

# **West Lyon Jr/Sr High**



# **Student Handbook**

**2018 - 2019**

## West Lyon Spirit Song

West Lyon Wildcats, tried and true  
West Lyon Wildcats, white and blue  
Ever in the battle be  
Bring us Victory! Fight! Fight! Fight!

REPEAT    Raise your voice loud and clear  
              Shout that name for all to hear  
              West Lyon Wildcats, here's to thee  
              We're yours in fame and victory!

FIGHT! FIGHT! FIGHT!

## School Colors

Royal Blue and White

## School Mascot

Wildcat

## **EDUCATIONAL PHILOSOPHY**

The West Lyon District shall be committed to the service of the students entrusted to its auspices. The District shall strive for the fullest development and maturation of each child.

However, it must be recognized that the school system is not the only institution that plays a vital role in the growth and development of young people. For example, the home, churches, law enforcement agencies, social and welfare institutions, also possess major responsibilities.

Areas of emphasis, for the West Lyon Community School District, are identified in Board Policy 101

## **EQUAL OPPORTUNITY EDUCATION AND EMPLOYMENT**

It is the policy of the West Lyon School District not to discriminate on the basis of race, color, creed, gender, national origin, religion, sexual orientation, gender identity, marital status, socio-economic status, age or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is the policy of the West Lyon School District that the curriculum content and instructional materials utilized reflect the culture and racial diversity present in the United States and the many careers, roles, and lifestyles open to women as well as men in our society. One objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias of race, color, creed, gender, national origin, religion, sexual orientation, gender identity, marital status, socio-economic status, age or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

### Grievance Procedure

Any student or employee of the West Lyon School District has the right to file a formal complaint alleging noncompliance with regulations outlined in Titles VI & VII of the 1964 Civil Right Act, Title IX of the 1972 Education Amendments and Section 504 of the Fed. Rehabilitation Act of 1973.

### Principal or Immediate Supervisor

The first action can be informal and is an optional step; i.e. may be bypassed by the grievant. Any employee with a grievance of discrimination on the basis of race, color, creed, gender, national origin, religion, sexual orientation, gender identity, marital status, socio-economic status, age or disability may first discuss the matter with his/her principal or immediate supervisor, with the object being the resolution of the situation informally. A student with a complaint of discrimination may discuss it with his/her teacher, counselor, or principal.

### Compliance Officers

Any student or employee may file a formal complaint alleging discrimination with a compliance officer. The following have been assigned as compliance officers:

Doug Jiskoot and Tim Snyder  
712-753-4917

The West Lyon Community School District offers career and technical programs in the following service areas: Agriculture Education, Business Education, Family and Consumer Sciences Education, Industrial Education. Criteria for admission to the career and technical programs is open to all students and it is the policy of the West Lyon Community School District not to discriminate on the basis of race, color, creed, gender, national origin, religion, sexual orientation, gender identity, socio-economic status, age or disability in its education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, James M. Hargens, Superintendent, 1787 182 North, Inwood, Iowa, 51240, 712-753-4917 or [jhargens@wlwildcats.org](mailto:jhargens@wlwildcats.org).

## **INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education requires the school district to designate an investigator to look into the allegations.

Level 1 Investigator: Kim Mulder (K-12)

Alternates: Doug Jiskoot (K-6) or Tim Snyder (7-12)

## **STUDENT BULLYING AND HARASSMENT**

(Board Policy 502.10)

West Lyon Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. West Lyon Community School District prohibits harassment, bullying, hazing, or any other victimization.

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

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

This policy is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and/or expulsion.

Harassment may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim. This includes victimization over the internet and phone (chat lines, email, text messages, etc.) even if the acts are done outside of school.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

### **HAZING/ACTS OF INITIATION**

Hazing is an intentional or reckless act(s) involving forced activity that endangers the physical health or safety of a student for the purpose of initiation or admission into, or acceptance by a class, or affiliation with any group or organization connected to the school. Prohibited acts include, but are not limited to, activity meant to embarrass or humiliate a student, any brutality of a physical nature such as whipping, forced confinement, or any activity which endangers the health/safety of the student.

"Forced activity" means any activity which is a condition of initiation, affiliation, or admission into any group or school organization or acceptance by a class, regardless of a student's willingness to participate.

This prohibition applies to hazing activities on school grounds, school transportation, and at all school events (home or away). The school may enforce this policy to hazing acts done away from school if there is a direct and immediate connection to and effect on the students or the school environment.

Student(s) who engage in hazing will be suspended from school for up to ten days as well as suspended from any school activity in which connection to the hazing occurred, where applicable. Students who engage in severe acts of hazing may be brought before the school board for an expulsion hearing. Length of the suspension will be determined by the principal and will be based on the severity of the act(s). The activity suspension may be for the entire season of that activity, but no less than two weeks. During the suspension, the student is not allowed to practice or be affiliated with the activity in anyway (no games, no travel with team, etc).

### **SCHOOL FEE WAIVER**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students believing they may qualify for temporary financial hardship should contact the main office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **ADMINISTRATION OF MEDICATION**

If your child is to take medication as requested by a doctor, please visit the school nurse and obtain the proper form explaining the school procedure for administering medication. No medication, both prescribed and non-prescribed, shall be dispensed to any student unless the following rules are observed:

- No medication is to be kept by a student in his/her locker, desk or on their person. Exceptions are made by state law for asthma inhalers and epi pens.
- Dispensing of aspirin or similar pain relief does not require doctor notification but does require parent consent.

Consent can be kept on file at the nurses office or be given via a phone call each time a student wishes to take aspirin.

### **DISSEMINATION OF STUDENT INFORMATION**

The following information may be released to the public. Any student or parent/guardian not wanting this information released to the public should contact the school principal. This must be done every year at the start of the school year.

- |                   |                       |                    |
|-------------------|-----------------------|--------------------|
| • Name            | • Weight & Height     | • Major study area |
| • Address & Phone | • Activities          | • Honor roll       |
| • Date of Birth   | • Dates of attendance | • Awards received  |

### **SEARCH AND SEIZURE**

A search of a student will be justified when there are reasonable grounds for suspicions that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Board policy 502.5 defines reasonable suspicion and scope.

### Personal Searches

**Personal effects:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal items.

**Pat-Down Search:** If a pat down search or search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present.

Strip searches are illegal in the state of Iowa and not permissible at West Lyon.

### Locker Searches and Inspections

School lockers are the property of the school district at all times, even though assigned to students. Periodic inspections of all, or a random selection, of lockers may be conducted by school officials without the student being present. The student must be notified within a reasonable time that an inspection took place. The official conducting the inspection must have at least one other person present as witness. Any contraband discovered during such searches shall be confiscated by the administration. Students will be held responsible for the contents of their lockers. Therefore, students are encouraged to lock their locker with a school provided padlock.

The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. School officials may ask the police to bring drug dogs to search school lockers. No prior notice needs to be given to students. Such searches should be conducted in the presence of another adult witness.

### Automobile Searches

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

## **STUDENT ATTENDANCE**

Following an absence, students are required to visit the nurse's office prior to being admitted back to class. For the absence to be excused, a written notice or phone call must be made by a parent/guardian to verify the student's absence. If a note is not given or a phone call made to the nurse when the student returns to school, the absence will be recorded as unexcused. The student has 2 days to present a note/phone call to change an unexcused absence to excused. After 2 days, the absence will remain unexcused and recorded on the student's permanent record.

Students will not be excused from school during the day without confirmed permission from a parent. Parents are encouraged to call the school regarding anticipated absences.

To be eligible to participate in extra curricular activities students must be in attendance periods 5-8 (seniors on work release, periods 1-5) on the day of the activity, only exception is doctor appointments.

### Types of absences

All absences are either 1/4 day (1-2 periods missed), 1/2 day (3-4 periods missed) or full day (5+ periods missed).

**Excused Absences:** up to 8 per semester, will be determined by the parent. Medical absences may require a doctor's verification. Students who exceed the allowable limit of 8 absences per semester in a class may have their grade reduced in the following manner:

9-10 abs = 1/3 letter grade reduction from original grade

11-12 abs = 2/3 letter grade reduction

13-14 abs = a full letter grade reduction (ie. B to a C)

15-16 abs = two full letter grade reduction (ie B to a D)

17 + abs = three full letter grade reduction (ie B to an F)

One week before the end of the semester, a student may write a letter of appeal to the principal asking that their grade not be reduced. This letter must document each absence and state why the

student was gone. The principal will review the student's case and decide if the absences were beyond the student's control (extended illness, doctor appointments, bereavement, etc). In such special cases, the original grade will stand.

**Unexcused Absences:** The principal makes the final determination on whether an absence is excused or unexcused. Any absences without parent permission is automatically considered an unexcused absence. All unexcused absences will result in at least 1 detention. All school work, including tests, that were due during the time of the unexcused absence will receive a zero score. A student with 5 unexcused absences in a single class during the semester may be removed from the class and receive zero credit.

**Truancy-Unexcused Absences:** According to state law, students must attend school until they reach the age of 16 years prior to September 15. Truancy matters may be referred to the county attorney. State law mandates that any student who is expelled from school or quits school before their 18th birthday will lose their driving privileges until they reach their 18th birthday.

**Tardy:** Students who are not more than 10 minutes late to class are tardy. Students who are late 11 or more minutes to class will be counted as absent. Students who are tardy 7 times in a single class may be removed from that class and receive zero credit.

A maximum of five tardies will be allowed each student per semester for all classes combined, including study hall. A detention will be assigned for each tardy beyond five. Students who are habitually tardy may have other discipline action taken.

Release from school:

1. Parental permission by note or phone
2. Sign-out in nurse's office

Penalty for failure to check out of school properly is detention.

**Leaving for lunch:** West Lyon does NOT have an open campus for lunch. Students are expected to eat at school. This is for the safety of the students. Even if the parent gives permission to leave during lunch, the absence will be recorded as unexcused if it is determined that the student left school for lunch purposes.

**Make up work and late work policy:** For an excused absence the student will be allowed two days for every one day missed to make up school work. Work that is late after this period will receive a reduction in grade. For students absent less than a full day, the time given to make up the missed school work will be at the discretion of the teacher and/or principal.

Students planning an absence in advance (e.g., family or school trips, doctor visit) should plan to turn in schoolwork, whenever possible, the day they return to school. Students should also plan, whenever possible, to take any tests or quizzes scheduled while they were gone, upon returning to class.

### SCHOOL CANCELLATION

If adverse weather conditions require the dismissal or cancellation of school, the announcement will be broadcast on: KELO-TV KSFY-TV KDLT-TV Radio (92.5) & (101.1)

**Electronic Messenger:** Announcements will also be made using JMC Messenger, a service that allows the school to send text messages to your cell phone, to your email, and/or to call your home.

Home phones are automatically called when the school schedule is changing. If you do not wish to receive calls at home, please notify the school office to be removed from the home calling list.

If school is starting late, there are no morning activities, including the weight room.

If school is dismissing early, there will be no afternoon practice or evening events (exceptions might be made if the weather clears in time to have an evening event).

If buses are running on hard surface roads only, there will be no early morning activities.

Senior students do NOT make up days when school is cancelled due to weather but are required to make up days when school is called off for state tournaments in sports.

### BELL SCHEDULES

### Regular Schedule

1	8:25 - 9:09
2	9:12 - 9:56
3	10:01 - 11:00 *
4	11:03 - 11:47
5	11:50 - 1:02 1 <sup>st</sup> L 11:50 - 12:15 → Class 12:18 - 1:02 Class 11:50 - 12:34 → 2 <sup>nd</sup> L 12:37 - 1:02
6	1:05 - 1:49
7	1:54 - 2:38
8	2:41 - 3:25

### 1:30 Dismissal

1	8:25 - 9:00
2	9:03 - 9:38
3	9:41 - 10:26 **
4	10:29 - 11:04
6	11:07 - 11:42
5	11:45 - 12:35 1 <sup>st</sup> L 11:45 - 12:05 → Class 12:08 - 12:35 Class 11:45 - 12:12 → 2 <sup>nd</sup> L 12:15 - 12:35
7	12:38 - 1:00
8	1:03 - 1:25

\* Success Time 10:45 - 11:00

\*\* No Success Time

### 11:40 Dismissal

1	8:25 - 8:46
2	8:49 - 9:10
3	9:13 - 9:34 **
4	9:37 - 9:58
5	10:01 - 10:22
6	10:25 - 10:46
7	10:49 - 11:10
8	11:13 - 11:34

### 2 Hour Late Start

1	10:25 - 11:01
2	11:04 - 11:42
5	11:45 - 12:43 1 <sup>st</sup> 11:45 - 12:05 → Cl 12:08 - 12:43 Cl 11:45 - 12:20 → 2 <sup>nd</sup> L 12:23 - 12:35
3	12:46 - 1:16 **
4	1:19 - 1:49
6	1:52 - 2:22
7	2:25 - 2:55
8	2:58 - 3:25



## **POLICY ON STUDENT BEHAVIOR**

### **General Rules & Regulations**

Students are considered to be under the jurisdiction of the West Lyon Student Behavior Policies while going to, attending, and returning from school sponsored functions.

1. Before & After School hours - Students are not permitted to use any of the school facilities or equipment without direct supervision by a faculty member or an approved adult supervisor. This includes the weight room, gymnasiums, and all other school facilities.
2. Students are asked to not run in the corridors during school hours. Walking or running for conditioning is not allowed in any part of the corridors between the hours of 7:45 - 3:45.
3. Deliveries of flowers and other gifts for students will be held in the main office until the end of the day.
4. Students are not allowed to eat candy, food or drink beverages during class time except for special occasions approved by the classroom teacher. Students are allowed to chew gum if done so in a manner deemed appropriate by the classroom teacher.
5. Lunch/Breakfast cannot be brought into school from a restaurant for multiple students to eat. Lunches made at home for students to eat at school are to be for the students residing in the home only. Exceptions are for birthday treats (ie. cake) brought for lunchtime to celebrate a student's birthday.

## **STUDENT DISCIPLINE MEASURES**

Detention - Detention will be held on Monday and Wednesday from 3:30-5:00 PM. Students must serve detention within two weeks of the infraction and will be required to serve detention on the designated night. All requested changes must be approved by the principal. Students who disobey detention rules or fail to report for assigned detention will be assigned double detention. Students who skip detention twice in a semester may be suspended from school.

In-School Suspension (ISS) - ISS is the isolation of a student from one or more classes while under administrative supervision. ISS shall not be imposed for a period longer than ten (10) consecutive school days. Students are not allowed to participate in any school activities while assigned ISS.

Out-of-School Suspension (OSS) - The principal may temporarily suspend, out-of-school, a student for a period not to exceed five consecutive days for disciplinary reasons (OSS days are defined as those days that school is in session). The superintendent may extend the suspension upon the principal's request, for a total of no more than 10 consecutive days. Suspended students have a right to due process.

## **DISCIPLINE PROCEDURE**

Misconduct shall be classified under one of four progressive levels listed below. The administration may refer serious infractions to the police. Misconduct will be addressed and investigated when the principal and/or teacher in charge discover there may be a violation.

Because some discipline matters are also legal concerns (ie. consumption of alcohol by minors, etc), the school reserves the right to involve the police. The police may be called so that the matter can be addressed by the legal system as well as the school discipline code. The police do NOT determine guilt on behalf of the school. The preponderance of evidence before the administration shall determine violations of the discipline code.

It is understood that all activity that is illegal in state and federal laws is also illegal at school and during school events. In cases of illegal activity, the police may be involved as outlined above. The principal will determine how the school will address illegal activity done at school, on school property, or during school events. Penalties may involve, but are not limited to, suspension or expulsion depending on severity of the case.

### **LEVEL ONE**

Classroom specific offenses. the teacher in most cases will handle Level One offenses, pursuing options of:

- Verbal reprimand
- detention(s)
- parent contact
- Conference
- other positive interventions by the teacher

A student's failure to abide by the teacher's authority becomes a LEVEL THREE offense.

## LEVEL TWO

Offenses handled by the principal or designee and result in detention, ISS or OSS for up to 3 days.

Serious Level Two offenses can be moved to a Level Three.

1. Level 1 infractions which are referred to the principal will be classified as Level Two.
2. Use of violent, abusive and/or vulgar language.
3. Possession of laser pen (includes away school activities).
4. Use or possession of tobacco, nicotine, or look-a-like substances or products, including (but not limited to) e-cigarettes.
5. Distribution of petitions or documents of any sort without the approval of the principal.
6. Roaming the hallways and/or not being where the student signs out from study hall.
7. Public displays of affection (includes hand holding).
8. Un-sportsmen like conduct involving the opposing school teams, their representatives, or officials.
9. Gambling.
10. Failure to sign out of school before leaving.
11. Cell phones are not to be used during class time or in areas of expected privacy such as lockerooms and restrooms. NOTE: Use of cameras in private areas such as locker rooms is against Iowa law and punishable by a prison sentence and/or fine of up to \$5000.
12. Selling of items, including food or drink, by a student for the student's own personal benefit is not permissible on school property. In such cases the items being sold will be confiscated by the principal and detention or suspension assigned.

## LEVEL THREE

Severe offenses that warrant ISS or OSS of 1 to 10 days.

1. Habitual offenders of level 2 infractions.
2. Physical assault causing pain or injury, or is intended to result in physical contact which will be insulting or be offensive to another. The police may be notified in cases of serious assault in which injury occurred or a weapon was used in the assault.
3. Possession of weapons, look-a-like weapons, pepper mace, dangerous objects, or items intended to be used as weapons.
4. Insubordination - disrespectful, disobedient, rude, to ANY adult at West Lyon School. Insubordination towards a teacher can result in being permanently removed from a class.
5. Possessing pornographic material.
6. Inappropriate use of school computers and iPads - includes but is not limited to accessing pornographic material, accessing school records, intentional damaging software/hardware, creating material that is offensive to others, unauthorized downloading of software from the internet, inappropriate use of email.
7. Threats of violence -- all threats will be treated seriously, with the assumption that the person intends to carry out such a threat.
8. Possession of fireworks.
9. Damage or destruction of property.
10. Disruption of school and its function, through participation or encouraging others to do so.
11. Conduct which harasses or discriminates against others.
12. Theft or possession of stolen property.
13. Conduct deemed by the administration to be inappropriate for school and its function.

## LEVEL FOUR-EXPULSION

If a student's action presents a serious and/or continued violation of conduct, under Level Four, the student may be suspended for up to 10 school days. While suspended, a school board hearing may be scheduled to consider expulsion of the student. By a majority vote of the board members present, a student may be expelled. The length of expulsion shall be determined by the school board. Students expelled from school shall be considered for readmission only by the school board. Legal grounds for expulsion are: (1) immorality (2) violations of rules and regulations set or approved by the Board (3) evidence that the presence of the student is detrimental to the best interests of the school.

Students have the right to appeal in a court of law. Students also have the right to be represented by a lawyer and call his/her own witnesses at the board hearing.

1. Habitual offenders of school rules/policies.
2. Bringing a firearm or explosive device to school (expelled for no less than 12 months)
3. Possession and/or use of a controlled drug or drug paraphernalia.
4. Possession of a weapon, look-a-like weapon, or an object intended to be used as a weapon.

5. Destruction, damage, or unauthorized access to the districts electronic information system.
6. Activity that constitutes a danger to others or interferes with the purpose of school.

### **DRUG POLICY**

The definition West Lyon uses for "drug" is any substance that alters perception or behavior, reducing the individual's ability to function appropriately in the academic environment. This includes but is not limited to inhalants, abusing prescription medicine, illegal drugs and alcohol.

If a student is found on school property to be under the influence of a drug as defined above, the parents will be called as well as law enforcement. School discipline will be imposed by the principal, including, but not limited to OSS suspension or recommendation for expulsion.

### **HALL LOCKER**

Students are encouraged to use padlocks on their lockers. Padlocks may be obtained free of charge from the main office. Lost or stolen articles from school lockers are NOT the responsibility of the school.

Locks are the property of the school and expected to be returned to the school at the end of the year. Students losing a school lock will be charged \$5.

Signs are not to be taped to the outside of the locker.

### **SCHOOL BUS BEHAVIOR**

Video cameras are used on school district busses. The content of the video may be used in a student disciplinary proceeding. Parents may view video of their child.

Parents are encouraged to contact the bus driver if their child/children are encountering problems on the school bus or bus pickup area. If the problems continue, parents should contact the school administration.

All school rules listed in this handbook also apply to the school bus. In addition to the general school rules, the following expectations apply to school bus behavior:

1. Students may not change seats while the bus is moving
2. No throwing of objects out the bus windows at any time.
3. Arms/limbs are not to be out the bus windows at any time.
4. No animals are to be brought on the bus.
5. No consumption of candy/drink on the bus.
6. Aisle of bus is to be kept clean and unobstructed.
7. No tampering with emergency exits.
8. Do not enter the roadway until the driver signals it is safe.

Violation of any of the above expectations or other school rules listed in this handbook while on the bus can result in assigned seating, detention, or suspension from riding the bus.

### **PARKING LOT VIOLATIONS**

Students are expected to drive at a safe, slow speed when entering and exiting the parking lot. Reckless and/or exhibition driving is prohibited. Students are expected to park in the lined spaces in the north and west parking lots.

Violations will result in the student not being allowed to park his/her vehicle on school property for a period of time determined by the principal.

### **DRESS CODE**

All students are required to dress for school in a CLEAN, NON-REVEALING, APPROPRIATE manner. If a student's clothing is found to be inappropriate, as determined by the principal, the student may be sent home or given other clothes by the school to wear.

Examples of inappropriate dress during school hours are:

- Spaghetti strap tops unless a t-shirt is worn under.
- Midriff shirts exposing excessive amounts of the stomach
- Clothing that relates to alcohol, drugs, tobacco or sex related topics.
- Rock band t-shirts which promote violence, as interpreted by the principal.
- Jewelry, or clothing that is potentially dangerous or offensive, as interpreted by the principal.
- Clothing that permits undergarments to be seen.
- Caps/hats, hoods on hooded sweatshirts, or other head covering (unless for religious reasons).
- Sunglasses (unless for medical reasons as noted by doctor)

This is not an all inclusive list but merely serves as a guide.

### SPECIAL EDUCATION STUDENTS

Depending on the student's need, special education students are given opportunities for adjustments on the regular education in classes. Adjustments provided by the regular education classroom teacher include: oral testing, retaking tests, shorter assignments, extra credit on study guides, grade modifications, etc.

### TALENTED AND GIFTED STUDENTS

All talented and gifted classes are indicated as T.A.G. courses on student transcripts. All talented and gifted classes are given the same class weight as regular education classes depending on if they are meeting every day or every other day. Student credit is based on how often they attend class. All grades are recorded on the student's official transcript but are not included in their accumulative GPA.

### LATE HOMEWORK & RETAKE EXAMS

**Homework:** Homework is an assignment to be prepared or completed other than during regular class time. Homework that is "poorly done" in the judgment of the teacher isn't considered as being turned in. Homework is expected to be done on time, if not, the grade will be reduced as follows:

1 school day late = 25% reduction

2 school days late = 50% reduction

3+ school days late = zero credit for the assignment

Calculation of a reduction should be computed after the student has earned a score. For example, on a 15 point assignment that the student missed 6 points and the assignment is 2 days late:

15 poss - 6 points = 9 points earned - 50% (late) = 4.5 as final score

The reduction for being late is off the earned final score.

During a quarter of school, students are permitted two instances of homework being 3 or more days late and earning a zero. On the third instance, and for each instance beyond 3, the student will be assigned detention.

**Retake Exams:** Students have the opportunity to retake any exam they failed the first time. This is for the benefit of the student to better his/her score. Students have three school days to retake exams during which time they are to go to the teacher for additional help. The best possible score a student may earn on a retake exam is a D+. The score earned on the retake exam is the recorded grade with the 1<sup>st</sup> test grade thrown out, even if the retake exam grade is lower.

### EXAM POLICY

Teachers are to notify parents and/or students, by email, of when an exam or formal assessment is scheduled. Notification must be at least two days prior to the assessment and should include any study guides available to the student to assist with studying. The notification should also explain what the exam/assessment is covering.

### CHEATING POLICY

Students are expected to do their own work. Giving other students answers is considered cheating as well as copying the work of other people (plagiarism). All copied work, even one question, is considered cheating. Likewise using unapproved methods to aid in exams or schoolwork is considered cheating. All offenses must be reported to the principal. Offenses are within the same class, and for the school year.

1st Offense - zero for the test or assignment, detention may also be assigned by the teacher. Students who cheat on a retake exam will receive a zero for the exam, with the 1<sup>st</sup> test score thrown out (see retake policy above).

2nd - zero on the work plus 2 days suspension (ISS or OSS). Also removed from NHS.

3rd offense - failing grade in the class for the quarter.

### GRADING SCALE

A = 4.0	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

Semester exams will be computed as 10% of the semester grade.

### INCOMPLETE COURSE WORK

All course work is expected to be completed by the end of the term (quarter or semester). Students who have been absent for an extended period of time due to hospitalization or bereavement may be given an "I" (incomplete) grade with approval from the principal.

Incomplete work is expected to be completed within two weeks after the term ends. Work not completed within the extended time will result in zero credit and the grade will reflect the incomplete work. Special cases can be granted time beyond the two weeks by the principal.

### ACADEMIC AWARDS

Students (9-12) who earn a GPA of 3.5 or above for a school year will earn an academic award. Their first award is an academic letter. If a student qualifies in years thereafter, a year pin will be awarded that may be added to the letter. Senior midterm graduates are not eligible for an academic award.

Student (7/8) who average a GPA of 3.0 - 3.49 in 3 of the 4 quarters, will earn a silver metal. Students who average a GPA of 3.5 or above in 3 or 4 quarters will earn a gold metal.

### HONOR ROLL

Students receiving a GPA of 3.0 or above for the quarter will be placed on the honor roll. Any student who receives "incomplete" for any of their grades will not be included on the published honor roll list, but may qualify upon completion of their incomplete class.

### GOOD CONDUCT POLICY

#### Rationale of Good Conduct Policy

As representatives of the school, students involved in extracurricular and co-curricular activities have a responsibility to demonstrate good conduct both in and out of school at all times throughout the calendar year, whether school is in session or not. Activity participants not only represent themselves as individuals, but also represent the school and community. Participation in extracurricular and co-curricular activities is considered a privilege. Students who wish to retain the privilege of participating in extracurricular and co-curricular activities must conduct themselves in accordance with this policy.

#### Definitions

##### Offense or Violation

- possession, use, or purchase of tobacco products or look-a-like tobacco products such as, but not limited to, e-cigarettes, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as minor traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

### Activity

The sport, extracurricular, or co-curricular the student is participating in. Examples of activities include but are not limited to: volleyball, cross country, FFA, musical, choir, basketball, cheerleading, speech, softball, NHS, student council, etc.

### Event

- 1) any public performance or interscholastic competition on the school calendar, with the exception of meetings, pre-season inner squad scrimmages, pre-season band parent night, musical/play matinee
- 2) any performance in which an admission fee is charged
- 3) any scheduled events where a school team, group, or club travels outside the school district

### Self-Report

- 1) a report (in person or by phone/ email) made to the principal or athletic director by the student in violation within 72 hours of the occurrence of the violation or alleged violation
- 2) If student fails to self-report within 72 hours, the ineligibility will be doubled (ex. 9 weeks become 18 weeks, 3 events become 6 events)

### Penalty

Any student who commits an offense as defined above will be considered to be in violation of the West Lyon Good Conduct policy. Students who violate this policy will not be allowed to participate in events as follows:

1st offense: Ineligible for events outlined in chart A (see below) that occur during a 9 week (63 calendar days) period. The 9 week period begins with the first event the student would normally be involved in.

2nd offense: Ineligible for events outlined in chart A (see below) that occur during an 18 week (126 calendar days) period. The 18 week period begins with the first event the student would normally be competing or performing in.

3rd offense and each offense beyond (4th, 5th, etc.): Ineligible for all events as defined above for 365 calendar days. Ex. All scheduled football games and football playoff games, All musical performances, All 20 basketball games and postseason, etc.

Examples (for illustrative purposes only):

- 1) Student A is involved in volleyball, school musical, and marching band. Student A reports a first-offense violation that happened in July. Student A is ineligible for a 9 week period beginning with the first volleyball event, and is ineligible for 3 volleyball matches, 2 marching band performances, and one musical performance that happen during the 9 week period.
- 2) Student B is involved in basketball, student council, and speech. Student B reports a first-offense violation during basketball season. The 9 week ineligible period begins with the next basketball event and Student B is ineligible for 4 basketball events/games and 1 speech event that is scheduled during the 9 week period. The student is also removed from student council for the remainder of the school year.
- 3) Student C is involved in FFA, speech, and the spring play. Student C reports a first-offense violation on February 2. The first ineligible event is speech district contest. The 9 week period begins on that date. The student also is ineligible for 1 performance of the school play, and 4

FFA events (one of which is state leadership conference) that is scheduled during the 9 week ineligible period that began with the speech contest.

- 4) Student D has had 3 offenses as a 9th and 10th grade student. In 11th grade, Student D has a tobacco violation. This is his/her 4th offense and is ineligible for 365 days in all activities.

### **Student Good Conduct - Related Rules**

- A. All students are governed by these regulations from the first day of school or practice, whichever is first, of their 7th grade year through the senior year. If a senior graduate participates in school related activities the following summer (ie. FFA, baseball or softball), these regulations apply for the duration of the activity. All offenses will accumulate from one offense to the next throughout the student's 7-8 grades, and again through 9-12 school years. If, for example, a 9<sup>th</sup> grade student was guilty of using tobacco (first offense) and then in 11<sup>th</sup> grade is guilty of using alcohol, this would constitute a second offense. The Good Conduct policy remains in effect throughout the calendar year (365 days).
- B. Students who have violated the Good Conduct policy in grades 7 & 8 shall have their record expunged at the start of high school, grade 9. A Good Conduct violation in 9th grade shall be recorded as a 1st offense regardless of the student's record in junior high (grades 7 & 8).
- C. If the student denies commission of the offense and is later adjudicated in court, the denial counts as a first offense and the conviction counts as a second offense (or 2nd and 3rd offense if applicable). The 2nd offense (or 3rd offense if applicable) will be enforced.
- D. Students involved in multiple levels (9th, JV, varsity) in a sport during the same season, the student is ineligible for the listed number of events (see Chart A below) for each level of the sport. Example: Student A plays JV and varsity football. The student is ineligible for 2 JV games and 2 varsity games.
- E. If a student is not involved in activities at the time of the Good Conduct violation, the penalty carries over for 1 calendar year and the penalty begins with the first activity the student is involved in within that calendar year.

Examples (for illustrative purposes only):

- 1) A student in wrestling has a Good Conduct violation at the state wrestling meet as a spectator. He is not involved in any other activities. The 9 week, 8 match ineligibility begins at the first match of the next wrestling season the following school year.
  - 2) Student A is in 10th grade, not involved in any activities, and has a Good Conduct violation. In 12th grade, Student A gets a part in the school musical. Because this is beyond the 1 year (365 days) limit for Good Conduct ineligibility, Student A has full participation in the school musical.
- F. Students that are injured and are not able to participate in an event due to the injury cannot use the injury time to serve ineligibility. Likewise, students that are ineligible for academic reasons (30 days for failing a class) cannot use that time towards Good Conduct ineligibility. The ineligibility period is placed on hold until the student can resume normal activity.



Examples (for illustrative purposes only):

- 1) Student B has a Good Conduct violation and is ineligible for four softball games. Student B misses one game but then injures her ankle in practice before the second game. The injury is severe enough that she cannot play for 2 weeks as determined by the athletic trainer. Games scheduled during that two week injury period do not count towards the ineligibility penalty of 4 games. Student B will miss the remaining 3 games once the athletic trainer or doctor declares Student B well enough to resume play.
  - 2) Student C failed a 1st semester class. She is ineligible by state law to participate in activities for the first 30 calendar days of 2nd semester. She also attended a high school gathering at New Years where alcohol was consumed by minors, a Good Conduct violation. She is ineligible to participate in events as defined above for a 9 week period beginning with the first event Student C participates in after the 30 day academic suspension ends.
- G. West Lyon will not allow students to participate in an activity for the sole purpose of fulfilling a Good Conduct violation. **With the exception of the 9th grade year, a student must have been in the activity for the entire season the previous year for the student's period of ineligibility to apply.** A student may not begin an activity mid-season/year for the sole purpose of avoiding consequences in his or her favored area(s) of participation.

Example (for illustrative purposes only):

- 1) Student D participates only in volleyball in grades 9 - 11. In January of her 11th grade year she has a Good Conduct violation. To take care of the ineligibility period before the senior year of volleyball, she decides to participate in track in 11th grade. Since student D was not in track the year before (10th grade), the ineligibility period will be enforced during the upcoming volleyball season, missing 3 matches her senior year.
- H. **Students are expected to complete the entire activity season in order to fulfill the Good Conduct violation requirement.** If they quit the activity before the season is completed, they will be required to serve the entire consequence over.
- I. **During the ineligibility period, the student may practice with the team, travel with the team, and be on the sideline with the team but he/she cannot dress for competition for the number of events he/she is ineligible as defined by Chart A below.**
- J. The start of a season is defined as beginning on the date of the first event of that activity. The student must finish a season in good standing with the coach/sponsor for the ineligibility to qualify.
- K. **Students lose work release or late start/early release privileges,** beginning on the date of the 1st event of ineligibility, for:
- 1st offense - 2 weeks
  - 2nd offense - 4 weeks
  - 3rd offense - remainder of school year
- L. Students who transfer in from another school district and the student is currently serving a period of ineligibility for a violation of the previous school district's Good Conduct policy, the student shall be ineligible at West Lyon for the remainder of the ineligibility period as defined by the previous school.



M. Further penalties may be imposed by the coach/advisor of the activity.

N. **FFA**

The events that count towards ineligibility for FFA must meet the definition as listed previously in this policy or meet the Iowa Degree qualifications for an "above the local level activity." The events under FFA to serve as ineligibility events include, but not limited to State Leadership Conference, WLC, Greenhand Fire-up, the FFA Banquet, any national level events/competitions, any fairs where the student is competing under West Lyon FFA, etc. Multiple day events such as State Leadership Conference still count as one event. FFA meetings and activities held at meetings, or classroom activities do not count towards ineligibility.

Also, as stated in the West Lyon FFA officer application, the student realizes that if he/she is found to be in violation of the school's good conduct code (as outlined in the school handbook) he/she will be removed from office for the remainder of his/her term, as well as participation from any FFA activities which falls under the school's decision.

O. **NHS (National Honor Society)**

Students who are a member of the West Lyon National Honor Society (NHS) and have violated the Good Conduct Policy will be removed from membership in the West Lyon NHS at the time of the violation.

Students who have violated the Good Conduct Policy but are not yet a member of the West Lyon NHS will have a waiting period of at least 12 months from the date when the Good Conduct Policy is enforced before the student can seek NHS faculty council consideration for NHS membership. The membership consideration process is only available 1 time per school year (February) and only 2 times for each student while they are in high school (February of their sophomore year and February of their junior year). Therefore, the 12 month waiting period would have to be completed before the February consideration time frame of either the student's sophomore or junior year in order to be considered for West Lyon NHS membership. No other membership consideration times are available for any student including students with a Good Conduct violation.

Students who were removed from the West Lyon NHS as a sophomore because of a Good Conduct Policy violation, may seek re-consideration for NHS membership as a junior, only if their 12 month waiting period has been completed before the February NHS faculty council membership consideration time frame their junior year. If that 12 month waiting period has not been completed for the student, there will be no other opportunity to be re-considered for NHS membership.

P. **Appeals**

Any student who is found by the administration to have violated the Good Conduct Policy may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation.

If the student is still dissatisfied, he/she may appeal to the school board by filing a written appeal with the board secretary within 3 days following the decision of the superintendent. The written appeal is to include reasons why the student believes the Good Conduct Policy should not

be enforced. The review by the board will be in closed session unless the student's parent/guardian (or the student if the student is 18 yrs old) requests an open session. The board hearing date will be determined by the superintendent but shall be no later than 14 calendar days following the board secretary's receipt of the the written appeal.

**CHART A -**

Ineligible for the following events during a 9 week period (1st offense) or 18 weeks (2nd offense)

<b>Activity</b>	<b>1st Offense - 9 wks</b>	<b>2nd Offense - 18 wks</b>	<b>3rd Offense - 365 days</b>
Football (and Cheerleading)	2 games	4 games	365 days
Cross Country	2 meets	4 meets	365 days
Volleyball	3 matches	6 matches	365 days
Basketball	4 games	8 games	365 days
Basketball Cheerleading	2 games	4 games	365 days
Wrestling	8 matches	16 matches	365 days
Wrestling Cheerleading	2 events	4 events	365 days
Track	2 meets	4 meets	365 days
Golf	2 meets	4 meets	365 days
Baseball	4 games	8 games	365 days
Softball	4 games	8 games	365 days
Marching Band	2 performances	4 performances	365 days
Concert/ Pep Band	2 performances	4 performances	365 days
Jazz Band	1 performance	2 performances	365 days
Mixed/ Women's Choir	1 performances	2 performances	365 days
Jazz/ Show Choir	1 performance	2 performances	365 days
Honor Choir/Band and/or All-State Choir/Band and/or Solo/Ensemble Contest and/or State Large Group Contest	Ineligible	Ineligible	365 days

FFA	4 events - State & National conference considered 1 event each - officers are removed for remainder of term.	8 events missed - officers are removed from office for remainder of term.	365 days - officers are removed from office for remainder of term.
Speech (including Large Group and Individual Events)	1 event	2 events	365 days
FCCLA	1 event - State & National conf. considered 1 event each. Officers removed for remainder of term.	2 events - officers are removed from office for remainder of term.	365 days - officers are removed from office for remainder of term.
Fall Musical/ Spring Play	1 night of performance missed	2 nights of performance missed	365 days
Elected positions (StuCo, Homecoming/ Prom royalty, Prom servers/ punch pourers, etc.)	Removed from any current office/position for remainder of school year.	Removed from any current office/position for remainder of school year.	Removed from any current office/position for remainder of school year.

### **ATHLETIC & ACTIVITY PARTICIPATION**

**SPORTS:** West Lyon will follow the state mandated eligibility requirement of "Don't Pass, Don't Play." Details of this state eligibility law will be provided by your coaches. **College level** courses taken by high school students **DO COUNT** towards eligibility, as mandated by the state athletic association. Students failing a college course at semester will be ineligible for 30 calendar days.

Any athlete who uses anabolic steroids is subject to a 365 day period of ineligibility from ALL high school athletics. The only exception will be for doctor prescribed anabolic steroids for the student-athlete.

**ACTIVITIES:** Students in grades 9-12 who fail a class at semester are ineligible for 30 calendar days to participate in competitive events of extra curricular activities just as they are ineligible for sports (see Don't Pass, Don't Play rule above). This includes, but is not limited to, competitions in FFA, speech, music, FCCLA. Performance events that are not competition such as music concerts, play performance, FFA learning experience trips, do not count in this policy.

Being ineligible for an extra curricular competition because of a Good Conduct violation does not preclude the state's Don't Pass, Don't Play rule for sports. The student will still be ineligible for 30 calendar days in the next sport even if the student was ineligible for an earlier extra curricular event as part of failing a class.

### **OVERNIGHT ACTIVITIES**

Students who attend school events requiring overnight travel may have their bags/luggage searched for illegal contraband prior to leaving for the trip. Searches will be conducted by an adult chaperone of the same sex as the student (ie female student bags will be searched by a female adult).

During a school trip, chaperones may search a student's room and luggage at anytime.

Students are not permitted to have visitors in their hotel room other than parents or siblings with a parent. Visitors other than parents must stay in the hotel lobby area.

### **ACTIVITY TRANSPORTATION POLICY**

All students are required to travel on school provided transportation to and from all school activities except under the following conditions:

1. Students wanting to ride with a parent or chaperone to/from an event must have written permission from their parent/guardian. Written permission must be received by the activity sponsor at least 1 hour prior to departure.
2. Students are NOT allowed to car pool. A student can only drive him/herself to an activity with parent permission.
3. The principal and the head of the activity has the final decision as to who may be a chaperone.

### **STUDENT LOADS & CLASSIFICATIONS OF STUDENTS**

Students will be required to take a minimum of 5 academic courses per semester, excluding PE. Students participating in both instrumental and vocal music will be required to take a minimum of 4 academic courses per semester. No student is to have more than two study halls daily unless permission is given by the principal.

All students are responsible for signing up for PE according to West Lyon's policy. If any student is found guilty of not fulfilling his/her PE requirement due to dropping a sport (during the season) or attempting to "skip", etc. double time in PE will be required and possibly a shortage of graduation credits.

Student classification at registration time:

- 9th - All incoming students
- 10th - Must have earned a minimum of 11 credits.
- 11th - Must have earned a minimum of 22 credits.
- 12th - Must have earned a minimum of 33 credits.

### **SENIOR LATE START or EARLY DISMISSAL PRIVILEGES**

Seniors may have a late start (attend periods 2-8) OR an early dismissal (attend periods 1-7). Students cannot have both privileges in the same semester.

To have LS/ED in a semester, you must meet the criteria listed below during the previous semester. Students may appeal to the principal for unusual attendance circumstances (ie hospital stays, bereavement, etc) These attendance situations should be rare and unusual. Orthodontist and/or doctor visits will not qualify.

1. Attendance: maximum of 8 days absent in a semester.
2. Tardies: a maximum of 5 in a semester.
3. Detention: A maximum of 3 detention assignments in two consecutive semesters.
4. ISS or OSS: A maximum of 3 days (combined) for two consecutive semesters.
5. While having LS/ED, senior quarter GPA cannot drop below cumm. GPA earned at the end of junior year.
6. For 1st semester LS/ED - Earned 34 credits prior to 1st semester senior year. For 2nd semester - earned 40 credits prior to the 2<sup>nd</sup> semester senior year.
7. MUST NOTIFY your intent for LS/ED when registering for classes. NO changes will be made to a schedule to accommodate LS/ED.
8. LS/ED cannot be combined with work release.

Students who violate any of the above provisions will lose LS/ED privileges for the remainder of the school year.

Students who are in violation of the West Lyon Good Conduct policy will lose LS/ED as outlined in the GC policy.

### **WORK RELEASE**

WR allows students who have earned at least 38 graduation credits to be away from campus 3 consecutive periods to work at an approved job to gain employment skills.

Senior students wishing to enroll in the work release program should see Mrs. Oskar for an application. To be eligible, students cannot have more than 5 absences or 5 tardies the previous semester and must have at least 38 credits. Students may write a letter of appeal to the principal if

he/she exceeds 5 absences (no letter of appeal will be accepted for tardies). Only absences due to doctor's care, bereavement, and illness will be considered.

Once enrolled in the work release program, students violating any of the following regulations will be placed on probation or removed from the program for the remainder of the school year:

1. Absent 3 or more days in a semester, Senior year.
2. Tardy 3 or more days in a semester, Senior year.
3. GPA drops below GPA of Junior year.
4. WR students must be enrolled in 5 West Lyon classes, periods 1-5 or 4-8. Work release cannot be combined with the LS/ED privilege.

Students in WR must be in West Lyon classes 5 periods if they are participating in a school activity that evening. The only exception is for doctor appointments (verified with a dr's note).

The expectation is students work a minimum of 12 hours a week and that the employer be a business or similar entity. The student will be expected to produce a pay stub to Mrs. Oscar at least once a month verifying employment and hours worked.

### **GRADUATION REQUIREMENTS**

Please see the course handbook for specific details.

The WL School Board requires all students to earn a minimum 46 credits as defined in the course handbook and to be in good standing with respect to discipline action before receiving a WL diploma. Please see the course handbook for a specific breakdown of the credit requirements.

To participate in the graduation ceremony, students may be short only ONE required graduation credit. Students are also required to pass the ITED test in 11th grade or an approved alternate assessment at the following levels to graduate: Reading - 40%, Math - 40%, Writing - 40%, Science - 40%

### **GRADUATION POLICY & EARLY GRADUATION**

Board Policy 605.4R

1. Students interested in midyear graduation (after seven semesters) need to complete an application form for approval prior to the start of the student's Junior year (11<sup>th</sup> grade). See the guidance counselor.
2. Students receiving a diploma from West Lyon must have completed all requirements for graduation AND be in good standing with respect to disciplinary status as well as met the minimum ITED test requirement.
3. The principal will make the final decision as to whether the student qualifies for early graduation.
4. Correspondence courses may not be applied toward a WL diploma if the course has not been attempted at WL.
5. At the completion of the eighth semester other correspondence courses will be considered toward graduation.
6. Other extenuating circumstances and programs will be judged by the principal on an individual basis.
7. Early graduates are eligible for an academic letter and gold cord recipient at graduation.
8. Midyear graduates are not eligible to participate in any extra curricular activities.
9. Midyear graduates may participate in prom as well as graduation.

### **SENIOR HIGH RETENTION**

In the retention of students, there will absolutely be no surprises to the students, parents and administration. Board policy 605.3 & 605.4 outline the procedure for student retention.

Faculty members who have seniors in second semester classes that are failing course work must notify the principal prior to May 1.

### **ALTERNATIVE EDUCATION OPTIONS**

Students who are taking classes at locations other than West Lyon are expected to take the course at the designated instructional location. Courses may also be taken on the internet when arranged through the school counselor. Exceptions may be made for medical reasons when the student is unable to drive to the distant learning site. Such cases must have approval from the institution providing the course as well as the WL principal.

### **ADDING OR DROPPING A COURSE**

Students CANNOT add courses after 10 school days. Students can drop a course without a grade IF done in the following manner:

- 1st Semester class - drop before 7th week
- 2nd Semester class - drop before 7th wk of 2nd sem.
- Full year course - drop before 7th wk of 1st semester OR at semester end (must take grade earned at semester)

Any students dropping a course after the times listed, will receive an "F" for the semester. All course changes must be approved by the high school guidance counselor.

### **REPEATING CLASSES**

Students who have passed a course may choose to repeat up to TWO courses in high school. The student must take the course from the same teacher. Credits do NOT double up. The highest grade will be calculated for GPA. The lowest grade will be dropped from the student transcript.

### **NATIONAL HONOR SOCIETY**

The nominees for the West Lyon Chapter of the NHS are selected annually in the spring of the sophomore and junior years. Students must have a minimum cumm. GPA of 3.6 as a sophomore or a 3.4 as a junior to be considered for membership. Membership is based on Leadership, Character and Service in addition to the Academic qualification.

### **COLLEGE VISITS**

Junior and senior students (or their parents) may set up college visits with schools they are interested in exploring. Seniors may have up to 2 college visit days and juniors may have 1 college visit day during school time. For these days to be classified as college visit days in the school attendance records, students must turn in to the counselor, signed verification from the college visit that the student did visit the college on that day. This signed verification must be turned in to the counselor within 2 school days following the visit, otherwise the visit will be classified as a normal absence (counting against semester test exemptions).

College visit absences will be counted as part of the 8 absences allowed for a student per semester (see the school attendance policy stated earlier). College visit absences, if verification is received by the counselor within 2 school days, will not count against the semester test exemption absences. All college visits must be completed by the end of April.

### **HIGH SCHOOL EVENTS/DANCES**

All school rules and policies apply at any school sponsored event or activity. High school dances, including homecoming, are to be attended by high school age students only. Students are allowed to bring one guest from outside the school, but they must be of high school age.

Prom is a special event planned by the junior class and is intended to be for upper grades. Junior/senior students may invite students no younger than sophomore age and no older than 20.

### **HOMECOMING/PROM ROYALTY VOTING**

#### Homecoming

1st vote - Court selection - Grades 9-12 will vote, each student is able to vote for 5 male and 5 female choices to be on the HC court. After all ballots are counted, the top 5 vote getters for male and female will be on the HC court (subject to the Good Conduct Code).

2nd vote - King/Queen selection - Grades 9-12 will vote, each student getting one vote for king & one vote for queen. The top vote getters will be chosen as the king & queen and announced at homecoming coronation.

#### Prom

There is no K/Q royalty court. Voting will be done by the 11 & 12th grades no sooner than 3 days prior to prom. Each student in grades 11 & 12 will get one vote for king and one vote for queen. The top vote getters will be chosen as king & queen and announced at prom. In the interest of fairness, the king & queen of homecoming are not eligible to be on the ballot for prom king & queen. Likewise, all other students must be in good standing with the Good Conduct policy to be on the voting ballot.

### **SEMESTER TEST EXEMPTION POLICY**

This exemption policy will be used to determine testing for ALL 9-12 students BOTH semesters. Seniors are expected to take exams 2nd semester.

1. Students must test at their scheduled time. Students in grades 9-12 have open campus during semester testing days. Students do not have to report to study hall during testing days.
2. If the teacher wishes you to take the exam -- **YOU MUST TAKE THE EXAM**. In such cases where the teacher requires the exam, the student may choose a different class exam to exempt.
3. Students may exempt **ONE** semester exam for a class in which they have earned a 70 percent (C-) or higher average for the semester.
4. Students with any one of the following violations are not eligible for an exemption and will be required to take all scheduled exams:
  - 9+ tardies
  - received 3+ days of ISS and/or OSS
  - 3+ detentions during the semester

### **HANDBOOK SUMMARY**

To summarize, ALL of the rules and policies listed in this handbook can be simplified into three basic rules of respect:

1. Have respect for yourself - do the best you can in your studies and all activities that you participate in.
2. Have respect for the other people around you, including the teachers, staff, and other students.
3. Have respect for your surroundings, the building, grounds, all school property, and the property of others.

If you follow these three basic rules of respect, you will have a wonderful year at West Lyon.

# Jr High - Grades 7 - 8

## EXPLORATORY COURSES

Students take all four of these 9 week courses scheduled during the year:

<u>7th grade</u>	<u>8th grade</u>
Health & Family	Art
Fam. Cons. Science & Careers	Vocational Agriculture & Careers
Art	Computers & Careers
Tech Careers	Industrial Arts & Careers

Students pass or fail exploratory courses by averaging the four courses together. If the average is below 60% for all four exploratory courses, the student will repeat all four courses.

## RETENTION

Students pass or fail core classes by the entire school year. Students may be required to repeat both semesters of a class(es). If a student is required to repeat more than one class, he/she may be required to repeat the entire grade year, (ie. a 7th grade student fails English and math for the year may not advance to the 8th grade and instead be retained in the 7th grade having to redo the entire 7th grade curriculum including 7th science, 7th English, 7th social studies, and 7th math). This may result in the student not graduating with his/her original graduating class.

## JR HIGH EVENTS & DANCES

All school rules and policies apply at any school sponsored event or activity. Junior High events such as dances are intended for jr. high students only. High school age students are not permitted to attend jr. high specific activities.

Likewise, high school specific events such as homecoming, high school dances, and prom are intended for high school students only.