
	15	Grading System, Guidelines for Class Identification/Status
	16	Graduation Requirements
	17	Early Graduation, Participation in Commencement Ceremonies, Summer and Night School Policy, Semester Test/Activity Policy
	18	Report Card and Academic Status Reports, Honor Roll, National Honor Society, Study Hall
	19	Guidance, Transferring or Dropping School, Dropouts-Licence Revocation, Student Self-Scheduling
	20	Dropping a Course, Interview with Students, Computer Usage, Network/Internet-Appropriate Use
	23	Student Conduct, Detention, Suspension
	25	The Five-Step Discipline Referral Process/Readmittance, Eligibility/Ineligibility
	26	Student Activity Policies, Eligibility, Training Rules
	29	Dress Code
	30	Cell Phones, Smart Watches, & Other Electronic Devices, Academic Integrity & Cheating
	31	Student Bullying/Harassment
	33	Student-to-Student Harassment (Board Policy 502.9)
	34	Weapons
	35	Respect for Equipment and Facilities, Student Rights-Due Process
	36	Activities, Clubs, & Sports, Hours, Transportation, Attendance, Equipment, Conduct
	37	Physicals, Insurance, Concussion Protocol, Attendance Policy for Athletics, Practice Attendance Policy-Excused/Unexcused
	38	UHS Faculty and Staff
	39	Social Media Information

WELCOME

On behalf of the faculty, I'd like to welcome you to Underwood High School for the coming year. Underwood has an excellent reputation for academics and activities, and we are looking forward to having you be a part of our high school experience. We are here to help you achieve your goals. We hope you carry on our outstanding traditions and leave the high school an even better place. By becoming actively involved in the classroom and in activities, you will find yourself prepared for the world after high school. Remember, your success is related to your efforts. Our staff is dedicated to helping you get to your highest level. Never be afraid to ask them for help-that's why we're here! Have a great year!

Sincerely,
Matt McDonough, Principal

School Song: **Underwood, Underwood**
 Hats off to thee,
 To our colors, true we
 Will ever be,

Strong and firm
United are we,

Rah, Rah, Rah, Rah, for
The Eagles, Rah, Rah,
Rah for the blue and white.

School Colors:
Royal Blue & White

UNDERWOOD SCHOOLS - MISSION STATEMENT

The mission of the Underwood Community School District, as a part of the community, is "Preparing students to meet the challenges of the 21st Century."

UNDERWOOD BOARD OF DIRECTORS BELIEF STATEMENTS

The Underwood Community School Board believes that:

1. Education is an active partnership involving the school, the family, and the community.
2. Prudent fiscal management is essential to the district's future.
3. All students can learn and succeed.
4. Effective education recognizes, develops, and enhances the uniqueness of the individual.
5. Technology is vital to our students' futures.

**UNDERWOOD HIGH SCHOOL
STUDENT HANDBOOK
2023-2024**

The purpose of this student handbook is to bring to the student and parents in concise form the necessary rules and regulations to enable our school to run smoothly and efficiently. Any situation that arises in school that is not covered by these rules and regulations will be handled by the high school principal. Such rules and regulations apply to all students in the high school, regardless of the age of the individual student. **THE BOARD OF EDUCATION RESERVES THE RIGHT TO MODIFY, ELIMINATE, OR ESTABLISH SCHOOL DISTRICT POLICIES, RULES AND REGULATIONS AS CIRCUMSTANCES WARRANT, INCLUDING THOSE CONTAINED IN THE STUDENT HANDBOOK.**

Sharing the contents of this handbook with his/her parents is a responsibility of each student.

UNDERWOOD COMMUNITY SCHOOL DISTRICT LONG-RANGE GOALS

1. UCSD will increase student achievement in reading, math, and science.
2. UCSD will ensure the learning environment is inclusive, safe, disciplined, drug-free, accessible, and caring to promote personal and social growth and maximize student learning.
3. Teachers will develop and enact an essential curriculum for every course.
4. Teachers will work collaboratively to reach the district's goals.
5. Teachers will incorporate effective instructional strategies using *Focus*.
6. Underwood Community Schools will be a destination district.

**Underwood High School Goals
2023-24**

1. Students will leave the Underwood School District ready for college, the military, and/or the workforce.
2. Students will approach complex problems using a growth mindset.
3. Students will be able to communicate with research-based writing.
4. Students will build knowledge through reading informational and literary texts.

BELL SCHEDULES

7:45 Classroom Wings Open 8:20 Warning Bell

Regular Schedule (M-Tu-Th-Fr)

1st Period	8:25 - 9:10
2nd Period	9:13 - 9:58
Homeroom	10:01 - 10:15
3rd Period	10:18 - 11:03
4th Period	11:06 - 11:51
5th Period	12:16 - 1:01
First Lunch	11:51-12:13
5th Period	11:54 - 12:39
Second Lunch	12:39-1:01
6th Period	1:04 - 1:49
7th Period	1:52 - 2:37
8th Period	2:40 - 3:25

One Hour Early Dismissal

1st Period	8:25 - 9:04
2nd Period	9:07-9:46
Homeroom	XXX
3rd Period	9:49-10:28
4th Period	10:31-11:10
5th Period	11:38-12:18
First Lunch	11:13-11:35
5th Period	11:13 - 11:53
Second Lunch	11:56-12:18
6th Period	12:21-1:00
7th Period	1:03-1:42
8th Period	1:45-2:25

Two Hour Late Start Schedule

1st Period	10:30-11:00
2nd Period	11:03-11:33
Homeroom	XXX
3rd Period	12:48-1:17
4th Period	1:20-1:49
5th Period	12:01-12:45
First Lunch	11:36-11:58
5th Period	11:36 - 12:20
Second Lunch	12:23-12:45
6th Period	1:52-2:21
7th Period	2:24-2:53
8th Period	2:56-3:25

Two Hour Early Dismissal

1st Period	8:25 - 8:56
2nd Period	8:59--9:30
Homeroom	XXX
3rd Period	9:33-10:04
4th Period	10:07-10:38
5th Period b	10:41-11:12
6th Period	11:15-11:46
7th Period	12:14--12:51
First Lunch	11:49-12:11
7th Period	11:49-12:26
Second Lunch	12:29-12:51
8th Period	12:54-1:25

GENERAL INFORMATION

ANNOUNCEMENTS Announcements will be placed in the daily bulletin to be read by all students—Daily announcements are posted around the building and updated each day. In order for announcements to be placed in the bulletin, they must be turned into the office by 8:30 a.m. each day. Only announcements approved by the principal will be read at any other time during the day. Announcements must be submitted by a staff member to be considered for the daily announcements.

BEVERAGE CONTAINERS Open containers of any type are only allowed in the Commons before and after school hours. Only sealed containers will be allowed into the building. Once a container is opened, it must either be consumed in the commons area or disposed of properly. Only water bottles are allowed in classrooms.

BUILDING HOURS The building is usually open in the morning by 7:30 a.m. and closed by 4:00 p.m. Any student or group of students remaining in the building after 4:00 p.m. must be supervised by a faculty member, coach, or sponsor.

BOOKS AND SUPPLIES Book rental fees are charged each year. There will be fines for lost or damaged books. Additional charges may be assessed for student materials and supplies.

HOT LUNCH PROGRAM An adequate and well-balanced breakfast and/or lunch are available to all students at a nominal cost. The Food Service Program is computerized, and students can deposit funds into their accounts either before or after school. To obtain any food items from the food service program, a student must have a valid school-issued student ID with appropriate bar coded information. Students with no ID card will go to the end of the lunch line. The school will issue the initial ID card to all students – replacement cards will be available at a student cost of \$5 per occurrence. A student's account may be accessed and a meal and/or ala carte items purchased only once per meal per day. Students are not allowed to offer their account or account funds to other students at any time. Free/reduced price meals are available for students whose family income is below certain standards. If you have any questions as to whether or not your family might qualify for the free or reduced-price meals, fill out an application blank that is available in the elementary school office. With the exception of cold lunch, food may be brought in only for special occasions and with prior permission from the office.

HUMAN GROWTH AND DEVELOPMENT Underwood Community School District will provide parents with the chance to inspect instructional material on human growth and development prior to use in the classroom when requested. Parent or guardian may request, in writing, that a pupil be excused from this instruction.

HOMELESS INFORMATION/CONTACT Any of the following situations would deem a student as homeless:

- A child or youth who is sharing the housing of other persons due to the loss of housing, economic hardship, or similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs 1 through 3 above.

Contact any UCSD building office for assistance; or call the UCSD Homeless Coordinator, Mr. Andy Irwin at (712) 566-2332 (Elementary Office) to address questions/concerns.

LOCKERS Lockers will be assigned at the beginning of the school year. Each student must use the locker assigned unless special permission to change is given by the administration.

Each student is given a locker for storage of books and personal belongings. **All lockers are the property of the school and therefore subject to supervision by the school at all times.**

State law authorizes school officials to search student lockers, desks, and other facilities or spaces owned by the school at any time for any reason. The school reserves the right to inspect the contents of the locker and to remove anything contrary to school rules or detrimental to the school. Throughout the school year, the administration may utilize the presence of a drug dog as a deterrent to students who may consider bringing drugs to campus. These searches will be unannounced and will be limited to areas not occupied by students during the time of the search, including locker areas and parking lots.

Locker doors are to be kept closed and locked! Never leave money or valuables unattended. Lockers should not be shared. Students are cautioned not to bring large amounts of money, radios, or cameras to school. Students, not the school, are responsible for their own property. If it is necessary for a large amount of money to be brought to school, students should deposit it in the office for safekeeping.

BAGS No book bags, backpacks, sports bags, large/oversized purses/handbags are allowed in the classroom. All students are issued a locker with a combination for storage. PE lockers are available to any student. The student must provide his/her own lock or rent one from the high school office.

MEDICATION All prescription medicine is to be checked into the office. If a medication needs to be administered daily, a medication permission form, provided by the school, must be completed. The office, teachers, or other school personnel will dispense no aspirin or nonprescription medication unless accompanied by a parent note and in its original container. Per school nurse discretion, a doctor's note may be requested for some non-prescription medication.

NON-DISCRIMINATION/EQUITY STATEMENT The Underwood Community School District offers career and technical programs in the following service areas:

- Applied Science, Technology, Engineering, and Manufacturing
- Information Solutions
- Human Services
- Business, Finance, Marketing, and Management

It is the policy of the Underwood Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) 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, Mr. Andy Irwin, Superintendent, 110 First Street, Underwood, IA 51576, (712) 566-2332, airwin@underwoodschoools.org.

OPEN ENROLLMENT We feel we offer a fine educational program that addresses the needs of all the children of our district and encourages everyone within our geographical limits to attend Underwood Community Schools. House File (HF 2589) eliminates the March 1 deadline for open enrollment. This change allows parents/guardians to apply for open enrollment at any time without the need for good cause. An application must be submitted for each child in their family and be sent to both the resident and receiving school districts. Applications will be reviewed by the superintendent.

PARTIES AND DANCES It is recommended that any school-sponsored dance or party have a minimum of four staff chaperones. If four staff members are not able to chaperone, additional adult chaperones may be used. If held on a weekend, the activity may last up to 11:30 P.M. If held on a weeknight, the activity may last up to 10:00 P.M. No party or dance should last longer than three hours. Sponsoring activities are responsible for coordinating security requirements with our district Activities Director. Parties or dances the last month of school will seldom be permitted. Anyone leaving the building during a dance will not be permitted to re-enter unless prior permission has been granted.

PROM School board approval is necessary if Prom is to be held outside of the District.

PASSES Students taking music lessons will have a scheduled time for that lesson and will not need a pass. All other students must have a pass signed by the teacher who is asking for that student.

REPORT OF CHILD ABUSE BY SCHOOL PERSONNEL Underwood Community Schools recognizes that a situation could occur whereby a parent/ guardian could feel that their child has suffered abuse by a school district employee either verbally, physically, sexually, or in some other way. It is for this reason that the district has a child abuse investigation team. This team consists of Level I Investigators who will investigate the allegation to determine if there is justification to take the complaint to Level II. The Level II Investigator, a trained experienced professional appointed by the board of education, will refer the allegation to the appropriate

agencies seeking satisfactory resolution to the complaint. Underwood Community School has appointed Stefanie Taylor and Andy Irwin as Level I Investigators. They both can be reached at 566-2326 during school hours.

SCHOOL CANCELLATIONS OR LATE START ANNOUNCEMENTS If there is no school because of bad weather, roads, etc., this fact will be announced over radio KMA (960 AM), KFAB (1110 AM), and KNOD (105.3 FM) as soon as the decision is made. In addition, we will make every effort to contact the following television stations to relay information to the public: KETV-3, WOWT-6, and KMTV-7. The District will also use our JMC Parent Contact System to call, text, and/or email parents notifications.

SIGNS No signs are to be posted in the building without the prior approval of the principal. Those posting signs will be responsible for their upkeep and for taking them down after their purpose has been served. Any signs posted in the building without approval will be destroyed.

STUDENT INSURANCE Accident insurance is available for all students at a low cost. Several plans are available and the cost depends on the amount of coverage and protection the policy gives. Regular student accident insurance will cover the student in practically all school activities, except football. The special football policy will cover the student for football only. No other activities whatsoever are included in the special football policy. School personnel will make students aware of the type of protection given by these policies.

VISITORS In compliance with the policies of the Underwood Board of Education, all visitors at Underwood High School must report and sign in immediately at the office. Those who do not must leave immediately. All student visitors must have advance approval from the principal at least 3 days before the visit. Student visitor passes will be granted only under very rare circumstances. Do not bring a guest to school unless you have received advance approval. Parents are welcome to visit the school at any time, but must also check in with the office upon entering the building. No visitors are allowed during Semester Finals.

CUSTODIAL PARENTS AND NON-CUSTODIAL PARENTS Underwood High School needs to have on file any court-ordered visitation, pick-up of a child, or release of academic information limitations that might be stated in a separation or divorce decree. If we do not have a record of this decree, we must grant those privileges to both the custodial and the non-custodial parent. If you have any questions, please contact the principal.

STUDENT TRANSPORTATION

AUTOMOBILES Students are permitted to park on school premises as a matter of privilege, not of right. Students driving cars or motorbikes to school must park in designated areas only. These designated areas will be determined by the Principal. Vehicles are off-limits during the school day without permission of the administration.

Loitering in the parking lot is not permitted. This applies to the time before and after school. Once students are parked, they are to report directly to the building. Students are to park within the parking lanes. Reckless driving and speeding are prohibited. Violators of these parking lot regulations may receive a warning for the first instance. Denial of parking privileges will be enforced for further offense. A second offense may also result in the vehicle being towed (at owner's expense). Any vehicle parked inappropriately may be towed without notice to the owner at any time. This includes parking for evening and weekend activities.

BUSES The school district provides bus transportation for students as required by law. It may be necessary to take this privilege away from a student because of his/her inappropriate conduct on a bus.

BUS RULES

- * Follow directions the first time they are given.
- * Keep hands, feet, and objects to yourself.
- * The driver may assign students seats as they see fit
- * Loud or vulgar language is prohibited.
- * Sit in your seat and stay there.
- * The aisle must be kept clear at all times.
- * Talk quietly.
- * Do not open the windows without the driver's permission. Close them before leaving the bus. Nothing is permitted to extend from the bus windows.
- * Students shall keep the bus clean and refrain from damaging it.
- * Allowing eating, drinking and radios on the bus is a decision made by each driver

BUS PROCEDURES

1. Students will be on time for the bus both morning and evening. Road conditions will cause a time deviation. If you do not plan to ride the bus, call the driver or a neighbor that gets on before you. (The driver will wait a reasonable amount of time if the student is on their way to the bus).
2. No student will be permitted to unload from their bus at any other location than their home or school, or permitted to ride any bus except the one to which they are assigned, without a written dated request from the parents or school official.
3. Students should wait for the bus on their home property or at their designated stop, not on the road or highway! Students shall not cross the road or leave their designated stop until the driver signals them to do so.
4. The driver may assign each student a seat, for which each student will be responsible. If damage occurs, the student will be expected to pay for the damages.
5. School bus conduct slips given out in May, will count for this year and may be used as the first offense the following year. This is done to help improve bus behavior during May. Students and parents will be notified of unacceptable behavior by issuance of "green slips" which indicates the behavioral violation and resulting punishment.

ATTENDANCE

Underwood High School is committed to the philosophy that every student should attend every class every day. **Regular attendance and promptness are expected in all classes and are essential for success in school.** Absences always cause some disruptions in the educational progress of the student who is absent. While it is possible for a student to make up much of the work missed, it is impossible to completely compensate for the missed instructor's contributions as well as the class discussion. Irregular attendance or tardies by students not only inhibits their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance. With this in mind, the Underwood Community School District has established the following attendance policy.

PRIOR ARRANGEMENT Prior arrangement slips must be completed if students know in advance they will be absent from school for school sponsored activities and non-school sponsored trips and activities such as family vacations, trips, or other matters. Prior forms are available in the office. They must be signed by the teachers and a parent (or have parent notification) prior to the activity and returned to the office before you leave.

The procedure for prior arrangement is:

1. All classroom teachers are to sign the prior noting the student's progress for the courses involved. Students must contact classroom teachers sufficiently ahead of time to make up work before the absence. It is the teacher's option to decide whether work may be made up after the absence. If a test or quiz is scheduled on the day of the absence, the teacher may require the student to take it prior to the absences or immediately upon his/her return.
2. A parent should sign the prior only after all teachers have signed it. Please check your child's progress in their classes before you sign their prior.
3. The prior form must be returned to the office for filing before students are absent.
NOTE: The purpose of the prior is to see that teachers are notified ahead of time about absences in their classes (for planning purposes) and to see that parents are aware of students' progress before allowing them to be absent from classes for any reason. Obviously, this purpose cannot be fulfilled if the prior is not processed ahead of the absence. All priors should be processed at least 1 day before the intended/scheduled absence.
4. Failure to accept the responsibility to process a prior as directed will result in the absence being unexcused.

Students leaving during the day for illness or another unplanned reason should use their planners and/or online lessons (e.g. Planbook or Google Classroom) to get homework for the periods they will be missing. This is not considered a prior for purposes of participating in extracurricular activities.

IF NOT PRIORED OUT, WORK WILL BE DUE UPON DAY OF RETURN AND TESTS WILL BE TAKEN THAT DAY.

Excused Absences include the following (all but illness require a prior):

- **Medical, dental, counseling appts. which cannot be made other than during school time-** all require a signed and dated excuse from the practitioner within 24 hours of visit.
- **Illness-**a student who is ill should not be in school. **Any student who has an illness lasting more than 2 days may be asked to bring a doctor's excuse.**
- **Court appearances-** require a signed and dated excuse on office letterhead or card within 24 hours of visit
- **Death or illness** in the family
- **Participation in school sponsored events-**must be pre-excused and student must be passing all classes
- **College visits-**approved through the college and guidance counselor, must be pre-excused and within the college visit guidelines
- **The administration reserves the right to consider special situations on a case-by-case basis.**

REPORTING ABSENCES To be excused, absences must be cleared **before** the student returns to classes. Parents are required to report absences by email or telephone by 9:00 a.m. If the absence has not been cleared by telephone, the student must present a written excuse from a parent (specifying the reason for the absence) to the office before re-entering school. **Absences not cleared within two days will be considered unexcused.** **The principal has the discretion to consider special situations that arise on a case-by-case basis.**

1. **Absent** – The school has been notified of an absence that does not meet the definition of excused.
2. **Truant** – Neither the family nor school officials know the student's whereabouts, the student is refusing to attend school or class, or the school has been notified that the student has been reported as a run-away.
3. **Unverified** – No one has contacted the school, or the school has been unable to confirm the reason for the absence, or the school has not confirmed the reason for the absence.

Unexcused Absences Absences from school for the following reasons will generally be treated as unexcused absences:

- The student has another person, other than a parent/guardian, call in or write a note.
- The parents do not call or send a note within two (2) days after the absence. "0" credit will be assigned to all work missed during this time period.
- Examples of unexcused absences: shopping; chronic car problems; haircuts, oversleeping; missing the bus; work; personal student business
- Other excuses will be examined on an individual basis.
- After the **fifth** unexcused absence in a class(es), the student may be assigned an F for the class(es) and receive no credit.

Unexcused absences that occur with parents' knowledge and approval result in a "0" for the time absent. Unexcused absences occurring without parents' knowledge or consent are considered truancy and are discussed later in the handbook. An accumulation of three (3) unexcused absences will result in a one-day suspension and a meeting with the Student Assistance Team (SAT). Any additional unexcused absences will result in a three-day suspension and may involve a meeting with the superintendent. **Further unexcused**

absences may result in additional suspension and/or recommendation for expulsion.
The principal determines whether an absence is excused or unexcused.

If a student's absence is unexcused, the following will apply:

1. Work due the day of the unexcused absence and not handed in that day is to be considered late and no credit will be given.
2. Work due the following day will receive full credit if handed in on that day.
3. Time missed must be made up by the student.

A suspension from school will be treated as an excused absence, but the student will be given no additional time to complete make-up work. That means if a student is suspended for Tuesday, he/she must turn in his/her work on Wednesday as if he/she had been in classes on Tuesday. The administration reserves the right to consider special situations on a case-by-case basis.

Attendance will be monitored by academic period. Notification will be sent to parents of students with excessive absences, both excused and unexcused. The student and/or parents may be required to do any of the following: meet with the principal, meet with the SAT, or enter into an attendance contract. Excessive absences may result in a referral to the County Attorney for truancy.

TRUANCY Truancy is absence without parental/guardian knowledge or consent prior to occurrence. Truancy also includes leaving the building without permission from the principal and leaving without signing out. ***Consequences for truancy range from detention to suspension, at a length of time no less than the time truant. Students will be re-admitted to school as discussed later in the handbook.***

SKIP DAY Any organized truancy by a group of students for a day or part of a day is not authorized by the school. In place of high school skip days, seniors are released 3 days early. Violations will be treated similar to truancy. Senior diplomas will be held until consequences are served.

TARDINESS Late arrival to school or class without prior approval will be considered a tardy. Students late to school or class for a reason judged appropriate by school authorities will not be considered tardy. Oversleeping and/or missing the bus are not excusable tardies. **The office will handle tardies to first period.** The record of tardies becomes an important part of the student's permanent record.

Any student who arrives within the first 30 minutes of the start of his/her school day is considered to be tardy unless the student has arranged for a prior slip for that day. Students later than five minutes will make up the time equivalent to their tardiness.
The teacher will handle tardies to class after period one.

The tardy policy applies to each class individually. Students who have the following number of tardies per semester face the following disciplinary action:

<u># of tardies</u>	<u>Consequence</u>
● 1st/2nd tardy	Office warning
● 3 rd tardy	30 min. detention; 1 UA toward attendance
● 4 th tardy	60 min. detention
● 5 th tardy	90 min. detention
● 6 th tardy	1 day ISS; 1 UA toward attendance; disc. referral
● 7 th tardy	2 day ISS; disc. referral
● 8 th tardy	3 day ISS; SAT meeting; disc. referral
● 9 th tardy	4 day OSS; Supt. Meeting; 1 UA toward attendance, disc. referral
● 10 th tardy	5 day OSS; School Board Meeting; disc. referral

CHECKING IN Students who arrive at school after the start of the day must check into the office. The only exceptions may be during semester testing. **A student must arrive within the first 30 minutes of the start of his/her school day and may not leave prior to 30 minutes from the end of his/her school day for it to be counted as a full day of school.**

ENTERING/LEAVING BUILDING Before first period, students are to enter the building only through the front entrance or the senior hallway. After that, they should enter through the front entrance. The gym is not to be used as an entrance or exit, and there will be disciplinary consequences if this is not followed. Exit only through the front doors or senior hallway doors. Under no circumstances is a student to leave the school grounds until the school day ends unless that student has secured permission from his/her parents who in turn must request permission from the administration for the student to leave. **A student wanting to leave because of illness must first be checked and cleared by the school nurse.** A student failing to follow this process is considered as truant and will be dealt with according to those provisions. No student is allowed access to the parking lot after 8:25 a.m. or before 3:30 p.m. without express permission from the school administration.

MAKE-UP WORK Making up work is the responsibility of the student. Requirements may vary by teacher. If an absence is excused, students are given the number of days absent plus one day to get the work made-up. (i.e. If a student is absent two days, he/she will have three days to make up work). If a test or quiz is given on the day of the absence, the teacher may require that it be made up the day of the student's return. No credit will be recorded if the make-up work is not completed within this time. Make immediate plans to do all make-up work due to absence. All work assigned during any period of suspension is due by the end of the suspension period. Your grades will reflect your absence if you do not get make-up work completed. See **Prior Arrangement (pg. 11)** for procedures to make up work for those absences.

WORK RELEASE Seniors and Juniors may request early dismissal for work. Work release forms are in the office and must be signed by the parent and your employer. Random checks may take place periodically to see that students are indeed employed and attending work. Those students who lose employment will be required to complete each school day at the high school.

EARLY RELEASE Any Senior student on schedule to graduate with their class, and taking a minimum of 6 classes plus Physical Education, may be allowed to leave school (daily), after their last class. This must be scheduled through the guidance office before it takes effect for any Senior.

Students on work or early release must be passing all classes or this privilege may be revoked.

All students must check out in the office before they leave the building--each day. Upon signing out, students must leave the building immediately; non-compliance will result in the suspension/revocation of this privilege. A student receiving an F at any grading period may lose the early release privilege.

GRADING SYSTEM

Course/Grade requirement: The combined percentage for the semester and the semester exam must be passing in order to receive credit for the course. All high school classes will use the following grading scale. A student's grade point average will be determined using the grade points listed here.

Grade A	94-100%	(4 points)
Grade A-	92-93%	(3.67 points)
Grade B+	90-91%	(3.33 points)
Grade B	85-89%	(3 points)
Grade B-	83-84%	(2.67 points)
Grade C+	81-82%	(2.33 points)
Grade C	76-80%	(2 points)
Grade C-	74-75%	(1.67 points)
Grade D+	72-73%	(1.33 points)
Grade D	67-71%	(1 point)
Grade D-	65-66%	(0.67 points)
Grade F	0-64%	(0 points)

Incomplete--Indicates that the work is incomplete for some reason.

Missing work must be made up within two weeks unless different arrangements are made with the teacher. If the work is not made-up with the specified time, the grade becomes an "F".

GUIDELINES FOR CLASS IDENTIFICATION/STATUS

Once grade/class status has been determined for a student, that grade/status will remain active for the student through the school year; to be changed only at the conclusion of the academic year (end of 2nd semester only).

Academic grade/class status will be posted on report cards, grade reports, class lists, used for locker assignments, placement in classes and any other areas that class/grade status would make a determining factor. To determine what "class" or grade a student belongs in, use the following:

Class Status	Credits Required
Freshman Class (9th grade)	0 to 11 Credits Earned
Sophomore Class (10th grade)	12 to 22 Credits Earned
Junior Class (11th grade)	23 to 35 Credits Earned
Senior Class (12th grade)	36 or More Credits Earned
TO GRADUATE -----	48 TOTAL CREDITS

GRADUATION REQUIREMENTS

High school students need forty-eight (48) credits for graduation. All students in grades 9-11 are required to take six full credit classes daily, plus physical education/weights each semester. Seniors must take five full credit classes daily plus P.E.. A course taken to meet requirements in one area cannot be used to satisfy requirements in another. High school courses taken at the middle school level and approved through the guidance counselor will be given high school credit and count toward the student's high school GPA and class rank. The school day is an eight period day. All courses are one credit per semester except Math Support, P.E., which is ½ credit per semester. Any student taking an online college class must schedule a study hall. Students taking four or more online college classes must schedule two study halls.

SPECIFIC REQUIRED COURSES ARE AS FOLLOWS:

LANGUAGE ARTS ----- 8 credits

One year each of English Language Arts I, II, and III; two elective semester English courses IWCC English Comp I will count as Comp credit, English Comp II will count as English elective.

MATHEMATICS ----- 6 credits (Earned in Grades 9-12)

Algebra and Geometry will be given high school credit if taken at the middle school. In addition, six credits must be earned at the high school level. If a student has taken both Algebra and Geometry in 7th and 8th grade, he/she may elect to earn two of his/her six math credits through approved upper-level IWCC math courses.

SCIENCE ----- 6 credits

One year of Biology and Physical Science. In addition, two credits from other science courses.

SOCIAL STUDIES ----- 6 credits

One year each of World History and Am. History; one semester each of Economics and Government

FINE ARTS ----- 1 credit

May be earned through Art, Concert/Marching Band, Chorus, Drama/Stagecraft, Yearbook/Newspaper.

VOCATIONAL ----- 3 credits*

3 remaining credits may be earned from the following: Business, Computer Science, Family & Consumer Science, Industrial Technology, or Marketing.

*Vocational credits may be waived with successful completion of two years of PLTW courses.

PHYSICAL EDUCATION----- Physical education is required each semester. Only an excuse from your doctor and/or approval from the principal will be accepted as a legitimate excuse for not taking P.E.

IHAVEAPLANIOWA.GOV-All students must complete the ihaveaplaniowa.gov program for each year in attendance.

SUCCESSFUL COMPLETION OF GRADE LEVEL INTEGRATION PROJECT.

One absence will dictate a grade no higher than “B”, two absences will dictate a grade no higher than a “C.” Two absences will dictate a grade no higher than a “D”-Failure of a grade-level Integration Project will require the student to complete the alternative (for the failed project) for the following year --in addition to successful completion of the regular grade level Integration Project for that year. The Integration Project applies only to students who are attending Underwood High School.

EARLY GRADUATION Some students may desire to graduate before the end of four full years of high school. Students who have this desire need to discuss it with the counseling center prior to registering for classes their junior year. This is necessary in order to include required upper level classes into the students’ schedules at the times they are offered. All Early Graduates must complete the Alternative Integration Project prior to the end of 1st semester, as denoted by the Senior Integration Chairperson.

Students who graduate early are not allowed to participate in extra-curricular school activities; however, students who have graduated early may participate in Prom and spring commencement exercises. No formal graduation ceremony will be held until spring.

PARTICIPATION IN COMMENCEMENT CEREMONIES No student will be allowed to participate in commencement ceremonies unless all graduation requirements have been completed.

SUMMER AND NIGHT SCHOOL POLICY A student shall receive no graduation credit for any course taken in summer or night school if that course is offered in the Underwood Community School during the regular academic year, unless the student has failed the specific course in question. Approval to take summer/night school courses (that would count as credit toward graduation) must be obtained in advance through the guidance office.

SEMESTER TEST/ACTIVITY POLICY We recognize that some classes are more conducive to semester testing, therefore teachers and students have the following options:

1. Semester tests/projects are required for the entire class
2. Attendance for the scheduled period is mandatory.
3. Tests/projects will be given during the last week of the semester with the specific schedule announced in advance for planning purposes.

REPORT CARD AND ACADEMIC STATUS REPORTS Report cards/progress reports are mailed home at the end of each nine week period (midterm), after Parent-Teacher Conferences.

Academic Status Reports (ASR) are completed by teachers and mailed to parents for students whose grade is less than “C-.” ASRs will be due at the midterm of each nine weeks. Ineligibility will be for the remaining period of time in that quarter. If a student has raised his/her ASR grade(s) to passing at a two-week grade check after midterms, the student will regain eligibility for the remainder of the quarter. The purpose of these and all reports is to inform students and

their parents of progress being made. These reports may be discussed with teachers or school officials at any time.

HONOR ROLL Scholarship is recognized and encouraged through an academic honor roll. The Blue Honor Roll will list grade point averages from 3.50 to 4.00. The White Honor Roll will list grade point averages from 3.00 to 3.49. Straight "A" students will be given special recognition. Students receiving a D for any grade will be ineligible to be on an Honor Roll.

NATIONAL HONOR SOCIETY Membership in NHS is one of the highest honors that can be awarded to a high school student. Each year, after the first nine weeks, potential candidates for NHS are selected. The following criteria must be met in order to be selected for induction into NHS:

1. The student must be at least a sophomore.
2. The student must have at least a 3.33 cumulative GPA.
3. The student must complete an application.

After these three steps are completed, the student's name is submitted on a list with all other eligible students to the faculty. The faculty then rates the students in two categories: Leadership and Character. The faculty ratings are then reviewed by a five member faculty council that makes the final determination and selection for membership.

STUDY HALL A student's unscheduled class time is spent in study hall. The study hall supervisor may issue passes to the office, counselor, library, etc., but students who plan to work with a teacher during this time must have previously obtained a pass from that teacher. Study hall is a supervised study area and conditions conducive to studying are to be maintained. All students are expected to bring school work to study hall, and all students will use study hall time on school-related work.

GUIDANCE

Individual files are kept which contain all grades and credits earned as well as Iowa Testing results. Any interest and/or aptitude results are included along with the PSAT and ACT results, etc.

Information to meet educational, vocational, and personal needs of students is available. This includes college and university catalogs, vocational and technical school materials, scholarship information, financial aid information, and armed service materials. Individual counseling is available to any and all students to assist them with course planning, decision making, peer pressures, social problems, personal conflicts, and whatever else might be a concern. These services are offered to help students make the kinds of decisions that will help them grow with confidence and become independent, responsible people who will be able to meet and solve future concerns.

The assessment program includes Iowa Statewide Assessment of Student Progress (ISASP). The PSAT test is offered to college bound juniors. College entrance test battery (ACT and SAT) applications are also available.

Applications for various post high school colleges and vocational-technical schools may be obtained through the counseling center. Students and parents are invited to use these services.

TRANSFERRING OR DROPPING SCHOOL Any student who plans to transfer to another school or drop school for other reasons should bring a written request from a parent indicating the reason for dropping school. This request should be completed at least two days in advance of the last day in order that satisfactory arrangements may be completed. A check-out sheet will be issued identifying those things which need to be completed before any refund can be issued and/or credits transferred.

DROPOUTS-LICENSE REVOCATION Students between the ages of 16-18 who cease to attend school will be reported to the Iowa Department of Transportation for the purpose of license revocation.

STUDENT SELF-SCHEDULING Students register during the scheduled registration each spring for the classes they plan to take during the following year. In the fall, a schedule change will only be allowed after a parent conference with the teacher and the counselor. Because of the book orders and section numbers, we must have these schedules in place early. Second semester schedules may be adjusted in late fall. Seniors register first, followed by juniors, sophomores, and freshman. The number of sections offered for each course and their scheduling during the school day depend upon the figures obtained from the spring preregistration; it is important that students choose wisely at that time. Any student that does not complete the self-scheduling process within the allotted time will be assigned a schedule by the guidance office -- no changes will be allowed if this process is completed by the guidance office.

DROPPING A COURSE Only students taking more than the minimum load (6 courses excluding P.E.) may drop a course. These students may drop a course during the first three school days of the semester. A course that is dropped after the first three school days will be recorded as a withdrawal.

All courses that are dropped after this time period, except those that are dropped for medical reasons, will be recorded as an "F" and will be figured into the student's grade point average.

INTERVIEW WITH STUDENTS A student may not be interviewed in school unless permission is granted by the principal. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by a court order or law. No student may be questioned by anyone other than school personnel without written permission from his/her parents or unless the parents are present. If police officers or other officials request an interview, the student's parents or legal guardians will be contacted and shall be invited to be present.

COMPUTER USAGE

Students are allowed use of school computers for educational purposes, as outlined by instructional staff. **UNAUTHORIZED MEDIA IS NOT ALLOWED TO BE USED IN SCHOOL COMPUTERS.** Violations will be met with: 1) Media confiscated and not returned; 2) Student suspended from use of technology in school; 3) Possible disciplinary action including but not limited to suspension/expulsion; 4) Possible financial restitution to school district; 5) Legal authorities may be contacted if specific technology laws have been broken or damage occurs.

NETWORK / INTERNET -- APPROPRIATE USE Because technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means.

Students will be issued an account to access the Internet, and electronic mail accounts will be issued. If a student has a personal electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The school district makes no guarantees as to the accuracy of the information received on the Internet.

Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to have access to the Internet. Students will sign a form acknowledging that they have read and understand the Internet Acceptable Use policy and regulations and understand the consequences for violation of the policy or regulations.

Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information available on the Internet changes frequently, it is not possible to predict or control what students might locate.

- The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
- To reduce unnecessary network traffic, users may use real-time conference features such as talk/chat/Internet Relay Chat only as approved by the supervising teacher.
- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- System users will not attempt to download files without the permission of the supervising teachers. The user will perform a virus check on downloaded files to avoid spreading computer viruses.
- The school district makes no guarantees as to the accessibility of the Internet nor the accuracy of the information received on the Internet.
- The school district reserves the right to block any information that is inappropriate for an educational setting, or that causes a strain on network system resources. Students will not be allowed to post any information on the school district's web site unless it is part of a classroom project. The content of the page(s) must be approved by the building principal or a person delegated by the building principal.
- Any pages created for posting on the district's web site must follow district guidelines for privacy and content. No page can contain advertising of any product or service without prior authorization of the superintendent.
- The use of the network is a privilege and may be taken away for violation of board policy or regulations.
- Students should adhere to on-line protocol: Respect all copyright and license agreements; cite all quotes, references, and sources; remain on the system long enough to get the needed information, then exit the system; apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- **Restricted Material** -- Students shall not intentionally access or download any text file, video, music or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- **Unauthorized Costs** -- If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulation or the following consequences:

First Violation- A verbal and written “Warning” notice will be issued to the student. The student shall lose Internet access for a period of up to ten school days. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student’s parent and a copy provided to the principal.

Second Violation- A verbal and written “Second Violation” notice will be issued to the student. The student shall forfeit all Internet privileges for up to twenty school days. The student may be suspended from school. If an act is of an extremely serious nature, not only would the student be automatically moved to #3, the administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student’s parent and a copy provided to the principal.

Third Violation- A verbal and written “Third Violation” notice will be issued to the student. The student shall forfeit all Internet privileges for the balance of up to school year. Before the beginning of the following school year, the student and his/her parent/guardian will meet with the principal to discuss what conditions, if any, will be attached to the student’s regaining of Internet privileges. The student may be suspended from school. If an act is of an extremely serious nature, administration may ask the board of education to consider expulsion of the student as soon as possible. A copy of the notice will be mailed to the student’s parent and a copy provided to the principal.

STUDENT CONDUCT

DETENTION Students assigned detention will be given two days to make up the time. Making up time before or after school is at the discretion of each teacher or the office. Failure to make up time will result in a double detention. Failure to serve the doubled detention will result in at least a one day suspension. Transportation is the student's and parent's responsibility.

SUSPENSION Law 282.4 Code of Iowa gives the board of education the power to expel any student from school for violation of the rules and regulations of the board or when the presence of the student is detrimental to the best interests of the school; and it may confer upon any teacher, principal, or superintendent the power to temporarily dismiss a student.

The student may be suspended from school by the administration on presentation of sufficient evidence that strongly implicates the student in any of the following offenses while attending school or participating in any school related activities. In all cases, law enforcement authorities may be notified.

1. **Insubordination or disrespect** for any or all school officials or employees. This includes abusive language such as profanity and applies in all district buildings, grounds, and school buses. This policy is in effect at both home and away school-related activities.
2. **Destruction or defacing of school property.**
3. **Use, distribution, sale, or possession of any alcoholic beverage, tobacco, vapor products, drugs, or look-alike substances** per Iowa Code Chapter 453A, unless specified by the individual's physician. This includes all school activities at home or away. Any student involved in co/extra-curricular activities must comply with all rules and regulations of the activities policy (as well as those stated here):

Tobacco/Vapor Products- 1st Offense - Suspension for 3 days
2nd Offense - Suspension for 5 days
3rd Offense - Hearing with Board of Education for disciplinary action and/or expulsion. Student is suspended until this hearing takes place.

Alcoholic Beverages &/or Drugs/Paraphernalia-

1st Offense - Suspension for 5 days & must submit to professional counseling.
2nd Offense - Hearing with Board of Education for disciplinary action and/or expulsion. Student is suspended until this hearing takes place.

4. **Fighting:** 1st offense - suspension for 3 days.
2nd offense - 5 days. Return after meeting with superintendent
3rd offense – expulsion
5. **Continuing behavior that seriously interferes with classroom instruction** or other activities associated with the school.
6. **Unsportsmanlike activities** involving visiting school teams and their representatives.

7. **Theft**-Any student who is involved in or admits to the theft of school property or property belonging to another individual will be suspended for up to 3 days. The second offense will result in a five day suspension; while the third offense will result in a hearing with the Board of Education for disciplinary action and/or expulsion - student remains suspended until this hearing takes place.
8. **Following the third removal from a class.**
9. **All threats of violence**, whether oral, written, or symbolic, against students, staff, 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.

Any time a student is removed from a class, he/she will be brought to the office and a report made concerning the reason for the removal. After the first time, notification of action will be sent to the parents of the student. Following the second time in the same class, the student will not be allowed to return to class until the parents have met with the teacher and the principal. Following the third incident in the same class, the student may be dropped from that class w/ grade of "F" assigned for the semester. The student will remain in the room for study hall for the rest of the semester (A student must have 6 classes plus Physical Education to be considered a full-time student and graduate).

If an act is of an extremely serious nature, the administration may ask the board of education to consider expulsion as soon as possible.

A student may also be simply held in the principal's office when problems arise that do not warrant official suspension.

All activities on the day of the suspension will be withheld from the student. Students who are suspended (in-school or out-of-school) are not allowed to attend school events or be on campus during the time of the suspension. Students will not be allowed to have their phones, food, drink, ear buds, etc. during the time of in-school suspension. They will have access to their computers for assignments only. They will eat lunch between students lunches, and ala carte will not be made available.

A student will not be allowed to participate in any school sponsored competition, concert, program, or activity during the time of the suspension (includes all practices and attendance for the day of the suspension). Students in graded activities/performances must complete alternative activities as directed by sponsor for credit.

The Five Step Discipline Referral Process/Readmittance

First referral: Parents are notified; Re-admittance by the Principal after suspension is served.

Second referral: Parents are notified; Re-admittance by the Principal after suspension is served.

Third referral: Parents are notified; Re-admittance after meeting between student, parents, SAT, and Principal--parents are responsible for scheduling this meeting; student will complete the assigned suspension period before re-admittance.

Fourth referral: Parents are notified; Re-admittance after meeting between student, parents, Principal, and Superintendent--parents are responsible for scheduling this meeting; student will complete the assigned suspension period before re-admittance.

Fifth referral: Parents are notified; student and parents must appear before the Board of Education for disciplinary action or possible expulsion. Student will continue until this hearing.

ELIGIBILITY/INELIGIBILITY The chance to participate in extra-curricular activities is a privilege a student earns by meeting minimum standards set by the school. The students are also governed by the respective state governing body.

- Academic Status Reports (ASRs) will be completed by staff, starting with the midterm of the first and third quarters and then every two weeks, for any student with a grade in any class below C-, and for final semester grades.
- Ineligibility will be for two-week periods, starting on the Monday following the release of ASRs. If a student has raised his/her ASR grade(s) to passing at the two-week grade check, the student will immediately regain eligibility until the next grade check. Eligibility for the rest of the semester will follow these same guidelines.
- Eligibility at the end of a semester will be determined by the final semester grades. **This includes college classes. Withdrawal from a college course after the approved drop time will result in an F on the student's Underwood High School transcript.** Semester grades will be checked as per Iowa Department of Education requirements.
- If a student fails a course at the end of a semester, they will be ineligible for 30 calendar days in the (next or present) sport in which they participate.
- If a student participating in a non-athletic activity (i.e. band, choir, drama, speech, etc.) fails a course at the end of a semester, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or IHSSA and all public performances or competitions that are non-graded (event doesn't affect course GPA) for a period of 30 consecutive calendar days after grades are issued.
- At the end of 2nd semester a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for 30 calendar days following the issuing of grades.
- The period of ineligibility will be considered served only if the student completes the season in which the time is served.
- Managers are considered participants in the extracurricular activity for which they manage and have the same eligibility requirements. During the ineligibility period, managers will be expected to perform managerial duties at practices but will not be allowed to perform the same duties at games/events and will not travel with the team.

STUDENT ACTIVITY POLICIES

I. ELIGIBILITY

All students are permitted to participate in extra-curricular activities if they meet the following requirements:

1. Follow all regulations as specified by the respective state associations.
2. Be a full-time student in the Underwood School and be academically eligible.
3. Be in school all day. A student must arrive within the first 30 minutes of the start of his/her school day and may not leave prior to 30 minutes from the end of his/her school day for it to be counted as a full day of school. This rule applies to both practice and participation in an event. If you know in advance that you will be missing school, you may participate or practice if you have completed a prior form from the office excusing you for that day. All priors should be processed at least 1 day before the intended absence is to occur, and in person (not via telephone or email). Any appeals will be heard by the building principal only.
4. Any athlete who quits one sport after two full weeks of that sport season is not eligible to participate in another sport that is in the same season without permission of both coaches involved.
5. Any students declared ineligible will have three weeks after a particular activity starts to begin working toward eligibility. Example: A student cannot come out for wrestling in January to work off ineligibility for track.
6. An athlete who desires to compete in two athletic activities (including Cheerleading) in the same season may do so with the written consent of both coaches/sponsors involved.

II. TRAINING RULES

These general training rules shall pertain to all students involved in the extra-curricular activity program.

No member of any activity shall:

1. Consume or possess alcoholic beverages
2. Use or possess tobacco in any form (see pg. 21-22 under "Suspension")
3. Use or possess any drugs unless specified by the individual's physician
4. Be involved in a serious infraction with school personnel or the law

This rule shall apply for the participant whether on school property or not and is in effect three hundred sixty-five days a year.

Iowa Code states that a juvenile court officer shall notify the superintendent of the school district or the superintendent's designee, or the authorities in charge of the nonpublic school which the child attends of the child's adjudication for a delinquent act which would be an indictable offense if committed by an adult. This would include possession of an alcoholic beverage; illegal possession of a controlled substance, counterfeit substance, or simulated controlled substance; and an aggravated misdemeanor or a felony handled by an informal adjustment agreement.

If the above regulations are violated, the participant shall be subject to the following:

I. First offense:

- a. The participant shall be declared ineligible for one-third of a season commencing with the first scheduled interscholastic athletic competition or activity performance in which he/she participates. No live participation is allowed until the ineligibility is completely served (e.g. Soap Game, scrimmage, etc.) Students in graded activities/performances must complete alternative activities as directed by sponsor for credit. The period of ineligibility will be considered served only if the student completes the season in which the time is served. Eligibility for activities without a typical "season" such as speech, play, variety show, Homecoming/Prom Court, etc. will be determined by the principal and athletic director.
- b. This period of ineligibility shall continue from one activity to a second, if necessary, commencing with the first scheduled game of the second activity.
- c. A student who violates the Training Rules may choose to self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before 9:00 A.M. the next school day after the conduct occurred and (2) before participation in an extracurricular activity. In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and will be required to put this information in a written statement.
- e. Any participant who violates any of the above regulations on school grounds/property (this district or another) will be declared ineligible for a mandatory 1/3 of a season--#d above will be void in these situations.
- f. No student shall be punished for any infraction of eligibility rules which occurred 90 days prior to the violation being reported to the school.
- g. Any student with more than one violation/training infraction and/or ineligibility due to grades, etc., will serve the periods of ineligibility consecutively-not concurrently.

Ineligibility Guidelines

Events Missed	1/3 season	1/5 season		1/3 season	1/5 season
Football	3	2		Golf	4 3
Cross Country	3	2		Baseball	10 6
Volleyball	5	3		Softball	10 6
Basketball	7	4		Show Choir	2 1
Wrestling	5	3		Jazz Band	2 1
Track	4	3		Other	TBD
Soccer	5	3			

II. Second **offense**:

- a. If a second infraction of the training rules should occur, the participant will be ineligible for one full season.
- b. The participant who violated the above regulations a second time and self-reports will have the penalties reduced to two-thirds of a season. In order to have the reduction of penalty, the individual must submit to professional counseling by certified personnel or attend classes as approved by the principal and athletic director. The participant and/or parents are responsible for scheduling this in a timely fashion and are also to be responsible for providing documentation of attendance. Failure to comply may lead to further disciplinary action for the participant.
- c. If the penalty is not finished during one season, it will carry over to the next season, beginning with the first scheduled competition. The principal and athletic director will determine the number of events that carry over based on the percentage of the penalty already served during the first season. If the penalty does carry over to a second season, a minimum of one event will missed.

III. Third **offense**:

- a. If a third infraction of the training rules should occur, the participant will be required to appear before the board of education to determine consequences (may result in permanent ineligibility).

IV. Offenses will be cumulative throughout the student's 8th-12th grade career.

DRESS CODE

We believe in maintaining a respectful and conducive learning environment. Our dress code guidelines are designed to promote a sense of professionalism and equality among all students. We encourage students to express their individuality while respecting the values and standards set by the school community. Please adhere to the following dress code:

1. Tops
 - Tops must cover the entire midriff, chest, and back area, without exposing undergarments.
 - Tank tops, strapless tops, spaghetti straps, and halter tops are not allowed.
 - Shirts or tops with offensive language, inappropriate images, or explicit content are prohibited.
2. Bottoms
 - Pants, skirts, shorts, and dresses should be worn at a reasonable length.
 - Sagging pants or excessively loose-fitting bottoms that reveal undergarments are not allowed.
3. Footwear
 - Closed-toed shoes or sandals are required for safety reasons. Flip-flops, slippers, and high-heeled shoes are not permitted during regular school hours.
 - Athletic shoes are mandatory for physical education classes or other designated activities.
4. Accessories
 - Accessories such as hats, caps, bandanas, or head coverings should not be worn inside the school building, except for religious or medical purposes.
 - Sunglasses are not to be worn inside the school building, unless prescribed by a medical professional.
 - Jewelry, piercings, and tattoos should be modest and non-distracting.
 - Students must wear some kind of reasonable footwear, and keep it on at all times during the school day.
5. Special Events
 - On special occasions or events, such as school dances or spirit days, specific dress guidelines may be communicated to ensure the appropriateness of attire.

Disciplinary Actions:

Failure to comply with the dress code may result in the following actions:

- Verbal warning and the opportunity to rectify the dress code violation.
- Parental contact to discuss the violation and seek resolution.
- Temporary removal from class or school until the dress code issue is resolved.
- Ongoing refusal to adhere to the dress code may result in additional disciplinary consequences as outlined in the school's disciplinary policy.

Appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

CELL PHONES, SMART WATCHES, & OTHER ELECTRONIC DEVICES

Underwood High School believes that personal technology devices may be useful tools for students before and after school and can play an educational role in some situations (using teacher-approved

applications, etc.). Our goal is to assist students in properly using their devices so they are able to responsibly use them once they are in the work force or a higher education setting. However, use of personal technology devices in school situations must be regulated to assure that the use of such devices does not disrupt or interfere with the educational process or school operations.

To support student engagement with an environment free of distractions during class time, and in accordance with the Underwood Student Handbook policy, mobile electronic communication and listening devices such as cell phones, iPods, earbuds, and headphones:

- Must remain off or silent and completely out of view inside a backpack or purse during class time*.
- May be used before school, after school, during passing periods, and during lunch.
- May not be used in bathrooms or any other location where such use could violate another person's reasonable expectation of privacy.
- May not be used to take a photo image of anyone without their knowledge or permission..

*Faculty may develop their own system of classroom phone storage that students may choose to use, such as a container, hanging pockets, charging stations, a cabinet, etc.

School personnel may confiscate student mobile devices for violations of this policy or the district cell phone policy.

Families and students may use the main office when communicating messages from home or school. The campus is not responsible for any damaged, lost, or stolen electronic device.

When a violation of this policy occurs, Underwood High School teachers and administration will follow the process outlined below.

1st offense – released to student at end of school day

2nd offense – device forfeiture for one school week

3rd offense – device forfeiture for the remainder of the quarter (min. 30 calendar days)

4th & subsequent offenses – forfeiture of the device for the remainder of the quarter (minimum of 30 calendar days) and suspension (1 day for 4th offense, 2 for fifth offense, etc.)

Electronic devices such as laser pointers, tazers, etc. are not permitted.

ACADEMIC INTEGRITY/CHEATING Copying someone else's homework, copying someone else's computer disk, copying from another students quizzes, tests, or exams, use of cell phone, Smart Watch, text messaging, and/or other inappropriate use of any technology, or plagiarism of published works (including the Internet) is a serious infraction. If a student is caught cheating or plagiarizing, a complete written report of the incident shall be made by the teacher. This report will be turned into the administration, who will in turn contact the student and his/her parents. The consequences for cheating or plagiarism will depend upon the severity involved and the number of times the student has demonstrated this behavior.

Consequences for infractions:

- 1st Offense-Zero on assignment; teacher referral

- 2nd Offense-Zero on assignment; teacher referral; parent meeting; 60 minute detention; 2 week ineligibility from activities
- 3rd Offense-Zero on assignment; discipline referral; suspension; 4 week ineligibility from activities
- Penalties will increase for further offenses
- All infractions of the academic integrity policy will be considered when determining membership in National Honor Society
- Any student who has 2 or more infractions in an academic year will begin at 2nd Offense the next year

**Loss of credit for the material that was compromised would be automatic.

STUDENT BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the district. The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The district prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students are on property within the jurisdiction of the district; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other

proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal, Level One Investigator, or superintendent will be responsible for handling all complaints by students alleging bullying or harassment.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal
 - write down exactly what happened, keeping a copy and giving 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 did, witnesses to the harassment, how the student felt, what the student said or did, either at the time or later, and how the harasser responded.

An individual who believes that they have been harassed or bullied should notify the building principal or the Level One Investigator (Mrs. Stefanie Taylor or Mr. Andy Irwin). The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The principal/investigator will decide any appropriate additional steps which may include discipline and/or contacting legal authorities.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken

in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Bullying and/or harassment will not be tolerated here. Bullying and/or harassment of any kind are against the law. Please treat others respectfully.

STUDENT-TO-STUDENT HARASSMENT (BOARD POLICY 502.9) Harassment of students by other students will not be tolerated in the school district. This policy is 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, vehicles or chartered buses; and while attending or engaged in school activities.

The district prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students are on property within the jurisdiction of the district, while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from the school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Harassment means conduct of a verbal, physical, or written nature that is designed to bully, embarrass, distress, agitate, disturb, or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to, the following: repeated behavior in the form of (1) verbal, physical, or written harassment; (2) remarks of a demeaning nature; (3) implied or explicit threats concerning one's grades, achievements, etc.; (4) demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment using the following procedure:

- (1) The student(s) will report harassment to a school official and fill out a bullying/harassment claim form.
 - a. Each of the involved parties will then be brought into the principal's office separately to tell his or her side of the story.
 - b. The principal will determine whether the claim was founded and will document the finding in writing.
 - c. A flagrant act of harassment may result in an immediate suspension.
- (2) If, after the first step, the harassment continues and is founded by the principal, the following disciplinary steps will apply:

- a. Discipline for 2nd Offense:
 - i. 3-day out-of-school suspension
- b. Discipline for 3rd Offense:
 - i. Meeting with superintendent, harasser, and his/her parents
 - ii. 5-day out-of-school suspension
- c. Discipline for 4th Offense:
 - i. Meeting with School Board
 - ii. Suspension/Expulsion (To be determined by the Board)

Retaliation: If a student retaliates for actions taken to resolve the conflict, it will be considered an act of harassment and the appropriate disciplinary step will be imposed.

The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.

WEAPONS

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. While on school district premises or property within the jurisdiction of the school district, no student is to possess a gun, knife, chain, tazer, mace, or any other dangerous object.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm on the school district premises or property within the jurisdiction of the school district shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

RESPECT FOR EQUIPMENT AND FACILITIES Each student is to assume responsibility for the care of all school property. Students who damage school property accidentally are responsible for paying for the damage. Damage of a malicious nature will be considered a very

serious matter and must be repaired or replaced at the expense of the student at fault.

STUDENTS RIGHTS - DUE PROCESS Each student who is involved in some form of disciplinary action is entitled to due process which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.

The right of appeal to the Superintendent and subsequently the Board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.

ACTIVITIES, CLUBS, & SPORTS

We encourage all students to participate in as many activities as they feel comfortable. Since involvement in our activity programs is voluntary and a privilege, certain rules and regulations may be established within each activity, club and/or sport concerning eligibility for involvement. The following is a list of the Extra & Co-Curricular Activities found here at Underwood High School:

Football	Student Council	School Play	Girls Volleyball
Yearbook Staff	Marching/Pep Band	Concert/Jazz Band	Ind. Speech
Girls/Boys Track	Vocal Music/Choir	Lg. Group Speech	Girls/Boys Basketball
Wrestling	Show Choir	Eagle Weightlifting	JOI (Junior Optimist)
Instrumental Music	Library Club	Spanish Club	Teacher Aide Program
Cross Country	Cheerleading	Boys Baseball	National Honor Society
Girls Softball	Dance Team	Mock Trial	Girls/Boys Golf
Class Officer	Quiz Bowl	Girls/Boys Soccer	Musical/Variety Show

If you are interested in any of these school-sponsored activities, please make contact with the appropriate sponsor, coach, or advisor as soon as possible. If you are unsure of whom to contact, stop in the office for assistance.

ACTIVITIES

An activity program is provided to add interest and enjoyment to school life and to furnish opportunity for student growth and development. No bullying and/or hazing activities of any type will be allowed.

You are encouraged to participate in at least one activity, according to your interest. Identifying yourself with an organization or activity however, means that you understand the rules and regulations which govern it and are willing to comply with them.

HOURS Any training hours and penalty for violations shall be set by the individual sponsor in accordance with district policies and Activities Director's approval.

TRANSPORTATION All participants going to an away activity will travel and return in school provided transportation. Students may be allowed to leave an event with their parents after the parents have requested that to the coach or sponsor. Any exceptions to this must be requested by the individual's parents directly to the sponsor, principal, or activity director in advance. No students driving themselves or riding with friends to or from an activity will be approved.

ATTENDANCE Any activity member shall be expected to be present for all practices/events.

EQUIPMENT If school equipment is damaged/lost, the participant shall be responsible for its replacement.

CONDUCT Good conduct will be expected from all participants at any event. Any profanity before, during, and after an event will not be tolerated. Offenses will carry a penalty as determined by the sponsor, principal, and activity director.

PHYSICALS – INSURANCE – CONCUSSION PROTOCOL A physical, proof of insurance, and a concussion protocol form are required of all athletes and cheerleaders before they will be allowed to participate. The insurance coverage may be through a family policy already in effect or by the policy available through the school.

ATTENDANCE POLICY FOR ATHLETICS Participation in athletics is a privilege that carries responsibilities. One of the major responsibilities of an athlete is to be at practice. Attendance at practice is critical so that the athlete may learn the skills necessary to compete as an individual and as a team member. During practice, athletes are instructed in proper techniques and are involved in conditioning programs that will help prevent injury. For team sports to be successful, athletes need to practice with their fellow teammates. Attendance at practice must be a priority with every athlete. The coach and/or Activities Director will have final discretion to determine what is an excused and an unexcused absence from practice.

Any athlete who is not a member of the “team” on the opening date of that season will have their participation status determined by the coach/sponsor of that activity and the Activities Director.

PRACTICE ATTENDANCE POLICY

EXCUSED: Illness, medical appointment, funeral, personal family business, are absences in which the coach has been given prior notification. However, an athlete should always make every effort to contact the coach. If a coach cannot be notified, the next person to try to contact would be the activities director. **NOTE:** Participation in required school events will not carry any penalty. Consequence for an excused absence from practice: For team sports, the athlete will not start in the next competition. For individual sports, the athlete may participate in a capacity that is not unfair to athletes who were in attendance at practice. (Example: An athlete who runs in the 4x100 relay may not run in that event at the next competition, but may run in an open event. An athlete who wrestles at 125 may wrestle at another weight that is open at the next competition.) We do not want to penalize the individual or the team for an unexcused/missed practice, but want to give those who are in attendance the priority.

UNEXCUSED: The coach has not been notified prior to the absence (not including emergencies). If the coach is notified prior to the absence and does not believe the reason for the absence is warranted, the absence may be unexcused (hair appointments, shopping, business that may be handled at other times, jobs). If a student misses a school-sponsored practice and/or game due to participation in a non-school sponsored activity/sport, the student will be subject to the unexcused disciplinary measures established in the board handbook (Policy 503.5).

Consequence for unexcused absence from practice: Unexcused absences will not be tolerated. One unexcused absence will result in the athlete not participating in the next competition. The coach will notify the athlete and the parent (in writing) that the absence was unexcused. Two unexcused absences will result in dismissal from the team.

Mrs. Sheila Adair	Resource Associate
Mr. Brad Anderlik	Social Studies
Ms. Jodi Arrick	Custodian-Night
Mr. Greg Bachman	Mathematics
Mrs. Heather Behrendt	Mathematics
Mr. Brad Blum	Business & Computers
Mr. Matthew Breja	Language Arts
Ms. Becki Brookshire	Special Education
Ms. Lavone Christensen	Resource Associate
Mr. Brian Clausen	Custodian-Day
Mrs. Kathy Darrington	Resource Associate
Ms. Serena Eichhorn	Vocal Music
Mrs. Jennifer Fischer	Family & Consumer Sciences
Mr. Tyler Hamilton	Athletic Director
Ms. Britt Hermsen	Science
Ms. Diane Huddle	Library Associate
Mr. Kirk Hughes	Guidance
Mr. Andy Irwin	Superintendent
Ms. Lois Johnson	Instructional Coach
Ms. Lisa Jones	Guidance Secretary & Media Ctr. Associate
Ms. Susie Knott	Spanish
Mr. Jay Lahners	Science
Mr. Matt McDonough	Principal
Mr. Ryan Miller	Instrumental Music
Mrs. Christine Privia	Gifted and Talented
Ms. Sydney Rath	Instructional Coach
Mr. Tyler Ridder	Phys. Ed.
Mr. Eric Rodgers	Art
Mrs. Marsha Slobodnik	Building Secretary
Ms. Myranda Starner	Resource/P.E.
Mr. Andy Vanfossan	Social Studies
Mrs. Page Wiese	Language Arts
Mr. Jon Williams	Industrial Arts/PLTW
Ms. Melva Woods	Resource Associate

Underwood High School
629 North Street P.O. Box 130
Underwood, IA 51576-0130
Telephone: 712-566-2703

Underwood Elementary School
601 Third Street P.O.
Underwood, IA 51576
Telephone: 712-566-2326

Underwood Community Schools District
Offices & Middle School
601 Third Street P.O. Box 130
Underwood, IA 51576
Telephone: 712-566-2332

VISIT UNDERWOOD SCHOOLS AT:
www.underwoodeagles.org

www.eaglesactivities.com for sports and activities

On Twitter: @EagleActivities and @UHSEagles1

On Facebook: Underwood Community Schools

Email addresses are first initial, last name @underwoodschoools.org
(e.g. jdoe@underwoodschoools.org)