

# Cascade Junior Senior High School

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**WDCCS District Web Page: [www.wdbqschools.org](http://www.wdbqschools.org)**

The Administration, Faculty and Staff of Cascade Junior Senior High School offer a warm and sincere welcome to our entire student body as we begin the school year. This handbook has been developed to assist you in understanding the rules and regulations governing Cascade Junior/Senior High School and the many fine courses we have to offer.

Please take the time to read and understand this publication very carefully. It contains important information that can be very useful to you throughout the school year. You need to carry this handbook with you every day. You will use this planner to help you organize your assignments and meet your responsibilities.

Cascade Junior/Senior High School parents, students, staff and administrators can take great pride in past accomplishments in academics, vocational education, art, music, dance, athletics, speech, drama and FFA activities. We can continue to improve if we all work together. Our best effort requires that teachers, staff, students, parents, administration and community all work towards the common goal of providing the best possible educational environment at Cascade Junior/ Senior High School. We would ask that all our students make a positive contribution to our school through cooperation, participation and dedication so that these school years will be both a time of preparation for life and a time you will treasure for the rest of your life.

Have a great year!

## **Cougar Fight Song**

Go Cougars, we're number one!  
Loaded with spirit - that's how it's done.

We'll fight hard until we win,  
Cougars are on the prowl again.  
Cheer for the Cougars - GO! FIGHT! WIN!

Let's do it Cougars, Victory again!

Show that spirit - stomp your feet

The Cougars cannot be beat.

RAH! RAH! RAH!

V-I-C-T-O-R-Y

Shout the Cougar battle cry!





# WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT

Strategic Plan
2018 - 2023
VISION
Success for All
MISSION
Empower confident, well-prepared citizens to excel in the 21 <sup>st</sup> century.
CORE VALUES
<b>All Children Can Learn</b> Engaging instruction and assessment accommodate a variety of learning styles and aptitudes.
<b>Accountability and Responsibility</b> Learning is a shared responsibility among families, students, and staff.
<b>Continuous Improvement</b> A commitment to open communication, continual feedback, and specific, attainable, and data-driven goals increase achievement.
<b>Challenging and Rigorous Curriculum</b> Curricula and instruction are based on sound research, high expectations, and innovative learning environments.
<b>Visionary Leadership</b> Leadership sets and communicates direction while modeling collaboration, fostering motivation, and sharing responsibility.
<b>Safe Environment</b> A healthy and safe learning environment encourages relationship building and supports positive self-concept and acceptance.
GOALS
<ul style="list-style-type: none"><li>• Improve student growth and achievement in literacy, math, science, social studies, and twenty-first century skills.</li><li>• Provide a safe environment that supports student social, emotional, and behavioral development.</li><li>• Create a productive learning environment that utilizes exemplary professional practices.</li><li>• Obtain efficient, effective, and equitable use of resources to provide district unity.</li><li>• Ensure a satisfying and productive partnership with families and communities.</li></ul>
GUIDING PHILOSOPHY
Better Every Day

### **REGULAR SCHOOL DAY SCHEDULE**

<b>Period 1</b>	8:05 - 9:07
<b>Period 2</b>	9:12 - 10:14
<b>Period 3</b>	10:19 - 11:21
<b>Period 4</b>	11:26 - 12:55
<b>A lunch</b> 11:21-11:48	<b>Class</b> 11:53-12:55
<b>Class</b> 11:26-11:58	<b>B lunch</b> 11:58-12:25
<b>Class</b> 11:26-12:28	<b>Class</b> 12:30-12:55
	<b>C lunch</b> 12:28-12:55
<b>Period 5</b>	1:00 - 2:02
<b>Period 6</b>	2:07 - 3:09

### **COUGAR TIME SCHEDULE**

<b>Period 1</b>	8:05 - 9:03
<b>Period 2</b>	9:08 - 10:06
<b>Cougar Time</b>	10:06 - 10:30
<b>Period 3</b>	10:35 - 11:33
<b>Period 4</b>	11:38 - 1:03
<b>A lunch</b> 11:33-12:00	<b>Class</b> 12:05-1:03
<b>Class</b> 11:38-12:04	<b>B lunch</b> 12:04-12:31
<b>Class</b> 11:38-12:36	<b>Class</b> 12:36-1:03
	<b>C lunch</b> 12:36-1:03
<b>Period 5</b>	1:08 - 2:06
<b>Period 6</b>	2:11 - 3:09

### **2 HOUR LATE (10:05) SCHEDULE**

<b>Period 1</b>	10:05 - 10:44
<b>Period 2</b>	10:49 - 11:28
<b>Period 4</b>	11:33 - 12:59
<b>A lunch</b> 11:28-11:55	<b>Class</b> 12:00-12:59
<b>Class</b> 11:33-12:00	<b>B lunch</b> 12:00-12:27
<b>Class</b> 11:33-12:32	<b>Class</b> 12:32-12:59
	<b>C lunch</b> 12:32-12:59
<b>Period 3</b>	1:04 - 1:43
<b>Period 5</b>	1:48 - 2:26
<b>Period 6</b>	2:31 - 3:09

### **2 HOUR EARLY (1:09) SCHEDULE**

<b>Period 1</b>	8:05 - 8:44
<b>Period 2</b>	8:49 - 9:28
<b>Period 3</b>	9:33 - 10:12
<b>Period 5</b>	10:17 - 10:56
<b>Period 4</b>	11:01 - 12:26
<b>A lunch</b> 10:56-11:23	<b>Class</b> 11:28-12:26
<b>Class</b> 11:01-11:27	<b>B lunch</b> 11:27-11:54
<b>Class</b> 11:01-11:59	<b>Class</b> 11:59-12:26
	<b>C lunch</b> 11:59-12:26
<b>Period 6</b>	12:31 - 1:09

### **3 HOUR EARLY (12:09) SCHEDULE**

<b>Period 1</b>	8:05 - 8:32	
<b>Period 2</b>	8:37 - 9:04	
<b>Period 3</b>	9:09 - 9:36	
<b>Period 5</b>	9:41 - 10:08	
<b>Period 6</b>	10:13 - 10:40	
<b>Period 4</b>	10:45 - 12:09	
<b>A lunch</b>	10:40-11:07	<b>Class</b> 11:12-12:09
<b>Class</b>	10:45-11:10	<b>B lunch</b> 11:10-11:37 <b>Class</b> 11:42-12:09
<b>Class</b>	10:45-11:42	<b>C lunch</b> 11:42-12:09

### **1 HOUR EARLY (2:09) SCHEDULE**

<b>Period 1</b>	8:05 - 8:56	
<b>Period 2</b>	9:01 - 9:52	
<b>Period 3</b>	9:57 - 10:48	
<b>Period 4</b>	10:53 - 12:18	
<b>A lunch</b>	10:48-11:15	<b>Class</b> 11:20-12:18
<b>Class</b>	10:53-11:20	<b>B lunch</b> 11:20-11:47 <b>Class</b> 11:52-12:18
<b>Class</b>	10:53-11:51	<b>C lunch</b> 11:51-12:18
<b>Period 5</b>	12:23 - 1:14	
<b>Period 6</b>	1:19 - 2:09	



## Western Dubuque Community School District 2018-2019 School Calendar

APPROVED 3/6/2018, Revised 4/3/2018

### Start Dates:

Grades K-12  
Preschool, Transitional Kdgn.

Aug. 23  
Aug. 27

### End Date: (anticipated)

May 31

**Aug. 21:** Open Houses/Informational Meetings  
(Grades K-12) (See WD website  
<http://www.wdbschools.org> or contact your  
child's school for details)

### Calendar Legend:

**N** New Staff Training/Prof. Dev.

**NO SCHOOL** for students (Pre-service,  
Teacher Learning, Progress Reporting,  
Comp. Day)

**NO SCHOOL**, Vacation or Holiday

**Early Dismissal**

**T** End of Trimester

**Note:** Parent Teacher Conferences will be  
scheduled by each school prior to the  
beginning of the year.

### Make-up Days:

April 18 then end of school year

### High School Graduation Date:

Cascade & Epworth

May 26

**NOTE:** If we miss more than 5 days in Term 2,  
the district will consider moving the end of term  
2.

August	Stdnt Days	Tchr Days	Date	Event
M T W Th F				
13 14 N N N	0	0	Aug. 1, 2	7am-6pm to pay fees & get schedules; WDHS & CHS school pictures
20 21 22 23 24	2	4	Aug. 13	Optional Teacher Learning Day (TQ)
27 28 29 30 31	5	5	Aug. 15	ALL new employees Orange Frog training
September	7	9	Aug. 16, 17	New Teacher Learning
3 4 5 6 7	4	4	Aug. 21, 22	NO SCHOOL, Contracted Teacher Learning
10 11 12 13 14	5	5	Aug. 23	1st day Grades K-12, 2 Hr. Early Dismissal
17 18 19 20 21	4	5	Aug. 24	2 Hr. Early Dismissal
24 25 26 27 28	5	5	Aug. 27	1st day Preschool, Transitional Kdgn.
October	25	28	Sept. 3	NO SCHOOL, Labor Day
1 2 3 4 5	5	5	Sept. 17	NO SCHOOL, Contracted Teacher Learning
8 9 10 11 12	4	5	Oct. 12	NO SCHOOL, Contracted Teacher Learning
15 16 17 18 19	5	5		
22 23 24 25 26	5	5		
29 30 31	3	3		
November	47	51		
5 6 7 8 9	5	5		
12 13 14 15 16	5	5	Nov. 20	End Trimester (61 days), 2 Hr. Early Dismissal
19 20 21 22 23	2	3	Nov. 21	NO SCHOOL, Teacher Comp. Day (Conferences)
26 27 28 29 30	5	5	Nov. 22-23	NO SCHOOL, Thanksgiving Holiday
December	5	5		
3 4 5 6 7	4	5	Dec. 3	NO SCHOOL, Contracted Teacher Learning
10 11 12 13 14	5	5	Dec. 21	2 Hr. Early Dismissal
17 18 19 20 21	5	5	Dec. 24-31	NO SCHOOL, Winter Break
24 25 26 27 28	0	0		
31	0	0		
January	19	20		
1 2 3 4	2	2	Jan. 1-2	NO SCHOOL, Winter Break
7 8 9 10 11	5	5	Jan. 14	NO SCHOOL, Contracted Teacher Learning
14 15 16 17 18	4	5	Jan. 24	Sec.-CHS & WDHS Mid-Term Parent-Teacher Conf. (3:50-8:30)
21 22 23 24 25	5	5		
28 29 30 31	4	4		
February	39	41		
4 5 6 7 8	4	5	Feb. 8	NO SCHOOL, Contracted Teacher Learning
11 12 13 14 15	5	5		
18 19 20 21 22	5	5	Feb. 28	End Trimester (58 days), 2 Hr. Early Dismissal
25 26 27 T	4	4		
March	58	61		
4 5 6 7 8	4	5	Mar. 1	NO SCHOOL, Teacher Comp. Day (Conferences)
11 12 13 14 15	5	5	Mar. 4	NO SCHOOL, Contracted Teacher Learning
18 19 20 21 22	5	5		
25 26 27 28 29	5	5		
April	19	21		
1 2 3 4 5	5	5		
8 9 10 11 12	5	5	Apr. 18	NO SCHOOL, Spring Break. Snow Make-up Day if needed.
15 16 17 18 19	3	3	Apr. 19, 22	NO SCHOOL, Spring Break
22 23 24 25 26	3	4	Apr. 23	NO SCHOOL, Contracted Teacher Learning
29 30	2	2		
May	37	40		
6 7 8 9 10	5	5		
13 14 15 16 17	5	5	May 26	Graduation at CHS & WDHS
20 21 22 23 24	5	5	May 27	NO SCHOOL, Memorial Day
27 28 29 30 T	4	4	May 31	End Trimester (59 days), 2 Hr. Early Dismissal
June	59	62		
3 4 5 6 7	0	1	Jun. 3	NO SCHOOL, Contracted Teacher Learning

**CASCADE JUNIOR/ SENIOR HIGH SCHOOL**  
**2018-19 Faculty and Staff members:**

**Faculty:**

Altiere, Ryan	English
Andrews, Travis	Special Education
Barnes, Katie	ELL
Brindle, Jacob	English
Butterworth, Tony	Band
Curry, Chris	Physical Education/Health
Frake, Mary	Math/Language Arts
Frake, Tim	Business
Gleason, Tom	Language Arts
Horsfield, Ginny	Physical Education
Knepper, James	Math
Kolpin, Brynn	Special Education/Language Arts
Larkin-Kurt, Ann	Librarian
McQuillen, Josie	Agriculture
Manternach, Angie	English
Manternach, Hailey	Excel
McDermott, Rebecca	Spanish
Meier, Matthew	Science
Nieman, Sam	Business/Technology
Pins, Kayla	FCS/Health
Pisarik, Luke	Industrial Tech
Recker, Molly	TAG
Ressler, Alex	Special Education
Sconsa, Mike	Social Studies
Scott, Heather	Math
Stewart, Jacob	Social Studies
Skattum, Olin	Instructional Coach
Smith, Alisha	Science
Till, Kate	Art
Trumm, Cyndi	Nurse
Wiley, Kayla	Vocal Music
Wolter, Lacey	Science/Social Studies/Language Arts

**Administration:**

Rick Colpitts	Superintendent (563-744-3885) Ext. 6004
Greg Vander Lugt	Principal (7-12) Ext. 1003
Adam Kedley	Asst. Principal/Activities Director Ext. 1053

**Director of Transportation:**

Bob Hingtgen	(563-744-3512) Ext. 6052
Diane Elgin	(563-744-3512) Ext. 6051

**Office Personnel:**

Stephanie Ries	Administrative Assistant – Ext. 1006
Lori Manternach	Administrative Assistant -- Ext. 1001
Kelli Kloser	Office Paraprofessional – Ext. 1002

**Counseling Office Personnel:**

Emily Phillips	School Counselor Ext. 1005
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**Paraprofessionals:**

Jill Doyle	Library Aide
Ty Troutman	Study Hall Monitor
Cathy Freiburger	Special Needs Aide
June Knepper	Special Needs Aide
Kelly McElmeel	Special Needs Aide
Beth Green	Special Needs Aide
Leydy Vega	Translator
Jesie Avalos	Translator

**Kitchen:**

Sue Knepper	Head Cook
Sheila Beringer	Cook/Food Service Driver
Susan Smith	Cook
Kim Coohy	Cook
Lori Casey	Cook
Shelley Ludwig	Cook
Diana Myers	Cook
Michelle Huseman	Cook

**Custodial Personnel:**

Nick Boffeli	Custodian
Tim Smith	Custodian
Wayne Ryan	Custodian

**Western Dubuque County Community School Board Members:**

Jessica Pape (President)  
Chad Vaske (Vice-President)  
Mike Rea  
Mark Tilson  
John Lembezeder

ACT Scores			
Test	2017-2018 Score	Goal	2018-2019 Score
English			
Reading			
Math			
Science			
Composite			

Iowa Assessment	2017-18 Score		2018-19 Score
Test	Last Year Iowa Assessment %	Goal %	Current Iowa Assessment Score %
Vocabulary			
Reading Comprehension			
Math			
Science			



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### **ACADEMIC INFORMATION**

#### **GRADUATION REQUIREMENTS**

All students are required to complete a common core of classes in the following areas:

<b>English</b>	<b>8</b>
<b>Social Studies</b>	<b>6</b>

\*All students need 2 credits of either Cultural Studies or World History, 2 credits of American History, 1 credit of Government and 1 elective

<b>Mathematics</b>	<b>6</b>
<b>Science</b>	<b>6</b>
<b>P.E.</b>	<b>4</b>
<b>Personal Finance</b>	<b>1</b>
<b>Health/Human Life Science</b>	<b>1</b>
<b>Computer Applications</b>	<b>1</b>
<b>Total Required Credits</b>	<b>33</b>

**Electives - 25 ( 58 Total Credits)**

Students should choose elective courses that support their Career Pathway, or area they wish to pursue at the post-secondary level.

It is required that all students be enrolled in a minimum of 5 classes each trimester of attendance.

However, seniors may take a minimum of 4 classes with parental permission, providing they meet certain

guidelines, which may relate to GPA, Iowa Assessment and ACT scores, attendance and discipline. The principal at his/her discretion may modify this requirement because of scheduling difficulties or other extenuating circumstances.

#### **INFORMATION ON INSTRUCTIONAL MATERIALS:**

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

#### **REGISTRATION**

The professional school counselors, with input from classroom teachers, supervise the registration process. Once student registration is complete, school officials then hire staff and order supplies based on registration numbers. For this reason, students are expected to follow the schedule given and only in extenuating circumstances, will they be allowed to add or drop classes.

#### **SCHEDULE CHANGE POLICIES:**

##### **UNACCEPTABLE SCHEDULE CHANGES:**

To be in the same class as friends  
The student prefers a different class period  
The student prefers a different teacher

##### **ACCEPTABLE SCHEDULE CHANGES:**

Misplacement/Change of career plans  
Special placement  
Crisis intervention

#### **DROPPING A COURSE (HIGH SCHOOL/DUAL ENROLLMENT)**

Students may drop a high school course within the first 15 school days of the term with a "W" on their transcript upon approval of administration. After the 15<sup>th</sup> day, the student may receive a "WF" on their transcript.

Students may drop a college course within 29 days of the term with a "W" on their transcript upon approval of administration. After the 29<sup>th</sup> day, the student may receive a "WF" on their transcript.

#### **SCHEDULE CHANGES (HIGH SCHOOL/DUAL ENROLLMENT)**

Our goal is for students to have their schedules well in advance of the beginning of each term. As a result, there will be no schedule changes for students unless special circumstances arise. All schedule changes should be made within the first 3 days of the term unless permission is granted from administration.

#### **WF – WITHDRAWL FAIL:**

"WF" during the middle of a term is not allowed without a lengthy mediation process involving parents, teachers, the student, administrators, and the counselor.

#### **GRADING SYSTEM**

Our system uses A, B, C, D, F, P, I, W, WF, and Cr with + and - Report cards will be issued three (3) times a year. Only the trimester grades are recorded on the permanent record.

The following outline is an interpretation of grades:

100 - 93% = A	(4.00)	76 - 73% = C	(2.00)
92 - 90% = A-	(3.67)	72 - 70% = C-	(1.67)
89 - 87% = B+	(3.33)	69 - 67% = D+	(1.33)
86 - 83% = B	(3.00)	66 - 63% = D	(1.00)
82 - 80% = B-	(2.67)	62 - 60% = D-	(0.67)
79 - 77% = C+	(2.33)	59% & Below = F	(0.00)

A = Excellent; given for exceptional work

B = Very Good; given for above average work  
C = Given for average work  
D = Lowest passing mark; if possible, work should improve  
F = No Credit; parent should confer with teacher and counselor  
P = Pass  
I = Incomplete; work must be made up in 10 days  
W = Withdrawal  
AW = Administrative Withdrawal  
WF = Withdrawal Failure.  
Cr = Credit (Not included in GPA)  
N = No grade is assigned

\* Incompletes must be made up within a reasonable amount of time. Incomplete grades must have administrative and teacher approval.

Students who fail the 2<sup>nd</sup> trimester of a 2 trimester course may need to “audit” the 1<sup>st</sup> trimester of that course the following year for no credit. Students must have a passing grade in the 1<sup>st</sup> trimester to continue with the 2<sup>nd</sup> trimester which would be for credit.

### **ACADEMIC AWARDS**

Students will earn academic awards for outstanding achievement in their program of study. Guidelines for these awards follow:

1. The student must achieve a grade point average of 3.0 or better for all three terms during one academic year.
2. Any grade below a straight “C” will disqualify the student for that grading period, even though he/she may have achieved a grade point average for that grading period of 3.0 or better.
3. Students earning an academic recognition may be commended at an appropriate awards ceremony.
4. A student must be enrolled in a minimum of 5 academic subjects per term (4 for seniors) to be eligible for an academic award for a specific term unless permission is granted by the principal.
5. Seniors who have achieved High Honor Roll each of their grading periods (excluding the last term of the senior year) will earn an academic award for their achievement. Any grade below a straight “C” will disqualify the student for that grading period, even though he/she has achieved a grade point average for that grading period of 3.0 or better.

### **HONOR ROLL**

The Honor Roll is published at the end of each term. Students who earn a 3.300 to 4.000 grade point average are listed with High Honors. Students who earn a 3.000 to 3.299 grade point average are listed with Honors.

### **COLLEGE CREDIT OPTIONS**

Cascade High School students may enroll in college coursework through a variety of mechanisms including concurrent enrollment, and enrollment in college courses independently as a tuition paying student. Students may enroll in up to a maximum of 23 college credits per year at NICC, Kirkwood, or any other approved post-secondary school. Students can earn concurrent credit (both high school and college credit) for these courses if approved.

The PICC/Alternative Concurrent option is designed to promote rigorous academic or vocational/technical standards by allowing students to enroll part-time in college courses. Students must notify their counselor of their intent to enroll in a post-secondary enrollment course prior to the start of the trimester in which the course will be taken.

Students in 11<sup>th</sup> and 12<sup>th</sup> grades as well as 9<sup>th</sup> and 10<sup>th</sup> grade students identified as talented and gifted are eligible to enroll in these courses. Students are eligible to take these courses at an eligible post-secondary institution if a comparable course is not offered at their school. Successful completion of the course also generates high school credit.

Concurrent enrollment refers to courses delivered through a contractual agreement between Cascade High School, Kirkwood, and NICC. These classes are college classes and are usually offered at CHS with CHS instructors. While it is vital that students understand that these grades will become part of their permanent high school and college transcript.

For students to take any college course, with the exception of some vocational type courses, they shall have demonstrated proficiency in all of the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent administration of the Iowa Assessment. Students are determined to be proficient if they score at or above the 41st percentile in each of these subject areas. If a student is not proficient in one or more content areas of reading, mathematics, and science, they may be qualified through alternative methods as set by the school board.

Any student interested in enrolling in a 5<sup>th</sup> year college program while remaining a student at Cascade High School needs to submit an application by May 15<sup>th</sup> of their junior year.

### **PARENT/STUDENT PORTAL**

Parents and students may access student's grades and attendance electronically at any time via the parent portal at [www.wdbqschools.org](http://www.wdbqschools.org). A username and password can be obtained by calling the office at (563) 852-3201 ext. 1002.

### **PROGRESS REPORTS**

Progress reports will be generated on the 20<sup>th</sup> day, 30<sup>th</sup> day, and 45<sup>th</sup> day of each term indicating the grades in all of the courses in which a student is enrolled. A report card will be generated at the end of the trimester. Academic eligibility will not be considered on the 20<sup>th</sup> day but will be for the 30<sup>th</sup>, 45<sup>th</sup>, and 60<sup>th</sup> day grading periods. Progress reports and the end of the trimester report card will be available on the Parent Portal online or will be mailed by request. Trimester grade reports indicate the grade the student has earned for each of the classes in which he/she is enrolled. These grades are the only grades that will become part of the student's permanent record.

Thirty days prior to graduation, the school will notify parents/guardians of seniors if their student is in danger of not graduating.

### **STUDENT DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15<sup>th</sup> to the principal. The objection needs to be renewed annually.

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

### **STUDENT RECORDS:**

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

### **1) Access to Records**

- a) The parent or legal guardian of a student will have access to these records upon written request to the board secretary.
- b) The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.
- c) A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
- d) School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

### **2) Release of Information outside the School**

- a) To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the record will be sent automatically.
- b) Student records may be released to official education and other government agencies only if allowed by state or federal law.
- c) To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
- d) Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student in advance.
- e) Student records may be shared with juvenile justice agencies. This information is shared without prior parental consent. The agreement is a public document available for inspection.

### **3) Hearing Procedures**

- a) Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
- b) The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
- c) The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
- d) The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual of their choice at their own expense.
- e) The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

- f) The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
- g) The parents may appeal the superintendent's decision, or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.

## **ACTIVITIES AND ORGANIZATIONS**

A wide variety of extracurricular activities are offered. All students are welcome to participate; however, in order to do so, they must be in good standing academically and behaviorally. (See Good Conduct Code)

## **FAMILY NIGHT**

School activities will not be scheduled on Wednesday nights beyond 5:45 p.m. Significant events, beyond the control of Western Dubuque administration, may be allowed on an occasional basis.

## **ATHLETICS**

Cross-country	Volleyball	Soccer
Football	Wrestling	POMS
Basketball	Softball	Bowling
Golf	Cheerleading	
Track	Baseball	

## **CLUBS AND ORGANIZATIONS**

FFA	Yearbook
National Honor Society	SADD
Student Council	FBLA
Newspaper	

## **FINE ARTS**

Speech	Band	Flags
Vocal Music	Drama	

## **JUNIOR HIGH ACTIVITIES**

Cross Country	Football	Basketball	Geography Bee
Track	Volleyball	Wrestling	Student Council
Speech/Drama	Vocal Music	Band	Softball
Invention Convention	Spelling Bee	Math Competition	

## **STUDENT SERVICES**

### **SCHOOL COUNSELING SERVICES**

Professional school counselors and support staff such as substance abuse, mental health counselors, and the Area Education Agency staff will provide assistance to students who are experiencing problems at home, in school, or with their personal relationships. In addition, they coordinate testing, new-student orientation, class scheduling and the collection and distribution of educational and occupational information.

### **SCHOOL HEALTH SERVICES**

### **EMERGENCY INFO**

Emergency information is kept on file for each school-aged child. Parents/guardians need to update their information at registration. Parents/guardians are asked to keep all offices updated during the school year regarding changes in emergency contact information, home address, e-mail, and home/work phone

numbers. Changes in emergency information may also be made via e-mail to Mary Boge at [mary.boge@wdbqschools.org](mailto:mary.boge@wdbqschools.org).

### **ILLNESS**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <101 degrees), without the aid of fever reducing medications, before returning to school. Parents will be notified and students sent home with any of the following: fever over 101°, vomiting, and diarrhea, body rash of unknown origin, untreated impetigo or untreated ringworm. Please report all communicable diseases to the school nurse. Following directives issued by the State Department of Health, she will advise you on when your child may return to school.

### **INJURY**

In cases of injury at school, every attempt will be made to notify the parents as soon as possible and they will be involved in the decision of whether a student needs further assessment by a healthcare provider. If it is apparent to school personnel that an injury needs immediate medical care EMS may be contacted upon the discretion of the involved school personnel and parents will be notified as soon as possible. When in doubt concerning urgency, we will consider it urgent and contact the healthcare provider or the ambulance.

### **PHYSICAL EXAMS/SPORTS PARTICIPATION**

Students desiring to participate in athletic activities shall have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. Athletic physicals and concussion forms for participation in 7-12 sports are due on or before the first day of practice. Forms are available in all school offices and at registration.

There is a risk of being injured that is inherent in all sports. That risk of injury may be severe, including the risk of fractures, brain injuries, paralysis or even death. In addition, all parents must sign a student's participation and parental form (available at the schools) before their son/daughter will be able to participate.

### **RELEASE FROM PHYSICAL EDUCATION:**

Students who are under a doctor's care and have limitations to their activity must request a written excuse from their doctor. This excuse is given to the nurse. This excuse should state the nature of their medical problem, how long they will have the limitation, the type of activity they can participate in (such as, lower body only, upper body only, walking but no running, riding the stationery bicycle, etc.) or no activity until released by the doctor.

When students experience an illness or injury but are not under a doctor's care their PE teacher or the nurse may excuse them from one PE class. If a student repeatedly requests excuses and a physician is not consulted in regard to the ailment, the Student Assistance Team (SAT) will determine additional intervention measures.

Excuses issued by a doctor, the teacher or the nurse permit the student to be released from participation in the physical activities for that period of time. Students are required to make up missed classes or complete other assigned work.

### **SCREENING**

Vision screening is conducted annually for students. Hearing screening is conducted for students in 7<sup>th</sup> grade. Students in other grades with previous known losses, new students and some special education students also are checked. If you do NOT want your child to be screened for vision or hearing, it is your responsibility to notify the school nurse or principal in writing before the screening takes place. Screening for height, weight, and body mass index will also be conducted. You will be notified if your child does not satisfactorily pass a screening test. Again, if you do not wish your child to participate in height/weight/body mass index screenings, parent or guardian must notify either the school nurse or principal in writing at the beginning of each school year. If we do not hear from you, this is considered your consent for participation.

### **REQUIRED DENTAL SCREENING/BLOOD LEAD TEST** **(from the Iowa Department of Public Health)**

Parents are reminded back-to-school preparations include two health screenings required by law. Beginning three years ago, Iowa law requires that all registered students have received a blood lead test and a screening for dental disease. Parents of children entering the ninth grade must show their children have received a screening for dental disease.

For those in ninth grade who do not return dental forms as requested, a dental screening may be done by a health care professional. For these individuals, a written consent form will be sent home for parental signature prior to the screening.

No child will be prevented from attending school without proof of dental screenings. If families have difficulty meeting the requirements, IDPH and local public health will provide assistance to children and schools to ensure that the necessary dental screenings are obtained. IDPH encourages parents of children entering ninth grade to contact their health provider to check their child's records and make appointments for check-ups if necessary.

For more information on dental screenings, visit

[www.idph.state.ia.us/hpcdp/oral\\_health\\_school\\_screening.asp](http://www.idph.state.ia.us/hpcdp/oral_health_school_screening.asp).

To learn more about childhood lead poisoning prevention and testing, visit

[www.idph.state.ia.us/eh/lead\\_poisoning\\_prevention.asp](http://www.idph.state.ia.us/eh/lead_poisoning_prevention.asp) or call 800-972-2026.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secured area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. These students may possess and self-administer the required medication provided an annual self-administration of medication form is completed and on file in the health office.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container which is labeled by the pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including; the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

A limited selection of over-the-counter medications will be available and administered as needed for students in 7-12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. An administration log of over-the-counter medication will be maintained at each school. Emergency protocol for medication-related reactions will be in place.

### **VACCINATION REQUIREMENTS**

The Iowa Department of Public Health has made changes to the Iowa Immunization Law for the start of 2017-18 school year. This change requires Meningococcal (A, C, W, Y) vaccine for all students enrolling in 7th and 12 grades in addition to previous vaccination requirements



For students entering 7th grade (born after September 15, 2004), they will be required to have one dose of meningococcal vaccine (after the age of 10) to enter school

For students entering 12th grade (born after September 15, 1999), they will be required to have two doses of meningococcal vaccine to enter school, or one dose if received when the student was 16 years of age or older.

### **PARENT CONTACT REGARDING HEALTH ISSUES**

Periodically parents question what criteria are used to notify parents that their child was in the health office during the course of the school day. As most of you are aware, we do not have full-time coverage in the health office. Not every child that comes to the health office is seen by the school nurse and students often come to the health office to rest with minor headaches, stomachaches and to take ice packs for bumps and bruises. When it is apparent a child has a significant health problem, every attempt will be made to contact a parent/guardian but you will not be called each time your child is in the health office.

A significant health problem would include the following situations but is not limited to:

- A child who is vomiting
- A child with recurrent diarrhea stools
- A child with a fever 101 or higher
- A child with difficulty breathing
- A child sustaining an injury or other illness that may require medical attention
- A child with a health concern that does not allow them to perform in the classroom similar to their peers per teacher report

When permissible, students will be playing outside during recess and physical education classes and we encourage students to engage in all types of activities. Exercise and a break from class have been proven of benefit for children in many ways both physically and mentally. Similar to outdoor play at home, during school hours children also experience minor bumps, bruises, and scrapes while playing and parents will not be notified of every incident. In most cases we will try our best to contact you if your child experiences a significant bump on the head or face. In the event your child has special health care considerations, this will be taken into account and staff will be instructed on proper procedure via a written Healthcare Plan.

Please understand that with the number of students visiting the health office in a given day it is impossible to contact every parent and may cause problems for some to be repeatedly contacted while at work. We also have non-medical personnel working with students who cannot be expected to make medical decisions so often it is a judgment call.

The health and safety of children when attending school is our primary concern and we will do everything possible to keep this a priority. Together we will continue to work to make Western Dubuque Schools a healthy and safe learning environment for all.

### **IMMUNIZATIONS**

The Iowa Immunization Law states for any child to attend public or private school in Iowa, or to be home schooled, he/she must be fully immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, chicken pox, hepatitis B, and other immunizations.

Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt.

Beginning with the 2013-2014 school year, all students entering 7<sup>th</sup> grade (if born on or after September 15, 2000) shall receive a one-time dose of Tdap (tetanus/diphtheria/acellular pertussis); Documentation of having received this immunization must be filed at school before the first day of attendance.

### **BLOOD PRESSURE**

Blood pressure screenings will be performed one time in middle school and high school class, with appropriate follow-up.

### **FOOD SERVICE**

Parents are reminded that we operate a closed campus during the lunch period. Students are NOT to leave the school grounds to obtain a meal during the provided lunch periods.

Nutritious breakfasts and lunches are available to all students. The District uses the Lunch Cashier system for meal service accounting. This system is based on family meal accounts.

Each family has a meal account. Checks or cash may be received at and entered into the system at any Western Dubuque School or pay online at [www.w-dubuque.rev-trak.net/tek9.asp](http://www.w-dubuque.rev-trak.net/tek9.asp). Parents can write one check for the entire family and send it to school with one child.

Each student will be assigned an ID number, which he/she will use in all transactions for meal service through all the years he/she attends WD schools. Payments for meals, milk, entrees, and a la carte selections are deducted from the family account by presentation of the student's ID card.

With the Lunch Cashier System, parents can choose how their family account monies are to be spent. They can notify the school if their student is to have meals only, or if the student can have meals and a la carte items both deducted from their account.

Students may not charge extra food nor a la carte items when the family account is negative. When the family account is negative \$5 per student on the account, the student will receive an Alternative Meal at no extra charge. For example, in a family with 3 students, when the balance is -\$15, an alternative meal will be offered in place of the regular hot lunch meal.

Students may not charge extra food nor a la carte items when the family account is negative. When the family account is negative \$5 per student account, the student will receive an Alternative Meal at no extra charge. For example, in a family with three students, when the balance is -\$15, an alternative meal will be offered in place of the regular hot lunch meal.

### **LIBRARY-MEDIA CENTER**

Our CHS Library Media Center is open for students and faculty research, reading, and quiet study from 7:45 a.m. to 3:15 p.m. The library houses thousands of bound volumes, subscribes to numerous magazines, and maintains an extensive collection of printed and computerized resources. In addition to the usual reference and student-service programs, the Center offers computerized on-line data researching.

### **GENERAL INFORMATION:**

#### **AGENDAS**

Students are to have their agenda/ handbook with them at all times. In addition to providing useful information, the agenda contains passes that must be signed by members of the faculty, staff, or administration in allowing students to leave the classroom in order to go to the restroom, Library-Media Center, or other areas of the building. Students may not borrow an agenda pass from another student; a lost agenda must be replaced with a new one purchased in the main office.

#### **APPAREL**

#### **ANY CLOTHING DEEMED DISRUPTIVE TO THE EDUCATIONAL PROCESS BY TEACHERS OR THE ADMINISTRATION IS PROHIBITED.**

The School Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The School Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying offensive/obscene material, profanity, gang symbols, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students

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

The following items will NOT be considered appropriate attire for students in grades 7-12 for students in the Western Dubuque Community School District.

1. Headwear - scarves, bandanas, hoods or hats
2. Clothing that exposes undergarments (bra straps, underwear, gym shorts)
3. Clothing that exposes the midsection or cleavage, tops with straps less than one inch wide.
4. Spaghetti straps, tube tops, halter-tops, backless tops, off-the shoulder tops and one shoulder tops are acceptable only if they are underneath another upper garment.
5. Apparel that advertises or promotes alcohol, tobacco, or illicit drugs, or that displays obscene material, profanity, sexual innuendos, or racial references.
6. Shorts/skirts are appropriate if the tip of the middle finger touches the hem while arms are positioned at sides in normal posture stance.
7. Chains hanging from clothing longer than 3 inches.
8. Pants worn below the waist line
9. Pants in poor repair and holes in them that reveal undergarments.

RATIONALE: A student dress code is an important characteristic toward establishing an academic environment. As a parent you need to know this policy. Not only will this impact the clothes you purchase for your son or daughter, but it will also provide more guidance to students and parents about what constitutes appropriate attire for school.

Students will be expected to abide by these expectations. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to school.

While the primary responsibility for appearance rests with the students and with their parents, the administration will reserve the right to make the final decision concerning appropriateness of school clothing/jewelry/hair.

### **PARKING RULES AND REGULATIONS**

Driving a motor vehicle to and from school is a privilege - **not a right**. Students who drive motor vehicles must park only in the designated areas.

The area directly behind the school, beginning at the South gate, is reserved for school vehicles, faculty and staff members only. This area is needed for deliveries and must be kept as free of traffic as possible. The area directly in front of the Webber Center is not a designated parking area for students. Any student parking improperly in the parking lot or in an area not designated for student parking may have their car towed away and then be required to pay for the towing and storage.

Cars must be parked in spaces clearly marked for parking. **"NO PARKING"**, **"VISITOR"** and **"RESERVED"** parking must be avoided at all times. **"VIP PARKING"** is reserved for students awarded this privilege. This includes the bus drive and behind the building. Parking tickets are given out at the discretion of school administration.

Students may not loiter around or be in their vehicle, may not drive vehicles during the day, nor leave the school grounds in their vehicle during the school day without permission from the administration.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will have the privilege of driving a motor vehicle removed and maybe subject to additional discipline including suspension, expulsion, and or fines. Good driving habits are to be followed at all times or the student will be denied the privilege of driving a car to school or extra-curricular functions.

Students may leave the parking lot may not prevent or hinder bus traffic.

### **BICYCLES/MOPEDS:**

Riding a bicycle/moped to and from school is a privilege - not a right. Students who fail to follow the rules set by the administration will have the privilege of bike/moped riding removed, and may be subject to additional discipline. Bicycles and Mopeds must be parked in the bike rack.

### **SKATEBOARDS**

There are to be no skateboards used on school grounds including sidewalks and parking lots.

### **BOOK BAGS**

Students may not bring book bags, backpacks, or items of a similar nature to the classroom or to the lunchroom.

### **DAMAGED BOOKS/PROPERTY**

Students who lose or damage books or other school property may be charged a fine up to the amount needed to replace the item.

### **LOST AND FOUND:**

Articles found in the building or on the grounds should be turned in to the Main Office. The high school is not responsible for lost or stolen items.

### **OFFICE TELEPHONE USAGE/ MESSAGES:**

Students may use the school office phone for **only emergency calls** after first obtaining permission from the secretary or principal. Students receiving telephone calls will have the message forwarded to them.

### **LATE RUN ACTIVITY BUS:**

Students are to sign up before 12:00 NOON in the office if they intend to ride the late run activity bus. If no one signs up for the late run activity bus by 12:00 Noon, the assigned driver will be notified and the bus will be cancelled for that night. The bus will leave the high school at 5:40 p.m. sharp, Monday through Friday, going to Fillmore and Bernard Elementary School. **The late run bus fee must be paid prior to the first night riding the bus.** *In the spring the departure time will be 5:30.*

### **PUBLICATIONS:**

Students shall be free to express themselves in school-sponsored publications/school sponsored publications or school sponsored school media accounts except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere or infringe on the rights of other. Within these guidelines, advisors and student staff shall maintain professional standards accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications. Staff will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications and journalism when choosing which information to publish in school sponsored publications.

### **EMERGENCY PROCEDURES**

The school conducts fire and tornado drills periodically as well as crisis drills. Students must take these drills seriously and cooperate fully with the directives of teachers, administrators, and other authorities. During a fire drill, students must exit the building with their class and report to the designated area. During a tornado drill, students must report with their class to the area designated in the school's emergency plan. Students may not return to their classroom or study hall until directed to do so. In the event of a crisis situation (e.g., hazardous materials or terrorist threat), the school will implement planned emergency procedures designed to safeguard the welfare of all persons in the building.

### **PARENT PLAN IN TIME OF CRISIS:**

Each of these plans is explained and practiced each year so everyone knows what steps to take. State law requires schools to hold fire and tornado drills twice a semester. Practice drills allow staff to know what steps to take if a situation of this magnitude should develop. Each of these plans was developed in conjunction with the local and county law enforcement agencies, emergency management and local fire and EMT personnel.

A plan for parents is also an important component to these crisis situations where their children may be involved. The first priority of school personnel will be accounting for all children and staff in the building. Once the situation has become safe and secure, the school may be evacuated to a primary evacuation site. Another count will be taken to ensure that everyone is safe. From this point buses may transport students to a location where parents may pick their child up. The location of this pick up point may be given by the local radio/television. Parents will NOT be allowed to pick children up anywhere but this designated pick up area. Students will be allowed to pick up vehicles parked in the school lot only after clearance from law enforcement.

Parents will be asked to NOT call school because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to work with law enforcement as they work to secure the building and move children and staff to a safe place.

Our hope is that we never will have the need to implement any one of these plans but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

### **ELECTRONIC EQUIPMENT**

Students may not use such electronic equipment as CD players, I-Pods, cell phones, etc. during instructional time throughout the day without express permission of their instructor. The entire school day is classified as instructional time with the exception of passing times and lunch. On the first violation, the student may retrieve the electronic item (i.e. cell phone) at the end of the school day from the office. On the second violation, the electronic item such as a cell phone will be kept in the office and returned only to the parent or guardian. On the third violation, the electronic item (i.e. cell phone) will be kept until such time as a parent or guardian retrieves it and disciplinary action may be taken against the student for failure to follow the guidelines. The school assumes no liability for lost or stolen items.

**Cell phones are not allowed in rest rooms, locker rooms or any area where privacy is an expectation.** Cell phones stored in lockers should be turned off.

### **LEAVING SCHOOL GROUNDS**

**No Open Campus for Lunch.** Students may not leave the school grounds during the school day except for class trips or other approved school functions. Any student leaving school grounds must have administrative permission and must sign out of the office.

### **LOCKERS/DESKS**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It will be the responsibility of students to keep their assigned lockers clean and undamaged. The school district is not responsible for lost or stolen items.

To ensure students are properly maintaining their assigned lockers, 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.

Please keep your lockers locked. Valuables should not be kept in lockers. Cascade High School is NOT responsible for lost or stolen items. Students are expected to use their own lockers and to keep them neat. **Students should NOT store books or property in any locker but their own.**

### **SCHOOL CANCELLATIONS/EARLY DISMISSALS**

Broadcast stations will announce school cancellation or early dismissal due to inclement weather. These AM radio stations include: 600 WMT, 950 KOEL, 1320 KMAQ, 1370 KDTH, 1400 KADR, 1490 WDBQ, and 1600 KCRG. The FM stations are: 92.3 KKHQ, 92.9 KAT, 94.7 KMCH, 95.1 KMAQ, 96.5 WMT, 97.3 KGRR, 97.7 KCRR, 98.5 KOEL, 99.3 KDST, 100.1 KCTN, 101.1 The River, 102.3 KXGE, 102.9 KZIA, 103.3 WJOD, 105.3 KLYV, 106.1 KIYX, 107.5 WDBQ, and 108 KFMW. The TV stations include KCRG (9), KWWL-TV (7), KGAN (2), and FOX (28).

Western Dubuque Schools is a participant in the Iowa School Alerts program. This means you can sign up to receive free email and/or text message notifications when classes for our District will be dismissing early, started late or cancelled due to weather or other circumstances. Visit <https://schoolalerts.iowa.gov/> to sign up today.

### **SCHOOL FEE WAIVERS**

A student whose family falls within one of the following categories will qualify for free and reduced meals and is eligible to have his/her student fees waived or partially waived: meets income guidelines, participates in the Family Investment Program (FIP) or the Supplemental Nutritional Assistance Program (SNAP), is a foster child, homeless, a migrant and/or a runaway. A student whose family is experiencing temporary financial difficulty may be eligible for temporary waiver of student fees. Parents/guardians or students who believe they may qualify for temporary waiver of fees should contact the principal or other office personnel at registration time for a waiver form. This waiver does not carry over from year to year and must be requested annually.

### **TRIPS**

Students who participate in school-sponsored trips must travel with the group unless they have special permission to travel with a parent/guardian or another party. The parent/guardian must make the request in person to an administrator or the activity sponsor, whose decision is final. When students are assigned to a bus for a school-sponsored trip, they may not change buses without the activity sponsor's or teacher's permission.

### **ATTENDANCE POLICY:**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to detention, Saturday school, in-school or out of school suspension, expulsion or other appropriate disciplinary sanction. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. Reasonable excuses include illness, family emergencies, recognized

religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations, if the student's work is finished prior to the trip or vacation. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator/counselor. Homework/class assignments are an integral process of the student's educational program. Students are expected to hand in their homework when the teacher so specifies. The district recommends that teachers permit students who have been absent to hand in homework after the specified date for at least partial credit within two times the number of days after the assigned time. The teacher makes the final judgment for credit to be awarded.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

School work missed because of excused absences must be made up within two times the number of days absent, not to exceed 10 days. This provision covers assignments given during a student's absence, not assignments given previous to the student's absence which will be due upon the student's return and not subject to a time extension unless subsequently agreed to by the instructor and student. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Teachers shall not have attendance or grading practices that are in conflict with this provision.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

The administration and counseling staff will make reasonable efforts to advise and counsel and may impose discipline upon any student after an unexcused absence. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, late arrival or early dismissal. If a student accumulates 5 unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. Consecutive unexcused absence for consideration of dropping a class or classes will be considered as one infraction for removal from the class. Parents must have an opportunity to work with the school in correcting the student's absence behavior before a class is dropped.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. If a student is removed from the class and loses credit for unexcused absences, that fact shall be recorded in the student's record as an AW [administrative withdrawal].

A student who loses credit due to unexcused absences is assigned to supervised study hall, for the period(s) in which the course(s) meet or the student may be reassigned to another class or location.

School personnel, parents and students may refer to appropriate board policies for more information including the appeal process, applicable policies include: 501.9, 501.10, and 501.10RI.

### **TARDIES**

Students are expected to report to class on time. After a student has recorded a third unexcused tardy for a given class in a trimester, the student may be assigned a detention. Each time they receive 3 more tardies to a given class, they may be assigned to a detention, Saturday school or suspension. Students who are tardy in reporting to school are to report to the office for a tardy pass. A tardy is defined as not being present in the classroom when the bell rings.

### **DISCIPLINE POLICY:**

Students should conduct themselves in an appropriate manner during class, in the cafeteria and hallways, on school grounds, and during school-sponsored trips and activities. They should show respect and consideration for all people at all times. Students should avoid verbal profanity, which is inappropriate

in all settings, including school. Student couples are expected to refrain from excessive public displays of affection.

The goal is to create an environment where teaching and learning are the highest priority. Cooperation between students, teachers, administrators and support staff is essential in order to accomplish our goal. The following rules and procedures are established to help ensure the highest quality educational experience for everyone involved.

The following penalties may be enforced if the principal or assistant principal deem it necessary:

1. Detention - the student will be required to stay before or after school for assigned definite periods.
2. Probation - the student is deprived of all special privileges. Probation will not exceed ten (10) school days.
3. In-school supervision - the student is temporarily isolated from one or more classes while under proper administrative supervision.
4. Saturday School – the student may be required to attend Saturday School for discipline or academic reasons.
5. Suspension - the student may be sent home from school for a definite period of time; and, not to exceed ten (10) school days.
6. Board Action - the student will be dismissed from school by the Board of Education and will lose all credits for the term in progress. This action is the most severe punishment that can be imposed by the school. The duration of a Board Action will not exceed the end of the semester in which the offense was committed.

A teacher may request that a student who continually creates a problem that disturbs the class be removed permanently from the class. This will result in a WF (Withdraw Failure) on the report card. School discipline is the guidance of conduct of pupils in a way that permits the orderly and efficient operation of the school; i.e., this maintains a scholarly, orderly atmosphere needed to achieve maximum educational benefits for all pupils.

**DUE PROCESS** is automatically afforded to each student regardless of the severity of the offense. This includes:

1. An informal/formal investigation of the allegations;
2. Written and oral notice to the student of the allegations against him/her and an opportunity to respond.
3. In cases where suspension or Board Action is contemplated, further legal procedures will be followed.

Students who cause a substantial disruption to the learning environment including, but not limited to, false fire alarm are subject to disciplinary action including suspension, expulsion, and code-of-conduct violation.

### **SAFE & EFFECTIVE USE OF SECLUSION & RESTRAINT**

State law (Chapter 103) forbids school employees from using corporal punishment against any student. 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. If a child is restrained or confined or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [educateiowa.gov](http://educateiowa.gov)

### **ANTI-BULLYING/HARASSMENT**

This policy addresses harassment and bullying of the following people, and by the following people: students, employees, and volunteers.

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.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 is used as the basis for academic decision 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.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies as needed. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

### **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify Building Principal or designee, the designated investigator. The alternate investigator At Risk Coordinator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence

of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. The investigator will file a written report in the student management system.

### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

The board will annually publish this policy. The policy may be publicized by the following means:

- \* Inclusion in the student handbook,
- \* Inclusion in the employee handbook,
- \* Inclusion in the registration materials,
- \* Inclusion on the school or school district's web site,
- \* And a copy shall be made to any person at the central administrative office at 405 3<sup>rd</sup> Avenue NE, Farley, IA 52046.

### **FIGHTING**

Students who are involved in a fight are subject to a disciplinary penalty which may include suspension or a recommendation for expulsion for the remainder of the semester.

#### **Refusing to Retaliate:**

Students who refuse to retaliate (fight back) will not be subject to disciplinary penalties. They should report the incident immediately to an administrator or teacher.

#### **Instigating a Fight:**

Students who instigate fights but are not actively involved will be subject to disciplinary penalty.

Instigating a fight is defined as carrying rumors, encouraging others to fight, and carrying information back

and forth between individuals who are subsequently involved in a fight.

**AT THE DISCRETION OF THE ADMINISTRATOR, LEGAL CHARGES AGAINST PARTIES INVOLVED IN A FIGHT MAY BE PURSUED.**

**WEAPONS**

The board believes weapons, other dangerous objects and look alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects, and look alikes.

Weapons and other dangerous objects and look alikes will 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.

In striving to maintain a safe working and learning environment, the District strictly forbids all employees, parents and visitors – with the exception of law enforcement officials and veterans for special ceremonies – to possess a weapon in school buildings or on school grounds, at school activities, on school buses or school vehicles, or in any vehicle entering upon or departing from school premises, properties, or events. An employee, parent, or visitor who possesses a weapon or firearm in violation of this policy shall face police investigation and may face criminal charges. Employees will be subject to district investigation, and dismissal, as well as any further action needed to protect students, staff and others.

Parents of students found to possess weapons, dangerous objects, or look alikes on school property will be notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school, or knowingly possessing firearms at school, will be expelled for not less than one year and will be referred to law enforcement authorities. The superintendent has the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

**ILLEGAL ITEMS FOUND IN SCHOOL OR IN THE STUDENT'S POSSESSION**

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

*NOTE: Students must be given annual notification about the prohibition regarding alcohol, tobacco and drugs to comply with the new state law.*

**NOTE:** Students must be given annual notification about the prohibition regarding alcohol, tobacco and drugs to comply with the new state law.

The School Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
  - A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
  - A statement that students may be required to successfully complete an appropriate rehabilitation program;
  - Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
  - A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
  - Notification to parents and students that compliance with the standards of conduct is mandatory.
- It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **PLAGIARISM POLICY**

*Webster's New Collegiate Dictionary* defines plagiarism in the following way: "to steal and pass off" (the ideas and words of another) as one's own; to use (a created production) without crediting the source; to commit literary theft" (898). According to the *MLA Handbook for Writers Research Papers*, plagiarism "involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (66). Thus, the act of plagiarism becomes a theft compounded by a lie because your teacher assumes that the words placed under your name, unless properly cited, are your own. Obviously, taking an article or parts of an article and passing it off as your own thoughts and words is plagiarism. In the case of plagiarized work or other forms of cheating, the teacher has the prerogative to assign a zero, reduce the grade, or to reissue the assignment to the student for a passing grade. A conference may be part of the procedure for reassigning such papers or projects. Included in a conference could be: parents, student, teacher, counselor and administrator.

### **GOOD SPORTSMANSHIP POLICY**

A primary goal of the Western Dubuque School District activity program is to teach good sportsmanship to students. Good sportsmanship is the overt display of the concepts of fair play, respect for others, ethical behavior and personal integrity. Good sportsmanship is really good citizenship. The concepts associated with sportsmanship are to be taught, modeled, expected and reinforced in the classroom, on the playground, and in all activity programs within the district.

Any spectator, adult or student, who violates the good sportsmanship policy will be warned and/or suspended from attending any home or away event where their respective school is participating.

### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

See Western Dubuque County Community School District Transportation Handbook.

### **EXTRA-CURRICULAR ELIGIBILITY**

#### **STUDENT ACTIVITY ACADEMIC ELIGIBILITY (9-12)**

**STUDENT ACTIVITY** is defined as any school-sponsored activity, which is either an extension of the student's regular classroom course of study or independent of classroom activity.

**PUBLIC EVENT** is defined as any contest, event or situation under school sponsorship or sanction in which the student or the student's work might reasonably come within the view of the general public or student body during participation or in which the student represents the school or district.

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school
- Not have any failing grades at the 30<sup>th</sup> and 45<sup>th</sup> day grading periods. A student who does not meet this criteria will be ineligible for at least the first week following that grading period. The ineligibility begins on the third day after grades are due in the office to allow for parental notification and grade accuracy checks. Thereafter when the student raises those grades to meet.
- Not have any failing trimester grades. A student who does not meet this criteria will be ineligible according to the State of Iowa rules for academic eligibility.
- Be under 20 years of age to be eligible for athletics, music, or speech activities.
- Be enrolled in high school for 12 trimesters or less to be eligible in athletics, music or speech activities.
- Have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a subject must meet the requirements of 281 – Chapter 12. Coursework for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
  - 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of 12 consecutive trimesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following twelfth grade is eligible. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- h. A student who is eligible at the close of a trimester is academically eligible until the beginning of the subsequent trimester.
- i. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- j. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

#### **JUNIOR HIGH ACADEMIC ELIGIBILITY POLICY**

Junior high students who are failing courses are ineligible for a one-week period at which point if they are passing all classes they will be declared eligible. Student must not have any failing grades at the 30<sup>th</sup>, 45<sup>th</sup> and 60<sup>th</sup> day grading periods. A student who does not meet this criteria will be ineligible for at least the first week following that grading period, at a minimum, until passing the coursework in question. Junior high/middle school student's participation eligibility for passing or failing grades will be determined by the principal/staff of each school.

#### **STANDARD OF CONDUCT FOR STUDENTS REPRESENTING CASCADE JR/SR HIGH SCHOOL**

Any junior high, middle school or high school student whose habits and/or conduct both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.

#### **GOOD CONDUCT ELIGIBILITY RULES**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

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 School Board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

The "Good Conduct Rule" of the Western Dubuque Community Schools applies to all students in school organizations and inter-school affairs and follows recommendations of the Unified Activities Council of the state association that controls boys' and girls' athletics, music, and speech activities. The recommendations are as follows:

Any junior high, middle school, or high school student whose habits both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.

Any junior high, middle school, or high school student who is found guilty, or admits to breaking the law (not to include minor traffic offenses or petty offenses) or is placed on official or unofficial probation status, whether it be voluntary or not, will be ineligible to participate in any of the Activity Group events until the local administration reinstates the student to eligibility.

### **GOOD CONDUCT RULE APPLICATIONS**

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, or look-a-like products/devices including vapes and electronic nicotine delivery systems, 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").
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment.
- 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 traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period ineligibility at that school transfers to a Western Dubuque County Community School, will not be eligible for interscholastic competition at any Western Dubuque County Community School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Western Dubuque County Community Schools as far as any Good Conduct Rule is concerned.

### **ACTIVITY ELIGIBILITY SANCTIONS**

The school will issue sanctions against any student who participates in any activity program if found guilty of violating the Good Conduct Rule under the following situations or when reasonable evidence of violation of the Good Conduct Code exists:

- When observed by a school staff member.
- When notified by the law authorities that a student involved in activities have been charged by a law officer of an offense.
- When a student turns himself or herself in.

### **APPEALS**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.



If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### **GOOD CONDUCT RULE TIME FRAME**

1. The Good Conduct Rule covers twelve months -- during activity seasons, between activity seasons and during the summer months.
2. When a student incurs a first violation of the Good Conduct Rule, they are then subject to a twelve-month period of time in determining infractions of a second and third offense. If the student did not have a second or third offense of the Good Conduct Policy during the twelve calendar months after the first offense, then the policy requires that the administrator start counting the next offense as a first offense. This policy begins on the first school day of seventh grade and continues through grade twelve or graduation for each student enrolled in any Western Dubuque County Community School District school. Grades 7-8 will adhere to the Junior High Policy, and upon entering grades 9-12 each student will begin anew with the High School Policy.
3. If the student is found guilty, of a violation of the Good Conduct Policy as defined above; charged by a law officer or admits to a violation of the Good Conduct Policy-he/she will be ineligible to participate or be recognized in any activity group/individual events until the local school administration reinstates the student to eligibility. The following procedures must be followed.

#### **FIRST OFFENSE:**

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session may include one parent/guardian, the student, and the coach/moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for the next four (4) consecutive competitive weeks, commencing with the first missed public performance within the time frame as established by school administration.
3. The student shall serve eight (8) hours of school or community service at times other than regular school hours or practice hours.
4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.
5. The student will agree to follow the recommendation of the abuse counselor for further evaluation if requested. Failure to do this will result in six (6) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibility will carry over to their next activity of the present year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Student must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities.)

#### **SECOND OFFENSE:**

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session must include the parent or guardian, the student, and the coach or moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for eight (8) consecutive competitive weeks, commencing with the first missed public performance. Students self-reporting their violation to school administration, within a reasonable amount of time after the violation, may have their ineligibility period reduced to four (4) consecutive competitive weeks.
3. Eighteen (18) hours of school or community service shall be served at times other than regular school hours or practice hours.

4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.
5. The student will agree to follow the recommendation of the drug abuse counselor for further evaluation if requested. Failure to do this will result in twelve (12) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibilities will carry over to their next activity of the present school year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Students must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities).

### **THIRD OFFENSE:**

1. A third violation during a twelve-month time from the first infraction shall make the student ineligible for the next fifty-two (52) consecutive competitive weeks.

### **Reduction in Penalty:**

Admission Prior to Determination for a First/Second Offense: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 48 hours of the offense, the student's penalty may be reduced by two (2) weeks for a first violation and four (4) weeks for a second violation. There is no reduction for a third violation.

\*COMPETITIVE WEEK is defined as a 7 calendar day period, commencing with the first missed public performance. Example: First public performance is on a Thursday, the student would miss all public performances that occur that Thursday, Friday, Saturday, Sunday, Monday, Tuesday, and Wednesday. The student would then regain eligibility on the following Thursday morning.

### **Transportation**

We would like to notify you of some changes that will be implemented for next year's school transportation. The principals from both public and parochial schools, driver reps, members of the AEA and our department have been meeting to address ways to improve behavior on our buses. Over the years this group has added more driver and student training focused on ways for all to improve their communication skills. We've implemented PBIS-Positive behavior intervention strategies that promote positive behavior modeling. The schools have added training a couple times a year that show students how these PBIS traits relate to behaviors and expectations on the bus. We've added video equipment and standardized write up policies. These steps have led to safer transportation by lowering the number of student behavior referrals and problems that drivers have had to deal with.

Wanting to continue this trend, we've studied these issues and we've noticed that the majority of problems that happen on the bus are solved quickly and easily between the students and drivers. Only after several interventions do the drivers write up a student with an official bus referral that requires additional help from the principal, parents or transportation staff. And even for the majority of these referrals, one is enough and we don't have any other problems. One frustration that seems to be coming up this year, for everyone involved, is that we've had to deal with several repeat offenders. Students that have had several bus referrals.

This has prompted us to take a look at our current bus referral process. After comparing it to the behavior policies within the schools in our district and at other area districts, we've revised our policy for the upcoming school year. In short, the driving factor in these charges are that parents, teachers, principals expect the same behavior in the school bus as in the classroom. In fact, the bus is just another classroom, the class of student interaction. Everyone's expectation is for that to be a positive experience, free of harassment. Not to say that we won't expect learning opportunities, it's still a bus and the instructor has their back turned. But we do want it to be a safe ride.

So, in order for everyone to be made aware of this new policy; it's been approved by the WD School Board, included in each school handbook, included in the district summer newsletter, posted on the

transportation web page and will be included with the parent bussing notification mailing. We also thought it would be a good idea to mail the new policy to every parent that has had a student with a bus referral this school year.

To be clear the bus rules haven't changed. We still expect all students to:

1. Respect the bus driver, other students, property, and themselves.
2. Obey the drivers' instruction the first time given.
3. Keep hands, feet and property to themselves.
4. Sit while the bus is in motion.
5. Speak to others in a conversational tone, using respectful words.
6. Communicate any problems or issues with the bus driver.

What has changed, is the way that we are going to react to inappropriate behavior. The teachers and drivers are going to continue to work with students to teach them the bus rules. Drivers will remind them when they aren't being followed. We also expect drivers to notify parents when their child is having trouble following rules before a warning or write up is completed. Students will be given one warning before a write up is completed, starting the new procedures to be carried out.

Please contact the transportation office or school if you have any questions about these changes. Thanks again for your help in providing everyone a safe ride on our school buses.

The Mission of the WDCSD Student Transportation Department is to provide each student with quality, safe and efficient transportation services with a positive attitude.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students contingent upon the exhibition of proper behavior, therefore, the WDCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply there as well as in line up at school.

**These bus rules have been established for all students to follow to insure a safe ride for all.**

1. Respect the bus driver, other students, property and themselves.
2. Obey the bus driver's instructions/directions the first time given.
3. Keep hands and feet off other people and their property.
4. Sit while the bus is in motion.
5. Speak only to those around them in conversational (inside) voices using respectful words.
6. Communicate any problems or conflicts with the bus driver.

**To ensure the safety of all students, the following guidelines have been established to respond to students that interfere with the safety of others on WDCSD provided transportation.**

## LEVEL 1

- Failure to follow driver's directions
- Standing, not facing forward, while bus is moving
- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay (ie. Playing corners, throwing snow, chanting loudly)
- Food or drink on bus outside of driver & state standards
- Other forms of misbehavior that, in the view of the bus driver, create a safety concern.

### Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus before a write is issued.

**First Offense:** Written warning and up to 3 days bus suspension

**Second Offense:** Written warning and up to 5 days bus suspension

**Third Offense:** Considered Level 2

## LEVEL 2

- Threatening comments
- Disrespecting others
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Use of obscene or profane actions / language
- Extending any body parts out of the window while bus is moving
- Throwing or shooting objects
- Vandalism of school or student property
- Inappropriate use of electronic devices

### Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus

**First Offense:** Written warning and up to five (5) day bus suspension

**Second Offense:** Written warning and up to thirty (30) day bus suspension

**Third Offense:** Considered Level 3

## LEVEL 3

- Possession of tobacco (including e-cigs), alcohol or illegal drugs
- Possession of a weapon (including look a likes & toys), ammunition, or fire
- Assault, violence toward bus driver or student(s)
- Confirmed case of bullying
- Flagrant disregard for safety

### Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus

**First Offense:** Minimum thirty (30) day bus suspension up to suspension of bus riding privilege for the remainder of the school year and referral to school office for additional disciplinary action.

This information serves as notice to parents that safety is of the highest priority of WDCSD Transportation Department. These steps are in place to respond to behaviors that create a hazard to safe transportation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the WDCSD expectations for student behavior as stated above. (2017).

## **INTERNET USAGE**

### **INTERNET ACCESS: APPROPRIATE USE POLICY**

Students will be able to access the Internet through their teachers and must abide by the District Appropriate Technology Use Policy.

### **STUDENT ABUSE INVESTIGATORS RE: POLICY 402.2, 402.3:**

Refer to school board policy 402.2, 402.3:

The Western Dubuque student abuse investigators are:

Mrs. Sheila Knapp - Drexler Middle School (563-744-3371)

Please contact these people if you believe that an employee of Western Dubuque has abused a student. If parents or other members of the community have abused any children, you should contact the Department of Human Services. Teachers of Western Dubuque are mandatory reporters of child abuse.

### **COMPLAINTS AND GRIEVANCES:**

Student complaints and grievances regarding board policy or administrative regulations and other matters should 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 five days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 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. A copy of the policy and procedures is located in each attendance center. People who want to file a grievance may receive a copy of the procedures from the district office in Farley, Iowa.

### **HOMELESS CHILDREN**

The board will 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. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent.

Chapter 22 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Rick Colpitts, Superintendent, at—563-744-3885 x 6004 or [rick.colpitts@wdbqschools.org](mailto:rick.colpitts@wdbqschools.org)

### **NON-DISCRIMINATION POLICY:**

It is the policy of the Western Dubuque County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator Rick Colpitts, Superintendent, 310 4<sup>th</sup> Street SW, Farley, Iowa 52046, 563-744-3885 or [rick.colpitts@wdbqschools.org](mailto:rick.colpitts@wdbqschools.org)

### ***Internet Resources You Can Use Anywhere provided by Keystone Area Education Agency #1, Elkader***

**Go to:** <http://www.aea1.k12.ia.us>

**Select:** "Online Resources"

User Name: **keystone171**

Password: **keystone**

**AccuWeather.com:** Worldwide weather information

**AP Multimedia Archive:** Associated Press photos/graphics, 1840's to today

**Atomic Learning:** QuickTime movie tutorials for computer programs

**ClipArt.com:** Graphics, photos & fonts

**EBSCO:** Magazine/newspaper articles & images

**Iowa AEA Online:** user guides, curriculum ideas, copyright guidelines

**Opposing Viewpoints :**

Go to: <http://chs.wdbqschools.org>

<http://infotrac.galegroup.com/itweb/casc7416>

username at school: cascade

username for remote access: homeaccess

**United streaming:** digital video and digital clips

**World Book Reference Center:** Online version of encyclopedia

Questions? Contact your school's media specialist or Norma Thiese, [nthiese@aea1.k12.ia.us](mailto:nthiese@aea1.k12.ia.us) or call Keystone AEA #1 at 800-632-5918, 245-1480 or 556-3310