WOODWARD-GRANGER COMMUNITY SCHOOL DISTRICT

2026-2027 Parent/Student Handbook

Middle School

(6th-8th Grade)

BUILDING FUTURES ONE STUDENT AT A TIME THROUGH A SUPPORTIVE CULTURE OF HIGH EXPECTATIONS

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Welcome to the Home of the HAWKS!

WG Policies & Regulations

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About the Woodward-Granger Community School District

The Woodward-Granger CSD is a small rural school District comprising the communities of Woodward and Granger that serves approximately 1,100 students in grades TK-12th. Woodward and Granger are optimal locations as the farthest point of the District to the North is 30 minutes to the Des Moines Metro. The district has experienced steady community growth and has first class facilities.

About the Woodward-Granger Middle School

The Woodward-Granger Middle School is located in Woodward, Iowa. The building houses grades 6th - 12th. The middle school serves approximately 240 students averaging 70-80 students per grade level. The middle school philosophy is to focus on the entire student helping them grow as an individual, student, citizen, and an active participant in the school setting. It is our hope to provide students with learning opportunities to grow socially, emotionally, physically, and academically.

Non-Discrimination Statement (106.01 E(1))

The District does not discriminate on the basis of sex and prohibits sex discrimination in all education programs and activities operated by the district, as required by Title IX, including in admission and employment.

Inquiries about the application of Title IX to the district may be referred to the district's Title IX coordinator Rebekka Maass, Director of Special Education & Programs, (515) 999-8022, rebekkamaass@wghawks.school, 1904 State Street, Granger, Iowa 50109, the Office of Civil Rights, or both.

The district's Title IX Non Discrimination policy and grievance procedures are located in electronic format within the district's policy reference manual, accessible through the district's website. For questions locating this policy please contact the Board Secretary.

Individuals wishing to report conduct that may constitute sex discrimination and/or make a complaint of sex discrimination should contact the district's Title IX Coordinator Rebekka Maass, Director of Special Education & Programs, (515) 999-8022, rebekkamaass@wghawks.school, 1904 State Street, Granger, Iowa 50109.

2026-2027 School Calendar

Woodward-Granger Schools
2026-2027 Calendar

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

One-Hour Early Dismissal Each Wednesday	
AUGUST	
Aug. 13	New Teacher Academy
Aug. 12, 14, 17	Flex Day
Aug. 18-21	In-Service Days
Aug. 24	First Day of School
Augi. 31	First Day of School (Preschool)
SEPTEMBER	
Sept. 7	No School - Labor Day
OCTOBER	
Oct. 16	No School - In-Service Day
NOVEMBER	
Nov. 9,10, 12	Early Out for P/T Conferences
Nov. 13	Flex Day
Nov. 25-27	No School - Thanksgiving Recess
DECEMBER	
Dec. 18	Last Day Before Break **1:30 pm Dismissal**
Dec. 21	Flex Day
Dec. 21-31	No School Winter Recess
JANUARY	
Jan. 1	No School - Winter Recess
Jan. 4	School Resumes
Jan. 18	No School - MLK Jr. Day
FEBRUARY	
Feb. 19	No School - In-Service Day
MARCH	
Mar. 8, 9, 11	Early Out for P/T Conferences
Mar. 12	No School - Flex Day
Mar. 15-19	No School - Spring Recess
APRIL	
Apr. 23	No School - In-Service Day
MAY	
May 19	Seniors' Last Day
May 23	Commencement
May 27	Last Day of School **1:30 pm Dismissal**
May. 28	No School - Flex Day

174	Student Contact Days
2	Parent/Teacher Conference Days
5	Paid Holidays
7	In-Service Days
7	Flex Days - Certified staff work 2 of 7
190	Contract Days

1102.5	Student Instructional Hours
15	Parent-Teacher Conference Hours
1117.5	Total Instructional Hours

The first two cancelled student days will not be made up.
Cancelled student days beyond one will be added to the end of the year.
Certifield staff will make up any days missed in order to fulfill the contract.

Approved February 16, 2026

Daily Bell Schedule

Monday/Tuesday/Thursday/Friday 3:20 PM Dismissal	Wednesday - 2:08 PM Dismissal
1st: 8:10 AM - 8:53 AM	1st: 8:10 AM - 8:48 AM
2nd: 8:56 AM - 9:39 AM	2nd: 8:51 AM - 9:29 AM
3rd: 9:42 AM - 10:25 AM	3rd: 9:32 AM - 10:10 AM
4th: 10:28 - 11:11	4th: 10:13 AM - 10:51 AM
5th: 11:14 AM - 12:30 PM (Class & Lunch)	5th: 10:54 AM - 12:05 PM (Class & Lunch)
6th: 12:33 PM - 1:16 PM	6th: 12:08 PM - 12:46 PM
7th: 1:19 PM - 2:02 PM	7th: 12:49 PM - 1:27 PM
8th: 2:05 PM - 2:48 PM	8th: 1:30 PM - 2:08 PM
9th/HawkTime: 2:51 PM - 3:20 PM	

Grading Scale for Woodward - Granger Middle School

The middle school uses a standards based grading (SBG) approach. SBG is an approach for assessing and communicating progress on specific content standards. It does not take into account behavior, attendance, homework, or extra credit. SBG seeks to provide clear communication on what students know and are able to do. Proficiency scales, or measurements on a 1 through 3 scale, aligned to specific standards will be used to assess student knowledge. The 1 through 3 ratings will ultimately transfer to an overall letter grade.

WGMS PROFICIENCY SCALE

Level Of Proficiency	Progression of Learning
3	Meets Grade Level Standard - This is the target/expectation
2.5	No major errors or omissions regarding the 2.0 content and partial knowledge of the 3.0 content
2	Approaching Grade Level Standards - recognition or recall specific vocabulary and performance of basic processes
1.5	Partial knowledge of the 2.0 content, but major errors or omissions regarding the 2.0 content
1	With help, demonstration of a partial understanding of some of the simpler details and procecsses and some of the more complex ideas and processes
NE	Even with help, no evidence submitted or no understanding or skill demonstrated

SCALE SCORE TO LETTER GRADE

Scale Score	Descriptor	Grade
3	Meets Grade Level Standard	A
2.5	Partial Success with 3.0	B
2	Approaching Standard	C
1.5	Partial Success with 2.0	D
1	With help, little understanding	F
NE	No Evidence Provided	F

Meet those that Serve

Members of the W-G School Board share a common vision: Building futures one student at a time through a supportive culture of high expectations. The Woodward-Granger Board of Education exists to represent and serve the stakeholders of WGCSD. Meetings are generally held the third Monday of the month and alternate venues from Woodward to Granger. We encourage you to actively participate in school board meetings and/or at your local School Improvement Advisory Board meetings.

Ashley Brandt, President, At-Large- ashleybrandt@wghawks.school

Sam Behrens, Vice President, District #3- sambehrens@wghawks.school

Eric Polich, Director, District #1- ericpolich@wghawks.school

Troy Janssen, Director, District #2- troyjanssen@wghawks.school

Anthony Hodges, Director, At-Large - anthondyhodges@wghawks.school

Regular Scheduled Meetings 26-27

Month	Day	Time	Location
August	17th	5:30 p.m.	MS/HS Media Center in Woodward
September	21st	5:30 p.m.	Elementary Media Center in Granger
October	19th	5:30 p.m.	MS/HS Media Center in Woodward
November	16th	5:30 p.m.	Elementary Media Center in Granger
December	21st	5:30 p.m.	MS/HS Media Center in Woodward
January	11th	5:30 p.m.	Elementary Media Center in Granger
February	15th	5:30 p.m.	MS/HS Media Center in Woodward
March	22nd	5:30 p.m.	Elementary Media Center in Granger
April	19th	5:30 p.m.	MS/HS Media Center in Woodward
May	17th	5:30 p.m.	Elementary Media Center in Granger
June	21st	5:30 p.m.	MS/HS Media Center in Woodward

Members of the community are invited to some and speak during the public forum at each regularly scheduled Board Meeting. If you wish to contact a Board member please do so at the email provided above or contact the School Board Secretary Matt Crooks at (515) 999-8022. We look forward to seeing and interacting with you.

Communications

District and School Websites

The primary resource for information on all aspects of the district and schools are our websites.

www.wghawks.school helps users easily identify what type of information they may be looking for and navigate to clean and easy to follow webpages.

School pages are maintained by each building and contain information of specific events, curriculum and teacher contacts.

Infinite Campus Mobile App

The IC mobile app is a one stop shop for parent information regarding grades, lunch accounts, attendance and more. The app is free and located at the Apple store or Google play for download.

Social Media

Social media is a great way to stay in touch with what's going on in the District. Like the District Facebook account at https://www.facebook.com/wgcsdhawks/ or follow us on Twitter @wgcsdhawks

Infinite Campus Messaging System

Infinite Campus Messaging is the district's phone, email and text system that allows school personnel to send a message to parents at a moment's notice. In an emergency situation such as school closing, a message will go out to every family designated phone number, email and text that we have in our student information system. Please make sure your phone numbers and e-mail addresses are up-to-date. Changes to contact information should be sent to your child's school.

Face to Face, Phone, and Email

We highly encourage contacts and/or communications to go straight to the source. With that all of our staff are equipped with a District email that includes (no spaces) firstnamelastname@wghawks.school If email does not work we encourage you to schedule a face-to-face appointment with the staff member or pick up the phone and call.

District Office- 515-999-8022
High School Office- 515-438-2115
Middle School Office- 515-438-4263
Elementary Office- 515-999-2357
Early Learning Center Office 515-999-8058
Grandwood Office- 515-438-3240

Inclement Weather

With the potential of undesirable weather District personnel watch the weather forecasts throughout the night and early mornings.

The Superintendent's office stays in contact with a number of school personnel, city/county entities and local law enforcement to make the best decision possible.

Temperatures, wind chills, amounts of snow and visibility are all considered when determining whether or not to have school. There are many variables to consider with student safety always being the top priority.

For snow related issues the determining factor is the ability for city and county workers to plow and clear roads. Because roads are plowed all through the night and morning hours a real-time decision will likely be made based on school day travel times.

For cold and frigid temperatures we try our best to make a decision the evening before. If the local and National Weather Service calls for a combined air and wind chills to be 40 degrees below or colder classes and activities will be canceled. If this threshold is not met we will continue to monitor conditions and make a decision as needed.

Once a decision is made to close or alter a school day our student's families will receive an automated phone call, email and/or text from our Infinite Campus Messaging System. A notification will also be placed on the District website along with Facebook and Twitter.

School closing information will also be sent to the local television channels and radio stations.

School Activities/Athletics

The decision to hold activities and/or practices will be made on a case by case basis.

Digital Learning Environment

The Woodward-Granger Community School District has a rich digital learning environment that supports student learning. All of our students benefit from technology tools that are integrated into the learning environment.

Infinite Campus Portal

The W-G CSD uses Infinite Campus as our student information system. Infinite Campus is a web-based system that can be accessed by parents for information regarding their students. Once logged into the IC portal parents will be able to see and monitor notices/announcements, student grades, attendance, reports, fees, transportation and teacher contact info.

Personal Devices

From PK-12th grade all students are assigned logins, ID's and passwords that define their access to the District's electronic network and technologies. Passwords are distributed and created for students at school with the responsibility of maintaining these falling on the student (PK-1...these are managed for students). Students should not share these credentials with anyone other than parents. Inappropriate use of the network or District technologies under the students personal login is the responsibility of that student.

Individual Logins

All students in grades 6th-12 have personal 1:1 devices provided by the District. Students maintain these devices throughout the school year and are responsible for taking care of them. These devices do break on occasion and depending on extent and intent behind the damage may fall under the District and/or the student/parent responsibility. Grades PK-5 also have devices available during the school day but at this time students at these levels are not allowed to take the device home.

Internet Appropriate Use Regulation (Policy 605.6R1) The Woodward-Granger CSD provides the use of electronic technologies to enhance student learning. All electronic technologies must be used in support of the educational program of the district. Access to electronic technologies may be revoked at any time for inappropriate use. To ensure appropriate technology use, the district maintains filtering and security protocols in compliance with State and Federal laws; however, students bear the responsibility for acceptable use of the internet and electronic technologies. Students are advised that district personnel may monitor use of content stored on District electronic technologies.

The Internet Appropriate Use Regulation sets forth guidelines for student access and use of district electronic technologies. As required by law, all parents and students must sign an Appropriate Use Agreement to permit student access to District technologies. The agreement is effective throughout the duration at each child's school. Parents with questions or concerns should contact the school's building principal to discuss alternative learning arrangements.

Parents are responsible for monitoring their student's use of the District's technologies (including email) from home or other remote location(s).

Cell Phones in the Middle School Policy # 503.09

It is the policy of the Woodward-Granger Community School District that students may not possess personal electronic devices at any time during the school day**.**

Definitions:

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device.

A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The “school day” is:

- Monday, Tuesday, Thursday, Friday: 8:10 am to 3:20 pm
- Wednesday Early Dismissal: 8:10 am to 2:08 pm

General Rules:

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

- Chromebook
- iPad

A student’s personal electronic device may be used under the following conditions:

- If no district-issued device serves the intended instructional purpose, a teacher may seek pre-approval for the use of personal electronic devices from the building principal.

A parent or guardian, after verification by school officials, may communicate with a student through the school's main office phone line. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by Infinite Campus message.
A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a student’s locker or the main office.

Violations of Policy

For the first offense in a semester of possessing a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials, to be returned to the student’s verified parent or guardian after the end of the school day during normal business hours. Confiscated devices will be logged and secured. For third or subsequent offenses, the school will receive the student's personal electronic device at the beginning of each school day for the remainder of the semester.

Student-Specific Exceptions to Policy

Petition by Parent or Guardian. A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student’s physical health, based on the unique facts of the student’s case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or

guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to this policy.

Student Plans. A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or a health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Technology Fines for Damage

The district provides students with a 1:1 learning device. It is the responsibility of the student and district to ensure that this learning device is ready for use throughout the duration of the school day. Students are responsible for using the device appropriately, charge the device, and use the device with care. It is also the responsibility of the student to report any accidental or intentional damage or loss to the tech staff, teacher, or principal in a timely manner.

Issues and repairs related to manufacturer defects or faulty parts will be covered by the district warranty and insurance. **Damage determined to be intentional will incur the highest repair cost for the damage type.**

	Occurrence of Damage			
Type of Damage	**First**	**Second**	**Third**	**After the Third or Intentional**
Screen Damage	District Covered	$25	$25	$50
Main Board Damage	District Covered	$25	$25	$50
All Other Damage	District Covered	$5	$5	$10
Charger Replacement (Lost/Stolen)	$20			

Academic Services

Instructional Model

Woodward-Granger CSD uses a hybrid approach to instruction. First we utilize a Behavioral Systems approach that includes Direct instruction with a focus on mastery learning. With this approach we utilize observable skills and behaviors to guide instructional change. In addition, we also depend on a Social interaction model. These models promote cooperative learning and role playing.

Learning is a complex process. We believe that we learn well by being taught through a series of intentional actions. Quality teaching involves modeling, feedback, practice, peer support, collaboration and more practice and more feedback.

Iowa Academic Standards

The vision for the Iowa Academic Standards is to ensure the success of each and every student by providing a world-class curriculum. The standards are designed to improve achievement of all students, preparing them for the world beyond high school. The standards identify the essential content and instruction of critical content areas that all students must experience.

For more information on the Iowa Academic Standards, including the universal constructs please visit the Iowa Department of Education website @ educateiowa.gov.

English Language Learner Program (ELL)

The English Language Learner (ELL) program provides non-English speaking students with the opportunity to acquire proficiency in listening, speaking, reading and writing English. The ELL program promotes a positive learning environment in which each student's first language, culture and ethnic heritage is valued.

The ELL department identifies students whose first language is not English and assesses these students accordingly to see if they qualify for services. Once students qualify, they are exposed to a series of strategies, methodologies and curriculum used to help each student acquire English.

Student Behavior Services

WGCSD offers a range of services to assist with increasing appropriate and decreasing inappropriate behavior among our students. Our goal is to be positive and proactive when dealing with a variety of behaviors in school.

Behavior Intervention Plans (BIP) may be developed for students in either a general education or a Special Education setting needing a more personalized approach. Parents are an integral part in developing these plans.

Additional resources for students include the availability of school counselors at each building, EFR professional counseling service made available to all students and Area Education Agency (AEA) services.

Special Education

A range of special education services designed to meet the individual needs of all students are provided in each building as well as early childhood and preschool programming.

Before a student can be placed in Special Education a team of teachers, parents and Area Education Agency consultants use a problem solving approach to develop interventions before there is any consideration of special education placement. This team assists the general education

teacher in designing and monitoring these interventions.

Two unique programs are located within the Woodward-Granger School District. Grandwood Education Center and Woodward Academy offer services for children with severe disabilities and/or that are Children in Need of Assistance (CINA) or placed by the court system. Students from both facilities earn a Woodward-Granger diploma and both run on a consortium model. These two programs bring students from all over the state and/or country.

Extended Learning Program (ELP/TAG)

Identification of academic talent development is a continual process. It is expected that children will cycle in and out of programs as they mature and the levels of support and academic challenges they need change.

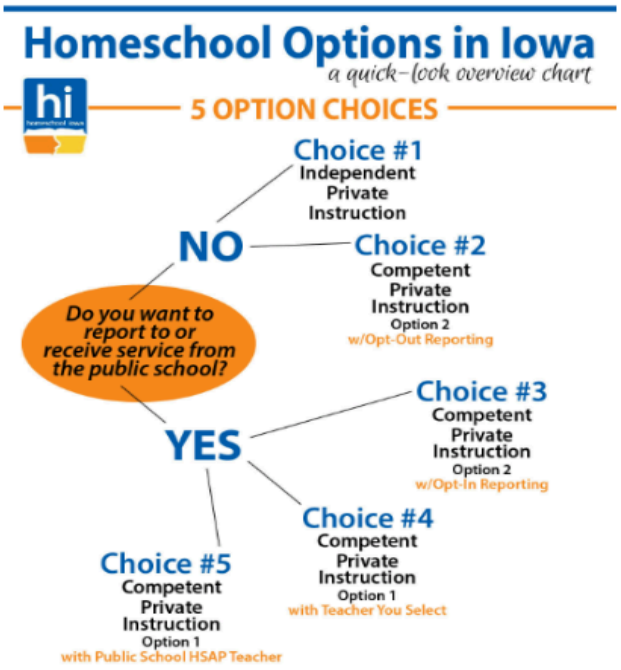
Some students may demonstrate ability in the Arts while others in the Sciences. A smaller number of students will excel in both fields and are referred to as having general intellectual ability. An annual review including multiple criteria by the ELP staff is research based best practice, ELP staff meet with classroom teachers regularly to collect data and then meet as a team to determine individual academic needs and placement. Students are served depending on academic need demonstrated and options available.

Competent Private Instruction (CPI or Homeschooling)

Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited non-public school (IA Code 299A.1 (2) (c)).

It includes competent private instruction (either by a licensed practitioner or a non-licensed person), independent private instruction, home school assistance programming and non-accredited non-public schools.

For more information on Competent Private Instruction and support from the Woodward-Granger CSD please call 515-999-8022 and ask for Dr. Keri Schlueter, Director of Teaching and Learning.



Assessment/Testing

State Assessments Tests

Assessment tests given by educational facilities in the state of Iowa measure student progress toward the state's academic standards. For more information about state assessments, please visit our website or talk with each building principal.

Testing Days

If children are ill or absent on the test date, the test may be administered on a makeup date. All Iowa schools are held accountable for a high participation rate on state tests. Please do not schedule vacations, doctor, or dental appointments on state testing dates.

Students should come to school prepared to take a test, which includes getting a full night's rest and eating a good breakfast the morning of the test. Your child's teacher can answer specific questions about the testing environment and any other preparation necessary to do well. We appreciate your cooperation.

The following assessments will be administered during the school year. (Note some may be administered multiple times throughout the year)

Iowa Statewide Assessment of Student Progress (ISASP) - State Required (Spring)

Formative Assessment System for Teachers (FAST), Reading and Math (multiple times a year)

ELPA21 (English Language Learners Only)

Conditions for Learning (Spring)

Common Classroom/Grade alike assessments (throughout the year)

Nutrition Services

The Woodward-Granger CSD partners with the Food Service Management Company, Taher to offer nutritional, appetizing school meals. Meals are planned to follow high nutritional standards set by the United States Department of Agriculture.

About Meals

School meals are planned to include the appropriate servings of meat/meat alternative, breads/grains, fruits/vegetables and milk. Menus must follow guidelines set by the federal government and must meet nutritional goals when averaged over a school week.

Substitutions for specific foods are allowed only when supported by a statement from a recognized medical authority. If a student needs a substitution for any item, such as the case of a food allergy, they must have a medical note from the doctor. This medical note must be updated annually and submitted to the secretary at the student's respective building and/or school nurse.

Breakfast and Lunch Menus

All menus for school meals can be found either in the monthly newsletter or on the District website at https://wghawks.school

2026-2027 Breakfast and Lunch Prices

Secondary Breakfast	$2.20
Secondary Lunch	$3.40
Adult Breakfast	$2.90
Adult Lunch	$4.84
Milk Only	$0.50

Meal Payments

WG CSD and Taher utilize a computerized lunch tracking system through our student information system called Infinite Campus. Infinite Campus has the ability to track student lunch balances and has an online pay system that can be accessed conveniently from anywhere. Cash or checks are also accepted at your child's school.

Treats and Snacks in School

It is our policy to promote good nutrition and a healthy school environment in all aspects of the school system. When bringing treats and snacks to the classroom please make sure they are nutritious and safe for other students. There are students in our buildings that have conditions that may require specific diets and careful monitoring of their nutritional intake. They may have food allergies, may be diabetic or may be monitoring caloric intake. Should a specific food allergy exist in a child's homeroom, a note will be sent home from the school nurse or the classroom teacher outlining specific needs. All treats should be prepackaged, checked by the school nurse and/or teacher to ensure children with these needs are kept safe.

Birthday Treats and School Parties

Building Principals at each facility have full discretion on the distribution of school treats for Birthday parties and school celebrations.

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides low nutritionally balanced, low cost or free lunches for children each school day. Eligibility paperwork is available on the District website and/or the district administrative office.

Health Regulations/Procedures

School Health

Parents or guardians and the child's medical providers are responsible for the care of an ill student. School health service staff provide support to families in their responsibility for caring for their children. The school health offices are located in each respective building and are staffed by fully certified school nurses.

Primary duties of nurses at WGCSD include but are not limited to:

- attend to children who are ill or become sick while at school
- contact parents of sick children
- administer certain prescribed meds.
- provide first aid in emergencies.
- assist with screening and keep accurate records.
- prepare individual health plans and emergency plans.
- consult, counsel and monitor health needs
- assist with health prevention and promotion activities.
- perform screenings and obtain information for required dental and vision screenings.

Parents are requested to call their respective health offices and/or building secretary when their child is tardy, ill or will not be at school for other reasons.

Infectious or Communicable Diseases

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Notification of communicable diseases within the classroom will occur when deemed necessary per public health and CDC guidelines. Please encourage good hygiene and hand washing at home.

Parents May be Asked to Pick Up a Child from School and Should Keep the Child home when…..

- Temperature of 101 degrees Fahrenheit with or without behavior changes, or other signs and symptoms such as, but not limited to, sore throat, rash, vomiting or diarrhea.
- Student appears severely ill (lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing or quickly spreading rash) with or without fever.
- Purulent conjunctivitis (pink eye with white or yellow discharge) diagnosed by a physician's office until treatment has been started and/or with doctor's recommendation for return to school.
- Rash of undetermined origin accompanied with fever or behavior changes
- Untreated or draining wounds
- Presence of contagious disease
- Emergency injuries or illness

The student may not return to school until they have been free from fever, vomiting, and/or diarrhea for 24 hours. Students must be fever free for 24 hours without the aid of fever reducing medications (i.e. Tylenol, Acetaminophen, Motrin, Advil, Ibuprofen).

OTC/Prescription Medications

Over the counter (OTC) medications require parental authorization and the original labeled bottle. They must be administered in a manner consistent with the instructions on the label. The school nurse may request further information about the medication prior to administering. Parents are encouraged to give OTC, vitamins and other non-prescriptive agents during non-school hours whenever possible. Medications that are not FDA approved will be considered on a case-by-case basis and will require documentation from a physician. This includes herbal, natural, essential oils, supplements and other complementary medications.

If your child requires a prescription medication, it is best to ask the doctor to schedule the administration times outside of school hours whenever possible. If your child must take medication at school, it is kept in the nurse's office and must be given to the student by the school nurse or school nurse designee. Medication must be in the original container with the prescription label or manufacturers label clearly visible. Student name must be on the medication bottle. Authorization forms are available in each school health office and must be completed or authorized in the electronic records prior to administration which includes student name, name of medication, dose, dates and time to be given. All medications should be discussed with the school nurse. All medications (prescription and non-prescription) will be kept in the nurse's office. Please review Board Policy 507.2 for details on Administration of Medication to Students. For more information please refer to Board policy 507.2E2 Release form for the Administration of Prescription Medications.

If you have visited an urgent care clinic or hospital and medication has been prescribed, please have the attending physician give written authorization for meds to be given at school. Parents are requested to pick up medication at the end of the school year or the medications will be destroyed.

Student Health Immunization

A Kindergarten student enrolling for the first time in an IA public school shall submit an IA Dept. of Public Health Certificate of Immunization from a licensed physician.

A student enrolling for the first time in school in the District shall submit a certificate of immunization in compliance with the Iowa Immunization law. As this law is revised, all students in Kindergarten through 12th grade must update any required immunizations.

Exemptions to this Law include:

- medical exemption granted by a physician and/or nurse practitioner when in the opinion of the practitioner the immunization is injurious to the health and well-being of the applicant or member of the applicant's family or household.
- Religious exemptions may be granted if immunizations genuinely conflict with religious beliefs. An IA Dept. of Public Health Certificate of exemption shall be signed by the child's parent or guardian and will attest that the immunization genuinely conflicts with religious beliefs. In addition this document must be notarized prior to being accepted.

Student Vision, Hearing and Dental

- Vision screenings are required for all students in grades kindergarten and 3rd grade, as well as, any referrals by a parent/guardian or teacher. Parents/guardians must provide proof of a vision screen (Certificate of Vision Screening and Student Vision Card) to the school nurse. If not provided, a vision screen may be performed by the school nurse or outside agency of the school nurse's choosing.
- Hearing screenings will be completed by the Heartland AEA in both the Fall and Spring for all students in grades 4-year-old preschool through 5th grade, as well as by referral, by a parent/guardian or teacher.
- Iowa law requires that any child who is entering kindergarten or ninth grade must provide the school with proof of a dental checkup (Certificate of Dental Screening). If not provided, a dental screening may be performed by the school nurse or outside agency of the school nurse's choosing.

Student Support Services

School Counseling and Guidance

Each of the schools in the WGCSD is proud to offer school counseling services. The District has a full-time certified counselor at every level.

Student Counselors Provide Assistance....

- Mental Health aid and resources
- Personal/social development and support
- Social-emotional issues
- Crisis intervention and postvention teams
- Assist families in understanding child needs
- Educational planning
- Academic Assessment
- Career Development
- Post HS planning
- Communication and Consultation with staff regarding student needs
- Referral to in school and out of school resources
- Maintenance and processing student records and applications

Integrative Counseling Solutions

The District partners with EFR Employee and Family Resources to provide outside professional services both during and after the school day. EFR Student Assistance Program is of no cost to you, confidential, and available 24 hours a day, seven days a week. Phone: (515)244-6090 or (800)327-4692 | TTY: (877)542-6488

EFR Student Assistance Program(SAP) | Woodward-Granger Community School District

Section 504 of the Rehabilitation Act of 1973 (Board Policy 102. E4)

The Woodward-Granger CSD does not discriminate against any students on the basis of his/her disability and allows equal access to and participation in programs and activities. The district also does not discriminate against anyone because he/she is associated with someone who is disabled. A student may be eligible for services under provisions of section 504 if he/she has a physical or mental impairment that substantially limits one or more major life activities including learning.

It is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so that students may receive a free appropriate public education. Additional information is available by calling the District 504 Coordinator, Rebekka Maass (Director of Special Education & Programs) at 515-999-8022

Registering for School

We are happy to see all returning families and welcome all our new families to our District. Families who chose to live in our communities have several things in common: They place high value on education in a small school setting that supports students in all aspects of their growth and learning. Woodward-Granger is committed to not only meeting but exceeding these expectations. We are dedicated to providing a quality experience and education that will meet your child's needs now and well into the future.

Registering for School

We strive to make registration a simple process. For this reason we offer returning families a simple online registration process. Using our online student information system (Infinite Campus) returning families will have the opportunity to enroll and register all in the comfort of your home and on your schedule.

If you are new to the District we ask you to visit our District Administrative office at 1904 State Street in Granger. Here our staff will walk you through the process and introduce you to the various opportunities in the District. Office hours are 8-4 M-Thurs. and 7-3:30 on Fri. during the school year. Summer hours until August 1st are 7 a.m.-3:00 p.m. M-F.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should visit the Iowa Department of Education website for process guidance and the application form.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Please call 515-999-8022 for more information. Board Policy 501.14 and 501.15 Open Enrollment Sending and Receiving.

School Attendance Areas

The Woodward-Granger CSD school boundaries reach and serve all or parts of the following communities: Woodward, Granger, Bouton, Ogden, Madrid, Johnston and Dallas Center.

Attendance Centers include (1) Early Learning Center (PK-1st grade in Granger), (1) Elementary (2nd-5th grade in Granger), (1) Middle School (6th-8th grade in WW), (1) High School (9th-12th grade in WW), (1) Grandwood Consortium (Granger) and (1) Woodward Academy (CINA and/or Juvenile Youth in WW on WRC campus).

Because we are single buildings, students will attend the center that corresponds with their grade level and/or specific needs.

Transportation

Along with our seven route drivers and substitutes we welcome parents and community members to play a part in keeping our school buses safe and student friendly. Every person can make a difference in making the school buses safer for students.

Cooperative Effort

It is the right of each child to be treated in a reasonable and respectful manner whether in school or on the school bus. When disruptions occur on the bus they are usually related to student misbehavior. Issues may arise as a result of the actions of a single student, the interaction among a group of students or the interaction between a student and the driver. We would like to deal with these behaviors before they reach heightened levels. As a rule school bus drivers correct or report misbehavior as soon as possible after they are observed or reported. However, there may be times when a behavior event may occur for a student but is not evident to the driver. Please do not hesitate to report or encourage your child to report incidents that may not come to our immediate attention through everyday conversation. As part of the school transportation team we are committed to providing a safe and pleasant ride for everyone involved. Your cooperation in helping us achieve this outcome is appreciated.

Bus Safety Rules

Safety at bus stops and on the school bus depends on the cooperation and reasonable behavior of every student. Please discuss the following safety rules with your child.

- Be on time to help keep the bus on schedule
- Board and depart from the bus correctly
- Follow the driver's instructions
- Remain seated
- Do not endanger yourself or others
- Do not bring animals, food, beverages, tobacco, chemicals or hazardous objects on the bus.
- Speak and act courteously
- Help keep your bus clean and safe

Cameras on the Bus (711.2R2)

Video cameras are present on all school bus route buses. These cameras allow school administrators and bus drivers to monitor student behavior. Like anything electronic cameras work the majority of the time but they do have occasional instances where they do not. In this instance, video may not always be available for review. For more information about these systems please call 515- 999-8022 and ask for the Transportation Director.

Proper Way to Load and Unload the Bus

Parents are encouraged to review the following suggested procedures with your child/ren regarding getting on or off the bus.

Boarding the Bus (Getting on)

- Arrive at the bus stop 5-10 minutes prior to the scheduled pickup time. Stand back from the roadway while waiting for the bus.
- Stay out of the road/street so you do not become a traffic hazard to people driving past the stop. The bus stop area is not a playground.
- Line up 3-5 feet from the edge of the road in a single file line.
- Do not approach the bus until it has stopped moving and the door is open,
- Board the bus in a single file line using handrails.
- Go directly to your seat and remain seated for the duration of the trip.
- No food or beverages will be consumed while riding the bus.
- Students are expected to keep their areas clean and sanitary.

Unloading the Bus (Getting Off)

- Wait for the bus to stop before standing. Use the handrail, take one step at a time, do not push or shove, and go directly to school or home.
- students who must cross the road should line up 10 feet in front of the bus and look up at the bus driver. He/she will use a hand signal to wave you across the street. When crossing look both ways.

Bus Discipline Policy (711.2R1)

The Woodward-Granger CSD aims to provide transportation services that emphasize safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver.

Primary responsibility for bus discipline rests with the bus driver. Serious infractions or repeated infractions will be referred to the building principal.

District and transportation administrators reserve the right -depending on the severity of the infraction- to impose consequences as necessary and not necessarily in accordance with the guidelines below. Consequences shall be administered in the following manner.

- **First Infraction**- verbal reprimand by the bus driver, explaining what rule was broken and what the expected behavior should look like.
- **Second Infraction**- verbal reprimand by the bus driver, explaining what rule was broken, The driver will write and submit a report to the building principal of the student. The principal will contact the parents to

explain the situation and ask for assistance in getting the situation taken care of. The bus driver will assign a required seat to the student for a period of 2 weeks.

- **Third Infraction & Subsequent Infractions**- the bus driver will write a formal report to the building principal who will review the situation and will contact parents with consequences. This may include a required seat for the remainder of the year or removal from the bus for a period of time to be determined by the principal.

Note: Principals may deviate from the above schedule depending on the seriousness of referral, age appropriateness, time between referral and other extenuating circumstances.

Weather Emergencies

School closing because of severe weather or other emergencies will be announced on the District website, through Infinite Campus Messenger, on the local news and through the use of social media.
If schools must be closed early buses will follow regular return routes. Please discuss with your child what to do in the event that school is dismissed early and no one is home.

Building Committees

Various committees meet throughout the school year to discuss and take action on matters relating to student well-being, academic progress, teaching and learning and much more. The district strives to compose committees made up of parents and community members, staff and teachers, building administrators, and board members. Students are also asked to join when applicable. For more information on any of these committees, please contact the Superintendent's office at 515-999-8022.

School Improvement Advisory Committee (SIAC)

SIAC provides coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance while building the school's and parents capacity for strong parental improvement.

Calendar Committee

This committee meets annually to discuss and decipher a school calendar that is recommended to the School Board for consideration.

Hiring Committee

This is an as-needed committee that is established when the need arises to hire a building and/or District administrator.

CRISIS Committee

This committee in collaboration with local first responders meets twice a year to discuss and review information as related to district crisis management and planning.

Career and Technical Ed. (CTE) Committee

A collaborative committee that meets with all core areas of career and technical education to discuss ideas about how to best serve students and to collaborate with the general population in these areas.

W-G Foundation Committee

The Foundation serves students and families of the District in the area of scholarship and fundraising for special projects. The Foundation meets monthly and contains representatives from the community and the school district.

Booster Club

This committee is active regarding all activities in the District. They meet regularly and are continuing to grow in enrollment

Student Rights and Responsibilities

General Statement

Students, staff, and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component in this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, parental meeting, time-out, loss of privileges, referral to the principal's office, detention, or suspension.

Any student who engages in any inappropriate behavior shall be disciplined in accordance with district and building discipline policies. District and building policy applies to school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, or any other vehicles approved for school-related purposes, the area of entrance or departure from school premises or events, and all school-related functions. District and building policies also apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs or operation of the school district or the safety or welfare of the students, other students or employees. Please refer to Board Policy 503.1, which specifically addresses student conduct.

- Each student has the right to feel safe and be free from harassment and emotional or physical torment when in class, passing in the halls, or on school grounds
- Each student has the right to be treated with respect and, in turn, has the responsibility to treat others the same way.
- Each student has the right to expect others to respect personal property, and in turn, has the responsibility not to violate another person's property.
- Each student has the right to bring his/her concerns about school matters to the attention of the staff and administration of the building without fear of retribution.
- Each student has the right to participate in co-curricular and extracurricular activities, so long as he/she has met the requirements of the State of Iowa and the Woodward-Granger Community School District.

Student conduct that interferes with maintaining a good learning environment will be considered in breach of good discipline. When students turn 18 years of age, they are still subject to all policies of this handbook.

Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued interest and support as we all prepare our children for tomorrow.



Learning and Discipline

Philosophy of Learning and Discipline

We believe school should be a safe and respectful environment where all students are free to learn. As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment.

A school's discipline policy supports this environment by clearly articulating to all members of the school community expectations for safe, responsible, and respectful behavior. Additionally, a school's discipline policy should be administered in a manner which is fair and which acknowledges the dignity and worth of each individual. See School Board Policy 503.1 Student Conduct

Students must develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy and self-control. By modeling and supporting these behaviors, we will develop students who are self-directed learners and who respect the authority, property and rights of others.

A school's discipline policy needs to hold individuals responsible for their actions. A discipline policy needs to recognize the uniqueness of each student, classroom, building and situation, while supporting a safe and respectful environment where students can grow academically, intellectually, socially, and emotionally.

These policies and rules apply any time a student is present on a school location, at a school-sponsored activity, while on school buses and/or at a school bus stop. Students are expected to act in accordance with federal, state and local laws and rules, and in a way that respects the rights and safety of others.

Role of the School Board

- The School Board shall establish policy and hold all school personnel responsible for the maintenance of order within the school district and support all personnel acting within the framework of this discipline policy.

Role of the Superintendent

- The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy.

Roles of the Principal

- The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval.
- The principal shall give direction and support to all school personnel performing

their duties within the framework of this policy.

- The principal or designee shall consult with parents of students conducting themselves in a manner contrary to the policy.
- The principal or designee shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Roles of the Teachers

- All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration.
- All teachers shall enforce the School District and school building discipline policies

Roles of Other School District Personnel

- All school district personnel shall be responsible for contributing to the atmosphere of mutual respect and enforcing the school district and building discipline policies.
- Their responsibilities relating to student behavior shall be as authorized and directed by the principal or direct supervisor.

Roles of Parents or Legal Guardians

- Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.
- They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Role of Community Members

- Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Role of Students

- All students shall be held individually responsible for their behavior and for knowing and obeying the district and building discipline policies.

Student Misconduct

Types of Inappropriate Behavior

All students deserve to have a safe, calm learning environment, free from distraction and inappropriate behavior by others. Students also have a right to know what is expected of them. It's important to be clear and consistent about those expectations and how they are enforced

School Board Policy 503.1, Student Conduct, is designed to ensure that students are aware of and comply with the school district's expectations for student conduct.

The following list contains types of misconduct that may lead to disciplinary action, including suspension and expulsion. A student's degree of involvement for violating any type of inappropriate behavior may be considered. This list includes examples of student misconduct, but by no means covers every situation.

General Classroom Disruption/Disorderly

Conduct Behavior that produces distractions or disturbances or that interferes with the functioning of the teacher, the students, or the class.

Guidelines for Personal Items

Unless it is a pre-approved activity, students should not bring extra items to school like video games, trading cards, and other toys.

These can oftentimes be a distraction, and they can cause problems between students. Fidget devices will not be allowed in school unless defined for a specific reason in a student IEP or 504 plan. The school is not responsible for items brought to school that are lost or broken.

Use of Abusive Language

Written or spoken language that is offensive, obscene or vulgar, including inflammatory actions, disorderly conduct, language, gestures, or actions that can create a disturbance (i.e. hand and gang signals and symbols, placing a false 911 call, etc.)

Unexcused Absences/Excessive Absences

Absences from school or class without authorization or approved reason or excessive absences without approved authorization by school officials.

Disruption on the School Bus

Any misconduct on the school bus, disrespect to the driver, or vandalism to the bus.

Tardiness/Lateness

Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.

Smoking/Possession of Smoking Materials

Possessing, using, or transmitting smoking material or tobacco products (i.e., cigarettes, lighters, chewing tobacco, smokeless tobacco, e-cigarettes or look-alikes, etc.)

Defiance of School Personnel's Authority

A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (i.e., habitual) offender, refusal to provide proper identification to school personnel/security upon request).

Trespassing

Remaining on the school property without authorization (including while under suspension or expulsion).

General Disruption of the Orderly Educational Process/Disorderly Conduct/Terroristic Threats or Acts

Behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A Terrorist act shall mean an offense against property or involving danger to another person.

Gambling

Participation in games of chance for money and/or other things of value.

Fighting

Aggressive, physical conflict between two or more individuals

Vandalism

The willful or malicious act or attempt to destroy or deface school property or the property of others.

Harassment/Hazing, Defamation of Character

Harassment of any form, whether verbal or physical, including websites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline.

Simple Assault

A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this provision.

Offensive Touching/Inappropriate Conduct/ Offensive Remarks

Intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the other person and/or a public show of affection or sexual acts is a violation of this code.

Extortion

To obtain or attempt to obtain money, goods or information from another by force or threat of force.

Use of Drugs/Alcohol/Paraphernalia and Lookalikes

Possessing, using, transmitting, or being under the influence of any over-the-counter drug, stimulant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this code. Engaging in the unlawful distribution of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is a violation. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant is a violation.

Theft/Counterfeiting

Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of bogus bills (counterfeit legal tender).and/or attempting to duplicate money.

Fire and Explosives

Possession, use, and or transmission of fire, explosive devices/ materials, fireworks or lighters is a violation. Setting fires and/ or use of devices or materials that cause a fire is a violation. An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (including but not limited to Molotov Cocktails, pipe bombs, smoke bombs) is a violation.

Weapons/Use of an Object as a Weapon/ Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Possession of a handgun, firearm, knife, blades,Chinese throwing star, brass knuckles, stun gun, look-alike gun/knife or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, or ammunition, may result in arrest. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for Civil action. Because the School Board believes that students, staff members, and any visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to school administration. Failure to report such knowledge of petitions or plans is a violation of this code.

Dress/Grooming

Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose. Guidelines can be found below in this document. Please refer to School Board Policy 502.1, Student Appearance, for more information.

Cheating/Lying, False Statement, Forgery, Plagiarism

Attempting to complete assigned work with unauthorized assistance. Intentionally giving false information to school officials or placing a false 911 call.

Reporting Misconduct

If a student, parent, staff member, or community member witnesses misconduct in any way, there are methods by which they are encouraged to report the incident.

In Person

Please speak to the Superintendent, building administrator, or teacher if an instance of misconduct is witnessed. This person will take the appropriate steps to handle the situation.

Through Email

Every member of the school district has a school email that follows this format:

firstnamelastname@wghawks.school

We encourage reporting through this format as well as a phone call.

Online Forms

There are forms available online to report instances of harassment and bullying.

- ❖ Board Policy 104.E1: Anti-bullying and harassment complaint form
- ❖ Board Policy 104.E2: Anti-bullying and harassment witness form
- ❖ Board Policy 104.E4: Anti-bullying and harassment respondent form
- ❖ Board Policy 104.E3: Anti-bullying and harassment administrator disposition form

Anonymously

Anti-bullying/anti-harassment forms can be picked up in every building and district office. These may be filled out and returned in person and/or mailed to the respective building or District office. In addition, there is an anonymous online reporting site found at wghawks.school under the students and parents tab at the top of the page.

Dress Code/ Student Appearance (Policy No. 502.1)

Here at Woodward Granger, our top priority is to create a safe, inclusive environment where all students and staff feel welcomed and have a healthy environment to focus on their academics and social-emotional well-being. It is critical that our students feel comfortable at school without fear of discipline and/or discrimination. While the primary responsibility of appearance rests with the parent/guardian, all school staff retains the right to enforce the dress code set forth.

Teachers will establish safety and hygiene rules regarding clothing for PE, lab, shop, or art areas that may require a stricter dress code during certain circumstances or activities. Clothing must be worn for its intended purpose and ensure that a student's face and eyes are visible for safety.

Students must wear:

- Bottoms that do not reveal private parts of the body and undergarments.
- Tops that fall to at least the top of the belly button
- Shoes
- Opaque fabric must cover all private parts of the body and undergarments - not including bra straps.

Students cannot wear, carry, or display:

- Sunglasses (unless prescribed by a physician)
- Hoods or hats that cover the face or restrict the identification of a person.
- Clothing and accessories that display or promote alcoholic beverages, tobacco, or drugs.
- Clothing containing profanity, obscene pictures, vulgarity, lewd or obscene sayings, or that depict illegal activities.
- Clothing or material containing any print or image that is considered hate speech or derogatory to any race, gender or ethnic group.
- Clothing that promotes or demonstrates violence.
- Clothing that reveals private parts of the body, underwear, or waistbands.

If a faculty member observes a student dressed inappropriately, that student will be asked to have a private conversation with an administrator or faculty member. During that conversation, the student could be asked to change, which may require that the student calls or goes home for a change of clothes, and/or wear a T-shirt, sweatshirt or pants provided by the school. Our primary goal is to do everything we can to keep students in school and learning at high levels.

District and Building Security

The Woodward-Granger CSD takes several precautionary measures to see that our schools are safe environments for students and staff.

Secured Buildings

All school buildings are secured buildings. After all students have arrived , the exterior doors will be locked throughout the day until a few minutes before dismissal times. There are exceptions at each building whereby visitors are to enter during the school day.

Each school has a camera system to screen visitors before entering the school. All visitors are asked to check into the front office of each building prior to entering classrooms.

Visitors at School

Effective the first day of school all parents and visitors should report to the main office. Once here please be prepared to show a valid state-issued id (driver's license). Once shown all visitors should receive a date-sensitive pass that must be worn while on school grounds. Minors not having a state-issued ID will be allowed to visit as long as they are accompanied by an adult and the adult has followed our check in procedures.

All visitors will be required to check out at the main office prior to leaving the school.

First Responders/ Designated School Officer

The school district has a positive relationship with all first responders in the community. These individuals have keys and/or access to the buildings and will be available at the first call. In addition the district has designated a liaison officer to work directly with the district when crisis situations arise that do not necessarily warrant additional backup.

Crisis Management

The District and school buildings follow procedures outlined in our Crisis Response Manual to handle a variety of unforeseen circumstances which impact the environment and/or well-being of students and staff.

Staff are trained on all updates of the plan, drill procedures, and have the opportunity to discuss concerns with local law enforcement and District administration. Each of the five schools within the District also has a Building Crisis Team that serve a critical role in disseminating information to all staff.

Woodward-Granger Schools uses Infinite Campus Messenger to contact parents about information regarding school closings and delays.

Calls and emails will go out as soon as any decision is made by administration concerning the school day. Please listen to the entire message as it contains pertinent information. The District website and District social media pages (FB and Twitter)will also list any changes to the school day.

Safety Drills

In Iowa, public and private schools are required to conduct regular safety drills, including fire and tornado drills, as outlined in Iowa Code Section 10A.522. Additionally, schools must develop and review emergency operations plans and conduct annual drills based on those plans.

Schools must conduct a minimum of four fire drills and four tornado drills per school year. Two drills of each type must be conducted between July 1 and December 31, and two more between January 1 and June 30.

Woodward-Granger CSD ALICE Protocol

ALICE is the response protocol the Woodward-Granger Community School District uses to empower all staff and students to make individual or collective decisions to increase survivability during a Violent Critical Incident (VCI). This is based on individual decision-making using a range of options following the acronym ALICE.

Definition

- **ALERT**: Receive and communicate initial, specific, real-time information.
- **LOCKDOWN**: Protect occupants in secure locations within the school.
- **INFORM**: Continue to receive and communicate real-time updates.
- **COUNTER**: As a last resort, use proactive measures to confront an immediate threat.
- **EVACUATE**: Use evacuation routes to evade the threat safely. Evacuate is the first response whenever possible.

A - ALERT - Alert is your first notification of danger.

- ALERT is when you first become aware of a threat. The sooner you understand that you're in danger the sooner you can save yourself. A speedy response is critical. Seconds count.

L - LOCKDOWN - Barricade the room. Prepare to EVACUATE or COUNTER if needed.

- If EVACUATION is not a safe option, barricade entry points into your room to create a semi-secure starting point. Room occupants should spread out and be prepared to evacuate or counter.

I - INFORM - Communicate the violent intruder's location and direction in real-time.

- The purpose of INFORM is to continue to communicate information in as real-time as possible if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real-time information is key to making effective survival decisions.

C - COUNTER - Create noise, movement, distance, and distraction with the intent of reducing the shooter's ability to shoot accurately. COUNTER is NOT fighting.

- COUNTER is a strategy of last resort that focuses on actions that create noise, movement, distance, and distraction.

E - EVACUATE - When safe to do so, remove yourself from the danger zone.

- When safe to do so, EVACUATE. Evacuating to a safe area takes people out of harm's way and hopefully prevents staff and students from having to come into contact with the shooter.

District Policies and Procedures

Education Records (Policy 506.1)

Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records may be maintained in the Central Administration Office or housed by the building in which the student last attended. Parents and eligible students shall have access to the student's records during the regular business hours of the school district. Student records will be released to other schools for student transfer purposes.

Use of Information Resources (Policy 605.7)

The Board recognizes that federal law makes it illegal to duplicate copyrighted print and electronic materials without authorization of the holder of the copyright, except for certain exempt purposes. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Custody and Parental Rights (Policy 507.7)

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district.

Compulsory Attendance (Policy 501.3)

Parents within the school district who have children who are over six and under sixteen years of age by September 15 in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students must be at school for 1/2 of their academic day in order to participate in extracurricular events that evening. Final discretion will be that of the building principal.

Basic Instruction Program (Policy 603.1)

The basic instruction program will include a program of studies for each grade level as recommended by the State Department of Education. The instructional approach will be gender fair and multicultural. The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Fines, Fees, Charges/Student Fee Waiver (Policy 503.3)

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, illegal parking, or for misuse of school property. The board recognizes that while fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents ability to meet the financial criteria.

Homeless Children and Youth (Policy 501.16)

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving

education which may exist in district policies or practices.

Interview of Students by Outside Agencies (Policy 502.9)

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

Insufficient Classroom Space (Policy 606.6)

Criteria to be used by the Board in its determination of insufficient classroom space may include, but not be limited to, available personnel, grade level, education program, instructional method, physical space, either being planned or currently under construction, sharing agreements in force, bargaining agreements in force and district goals and objectives. As the community grows and new facilities become available, attendance center boundaries are subject to change.

Promotion/Retention/Acceleration (Policy 505.2)

Promotion practices in the school district shall have as their objective the placing of the student in an environment where his/her maximum development will take place. Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Student Complaints and Grievances (Policy 502.4)

Student complaints and grievances regarding Board policy or administrative regulations and other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendent within ten (10) calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the Superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board Policy.

Student Conduct (Policy 503.1)

In any school setting, it is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts or behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

Student Activity Program (Policy 504.6)

The purposes of the school activity program are: (1) to provide an outlet for student interest and abilities; (2) to contribute to the mental, physical, and moral growth of the student; (3) to provide group activities; and (4) to foster leisure-time

activities. Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons.

Student Lockers (Policy 502.5)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. The principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Search and Seizure (Policy 502.8)

School district authorities may, without a search warrant, search students and/or protected student areas based on reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be reasonably related to the objectives of the search and reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to school district facilities.

Guidelines for Student Surveys (Policy 603.12)

The Woodward-Granger Community School District may survey students on a variety of topics at different times. These surveys may vary in content and in purpose. All student surveys must be approved by the superintendent or the superintendent's designee.

Student Insurance (Policy 507.6)

Students participating in extracurricular athletics shall be adequately insured. The student shall bring written proof of insurance. If a parent or legal guardian wishes the child to participate without insurance, they will assume full responsibility by signing a written statement to that effect.

Tobacco/Nicotine-Free Environment (Policy 905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of lookalikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school–sponsored and non-school-sponsored events.

Smoking-Drinking-Drugs (Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Violation of this policy by students will result in disciplinary action up to and including suspension or expulsion.

Weapons (Policy 502.6)

Weapons, firearms, and other dangerous objects and lookalikes in School District facilities cause or

may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District. School district facilities are not an appropriate place for weapons, firearms, dangerous objects and lookalikes. Weapons, firearms, dangerous objects and lookalikes 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 weapons, firearms, dangerous objects or lookalikes on school property shall be notified of the incident. Possession or confiscation of weapons, firearms, dangerous objects or lookalikes shall be reported to the law enforcement officials, and students will be subject to disciplinary action up to and including suspension or expulsion.

Anti-Bullying and Harassment (Policy 104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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 board 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 other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

Reporting Student Progress (Policy 505.1)

There are several ways the district has designated to report student progress. These formats vary from building to building. Please consult each building principal for more details.

Abuse of Students By School District Employees (Chapter 102) (Policy 402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district.

Student Conduct and Discipline (Policy 503.01)

Students are expected to conduct themselves properly on school grounds, district transportation, and all school-sanctioned activities. Our board policy aims to promote age-appropriate student behavior, secure the safety of our buildings, and address student misbehavior, as needed. To foster a safe environment for all students and employees of the district, threats and incidence of violence will be thoroughly investigated by building administrators. If the results of an investigation warrant a response, the student misconduct will be addressed in alignment with Iowa Law (HF 604) to ensure consequences will be fair and tailored to the age, grade level, and maturity of the student.

The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

Chapter 102 Level One Investigators are:

Lindie Truitt, Principal
Early Learning Center
515-999-8058

Matt Brummond, Principal
Elementary School
515-999-2357

Will Dotson, Principal
Middle School
515-438-4263

Mark Finken, Principal
High School
515-438-2115

Jadyn Crnkovich, Principal
Grandwood
515-438-3240

The district's procedure in no way denies the right of a grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to see private counsel for complaints alleging bullying, harassment, or discrimination.

Corporal Punishment (Chapter 103) (Policy 503.5)

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

State of Iowa Annual Notice Concerning Chapter 103: State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

Attendance Policy and Procedures

We believe that students’ academic and social-emotional health are directly impacted by their attendance in school. There is a strong correlation between high attendance and overall success. Therefore, we commit to partnering with families to ensure that students have every opportunity to attend school daily.

Procedure

School wide attendance will be reviewed at six (6) weeks. Students that have missed 10% or more of the school days to date will be reviewed. Attendance may be reviewed earlier if needed. Attendance will continue to be reviewed monthly during the school year.

Families of students who are chronically absent will be notified of concerns in writing. If absences continue to accrue, the school may require documentation from medical personnel for absences.

Unresolved attendance issues will result in a family-school meeting. The school Principal will schedule the meeting and facilitate the creation of an attendance plan. The goal is always to improve attendance. If a plan is unsuccessful and the student meets the truant criteria, a case will be filed on the parent/guardian responsible for the student's attendance with the county attorney.

Student Good Conduct & Regulations

Our Philosophy

Extracurricular activities are an integral part of the total educational opportunity for all students. The opportunity to participate is open to all students. When the students are granted this privilege, they accept the responsibility of following behavior guidelines outlined in policy and rules and regulations established for administration of the extracurricular programs. Because the student participants represent the school communities of Woodward and Granger in extracurricular activities, they are expected to adhere to even more stringent and demanding behavior codes than non-participating students.

If there is an issue/concern with a student's experience in activities, please address it with the coach/sponsor first. If after communicating with the coach the issue cannot be resolved, students and families can involve the activities director and/or other administrators. We ask that you please follow the chain of command to resolve issues/concerns so that the parties closest to the situation are aware and have an opportunity to resolve the matter at hand.

Academic Eligibility

State Eligibility Regulations

State Policy - IHSAA Athletic Eligibility - Scholarship Rule 36.15 (2)

A student must be passing all courses and receive credit in at least 4 subjects at all times. These must be full credit courses.

- ❏ If not passing all courses at the end of the grading period (end of the first semester/end of second semester), the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. In efforts to help students be academically successful, the administration reserves the right to determine eligibility for athletes who are failing classes before the end of the grading period.
- ❏ In accordance with the state guidelines for activities and athletic eligibility an "NP" will be considered an "F".
- ❏ If not passing all courses at the end of the final grading period of the school year and the student is a contestant in baseball or softball, the student is ineligible for the next four weeks of that sport, but has eligibility in the fall.

See www.iahssa.org for a more detailed explanation of IHSSA scholarship rule.

<u>Middle School (6-8th) Eligibility Common Practice</u> (differs from the IHSSA policy)

For a student to be eligible for extracurricular activities, he or she must be in good academic standing, passing all priority standards (above an F or a 1.5). Teachers will submit grades by the Monday at 9am each **weekly period, except for the 1st grade check of each new semester where it will begin after a 3-week period** and the guidance office will distribute an eligibility list for the coaches and sponsors. Students who are not passing a priority standard in a class will follow the below process. Students ultimately deemed ineligible that are involved in fine arts will be ineligible to participate in competitive activities.

In satisfying an ineligibility period, the student must complete the activity season they have started in its entirety. If a student has been declared ineligible, he/she will not be allowed to join an activity if that activity has already started.

The eligibility process the middle school will follow with its standards based grading will be:

1. Grade checks will be in effect each Week
    A. If a student is failing a priority standard at the time of the grade check →
        1. The student will serve 1 week of Probation
            a. Student will increase grade to 1.5 (above an F) or above
            b. Students will attend Extended Study Hall (ESH) until the grade/s are 1.5 or above
        2. On the following week's check, If the grade is not above 1.5, then the student is ineligible for the following week and unable to participate in activities.
            a. Student will still attend ESH
            b. Student stays on ineligible list for the following week unless it is raised above a 1.5
            c. Once the grade reaches above that, the student will be eligible the following week
        3. Students' F's in different classes will get their own progression of probation/ineligible process timeline
            a. Example: If a student is failing math, they would be on probation and then ineligible until the grade is above an F (1.5). The following week the student then has a failing grade in literacy, so the student moves to probation for literacy and repeats the cycle. In the meantime during probation, the student would be eligible that week
        4. If student does not have an assessment done for a priority standard, the student will attend ESH to complete the assessment

Good Conduct Policy (Policy No. 503.4)

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Extracurricular activities are defined as any school sanctioned activity that meets outside the regular school day. These do not include co-curricular (graded classes or activities) such as concert band and chorus.

Any student who is found to have violated the school's Good Conduct Policy, will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

A. Possession, use, sale, manufacture, distribution, or purchase of tobacco/nicotine products, regardless of age.
B. Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine (*use includes having the odor of alcohol on one's breath).
C. Possession, use, sale, manufacture, distribution, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
D. Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance.
E. Flagrant acts of cheating, plagiarism, or intentionally providing false information to school officials or law enforcement.
F. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act.

Categories of Activities Governed by the Good Conduct Rule & Regulations

1. Athletics (including cheerleading, dance team, and managers)
2. Fine Arts (including Show Choir, Jazz Band)
3. Academic Extension Programs (including Knowledge Bowl, Robotics)

*If a student is involved in multiple categories of activities, consequences will be applied to each category. For example, if a student is involved in a fall sport and vocal music, consequences will be applied to both of those activities since those activities are in different categories.

Guidelines

- The definition of a "contest"/ "performance" is when a student participates with the group on a given date (scrimmages do not count). This includes any and all participation during the scheduled day of competition.
- If the student is currently engaged in an extracurricular activity, the period of ineligibility starts immediately upon finding a violation.
- If the student is not currently engaged in an extracurricular activity, the period of ineligibility begins at the start of the next season the student participates in.
- If the student cannot complete their assigned ineligibility period during the current season, the remaining period of ineligibility will be served in the next season the student participates in. The remaining percentage of the ineligibility will be calculated by administration prior to the start of the next competition season.
- The schedule that will be referred to will be dependent on the student's grade level.
- An ineligible student shall attend all practices.

1st Offense

A student shall be suspended for the number of contests or performances listed below (Equal to 25%) to be served consecutively, including tournaments or state sponsored activities.

	MS School Events
Football (games)	2
B & G Track (meets)	2
Volleyball (dates)	2
B & G Basketball (games)	3
B & G Wrestling (dates)	2
B & G Cross Country (meets)	2
Cheerleading (same as sport for which you are cheering)	

* This will be dependent on the scheduled amount of events.
**School sponsored Dances will be missed at the discretion of school personnel and will be subject to when the Good Conduct infraction occurs.

2nd Offense

A student shall be suspended for the number of contests or performances equal to 50%.

.01 - .49 will be rounded down, .50 - .99 will be rounded up.

3rd Offense

Ineligible for all activities for one year from the date of the incident.

Honesty Clause

A student's ineligibility period may be reduced by 25% for the 1st or 2nd violation.

- Self-Reporting: A student must have come forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 24 hours of the violation, or by 8 a.m. the next week day. Each student must report as an individual. A teammate or friend cannot "self report" for another individual.

General Points Relating to a Violation of Policy

- ❏ Coaches and activity sponsors may establish more restrictive regulations for their respective students beyond the rules and regulations of the Student Good Conduct Policy. Such rules and regulations will be approved in advance by the Activities Director and/or Principal in consultation with the Superintendent and will be communicated to all student participants both verbally and in writing at the beginning of the activity period or season.
- ❏ Students must continue to participate in the activity from which they have been suspended for the length of the season or activity. Failure to do so will result in the suspension being carried over to the next activity.
- ❏ Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.

- ❏ Students found in violation of the Good Conduct Policy may not register for a new activity after the state mandated / district defined start date to avoid a penalty at a later time from another activity.
- ❏ Individuals who are academically ineligible will serve their suspension upon regaining their academic eligibility.
- ❏ Any student who has been declared ineligible under a prior district's Good Conduct Policy, and then transfers to WGCSD, will not be eligible for extracurricular competition until their period of ineligibility is served.
- ❏ If a student is in violation of the Good Conduct Policy in 8th grade, the student's violations will not carry over to the 9th grade (student will begin with a clean Good Conduct record). **Except for Baseball / Softball athletes playing up as 8th graders - will be considered high school.

Notification Process

Whenever a student is deemed by the school administration to have violated this policy, the following procedures will occur:

1. The student and the student's parent/guardian shall be notified via certified mail by a school official within 3 days of notification to the district. In this communication, it will be stated, if known at the time - the length of period of ineligibility and a specific explanation of the reasons for the Violation of the Good Conduct Policy. If the penalty is unknown at the time of the letter, it will be stated in the letter that an investigation is being held.

Appeal Process

The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed, in writing, to the Superintendent within ten (10) school days of receipt of the notification letter and/or final violation decision. Prior to submitting a written appeal, the student or students parent/guardian must communicate to the school Principal with any questions and/or requests for further rationale into the decision. The date and results of this communication should be included in the appeal submitted to the Superintendent.

Upon receipt of the appeal, the Superintendent shall review the circumstances and evidence regarding the case. The Superintendent has five (5) school days to render a decision and the student and the students parent/guardian shall be notified via certified letter of that decision.

The student or the student's parent/guardian will be given ten (10) days after receipt of the notification letter to file a subsequent appeal in writing with the Board. The appeal will be heard no later than ten (10) school days following the filing of an appeal.

The appeal will be conducted in closed session, before the Board. If desired, the student and/or guardian may be present and the Districts involved administrative personnel and legal representatives may also be present. The parties will both be allowed the opportunity to present information to the Board in support of their respective positions. Any formal action by the Board concerning the appeal, must be taken in an open meeting.

- ☐ The initial decision of the administration regarding a violation and suspension will remain in effect throughout the duration of any appeal process.

Positive Behavioral Supports and Interventions (PBIS)

"PBIS is a broad range of systemic and individualized strategies for achieving important social and learning results while preventing problem behavior" (Center on Positive Behavioral Interventions and Support, 2001). The following key elements characterize PBIS schools in Iowa. They:

• Embrace both "systems" and "individualized" perspectives in adopting a broad range of evidenced-based strategies, programs, and supports.

• Establish a positive and safe school climate that promotes academic, social, and emotional development

• Recognize that ALL students can benefit from proactive positive behavioral supports

Woodward-Granger Middle School is implementing building-wide initiatives called the Positive Behavior Intervention Support Model (PBIS). This model focuses on the explicit education of what a desired action looks like (teaching specific wanted behavior). The plan contains verbal and tangible praises/rewards for students to recognize their achievements and their accomplishments in a positive manner. The plan is for consistency throughout the building and involves students receiving positive reinforcement throughout the school year for being observed exhibiting desired behaviors. These notes can earn additional class prizes and/or additional recognition and/or rewards. This does not mean that consequences will go away. Currently there is an online behavior tracking system set up throughout the school for all middle school students.

In our Middle School, our points of focus are:

- Support
- Ownership

  And

- Respect

Come SOAR With US!

Student Misconduct

Disciplinary Incidents and Consequences

The desire of Woodward-Granger MS is for all students to know and follow the expectations set to ensure a safe environment that supports learning. In the event that student behavior interferes with or detracts from safety and learning the following steps will be taken. These are guidelines for the consequences that can be expected for the following disciplinary or behavioral incidents that may occur. Specific incidents are described in greater detail later in the handbook. Administration reserves the right to use discretion in each individual case and final decisions will be made by each building's administrator.

Expectation not being met	Potential Consequences
A. Attendance	
Excessive Tardiness (By Semester)	Detention, Saturday School
Falsification of official forms, notes, phone calls, etc.	Detention, Saturday School, In School Suspension
B. Conduct Violations	
For the purpose of this handbook, conduct violations include, but are not limited to: ● Class disruption/rules violation ● Insubordination ● Profanity ● Threat of Abuse ● Bullying and Harassment ● Racial Slurs (Verbal, Written, or Drawn) ● Theft ● Property Damage ● Fighting/Injury/Inciting a fight ● Weapons, Fireworks, and Lighters ● Trespassing	Parent/Guardian Meeting, Detention, Saturday School, In School Suspension, Out of School Suspension, Behavior Contract, Schedule Change, Alternative Placement, Board Hearing, etc.
C. Substance Violations	
Possession or consumption of a controlled substance, tobacco, alcohol, e-cigarette, etc.	1-10 days of In School or Out of School Suspension, Behavior Contract, Alternative Placement, Board Hearing, etc.
Delivery, sale, or attempt to distribute a controlled substance (including alcohol)	1-10 days of Out of School Suspension and Board Hearing
D. Academic Dishonesty	
1. Plagiarism	Re-do assignment, Detention, Saturday School(s), Parent Meeting. Multiple offenses will also deem students ineligible for extra-curricular activities and other student privileges.

General Points Relating to a Suspension

- Coaches and activity advisors may establish more restrictive regulations for their respective students beyond the rules and regulations of the Student Good Conduct code. Such rules and regulations will be approved in advance by the Activities Director and/or Principal in consultation with the Superintendent and will be communicated to all student participants both verbally and in writing at the beginning of the activity period or season.
- Students must continue to participate in the activity from which they have been suspended for the length of the season or activity. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension prorated in a consistent manner with the next activity.
- Students found in violation of the Good Conduct Rules & Regulations may not register for a new activity after the state mandated/district-defined start date to avoid a penalty at a later time from another activity.
- Individuals who are academically ineligible will serve their suspension upon regaining their academic eligibility.
- To be considered a participant in an activity, the student must begin and end the activity in good standing.
- Any student who has been declared ineligible under a prior school district's Good Conduct Policy, and then without having completed the full period of ineligibility at that school transfers to Woodward-Granger Schools, will not be eligible for extracurricular competition until a period of ineligibility equitable with W-G policies has been completed.
- If a student is in violation of the Good Conduct Rules & Regulations in 7th or 8th grade, the student's violations will not carry over to 9th grade (student will begin with a clean Good Conduct record). In athletics, the length of the season will be used to calculate the number of events.

Notification and Appeal Process (If the violation of the student is deemed by the administration to have been of a felonious nature, the appeal process will begin at *.)

Whenever a student is deemed by the school administration to have violated this policy, the following procedure will occur:

- The student and the student's parent/guardian shall be notified by certified mail by the Activities/Athletic Director in cooperation with the Principal. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. (Commencement of the consequences shall begin as soon as the administration has notified the student of its decision.) Notice for purposes of any level of the appeal process is deemed to have been received when deposited in a United States Postal Service receptacle, addressed to the party involved with proper and sufficient postage affixed thereto.
- The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed in writing with the Superintendent within ten (10) school days of receipt of the notification letter. Prior to submitting a written appeal to the Superintendent, the student or student's parent/guardian must communicate with the school Principal with any questions and/or requests for a further rationale into the decision.

The date and results of this communication should be included in the appeal submitted to the Superintendent.

- Upon receipt of the appeal, the Superintendent or his/ her designee shall review the circumstances and evidence regarding the case. The Superintendent/designee shall have five (5) school days to render a decision and the student and the student's parent/guardian shall be notified by certified letter of that decision.

*The student or the student's parent/guardian will be given ten (10) school days after receipt of the notification letter to file a subsequent appeal in writing with the Board. The appeal will be heard no later than ten (10) school days following the filing of an appeal.

- The appeal will be conducted in closed session, before the Board. The student and his/her parent/guardian and/ or legal representative, if desired, may be present and the District's involved administrative personnel and legal representative may also be present. The parties will both be allowed the opportunity to present information to the Board in support of their respective positions. Any formal action by the Board concerning the appeal must be taken at an open meeting.
- The initial decision of the administration regarding a violation and suspension will remain in effect throughout the duration of any appeal process.

Community Resources

City of Woodward
105 E 2nd Street / PO Box 517
Woodward, IA 50276-0517
Ph: 515-438-2560

High Trestle Trail
https://www.inhf.org/what-we-do/protection/high-trestle-trail/

Woodward First Responders (Police Fire/Ambulance)
105 E 2nd Street / PO Box 517
Woodward, IA 50276-0517
Police, 515-438-2545
Fire/Ambulance
301 S. Main Street, P.O. Box 142
Woodward, IA 50276
Ph: (515) 438-2350

Woodward Public Library
118 S. Main St. Woodward, IA 50276
Ph: 515-438-2636

Woodward-Granger Foundation
https://www.woodwardgrangerfoundation.org/

Integrative Counseling Solutions
1200 Valley W Dr #306
West Des
Moines, IA 50266
Ph: (515)
267-1340

Woodward Friends & Neighbors Committee

City of Granger
1906 Main Street PO Box 333
Granger Iowa, 50109-0003
Ph: 515-999-2210

Granger Parks and Recreation
1906 Main Street PO Box 333
Granger Iowa, 50109-0003
Ph: 515-999-2140

Granger First Responders (Police Fire/Ambulance)
1906 Main Street PO Box 333
Granger Iowa, 50109-0003
Police, 515-999-2775
Fire/Ambulance, 515- 999-2210

Granger Public Library
2216 Broadway Street
Granger, IA 50109
Ph: 515-999-2088

Heartland AEA 11
6500 Corporate Drive
Johnston, IA 50131
Ph: 515-270-9030

The statement below is communicated with families via the District's Infinite Campus Parent Portal. Acknowledgement is provided electronically.

STUDENT HANDBOOK RECEIPT FORM

The Woodward-Granger Community School District requires that a parent/guardian of each currently enrolled student annually acknowledge review and receipt of the District's current student handbook. The handbook is a binding document that is approved by the District's school board and supplements law and board policy. Students and their parent(s)/guardian(s) are expected to know and adhere to the expectations outlined in the handbook. Failure to follow these expectations may result in disciplinary consequences for students.

Please review the 2026-27 Student and Parent Handbook and complete this form to confirm your receipt, review, and understanding.

By signing this form, I certify that I am the parent and/or legal guardian of the student for whom this form is being completed and that I have the legal right to make educational decisions on behalf of that child. I acknowledge that I have received and reviewed the 2026-2027 Student and Parent Handbook and that I understand that my child is expected to adhere to the relevant requirements outlined in the handbook or face potential disciplinary action. I further acknowledge that, if I have questions or need clarifications about the content of the handbook, it is my responsibility to contact my child's school principal for support.

☐ Check this box to confirm that you have received the 2026-27 Student and Parent Handbook