



**WEST CENTRAL  
JR/SR HIGH SCHOOL**

**HOME OF THE BLUE DEVILS**



**STUDENT CENTERED, FUTURE FOCUSED**

**[www.westcentral.school](http://www.westcentral.school)**



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## **A Welcome to All Blue Devils,**

The goal of the handbook is communication of school policies, procedures, and expectations. Proactively addressing our collaborative approach with the handbook will help us function in an effective, efficient manner throughout the entire school year. Please take time with your students to discuss the key content provided in this document and develop habits where students will be mentally and physically at their best when they enter the school building.

Together we can aim to meet our district vision, mission, and goals for our students. We all have responsibilities to execute in order to provide a safe, positive, enriching learning environment.

West Central focuses on a safe environment for students. We will teach, reinforce, and expect all Blue Devils to be KIND, RESPECTFUL, AND RESPONSIBLE.

We WILL have a great school year!!

Joshua M. Bahr

PK-12 Principal



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## 2018-2019 School Calendar – Aug. 23 Start

### Summary of Calendar:

Days/Hrs. In classroom:

First Semester ..... 82/533

Second Semester ..... 94/511

**TOTAL DAYS/HRs 176/1144**

### CALENDAR LEGEND

Start/End

Work Day

Conferences

PD

Holidays

Vacation Days

Does not include Professional Development days/hours.

### HOLIDAYS:

Labor Day (9/3)

Thanksgiving Day (11/22)

Christmas Day (12/25)

New Year's Day (1/1)

Good Friday (4/19)

Memorial Day (5/27)

Snow makeup days will be April 17 & 18. Snow Days before 12-17 are 1-4 then 1-3.

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

August 2018						Student Days/Hours		
M	T	W	Th	F	S			
		1	2	3				
6	7	8	9	10				Aug 20 Optional Work Day
13	14	15	16	17				Aug 21-22 Professional Development
20	21	22	23	24	2			Aug 23 Begin 1 <sup>st</sup> Semester
27	28	29	30	31	7			Aug 23 & 24 2-Hr. Early Out
September 2018								
3	4	5	6	7	11			Sept 3 Labor Day (No School)
10	11	12	13	14	16			Sept 17 PD – No School Day
17	18	19	20	21	20			
24	25	26	27	28	25			
October 2018								
1	2	3	4	5	30			Oct 15 PD – No School Day
8	9	10	11	12	35			Oct 26 End of Quarter 1 – 44 Days
15	16	17	18	19	39			Oct 30 Parent-Teacher Conferences
22	23	24	25	26*	44			
29	30	31			47			
November 2018								
		1	2	49				Nov 1 Parent-Teacher Conferences
5	6	7	8	9	54			Nov 2 Comp Day for Teachers
12	13	14	15	16	59			Nov 21 * 2-Hr. Early Out
19	20	21*	22	23	62			Nov 22-23 Thanksgiving Holiday (No School)
26	27	28	29	30	67			
December 2018								
3	4	5	6	7	72			Dec 21 End of 1 <sup>st</sup> Semester
10	11	12	13	14	77			Dec 21 2-Hr. Early Out - Teachers Contracted to 3:30
17	18	19	20	21*	82			Dec 24-Jan. 4 Winter Break (No School)
24	25	26	27	28				
31								
January 2019								
1	2	3	4					Jan 7 Begin 2nd Semester
7	8	9	10	11	87	5		Jan 21 PD – No School Day
14	15	16	17	18	92	10		
21	22	23	24	25	96	14		
28	29	30	31		100	18		
February 2019								
				1	101	19		Feb 18 President's Day (PD-No School)
4	5	6	7	8	106	24		Feb 26 Parent Teacher Conference
11	12	13	14	15	111	30		Feb 28 Parent Teacher Conference
18	19	20	21	22	115	34		
25	26	27	28		119	38		
March								
			1	120	39			March 1 Teacher Comp Day
4	5	6	7	8	125	44		March 11 PD – No School Day
11	12	13	14	15*	129	48		March 15 End of 3 <sup>rd</sup> Quarter
18	19	20	21	22	134	5		
25	26	27	28	29	139	10		
April								
1	2	3	4	5	144	15		April 17 & 18 Spring Break
8	9	10	11	12	149	20		Are Snow Make-Up Days if Needed
15	16	17	18	19	151	22		April 19 Good Friday – No School
22	23	24	25	26	155	26		April 22 Spring Break
29	30				157	28		
May								
		1	2	3	160	31		May 22 Senior Last Day
6	7	8	9	10	165	36		May 24 Graduation 7:00 PM
13	14	15	16	17	170	41		May 27 Memorial Day
20	21	22	23	24	175	46		May 28 Last Day of School
27	28*	29	30	31	176	47		May 29 Optional Work Day

**Jr-Sr High School Staff**

<u>Name</u>	<u>Position</u>	<u>Email Address</u>	<u>Phone Extension</u>
Josh Bahr	PK-12 Principal/AD	<a href="mailto:jbahr@wc.k12.ia.us">jbahr@wc.k12.ia.us</a>	125
Lois Tyler	Secretary	<a href="mailto:ltyler@wc.k12.ia.us">ltyler@wc.k12.ia.us</a>	101
Renae Streittmatter	Secretary	<a href="mailto:rstreittmatter@wc.k12.ia.us">rstreittmatter@wc.k12.ia.us</a>	100
Steve Milder	Guidance	<a href="mailto:smilder@wc.k12.ia.us">smilder@wc.k12.ia.us</a>	127
Lauren Adams	FCS	<a href="mailto:ladams@wc.k12.ia.us">ladams@wc.k12.ia.us</a>	123
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Robin Fliehler	Business	<a href="mailto:rfliehler@wc.k12.ia.us">rfliehler@wc.k12.ia.us</a>	122
Julie George	Science	<a href="mailto:jgeorge@wc.k12.ia.us">jgeorge@wc.k12.ia.us</a>	115
Matthew Hageman	Math/PE	<a href="mailto:mhageman@wc.k12.ia.us">mhageman@wc.k12.ia.us</a>	110
Brad Wild	Social Studies	<a href="mailto:bwild@wc.k12.ia.us">bwild@wc.k12.ia.us</a>	126
Bruce Huckins	Science/SS/Tag/PE	<a href="mailto:bhuckins@wc.k12.ia.us">bhuckins@wc.k12.ia.us</a>	113
Ronda Huckins	Spanish/MS Lit	<a href="mailto:rhuckins@wc.k12.ia.us">rhuckins@wc.k12.ia.us</a>	112
Todd Walter	Instrumental Music	<a href="mailto:twalter@wc.k12.ia.us">twalter@wc.k12.ia.us</a>	130
Tricia Wells	7-12 Math	<a href="mailto:twells@wc.k12.ia.us">twells@wc.k12.ia.us</a>	108
Elaine VandeVorde	English	<a href="mailto:evandevorde@wc.k12.ia.us">evandevorde@wc.k12.ia.us</a>	117
Meredith Hamm	Art	<a href="mailto:mhamm@wc.k12.ia.us">mhamm@wc.k12.ia.us</a>	106
Teri Burkey	MS/HS Para	<a href="mailto:tburkey@wc.k12.ia.us">tburkey@wc.k12.ia.us</a>	
Kelli Kleppe	MS/HS Para	<a href="mailto:kkleppe@wc.k12.ia.us">kkleppe@wc.k12.ia.us</a>	
Kim Pape	MS/HS Para	<a href="mailto:kpape@wc.k12.ia.us">kpape@wc.k12.ia.us</a>	
Helen Potratz	MS/HS Para	<a href="mailto:hpotratz@wc.k12.ia.us">hpotratz@wc.k12.ia.us</a>	
Wilma Miller	Food Service	<a href="mailto:wmiller@wc.k12.ia.us">wmiller@wc.k12.ia.us</a>	105
Tammi Fink	Kitchen		
Tammy Richards	Kitchen		
Jackie Ruff	Kitchen		
Mike Carey	Bus Driver		
Marlene Dawson	Bus Driver		
Erhart Hehr	Bus Driver		
Bonnie West	School Nurse	<a href="mailto:bwest@wc.k12.ia.us">bwest@wc.k12.ia.us</a>	151





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Jasper Davidson	Janitorial	<a href="mailto:jdavidson@wc.k12.ia.us">jdavidson@wc.k12.ia.us</a>	
Galen Kelly	Janitorial	<a href="mailto:gkelly@wc.k12.ia.us">gkelly@wc.k12.ia.us</a>	
Mike Heinemeyer	Technology	<a href="mailto:mheinemeyer@wc.k12.ia.us">mheinemeyer@wc.k12.ia.us</a>	118
Lyn Johnson	Library	<a href="mailto:ljohnson@wc.k12.ia.us">ljohnson@wc.k12.ia.us</a>	119

### **Vision**

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### **Mission**

Engage each and every student through collaborative relationships, exceptional teacher, and personalized learning experiences that will result in confident graduates who will be successful in their chosen path.

### **Our Goals**

- Develop skills of communication in reading, writing, speaking, listening, and calculations
- Learn how to respect and get along with people with whom we work and live, who think and act differently, and who come from different cultures.
- Understand skills needed to be successful in a family situation, a job, and in the community
- Practice and understand the ideas of a healthy lifestyle
- Develop skills in using technology
- Develop skills to be a life-long learner
- Continue pre K-12 post-secondary Career Education program to gain information for making job and career choices.

This foundation will include:

- learning as a life-long skill
- maximum academic achievement
- appreciation of the arts
- vocational and career preparation
- respect for self and others
- appreciation of human relations
- performing as responsible citizens

### **Student Responsibilities - ALL STUDENTS HAVE THE RESPONSIBILITY TO:**

#### **1. RESPECT THE RIGHTS OF OTHERS TO STUDY AND LEARN:**

Students come to school for an education. An individual may decide not to take advantage of opportunity. However, no one has the right to interfere with the education of others.





**2. ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED:**

Students are required by Iowa law to attend school. They have the responsibility to take advantage of every opportunity they have to learn so they can function effectively in society.

**3. BE ON TIME FOR ALL CLASSES:**

Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

**4. COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES.**

The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Since everything that must be learned cannot be accomplished during the school day, there will be homework. It is the student's responsibility to get homework or make-up work for absences.

Remember, education is not an eight-hour day job, but an on-going process that never stops.

**5. COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS:**

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work.

**6. RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIAL AND EQUIPMENT:**

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible student behavior in the area will provide the same opportunities for those students who follow.

**7. OBEY ALL SCHOOL RULES:**

Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules so they and others have the proper environment in which to learn.

**8. VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES:**



Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff are the obligations of a good citizen.

**9. SEE THAT SCHOOL CORRESPONDENCE TO PARENT REACHES HOME:**

Education requires a partnership between the home and the school. For a partnership to work, those involved must know what is happening - good or bad. Sometimes students are asked to be the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards.

**COMMUNITY EXPECTATIONS FOR WEST CENTRAL COMMUNITY  
SCHOOL DISTRICT**

**Cognitive**

- Students will possess the ability to transition from Kindergarten through grade 12 and on to higher education
- Each student will reach maximum potential in reading, writing, math and science. Through maintenance of high expectations and frequent monitoring of progress
- The district will offer accelerated classes to challenge student in all subjects, starting at the Junior High level.
- Students will develop an appreciation of learning as a life-long skill
- All students will demonstrate effective written and oral communication skills and the ability to express selves with peers, adults, employers and through public speaking
- All students will be provided a computer knowledge base from K-12 and become familiar with other technology
- All students will demonstrate possession of entry level skills for employability
- All students will experience and develop an appreciation for the fine arts
- All students will demonstrate an appreciation for human relations and interactions
- All students will demonstrate knowledge of the effects of drugs/alcohol

**Affective**

- School will prepare students for a happy and productive life
- School will prepare students to become quality citizens and reinforce moral values
- School will provide for cultural appreciation and understanding
- School will establish an appreciation of differences among all students
- Students will demonstrate self-esteem through good emotional and intellectual success
- Students will demonstrate responsibility for self, their actions and one's own feelings
- Students will demonstrate generosity and giving of themselves to help others

**Staff**

- Provide a highly trained, effective and motivational staff
- Train personnel to be a caring staff to help prevent drop outs/early leaving of school



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- Provide strong instructional leadership and maintain a safe learning environment with adequate discipline
- Provide a nurturing environment for all children

### **Community**

- Parental involvement as an integral component in the education process
- Reach out to parents by providing them with skills training as part of lifelong learning
- Encourage volunteers and develop community partnerships
- Reach each child at the earliest possible stage



## **GENERAL SCHOOL POLICY**

### **CLASS SCHEDULE**

#### **Regular Bell Schedule**

1 <sup>st</sup>	8:15-9:07
2 <sup>nd</sup>	9:10-9:50
3 <sup>rd</sup>	9:53-10:33
4 <sup>th</sup>	10:37-11:17
5 <sup>th</sup>	11:20-12:00
Lunch	12:03-12:33
6 <sup>th</sup>	12:36-1:16
7 <sup>th</sup>	1:19-1:59
8 <sup>th</sup>	2:02-2:42
9 <sup>th</sup>	2:45-3:15

### **HANDBOOK**

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

Provisions contained in the handbook and school policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Not all rules/regulations are stated in this book. Please keep in mind that individual teachers also have their own rules and regulations that students are expected to follow. If you have a concern about a certain policy, contact the building principal for additional information or clarification.

### **SCHOOL DAY**



The school day is from 8:15 am to 3:15 pm. A bell to announce the beginning of school will ring at 8:15 am. Students may be in the building after 4:00 pm only if they are under the direct supervision of school personnel. The gym and weight room are OFF LIMITS to unsupervised activities.

### **SCHOOL CLOSING/CANCELLATION**

When school is canceled or starting late because of weather, students and parents are notified on the school website and KWWL TV 7 and KCRG-TV9. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or rescheduled. The superintendent determines whether to hold extracurricular activities or practices.

**Charter students attending off campus sites will do the same as determined by the West Central School when school is canceled or starting late because of weather.**

### **SCHOOL SPIRIT**

"School Spirit" is a positive attitude of individuals that contributes to the improvement of the total school program. It is based upon a large number of interests and appreciation within each individual, and involves such things as self-improvement, cooperation, and encouragement of one another. "Blue Pride" has always been an important part of West Central Spirit - Be a part of it. Spirit and Pride relate to spectators as well as participants. Actions such as smoking, offensive language, drinking, etc. at various events reflect upon you, your school, and your classmates.

#### **School Song**

**On West Central, On West Central**

**You are best of all,**

**Many happy days are spent here**

**That we'll all recall**

**RAH RAH RAH**

**For our colors blue and white**

**You will hear our cry**

**and we will fight, fight, fight**

**West Central High**



## **VISITORS**

Parents are welcome and encouraged to visit classes. Please contact the principal's secretary at least one (1) day in advance of your visit. Student visitors must be approved by the administration.

## **ATTENDANCE POLICY**

### **ATTENDANCE POLICY STATEMENT**

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. There is a strong correlation between good attendance and successful completion of school. Students are expected to attend classes in a timely manner, on a daily basis allowing staff to do the best possible job educating students entrusted to them. A successful educational program requires the cooperation of the parents, student, and staff to achieve this basic expectation. Students who receive excessive excused or unexcused absences can expect that their learning will be affected even though work may be made-up. Certain absences may be excused under this policy, but students will still be required to make-up work missed due to an absence.

### **ATTENDANCE PROCEDURES**

1. Parents should call the school at 563-637-2637 by 8:30 a.m. if their child will be absent from school that day. If notification is not received, the office will attempt to contact the parents, first at home and then at their emergency number.
2. A student will be considered absent if he/she misses one or more periods during the day. If the school is not notified by the parent/guardian (by phone, in person, or in writing) before the student returns to classes, the absence will be considered unexcused.
3. 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. A doctor's appointment for illness is not an exemption to this rule.
4. If West Central students return late from a school sponsored event, they are still expected to be on time for school the following day. Students absent or late to school the day after attendance at an activity may face discipline.
5. The school determines whether an absence is excused or unexcused.

Excused absences include, but are not limited to:

- a. Personal illness (Doctor excuses may be required)
- b. Professional appointments that cannot be made other than during school (Doctor and dental appointments, two senior college visits)
- c. Funerals, death, or serious illness in the family
- d. Religious events
- e. Work, at home, when absolutely necessary.
- f. Family situation that constitute an unusual need for absence
- g. Other absences as approved by building principal

\* Excused absences noted above will be excused only if a written request to be excused is signed



by the parent or guardian, dated, and brought to the office **when returning** to school.

\*Unexcused absences include, but are not limited to: tardiness, shopping, hunting, haircuts, concerts, preparation or participation in parties or other celebrations, and employment.

Unexcused absences will be served on an equal time basis. When a student is more than 10 minute late for class, he/she will be counted absent for that class period.

### **Response to Student Absence**

1. Students missing more than 10 days per semester and/or more than 5 unexcused days per semester will lose credit in his or her classes unless the time is made up. Classes meeting less than 5 days a week (i.e. PE) will be figured proportionally (classes meeting twice a week cannot have more than 4 absences per semester, classes meeting 3 times a week cannot have more than 6 absences per semester).
2. Notices of poor attendance will be sent home after the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> absence from school per semester. Habitual tardiness will be entered on a student's record and the student will be sent to the principal for further disciplinary action.
3. Following the **third unexcused absence** to school in any one semester, one office detention will be required. **Fourth** and **fifth** violations will result in one more detention each. Upon a **sixth** violation, a conference with a school administrator will be required before the student is allowed to return to class.
4. An appropriate amount of make-up work (as determined by the individual teacher) shall be assigned and completed for each absence. Students have the number of days missed plus one to make up missing work unless other arrangements are made with the individual instructor. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

### **Tardies**

Tardies pertain to being late to school or class. The school decides if a tardy is excused or unexcused.

Being tardy for class is considered an unexcused tardy unless approved by the administration. Following the **third unexcused tardiness** in any one semester of the year, one office detention will be required. **Fourth** and **fifth** violations will result in one more detention each. Upon a sixth violation, a conference among the school administrator, the student, and the parent/guardian/caretaker will be required before the student is allowed to return to class. **Students arriving late to school should sign in immediately in the principal's office.**

### **Truancy**

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 leave the building during the school day without signing out and receiving permission from the main office may be considered unexcused and a detention will be assigned.





The following is a summary of the procedures which will be followed each time a student has an unexcused absence or if he or she fails to attend one or more scheduled classes without advanced permission from the principal's office.

1. The student will conference with the principal/dean of students at which time the student will be notified of the intended punishment.
2. The student's parent/guardian will be contacted at home or at their emergency number.
3. Consequences will be determined on an individual basis by the Administrator.

### **Returning to School**

Following all absences, a written excuse, dated and signed by the parents or guardian, must be presented at the office. You will receive a "white sheet" to be given to each teacher for class assignments. It is the student's responsibility to inquire about make up work and when it is due

### **Illness or Injury at school**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment. An injury/accident report must be filled out and returned to the office on the same date of the incident. Building administrators should be notified on the event of any injury and/or accident.

### **Leaving school during the day**

Students shall never leave during the school day for any reason without receiving permission from the principal or superintendent, if the principal is not available. If you must leave school, bring a written excuse from your parents to the principal's office before school begins in the morning.

### **Absence Planning**

Student planning is required for all pre-arranged absences. This would include field trips, athletic events, college visits, workshops, family vacations, and other similar circumstances. Students and families should complete the following steps when they are planning to be absent:

1. Check school calendar for days when school isn't in session to plan appointments or other events
2. Provide a note or call the main office to notify the school of planned absence
3. Students will get a "green sheet" from the office to get assignments/activities from teachers.
4. When "green sheet" is completed, students will bring it to the office for it to be copied.
5. Completion of missed work may be required before student absence is considered excused.



### **College Visits**

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, they may be excused for two days, to visit college campuses. Juniors may be excused for one day. Such visits require the permission of the guidance counselor and a note signed by the student's parents. **COLLEGE VISITS MUST BE PRE-APPROVED.**

### **Signing in and out of school**

A sign-in sheet will be located in the office. Students coming to school late will sign-in with their full name and record the time they arrived at school. The sign-out sheet will be used to indicate the time students leave school. **Students need to have permission from the principal prior to leaving school.** All sign-outs must present a pass at the desk for that purpose.

### **EXEMPLARY ATTENDANCE**

Special recognition is given to students missing two days or less will receive an Outstanding Attendance Award. Those who are in attendance all day, every day of the year with an Exemplary Attendance award. Students who miss any portion of the day will be counted tardy or absent.

### **EARLY GRADUATION**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation as outlined in Board Policy.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

### **GRADUATION**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving disciplinary punishments at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

### **GRADUATION REQUIREMENTS**

Total number of credits to earn a diploma at West Central is 48 Credits (May be altered for transfers)

#### **English (8) credits needed for graduation**

English 9- 2 semesters

English 10- 2 semesters

Speaking requirement – 1 semester: Speech, Public Speaking,  
Communication Skills, Contemporary Literature

#### **Science (6) credits needed for graduation**

Physical Science – 2 semesters

Biological Sciences – 2 semesters

#### **Social Studies (7) credits need for graduation**



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American History – 2 semesters

World Studies – 2 semesters of the following History, Geography, Culture in the World

American Government – 1 semester

**Mathematics** (6) credits needed for graduation

Applied Algebra or Algebra I or Modern Geometry- 2 semesters

Recommend all students complete at least Algebra Skills

**Financial Literacy** (1) credit needed for graduation

Life Skills or General Business II or Consumer Economics or a college Finance class

**Fine Arts** (1) credit needed for graduation

Band or Vocal Music or Art

**Computer Literacy** (1) credit needed for graduating

Keyboarding or a course in computer applications

**Physical Education** – Iowa law requires that Physical Education be part of each students program, students may be exempt for various reasons. Each semester carries .125 credits and 8 semesters would equal 1 credit.

**Electives** (17) – credits from any academic area and can come from any of the above after the requirements are met. Every course carries one credit per semester with the exception of Physical Education.

## **REGISTRATION AND ENROLLMENT**

Registration for classes is held in the spring for the following school year. Information will be presented to the students by the guidance counselor. All courses are available to students of either gender unless they are closed due to the number enrolled. Students are encouraged to visit with the counselor, teachers, or principal regarding their schedules, vocational preparation, or school requirements. Once classes are in session, students will have only a short time (approximately one week) to make class changes. This includes all areas of course work.

## **WITHDRAW AND TRANSFER**

Should it become necessary for a student to withdraw or transfer from this school, they must checkout with the Superintendent's Office and inform the Superintendent of their date of departure. A checkout sheet will need to be completed and all bills paid before final clearance.

## **ACADEMIC POLICY**



## GRADING SCALE

Grade Scale:

A+	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

## HONOR ROLL

A "B" honor roll will be established for each nine-week grading period and for each semester. Scholastic grades will be used and will be averaged. However, any student receiving a grade below a C- will not be considered for the honor roll. A special note will be made for students who receive all "A's".

## SCHOLASTIC LETTERS

Scholastic letters and patches reward exemplary classroom achievements. These will be awarded in the fall of each year. Guidelines for qualifying for academic letters are as follows:

1. Academic grades to be used will be the semester grade only.
2. No academic grades lower than a B- will be accepted toward the awards.

Patches will be awarded as follows:

1. To freshmen following the completion of two (2) semesters of qualifying grades.
2. To sophomores following the completion of four (4) successive semesters of qualifying grades.

Letters will be awarded as follows:

1. To sophomores following the completion of four (4) semesters of qualifying grades.
2. To juniors and seniors following the completion of four (4) successive semesters of qualifying grades.

Chevrons to be awarded for each two (2) successive semesters of qualifying work after a letter is earned.



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## **SPECIAL EDUCATION SERVICES**

The following services are offered by the Keystone AEA

Speech Therapy      Psychological Services

Sp. Ed. Voc. Guidance      Physical Therapy

Hearing Clinician      Gifted and Talented

Curriculum Consultant      Social Worker

If you are concerned about your child in any of these areas, call 563- 637-2283 and you will be put in touch with the proper services. You may also refer to the West Central Special Education Deliverance Service Plan.



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

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 students, school employees, and 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 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 up to, and including, suspension and 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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 Level 1 Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent 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. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 (305 Pember Street, Maynard, Iowa, 50655)



## ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness:			
Position of witness:			
Date of testimony, interview:			
Description of incident witnessed:			
Any other information:			
I agree that all of the information on this form is accurate and true to the best of my knowledge.			
Signature:			
Date:	/	/	



## ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant:			
Position of complainant:			
Date of complaint:			
Name of alleged harasser or bully:			
Date and place of incident or incidents:			
Description of misconduct:			
Name of witnesses (if any):			
Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):			
Any other information:			
I agree that all of the information on this form is accurate and true to the best of my knowledge.			
Signature:			
Date:	/	/	



## 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, or the individual does not feel comfortable confronting the harasser, 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 **The Building Principal**, or the designated **level one investigator, Steve Milder**. If a case warrants a level two investigation, the **level two investigator is the Fayette County Sheriff's Office** will be contacted. 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. The investigator will provide a copy of the findings of the investigation to the superintendent.



## 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.

## DRIVING TO SCHOOL

In order to insure maximum student safety the following regulations are in effect.

1. Driving a vehicle to school is a privilege - not a right. It is vitally important that students drive in a safe and proper manner. Careless driving may result in the student's loss of this privilege.
2. Students are to park only in the northwest parking lot.
3. Students parking cars on grass or blocking a driveway may be towed at the parent's/guardian's expense.
4. Students are not allowed to sit in, drive, or ride in or on trucks, cars, motorcycles, mopeds or bicycles during the school day, except in the case of emergency, work-study or tutor where approval is granted by the principal.
5. Students are not permitted to be in the parking lot area during the school day without permission from the office.
6. Students are to drive cautiously and defensively (10 miles per hour limit) while on the school grounds.
7. Student trucks, cars, mopeds, and motorcycles are to use extra caution and allow buses the right of way when they leave.



8. Students are not to park in the designated fire lane, handicapped parking areas or teacher parking.
9. Students are not to park behind the school building during school hours.
10. Students are requested to park their vehicles in an orderly fashion. Parking vehicles so as to block the lot for others' use will be cause for towing at the owners expense.
11. **Students must ride school provided transportation to and back for school activities they participate in. If it is necessary to drive, students must get administration approval. Parents or guardians may take their child home after an event if they sign the student out with the coach or sponsor following the activity.**
12. A Motor Vehicle Registration form should be filled out for each vehicle the student is planning to drive to school.

### CELL PHONE POLICY

No cell phones should be seen or heard in class or anywhere else in the building while classes are in session unless allowed by the teacher for academic purposes. If a cell phone is seen or heard by a staff member, it will be taken away and brought to the office.

Guiding practices:

1. Cell phones will be allowed at lunch and in the halls between high school classes (between the bells). Middle school students can only use their cell phones at lunch.
2. During independent work time, students may gain permission from teachers to utilize cell phones for music purposes as long as students remain focused on academic activities.
3. Students who need to make a call during class time, need to get permission from the office.
4. NICC returning students need to have their cell phones put away when they enter the building.
5. For those college classes that end during high school class time, once you leave the room to go to study hall, the phone needs to be put away.
6. Those college students that have 7<sup>th</sup> and 8<sup>th</sup> hour free cannot use their cell phones in the building. You must be in study hall if you are here. Study halls are considered classes and cell phones may not be used in them.
7. Using another student's phone will also result in the loss of their own cell phone for the remainder of the day. Both students will be assigned a warning or detention.

First time in the office it is a warning. Every time after that will be a detention. On the fourth offense and each offense thereafter, the cell phone will only be given back to a parent. Refusal to give up a cell phone will be considered insubordination and consequences will be assigned for the insubordination along with the detention for the cell phone. Cumulated cell phone violations count for a semester.

### CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the



education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **CLASS MEETINGS**

Class meetings will be held when necessary. They are to be called by the class president with the consent of the class sponsors and final approval by the principal. A class sponsor will be present at all such meetings.

### **CLASS RING**

The school will invite a representative of a reputable company to show class rings. The decision to purchase one is solely that of the student.

### **DRESS CODE/STUDENT APPEARANCE**

Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe, focused learning environment for all. Students will need to dress appropriately for the temperatures inside and outside the building. The standards will be those generally acceptable to the community as appropriate in a school setting. The 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 obscene material, profanity, or reference to prohibited conduct are disallowed. Clothing causing damage or required maintenance to school property may not be worn. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate. Any clothing that causes or can reasonably be forecast to cause a material and substantial disruption to the orderly school environment, or that interferes with the rights of others are not allowed. This rule includes slogans, logos, or messages in words or symbols.

- \* Head and face must be free of hat, cap, hood, mask, etc. when entering the building
- \* Shirt tops must overlap bottoms
- \* Shorts will fully cover “fannies” when bending and playing
- \* No underclothing may show
- \* No suggestive or inappropriate logos (e.g. cigarettes, alcohol, language etc.)
- \* No oversized muscle shirts
- \* No open backs or halter tops
- \* Straps must be wide enough to keep the top portion of tanks high and unrevealing

Students will not be allowed to attend class in inappropriate dress. Teachers will request students to change inappropriate clothes. Students will be asked to cover or remove the inappropriate or offensive item or message, or may be sent home to change. Refusal to comply will subject the student to disciplinary sanctions.

**Any shirts ordered with the West Central name or logo on it must be approved by the administration.**

### **FIELD TRIPS**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the





school district. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

**Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school sponsored activities or trips**

### **GUIDANCE SERVICES**

The purpose of guidance is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive prime consideration, but it is the student's responsibility to set up appointments in advance. Interested students should keep in touch with the counselor for information on college requirements and possible scholarships. Seniors must arrange, in as far as possible, all college visits in advance through the guidance department.

### **GUIDANCE PROGRAM**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

### **HEALTH SERVICES**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious injury, the school will attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, to another person as directed by the parents. The student must sign out and see the principal or superintendent before leaving.

The school district is not responsible for treating medical emergencies, but employees may administer emergency or minor first aid. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment. Avoid accidents - observe "safety first" rules in the building, on the grounds, and going to and from school.

### **HOMEWORK/GRADING/REPORT CARDS/GRADE REPORTING**

#### **Homework**

Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes.

Homework is defined to be the extra-class activities and assignments that may properly be considered as extension and enrichment of the regular classroom instructional program.



The purpose of carefully assigned homework should be:

1. Practicing research and exploratory activities;
2. Sharing and discussing ideas;
3. Reviewing and summarizing material studied;
4. Becoming acquainted with references and resource materials;
5. Organizing student's thoughts and thinking process in preparation for classroom activities
6. Making up incomplete course or subject assignments.

Reasonable amounts of homework are considered a fundamental part of the modern school program for the average student. All work assigned shall be given a grade and shall count on the total grade for the school term. No exotic grading standards may be used, and a regular percentage-based system shall be applied in all cases.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development during various courses. Parents may review the human growth and development units prior to their use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **INITIATIONS, HAZING, BULLYING OR HARASSMENT**

*Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.*

Students who feel that they have been harassed or bullied should:

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

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

**\*tell a teacher, counselor or principal or have their parent/guardian do so; 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 or bully did;

witnesses to the harassment or bullying;

what the student said or did, either at the time or later;

how the student felt; and



how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when such conduct:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

## **INTERNET USE**

The internet provides users the opportunity to access information that is current and of use in the pursuit of academic excellence. However, use of the internet also carries with it the potential to encounter information inappropriate for student use. For this reason, and to enhance equal opportunity for access, we ask that the following rules be observed:

- A. Parents must annually grant permission to their student to use the internet by completing the prescribed form.
- B. Students shall access the internet only under the supervision of a teacher or administrator.
- C. Priority will be given for internet use as follows:
  - 1. Teachers with school related business.
  - 2. Students with passes and school related business.
  - 3. Students' general use without a pass, with study hall monitor permission.
  - 4. Students who wish to e-mail.
  - 5. Faculty who wish to e-mail.



D. Students shall not intentionally access or download any text file or picture that is obscene, libelous, indecent, vulgar, or lewd; advertises any product or services not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that content or its distribution will cause material and substantial disruption of the proper and orderly operation of the school and school activities, or cause the commission of unlawful acts or violation of lawful school regulations.

E. Penalties for accessing restricted (Section "D") items on the internet are:

First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of one (1) week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of two (2) weeks.

Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for or for the balance of the school year.

## **LIBRARY SERVICES**

Students are encouraged to use the library freely for reference work and recreational reading. The librarian will be available to help students who have problems locating material. All library materials must be checked at the desk before removal from the library. Fines will be levied for books that are overdue, misused, or lost.

## **LOCKERS**

Students are not to have any liquids, other than water, in their locker, and you are required to have a pass to go to your locker during class periods. Students are expected to keep their books, coats and valuables in their lockers. Students can take valuables to the office for safe keeping. Students are discouraged from bringing money or other valuables to school. Students are not allowed to take book bags and coats to the classroom. Students can bring a sweatshirt to wear to class if they are cold. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Exceptions may be made by the principal in the case of spirit signs or other school-wide decoration. Students are responsible for paying for damages to their locker. Locks or lockers are not to be jammed. **DO NOT LEAVE MONEY OR OTHER VALUABLES IN YOUR LOCKERS. THE SCHOOL IS NOT RESPONSIBLE FOR THEFTS!!!**

## **LUNCH AND LUNCH PERIOD**

Lunches are well balanced and well prepared. Costs are established by board policy. The



system works like a "checking account". Payments are credited to the student's account. Each time he/she uses the account (for lunch, extra lunch, extra milk or juices) the appropriate amount is subtracted from his/her account.

The noon hour is closed, which means all students are required to stay at school for lunch.

Those students who bring cold lunches may purchase milk or juice by using their lunch account. Rowdy or inappropriate conduct during the lunch period may result in the following disciplinary action:

1. Restricted lunch period for an indefinite period.
2. Detentions at discretion of principal or lunchroom supervisor(s).

### **NATIONAL HONOR SOCIETY**

To be considered as a candidate for the West Central Chapter of the National Honor Society, a student must have a minimum cumulative grade point average of 3.33 after five or seven semesters of high school.

Each student who qualifies academically is then asked by the N.H.S. adviser to complete an application form listing the activities he/she is presently, or has been active, in during high school. Both in- and outside-of school activities are to be included, and any leadership roles he/she has had in these activities, as well. Each candidate is also asked to make a brief personal statement concerning National Honor Society.

Upon receiving the student application forms, the N.H.S. adviser distributes the responses to the faculty for further evaluation in the areas of character, service and leadership. Faculty ballots are returned to the N.H.S. adviser and tabulated. A rotating faculty committee of five then makes the final decision to consider whether an individual student will be inducted into the organization or not. If a Junior is not voted in and his/her grade point remains at 3.33 or higher, he/she will be again be eligible for membership the following year.

Questions concerning selection, induction, membership responsibilities, and/or disciplining members should be directed to West Central's National Honor Society adviser.

### **PERSONALIZED LEARNING CONSIDERATIONS**

Personalized learning considerations pertain to seniors and their unique learning needs. These privileges are similar to open campus, comp time, volunteerism, work study, job practicum, and must be utilized to extend or enrich learning experiences.

To qualify seniors must:

1. Be on track to graduate.
2. Carry a 2.5 GPA and with no report F, D-, D, or D+ from previous term, at mid-term, or other grading periods.
3. Meet with principal and/or counselor to describe and document personalized request, schedule, and expectations.
4. Complete a parent signed waiver to leave the building.



5. Exhibit responsible behavior by being free of disciplinary actions, by quarter, resulting in a detention, suspension or similar.
6. Have evidence of community service efforts, employment, partnership, and learning.
7. Have open periods longer than 50 minutes.

Privileges will be immediately revoked if student does not meet building academic or behavior expectations outlined in the handbook.

### **PLAGIARISM AND CHEATING**

All students are expected to do their own work. Cheating or plagiarism can result in a failing grade or failure for the class. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

### **REPORT CARDS AND REPORTS OF STUDENT PROGRESS**

Report cards for all students are issued at the end of each nine-week grading period. The final report cards can be picked up in the main office the week following the end of the school year.

Students will receive mid-quarter grade reports at the end of the fifth week of each nine weeks, at which time they will obtain their current grade from each teacher. Any student with a "D" or "F" will have a copy of their mid-term sent home. Parents may request additional reports at the end of the third and seventh week. These reports will be mailed or held in the principal's office for pick-up.

Sponsors or coaches may not adopt a standard for participation in an extracurricular activity that is more stringent or in conflict with board policy or board approval rules.

### **RELATIONSHIPS**

Public display of affection is considered inappropriate. This means **"HANDS OFF"**. Teachers have been instructed to break up affectionate displays and parents will be notified if students persist in such behavior. Detentions will be given if conduct is inappropriate.



## **SCHOOL SPONSORED STUDENT ORGANIZATIONS**

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

## **SPORTSMANSHIP**

Students representing West Central Schools as extracurricular participants or supporters are reminded that their conduct reflects upon the school, its students, and staff. Students who demonstrate poor sportsmanship as determined by a staff member or administrator will be subject to discipline. This policy is in force whether the incident takes place on West Central Schools' property or at an event hosted by another district or institution.

## **STANDARDIZED TESTS**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

## **STUDENT GOVERNMENT**

### **ELECTION - CLASS OFFICERS AND STUDENT COUNCIL**

Student council members and class officers will be elected in the fourth quarter of the previous school year.

## **WALKING HOME**

Walking in the street is an unnecessary risk. It is important that students walking home or downtown after school use the sidewalks. A 4-way stop sign is located on Main Street by the bank for your safety in crossing the highway.

## **TELEPHONE USE**

Students are to use the telephone in the office, but with permission only. Calls are to be business only, and students will usually be asked to explain the nature of the call. In general, messages will be received on incoming calls. Students will be called from class to the telephone only in case of an emergency. Other than emergency calls, students will be given the message at the end of class.

## **TEXTBOOKS**

Textbooks are the property of the school district and are furnished on a rental basis. Students will be required to pay for books that are lost or unnecessarily damaged. Charges are as follows: book lost - cost of replacement; books damaged - prorated fee.





## **ADMINISTRATIVE POLICY**

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who has a record of such an impairment; or has a physical or mental impairment which substantially limits one or more major life activities including such activities as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working; is regarded as having such an impairment.

Under the Act, the West Central School District has specific responsibilities which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer.

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. Middle school students will maintain prescription medication in the main office. High School students will maintain prescription medication in the high school principal's office.

The school needs to know the medications a student is taking should the student have a reaction or illness. Students must provide written directions for administration of the medication as well as parental authorization to administer the medication. A release form for over the counter medications such as ibuprofen or aspirin free products will be require from parents/guardians for students who wish to take these forms of medications at school.

Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use, including proper dosage; times and duration; name, phone number and address of the pharmacy; name of the physician; potential side effects if necessary; and emergency number for parents.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

Students having a communicable or infectious disease may attend school as long as they do not harm themselves or risk transmission of the disease to others. If there is a question about whether a student should continue to attend class, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles, chicken pox, and head lice.

### **EDUCATIONAL EQUITY**

It is the policy of the West Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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.

District Equity Coordinator: Fred Matlage, Superintendent of Schools

305 Pember St.

Maynard, Iowa 50655

563.637.2283

[fmatlage@wc.k12.ia.us](mailto:fmatlage@wc.k12.ia.us)

### **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st, to the



principal. The objection needs to be renewed annually. NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, 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 are considered to be directory information.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202-4605.

## **EMERGENCY FORMS**

At the beginning of each school year, parents or caretakers must file an emergency form with the office providing their emergency telephone numbers as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement allowing the school district to release the student to the alternate person in the event the parents cannot be reached. Parents are asked to notify the office if the information on the emergency form changes during the school year. The permission slip applies only for the current year and must be re-issued each fall.

## **DISTRIBUTION OF MATERIALS REGULATION**

### **I. Guidelines**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which: (a.) is obscene to minors; (b) is libelous; (c) contains indecent, vulgar, profane or lewd language; (d) advertises any product or service not permitted to minors by law; (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin); (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in the categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

### **II. Procedures**

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution



time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### **III. Time, place and manner of distribution.**

1. The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.



2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

#### **IV. Definitions**

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.



6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

#### **V. Disciplinary action.**

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

#### **EMERGENCY DRILLS**

Periodically the school holds emergency fire, tornado, lockdown and bus evacuation drills. The State Fire Marshall requires that schools conduct fire drill four times a year. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

#### **FAMILY RIGHTS AND PRIVACY**

The Family Rights and Privacy Act of 1974 requires our agency to annually notify parents of children enrolled in special education instructional programs operated by Keystone Area Education Agency, of their right to review the special education records of their children.

The federal law allows you the following: a) a review of your child's special education records; b) to obtain copies at a nominal fee; c) to write a response to materials in the record; d) to challenge the content of the records on grounds of in-appropriateness, or inaccuracy. You will also have the right to have such records explained to you by a professional staff member if you so desire.

Your child's records are filed and may be inspected at the following location:

Office - Cumulative Records and Permanent Records

If you desire further information contact: Superintendent, West Central Community School, 305 Pember St., Maynard, Iowa 50655. The telephone number is: 563-637-2283

#### **FERPA Family Educational Rights and Privacy Act**

Specifies rights related to educational records. The Act gives the parent or guardian the right to:  
1) inspect and review his/her child's educational records; 2) make copies of those records; 3)





receive a list of individuals who have access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to a report on the grounds it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Steve Milder, Section 504 Coordinator for the West Central Community School District, P.O. Box 54, Maynard, Iowa 50655, or call (563) 637-2283 between the hours of 7:30 AM and 3:30 PM.

## **HAZARDOUS MATERIALS**

**West Central is in compliance on: ASBESTOS - RADON – LEAD. The management plan that has been followed may be viewed in the superintendent's office at any time during business hours.**

**Asbestos:** all the asbestos in our building is encapsulated or has been removed. The Iowa Hazardous Chemical Risk "Right to Know" Act was passed by the legislature in 1984 and is currently in Chapter 455D, Code of Iowa. Chapter 110, 120, 130, and 140 of the rules are used to implement this code.

**Lead:** All buildings accessible drinking water sources have been tested for levels of lead and were found to be below the level found to be hazardous.

**Chemicals:** All chemicals contained within the buildings are listed in the "Right to Know" book in the superintendent's office. Warning and informational signs are prominently displayed in areas containing chemicals.

**Management Plan:** The management plan that has been followed may be reviewed in the superintendent's office at any time during business hours.

## **HOMELESSNESS**

### **In America, Homeless Children are Never School-less Children**

Do you know of any Homeless Children living in the West Central Community School District? Iowa law provides a free public education to all qualifying children, including those who might be temporarily homeless. West Central Community School stands ready to provide education services to all qualifying children currently residing in our district.

If you have any information regarding qualified children currently not enrolled, please contact Joshua M. Bahr, PK-12 Principal at 563.637.2283.

If you are the parent/guardian of a Homeless Child, please contact our school. We are committed to providing a quality education to all children.

Homeless Child or Youth is defined as a child or youth from age of 3 years through 21 years 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 lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is waiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or a private place not designed for or ordinarily used as a regular sleeping accommodation for human beings..



3. 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.

### **HEALTH SCREENING**

During the school year, the school district sponsors health screening for hearing. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

### **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the office.

### **JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, and regulation or student handbook may result in disciplinary action and may affect a student’s eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district’s policies, rules, regulations and student handbook. Students who fail to abide by the school district’s policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, Saturday school, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

The school reserves and retains the right to modify, eliminate or establish school district policies,





rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it.

Students or parents with questions or concerns may contact the West Central High School Office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **LEGAL STATUS OF STUDENT**

If a student's legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. The school district may require copies of legal documents which evidence such changes.

### **MULTICULTURAL/NON-SEXIST POLICIES**

The policy of the West Central Community School District shall be to provide educational programs, activities or employment policies based on individual interests, values, abilities and potential. There shall be no discrimination on the basis of race, national origin, creed, sex, marital status, or disability as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment and the Federal Rehabilitation Act of 1973. It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life style open to women as well as men. One of the objectives of the curriculum is to reduce stereotyping and eliminate bias or harassment on the basis of sex, race ethnicity, religion, and disability. Level 1 and 2 child abuse investigators have been appointed. Level 1 - Steve Milder - 563-637-2283, Level 2 – Evy Reed, 10519 Neon Road, Maynard, Iowa – 563-637-2676.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.



## **SCHOOL FEES**

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

## **SCHOOL INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office of the superintendent.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

## **DUAL ENROLLMENT STUDENTS**

Home schooled or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent.

## **CHARTER SCHOOL STUDENTS**

See Charter School Handbook.

## **POST SECONDARY ENROLLEMENT OPTIONS**

Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by ninth and tenth grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses not offered by the high school but are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer classes are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or parents of the students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but limited to, the student's incapacity, and death in the family or a move



to another school district. Students interested in participating in this program should contact Superintendent.

## **ATHLETIC/ACTIVITIES POLICY**

### **ATHLETIC PHYSICALS**

Students participating in athletics are required to provide a school district physical examination form and concussion form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of physical examinations makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **DUE PROCESS**

Any student or parent may appeal a disciplinary action first through the principal, then to the superintendent. The disciplinary action should be fair, firm and in accordance with the schedule of consequences established. If, after meeting with the superintendent, parents are not convinced that the action fits those criteria, the action may be appealed to the Board.

### **GOOD CONDUCT POLICY**

The following activities are covered by the board's policy in these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, co-curricular clubs, (e.g., Boomerang, Spanish Club), all honorary and elected offices (Homecoming King/Queen/court, student government officers or representatives), state contests and performances for cheerleading and drill team, Academic Decathlon, or any other activity where the student represents the school outside the classroom. The only exception is for class activities that are graded.

Any student who is **reported** by a staff member, a law official, **the student's parents or legal guardian**, or admits to, or at a judicial or administrative proceeding, is found by substantial evidence to have:

- Item 1. Possessed, used, or purchased tobacco products, regardless of the student's age;
- Item 2. Possessed, used, or purchased alcoholic beverages, including beer and wine ("used" includes having the odor of alcohol on one's breath);
- Item 3. Possessed, used, or purchased illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs.
- Item 4. Stealing, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of this school is in violation of the Good Conduct Policy.

The due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Good Conduct Policy. **Re: due process as follows: "charged with violating the Good Conduct Policy. (Notice of what you are accused of doing and an opportunity to tell your side or explain your behavior).**



## **PENALTIES**

**1st Offense in a student's high school career** – The student will be ineligible for thirty (30) calendar days in activities not required for coursework completion. Such activities include, but are not limited to, speech contests and performances, music contests and performances, and drama/musical productions and performances.

**2nd Offense in a student's high school career** - Will result in ninety (90) calendar days of ineligibility for activities not required for coursework completion. Such activities include, but are not limited to, speech contests and performances, music contests and performances, and drama/musical productions and performances. In addition, the student shall serve eight hours of school service time. This service time must be completed before any student is reinstated to eligible status.

**3rd Offense in a student's high school career** – The student will be ineligible for further participation in activities for the rest of his/her high school career not required for coursework completion. Other cases of misconduct will be dealt with by the principal or superintendent as deemed necessary.

## **CONDUCT OF EXTRACURRICULAR**

Students, as spectators, who exhibit improper behavior at any school sponsored activity, will be warned, and, if the behavior continues, the student or student(s) will be excluded from that activity immediately.

Students will remain in the school until the proper person or persons have been notified and the student picked up.

## **POLICY FOR EXTRACURRICULAR ACTIVITY TRIPS**

Students participating in extra-curricular activities are provided transportation to and from those activities in school district vehicles.

1. Students may ride home with their own parents or guardians when the parent or guardian personally contacts the coach, supervisor, or chaperone in charge of the trip and indicate that they will be taking the student home.
2. Students shall be allowed to leave an activity with another student's parents or adult under the following criteria:
  - a. Notes from both sets of parents need to be approved by the administration prior to the day of the activity.
  - b. These notes are then signed and the students then give these notes to the coach, supervisor, or chaperone.
3. Administrative approval may be granted for emergencies. In such cases the parent or guardian is required to contact the principal or superintendent personally.

## **SCHOOL ACTIVITIES**

Student activities are designed to meet a wide range of student interests and provide for those with special abilities. All students are urged to participate in at least one of these activities during the school year. These activities generally demand time, but are secondary to regular



class work. Because of this, students doing unsatisfactory work, or students not meeting certain established standards of the activity, may be denied the privilege to participate. Students are to become familiar with the rules and regulations as they apply to their respective activities.

**Extra-curricular activities include:**

**Grades 9-12:**

Cheerleading	Vocal Music	Instrumental Music	National Honor Society
Drama	Peer Helpers	Peer Tutoring	Speech
Volleyball	Football	Basketball	Cross Country
Bowling	Golf	Track	Wrestling
Summer Baseball	Summer Softball	Student Council	

**Athletic Activities**

Athletics are organized and conducted by the school as part of the total educational program. West Central students are encouraged to participate in the areas of their interests. Participation is considered a privilege and carries with it responsibilities to the school, team, and community.

Students planning to participate should become familiar with the currently established rules and athletic policies. Coaches will provide athletes with the specific rules that apply to each activity when it begins. Students not reporting at the beginning of the season for a sport need to have approval from the coach and the administration to participate.

**Information on the state of Iowa's rules on participation in activities can be found at the Iowa High School Athletic Association website (<http://www.iahsaa.org/>) or Iowa High School Girls Athletic Union website (<https://www.ighsau.org/>)**

**EXTRA—CURRICULAR CONDUCT POLICY FOR PARTICIPANTS**

As participants in school activities, students not only represent themselves, but also West Central School and its communities. In addition, older, more visible students serve as role models (whether willing or not) for the younger members of the school. Consequently, as role models and ambassadors, activity participants are held to higher standards of behavior, and are expected to abide by the Student Good Conduct Policy

**STUDENT CONDUCT**

**BUSES AND OTHER SCHOOL VEHICLES**

Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destinations must comply with school district policies, rules and regulations. Students are responsible to the vehicle driver while on the bus and during loading and unloading. Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students will not be informed when the video cameras are being used.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor



and chaperones are to follow school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver and approved by the office.
- Riders will be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Riders are to be courteous.
- Riders are not to use profanity.
- Riders are not to eat or drink on the bus; keep the bus clean.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats and must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-a-like substances is prohibited in the vehicle.
- Roughhousing on the vehicle is prohibited and the good conduct rule is in effect.
- Violence is prohibited on the bus.
- For your own safety, do not distract the driver through misbehavior.

**Misbehavior on bus:** Penalty at discretion of principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.



## **CARE OF SCHOOL PROPERTY**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

## **DETENTION AND SUSPENSION**

A detention period with appropriate activities will be established as a disciplinary measure and may be assigned by an instructor or administrator. Detention will be served by the student on the day of, or the day following the offense. If parents cannot be contacted, detention will be served on the following day in all cases. Transportation home for the student shall be provided for that student by his/her family.

Detentions may be served either before or after school. If detention is not served within two school days, one full day of in-school suspension will be required.

In-school suspension and suspension from school will be administered by the principal as various situations may warrant. The following guidelines will be used as the basis of determining detention and/or suspension:

1. Offensive language or gestures, vulgarities or obscenities (spoken or written), insubordinate behavior, disrespectful behavior or other unacceptable conduct:

1st offense - warning;

2nd offense - detention (1 or more);

3rd offense - detention (1 or more) up to an in-school suspension for 1 or multiple days.

2. Such behavior as in (1.) directed to any school employee will result in an:

1st offense - 1 day suspension from school; or more depending on offense

2nd offense - suspension until a parent conference;

3rd offense - suspension with referral to the board.

3. Possession of tobacco or smoking:

1st offense - in-school suspension (1 day);

2nd offense - in-school suspension (2 days);

3rd offense - out-of-school suspension (3 days).

4. Fighting:

1st offense - in-school suspension (3 days);

Other offenses - suspension from school.

Both parties to a fight will have the same penalty applied unless there is clear and overwhelming evidence that one person is faultless. The administration shall have the discretion to depart from the above based the severity of the altercation. **Law enforcement may be called.** Use of or possession of alcoholic substances or drugs at school, school sponsored activity or on buses: Parental conference followed by suspension or expulsion.





The administration has the right to impose punishments for any actions which are not covered in the above-mentioned statements and which pose a threat to the safe school environment. Law enforcement may be contacted.

### **PHYSICAL RESTRAINTS OF STUDENTS**

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

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

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 Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **POSSESSION OF DANGEROUS WEAPONS**

According to Iowa law, students who bring a weapon to school or knowingly possess a dangerous weapon at school are subject to expulsion for not less than one year. "Dangerous weapons" include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. In addition, any device used to inflict death or serious injury on another person, when used in this manner, shall be considered a dangerous weapon.

Specific permission from the superintendent or principal is necessary before any weapon is brought to school for an approved activity. Such weapon shall be stored in the superintendent's office until needed.

### **STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES**

#### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. The Fayette County Sheriff’s Office may conduct searches on school property with the aid of a certified canine. This includes random searches conducted periodically throughout the school year.

A search of a specific student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

- \* eyewitness observations by employees;
- \* information received from reliable sources;
- \* suspicious behavior by the student; or,





- \* the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion. A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; and the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

### **Searches of student lockers and desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Padlocks are available from the school. A fee of \$5 will be charged for each lock, \$4 of which will be refunded when it is returned at the end of the school year. Students are not to use personal locks. If personal locks are placed on a locker, they will be cut off.



### **Illegal items found in school or in student's possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances and possessing or using tobacco, tobacco products or look-a-like substances. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

### **Searches of automobiles**

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

### **Searches of electronic devices**

Search of electronic devices such as cell phones, cameras, or other electronic devices may be searched given reasonable and articulable suspicion to believe illegal, unauthorized or harassing images, sounds, recordings, texts, or data was contained in the device.

### **Interviews of students by outside agencies**

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Students will not be taken from school without the consent of the principal and without proper warrant.

### **Threats of violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the



Student Centered, Future Focused

student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.



### West Central Behavior Matrix

3 documented behavior improvement forms in a quarter = an office referral form

Each behavior is left up to teacher discretion

Teachable Moments	Behavior Improvement Form	Office Referral Form
Common behaviors that are brief in duration & don't interfere with instruction or learning. Typically self-correcting, but if left unattended, likely to persist.	Behaviors that occur so frequently that constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.
Inappropriate / Abusive Language:		
Use of mild inappropriate words (shut up, crap, sucks...)		
Profanity that is not directed but "slips out"		
Unintended hurtful words (shows remorse)		
	Using profane language purposefully	
	Repeated use of inappropriate words	
	Yelling obscenities at others	
	Using non-verbal profanity	
	Sexual words or innuendos	
Fighting / Physical Aggression		
Pushing, Shoving, Tripping		
Pushing back toward someone who initiated contact		
Bumping into another intentionally		
"Play" fighting		
Invading personal space purposefully		
Throwing small object with no intended target		
	Hitting / punching / slapping	
	Throwing any object at someone with intent	
	Pushing to the ground with injury	
	Kicking, biting, hair pulling, spitting	
	Assault that leaves a mark or injury	
		Threatening gesture with dangerous object



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Defiance / Disrespect / Noncompliance		
Making noises but stopping, after being asked		
Yelling at other students		
Avoid class work		
	Refusing to comply with adult request	
	Running /skipping in the hall after a reminder	
	Walking away from the teacher when being spoken to	
	Making noises continually after being asked to stop	
	Refusing to follow directions	
	Arguing with an adult	
	Student is not where s/he is supposed to be	
		Unresponsive even after cool down
		Leaving building
		Leaving room without permission
		Total refusal to comply / shuts down/ refuses to process
Lying / Cheating / Theft		
Taking another's property		
	Refusing to return a "borrowed" item	
	Forging a parent's signature	

Plagiarism / Cheating / Copying someone else's work

Not telling the truth





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Disruption		
Talking out of turn / interrupting constantly		
Keeping others from learning through noise or action		
	Unnecessary constant talking / blurting	
	Texting /cell phone usage/Other electronic usage	
	Refusing to work or working in a loud, disruptive manner	
		Throwing chairs, tables, desks...
		Bomb threat
		False fire alarm



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Bullying Behavior			
Name Calling			
Threatening gesture (showing a fist)			
Invading someone's privacy			
Spreading rumors including social media			
	Organized teasing toward specific victims		
	Intentionally embarrassing someone through comments or actions		
	Ostracism		
		Inappropriate touching	
		Sexual comments: written or spoken	
		Exposing privates	
		Serious threats to fight or "get someone"	
		Hate crimes	
Bullying – chronic - ongoing			
Threatening to hurt others through actions or words			
Racial name calling / jokes / slurs			
Direct threats toward personal safety (threatening to kill or shoot someone)			



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	<b>Property Damage</b>	
	Kicking or punching property	
		Going to the bathroom in an inappropriate area
		Writing on the walls or stalls
		Making a mess in the restrooms
		Misusing or destroying others property
	Making marks on any school property	
	Putting paper towels in the toilet (delete)	
		Putting holes in the wall
		Intentionally breaking or throwing
		Vandalism
		Setting Fires
		Destroying textbooks
	<b>Possession of a Controlled Item:</b>	
	Possession of a formerly combustible or dangerous item that is no longer capable of causing bodily harm or property damage (empty book of matches, lighter with no fluid, spent cartridge) when there is no evidence of recent use.	
	Possessing a gun, knife, or other weapon which is obviously a toy (miniature, water pistol, charm, rubber, plastic, clay)	
	<b>Possession of pornographic materials</b>	
		Possession of a gun, knife, other weapon, matches, lighters, combustible items or any item capable of causing bodily harm or property damage.
		Possession of drug paraphernalia, alcohol, tobacco, drugs