



West Harrison CSD Middle School – High School Handbook 2017 - 2018



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I. Opening Statement

Welcome

District policy clearly outlines what your school should provide you. So that you can help staff members attain these outcomes, the Mission Statement of West Harrison Community Schools is reproduced below.

Mission Statement

We believe in excellence in education through academics, activities, and innovative opportunities for each individual to achieve his or her potential

Introduction

This handbook is intended in general terms to describe some of the rights and responsibilities of students in the West Harrison MS/HS and to set forth appropriate regulations governing student conduct.

A very fundamental lesson that must be learned by all of us is the lesson of discipline and self-discipline. Life is constantly demanding some kind of discipline of us and the foundations laid here at school will form the basis for happiness and success in later life.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities adopted for the benefit of all persons.

The rules and standards in this handbook apply to all school buildings or any school grounds during, immediately before, or immediately after school hours. They also apply to any school-sponsored function or event whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of a school community.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. In addition, items may need to be revised to meet new laws, regulations, or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until issuance of a new edition.

School Faculty

BOARD OF EDUCATION

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Definitions

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities and property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Map of Defined School Grounds



Policy on the Treatment of Individuals with Disabilities as per Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

It is the policy of the West Harrison Community School not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by the school.

Inquiries regarding compliance with this policy should be directed to Julie Tropa, the Section 504\ADA coordinator of West Harrison Community School, 410 Pine, Mondamin, Iowa 51557 (Phone #712-646 2231) or to the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Multicultural, Nonsexist Education

The West Harrison Community School District offers career and technical programs in the following service areas: Family and Consumer Science Education, Business Education, Health Occupations Education, and Agricultural Education.

The West Harrison Community School District will not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Julie Trepas, Superintendent, 410 Pine Street, Mondamin, Iowa 51557 **712-646-2231** jtrepa@westharrison.school

It is the policy of the West Harrison Community School District to maintain a learning and working environment that is free from harassment.

It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, national origin, color, religion, creed, gender, disability, age, sexual orientation, gender identity and marital status or any other form of harassment.

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting.

Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or a building administrator.

Beliefs

The following belief statements reflect the fundamental values and priorities of the West Harrison Public Schools.

CHILDREN ARE IMPORTANT - We believe:

1. That our schools exist for all the children of all the people.
2. That we need to know each child as an individual, their strengths, their problems, their interests, their aspirations, and their needs.
3. That we need to make provisions for all children to participate as individuals and as members of groups in order:
 - a. to have a sense of belonging.
 - b. to grow in creative powers.
 - c. to solve problem-plan, decide, act and evaluate.
 - d. to appreciate other people and to accept responsibility.
4. That we have a major responsibility in developing children who are healthy in body and mind.

WE DEVELOP CAPABLE CITIZENS - We Believe: That all pupils need to learn to be active, functioning citizens of a constantly changing world.

- a. by acquiring competence in the basic tools of learning—health, arithmetic, reading, listening, spelling, and writing.
- b. by growing in their knowledge and understanding of geography, history, science and government, in their appreciation of literature, music, and art, and in their selection of and training for a suitable vocation.
- c. by living democratically in the schools to acquire a love of and appreciation for the American way of life.
- d. by enjoying the privileges and accepting the responsibilities of citizenship.

WE SET THE STAGE FOR LEARNING - We Believe: That learning takes place best:

- a. when the experiences planned are in keeping with the developmental growth of pupils.
- b. when activities are vital and meaningful to those participating.
- c. when the experiences are cooperatively planned and carried out by teachers and pupils.
- d. when a stimulating and happy environment is provided.
- e. when there are a great variety of active learning experiences.
- f. when pupils set for themselves high quality standards in work habits and workmanship.
- g. when pupils are aware of their own goals and of their progress toward these goals.

EDUCATION ENCOMPASSES MANY ASPECTS OF TRAINING AND LEARNING - We Believe: Our school program must provide opportunity for:

- a. growth in social skills.
- b. self- expression and development of special talents.
- c. attaining competence in self-direction and self-evaluation.
- d. development of sound moral attitudes and values.
- e. mastery of the tools of learning, better identified, as the 3-R's, i.e., communication and computation.
- f. development of habits conducive to mental and physical health.
- g. exploration of the natural environment.
- h. orientation to and appreciation for our cultural heritage.
- i. cultivation of the ability to think inductively and deductively.
- j. building habits of intelligent listening and observation.

WE LOOK FOR ALL-AROUND GROWTH - We Believe: That education is a process of growth, not just the accumulation of information, and may result in changes in behavior, thinking, and feeling.

WE NEVER STOP LEARNING - We Believe: That education is a life-long process and schools have a responsibility to help adults by offering instruction in vocations, vocational interests, home and family life problems, and citizenship responsibilities.

Accidents

It is the responsibility of each student to report any injury or accident to a teacher or to the office as soon as possible following an accident. If medical treatment may be required, the accident report form must be completed within 24 hours of the accident.

Student Fees for the 2017-18 School Year

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

Breakfast & Lunch Programs

Students will be allowed to eat breakfast and lunch through the school cafeteria. Breakfast is available from 7:45-7:55 and lunch is available during MS/HS lunch times. Students are allowed to bring sack lunches from home if they do not like the food available to purchase in the cafeteria. Outside food and drinks, such as items purchased at a restaurant, are not allowed during either Breakfast or Lunch times. Students who bring their own lunch must not share their food with others, or use classrooms to prepare or store food.

	Breakfast	Lunch
Student	\$1.60	\$2.50
Adult and Guest	\$2.60	\$3.70
Carton of Milk	\$.50	\$.50

Students and parents are ENCOURAGED to apply for the “free and reduced” price lunches and breakfasts. All information regarding “free and reduced” access is kept strictly confidential. It may be to your benefit to apply and it will also be a benefit to the school.

Activity Fees:

Grade 7-12 Consumable Items.....\$40.00 per student
Drivers Education..... \$275.00 per student
Instrumental rental for school owned instruments.\$40.00 per instrument
Activity Tickets.....\$40.00 Students/\$60.00 Adults
Family Activity Pass.....\$200.00 per family

Replacement of Damaged or Missing Textbook

The West Harrison Community School District furnishes the textbooks, workbooks, and classroom materials needed for participation in classes. A student who loses a book, workbook or classroom materials, cause excessive wear to these items to the point they will not be usable the student and parent will be billed for the cost using the following criteria:

First and Second year.....Charged 100% of cost Third and Fourth
year.....Charged 50% of cost Fifth year
on.....Charged 25% of cost

** ALL TEXTBOOKS SHOULD BE COVERED TO AVOID BEING BILLED FOR DAMAGES*

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event that the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event that the parents cannot be reached. Parents must notify the school office if the information on the emergency form changes during the school year.

Behavior Philosophy

The attainment of school goals and the assurance of the rights of all students to learn require the cooperation of all students, parents, teachers, administrators, and support staff. Primarily students are responsible for their own behavior. When behavior is determined to be inappropriate to the goals of the school, the responsibility for changing that behavior is assumed by the student and parent. In general, a student should behave in such a way as to accomplish these goals.

1. A student should establish positive relationships with fellow students and all of the school staff.
2. A student should respect the learning climate in classrooms and in the rest of the school.
3. A student should respect others' property (including school property).
4. A student should obey instructions from staff members.
5. A student should respect himself or herself and take responsibility for actions in a mature manner.
6. A student should obey school rules.

Only through the three legs of support - the student, the parent, and the school - will a student be able to achieve the mission of our community. All groups need to work together to understand and to cooperate for the benefit of the educational process for the students of our district.

Model Grievance Procedure

Students, parents of students, employees, and applicants for employment in the West Harrison school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Immediate Supervisor or Personnel Contact Person

(Informal and Optional – may be bypassed by the grievance) A student, a parent of a student or an applicant for employment with a complaint of discrimination based upon their race, national origin, color, religion, creed, gender, disability, age, sexual orientation, gender identity or marital status are encouraged to first discuss it with the instructor, counselor, supervisor, program administrator or personnel contact person directly involved.

Level Two – The Equity Coordinator/Principal

If the grievance is not resolved at level one and the grievant wish to pursue the grievance, they may formalize it by filing a complaint in writing on a grievance filing form, which may be obtained from the educational equity coordinator/principal. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonable become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the complaint.

Level Three – The Grievance Committee

If the grievance is not resolved at level two, the grievant may appeal it at level three by presenting a written appeal to the Grievance Committee within ten (10) working days after the grievant receive the report from the Equity Coordinator. The Grievance Committee shall include five persons including one administrator, one instructor, one instructor/teacher/consultant one classified/non-certified employee, one student and one parent/community representative. At least two members of the Grievance Committee shall be selected from the current Educational Equity Advisory Committee (Multi-cultural, Nonsexist education/Affirmative Action Advisory Committee (s). The Grievance committee shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible. The grievant may request a meeting with the Grievance Committee to discuss the appeal and the Grievance Committee may request a meeting with the grievant. The Grievance Committee will render a decision within ten (10) working days after receipt of the written appeal.

Level Four – Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level four by presenting a written appeal to the Superintendent/Administrator within ten (10) working days after the grievant receives the report from the Grievance Committee. The grievant may request a meeting with the Superintendent/Administrator or his/her designee. The Superintendent/Administrator may request a meeting with the grievant to discuss the appeal. The Superintendent/Administrator or his/her designee will render a decision within ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

The Educational Equity Coordinator is: Julie Trep, 410 Pine Street, Mondamin, IA 51557 - 712-646-2231

II. Student Attendance

HOMEROOMS 2017-18

Seniors- Mrs. Birdsall, Mr. Nunez, Mrs. Marshall

Juniors- Mr. Kennedy, Mr. Nuzum

Sophomores- Mr. Daniels, Mrs. Fegenbush, Mr. Maasen

Freshmen- Mrs. Long, Mrs. Palmero, Mr. Goodwater

MS/HS Class Schedule Regular Day	
Period 1	8:00 – 8:47
Period 2	8:50 – 9:37
Period 3	9:40 – 10:27
Period 4	10:30 – 11:17
Period 5	11:20 – 12:07
MS Lunch/ Period 6 HS Hawktime	12:07 – 12:32
Period 6 MS Hawktime /HS Lunch	12:36 – 1:01
Period 7	1:04 – 1:51
Period 8	1:54 – 2:41
Period 9	2:44 – 3:31

MS/HS Class Schedule 2:30 Early Dismissal	
Period 1	8:00 – 8:39
Period 2	8:42 – 9:21
Period 3	9:24 – 10:03
Period 4	10:06 – 10:45
Period 5	10:48 – 11:27
Period 7	11:30 – 12:09
MS Lunch/ Period 6 HS Hawktime	12:12 – 12:37

Period 6 MS Hawktime /HS Lunch	12:40 – 1:05
Period 8	1:08 – 1:47
Period 9	1:50 – 2:30

MS/HS Class Schedule 1:30 Early Dismissal	
Period 1	8:00 – 8:32
Period 2	8:35 – 9:07
Period 3	9:10 – 9:42
Period 4	9:45 – 10:17
Period 5	10:20 – 11:52
Period 7	10:55 – 11:27
Period 8	11:30 – 12:02
MS Lunch/ Period 6 HS Hawktime	12:05 – 12:30
Period 6 MS Hawktime /HS Lunch	12:30 – 12:55
Period 9	12:58 – 1:30

MS/HS Class Schedule 2 Hour Late Start	
Period 1	10:00-10:32
Period 2	10:35-11:07
Period 3	11:10-11:42
MS Lunch/ Period 6 HS Hawktime	11:45 – 12:10
Period 6 MS Hawktime /HS Lunch	12:11 – 12:36
Period 4	12:39 – 1:11
Period 5	1:14-1:46
Period 7	1:49 – 2:21
Period 8	2:24 – 2:56
Period 9	2:59 – 3:31

Attendance

Student Absences - Excused

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. Please note that there is a difference between truancy (unexcused absences) and excessive absences (which is more than 10 excused absences in a grading period that jeopardizes attainment and retention of academic learning).

Appointments (medical, dental, etc.), which can be excused absences but could lead to excessive absenteeism, should be scheduled after school, on weekends, or during early dismissals. Parents should stress the importance of schoolwork and the value of daily attendance for the sake of their student staying current and meeting course goals.

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. The teacher may assign an alternate assignment, separate from the rest of the class, in order to appropriately cover the content the student missed.

Students who wish to participate in any school-sponsored activities must attend a full school day of the activity unless permission has been given by the principal for the student to be absent. For permission to be granted, it must qualify to be an excused absence or tardy.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Attending School Events

Students cannot attend activities if they have been sent home, or called in sick by their parent/guardian.

Truancy – Unexcused Absences

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. These absences shall include, but not be limited to, tardiness, concerts, shopping, chronic car problems, haircuts, missing the bus, oversleeping, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. If work is allowed or required to be made up (regardless of if points would be accumulated towards a grade), the teacher may assign an alternate assignment, separate from the rest of the class, in order to appropriately cover the content the student missed. Additionally, students who do not attend school on a regular basis, risk losing their license to drive, as the Iowa DOT could be notified of students with chronic attendance concerns.

General Attendance Policy

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. The habit of good attendance established early is one, which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

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

Absences

Parents are expected to notify the school prior to 8:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

Acceptable reasons for a student's absence from school are limited to the following:

- religious observances;
- extended illness, hospitalization or doctor's care (a doctor's note may be required at any time);
- appointments that cannot be scheduled outside the school day;
- school sponsored activities;
- pre-approved family vacations;
- death in the family or family emergency; and
- court appearance or other legal situation beyond the control of the family.

Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

Suspensions from class [either in-school suspensions or out-of-school suspension] will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

Schoolwork missed because of absences must be made up within two times the number of academic days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Truancy

A student is truant when the student is absent from school or an assigned class or classes without school permission. Work missed because of truancy must be made up the same as work for all other absences. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral to the Harrison County Attorney.

Excessive Absenteeism

Excessive absenteeism is any absence beyond 10 days total or an accumulation of at least 5 unexcused absences or individual class meetings per semester.

When a student has been absent from school or a class 4 times during a given semester, the student's parent will be contacted via telephone or mail regarding the student's attendance. The classroom teacher or building administrator will initiate the 4-day notification process. The process will repeat at the 7 overall excused absences if the student has not already exceeded 5 unexcused absences. At 7 excused or 5 unexcused absences, parents will meet with or be contacted by administration/interventionist to review attendance; parents and student along with administration will write attendance contract for the balance of the semester.

When a student has been absent from school/class 10 or more times during a semester, the teacher or the principal will notify the student and parent of the excessive absences and initiate appropriate sanctions, which may include referral to the Harrison County Attorney.

Application of Consequences

Excessive absences will result in the following:

- If a student is absent 10 days from any given class or has accumulated 5 unexcused absences, the student can be dropped from that class. If dropped, the student will receive no credit for the class.
- If a student is absent 10 days in 3 or more individual classes, the student will be dropped from the regular school program and referred to West Harrison Student Assistance Team pursuant to the district's plan for at-risk students.
- Removal of a student from class(es) due to attendance issues will be at the discretion of the administration.

Appeals

First level of appeal

When notified that the student has missed 6 days overall or 4 unexcused absences, the parent should contact the teacher and principal to discuss the student's attendance and prevent any further absences.

When notified that the student has exceeded 8 absences total or met the limit of 5 unexcused absences, and that the student will be dropped from a class or school, the student and parent may file a written appeal with the principal within 3 school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the principal.

- Written appeals will be referred to the principal.
- The student will remain in the class or in school pending completion of the appeals process.

The informal appeals hearing will be scheduled within 3 school days after the appeal is filed. The principal will consider the following in reaching a decision:

- absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
- attendance history of the student;
- extenuating circumstances particular to the student;
- educational alternatives to removal from class or school; or
- the total educational program for the individual student.

The decision of the principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

Second Level of Appeal

Students and parents seeking a review of the principal's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the superintendent within five days after the principal's decision. The superintendent will determine an agreeable time, place and date for the review and notify the student and parent. At the conclusion of the review, the superintendent shall affirm, reverse or modify the principal's decision.

Appeal to Board of Directors

Students and parents may appeal the superintendent's decision by filing a written request for review by the board within five days with the board secretary. It is within the discretion of the board to determine whether to hear the appeal. If the appeal is accepted, the board secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the superintendent's decision.

Student Release During School Hours

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Tardiness

All incidents of class tardiness will be the responsibility of the teachers. All tardies will be reported to the office. The principal will determine on a case by case basis if the tardy will be excused or not. Being more than 10 minutes late to class will constitute an unexcused absence. The West Harrison tardy sanctions are on a semester basis. The school will use the following levels in dealing with unexcused tardies:

Level One: When a student reaches 3 tardies overall, they will be required to serve a lunchtime detention in the office.

Level Two: When a student reach 4 tardies overall, they will be required to serve an after school detention and for each consequential tardy until the next level is reached. As with the detention policy, students required to stay after school are required to provide their own transportation home.

Level Three: When a student reaches 8 tardies overall, they will be required to serve a one day In-School Suspension and for each consequential tardy until the next level is reached.

Level Four: When a student reaches 10 tardies overall, they will be required to serve a three day In-School Suspension and for each consequential tardy until the next level is reached.

Level Five: When a student exceeds level four and shows no signs of changing behavior, the County Attorney will be notified for habitual attendance violations, credit may be denied, and re-instatement will be pending School Board approval.

** Tardy counts reset at each new semester.*

Student Initiated Withdrawal from School

Any student wishing to drop out of school will be asked to sign a written agreement with the school. This agreement will be complete once signed after the following factors are met: The student has been given appropriate information on completing their education (alternative education routes, GED, options for staying in school with support etc...), the student received signed permission from a legal adult/guardian, the student has completed a job pay and cost of living budget analysis, and the student has meet with all appropriate staff members including; teachers, guidance counselor, administration. A student who drops out of school risks losing their driving privileges as per Iowa Law Code until the age of 18.

College Visits

Seniors and second semester juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 3 school days to visit college campuses with the permission of the guidance counselor and a note signed by the student's parents. Office personnel must be notified at least 1 day prior to each visit. College visits may be scheduled through the guidance counselor.

Arrival and Departure at School

Students should not enter the building until 7:30 a.m. Students wishing to see individual teachers, attend scheduled meetings, etc., will be allowed to enter the back hallways at any time if they have a pass or verbal permission from the school official they wish to see. This pass should designate the date and time the student is to enter the back hallways and should be signed by the appropriate school official. The doors to the halls will be locked and students are to remain in the commons until 7:55 a.m., unless they have a pass to be in other parts of the building.

STUDENT MUST CHECK OUT IN THE PRINCIPAL'S OFFICE BEFORE LEAVING SCHOOL FOR ANY REASON. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTIONS.

School Closing

In the event that weather prohibits the holding of school, or in case parents desire to come after students when adverse weather occurs, the notice will be given via JMC Notification Services (Text, Phone, and Email) and to KDSN 1530, KMA 960 and KFAB radio stations and local TV stations. Students should not call the principal's or superintendent's home telephone to inquire about school cancellation.

Closed Campus

We operate a closed campus policy. Passes to leave the school grounds during school hours must be signed by the principal or high school secretary. This consent is only given if a written excuse is brought from home and signed by a parent or guardian. No student may leave the building once they have arrived at school without permission from the principal's office.

Parent Approved Early Release or Late Start for Seniors

This is an option for seniors to explore during their final year at school. Interested seniors need to meet with the guidance counselor to discuss options and seek permission from the administration. The West Harrison School district places an emphasis on academic growth/opportunity, along with the variety of experiences a senior typically experiences. Therefore the school district will grant early release or late start options for seniors who meet and maintain certain criteria. Seniors who meet and maintain all of the following criteria may be eligible for early release or late start during their senior year:

- Student is made aware of all academic programs and course offerings that relate to their future careers path, that would be part of a free and appropriate public education
- Student is made aware of a potential loss of connected experiences through time away from school
- Written permission, stating rationale, is given to the administration
- Parent approval indicated on an agreement contract
- Senior is passing all of their classes and on track to complete graduation requirements
- Senior is enrolled in four 1 credit classes (required to be considered a full time student)
- Senior signs out in the office and leaves the school campus
- No credit will be awarded for early release

If a senior is in violation of any of the criteria listed above, they will be required to spend their mornings or afternoons in an academic study hall.

III. Student Health, Well-Being and Safety

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. A list of vaccinations with administration dates from the doctor's office is acceptable as well. Students without proper certification are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal or school nurse. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the school nurse.

All freshmen and Kindergarten students must have a Dental Screening on file in the high school.

All Kindergarten and 3rd grade students must have a Vision Screening on file.

Immunizations required by Iowa Law for school entry:

- MMR (Measles-Mumps-Rubella)
- DTP (Diphtheria-Tetanus-Pertussis)
- Polio
- Hepatitis B
- Varicella

All upcoming 7th grade students are required to have a Tdap (Tetanus, diphtheria, acellular Pertussis) shot prior to starting the 7th grade. Please bring proof of this to the nurse prior to the start of school year.

Please refer to the Iowa Department of Public Health for specific information. www.idph.state.ia.us

Food Allergies or Diet Modifications

Students with food allergies or diet modifications are required to turn in a Diet Modification Request Form signed by the physician to the nurse/kitchen. Please speak to nurse with any questions.

Physical Examinations

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor and parents stating the student is able to participate in athletics. Failure to provide proof of a physical examination makes the student ineligible to practice or participate in sports. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

At registration we request that you update your student's school health record. Participation in the physical education program is required for all students. If a student is unable or should not participate for health reasons, he/she must submit a note from his physician indicating the reason and the duration of the restriction.

Insurance

A policy insuring students against accidental injury while on the way to or from school, or while engaging in an authorized school activity is available to students at low cost. The insurance is furnished by a private agency. The school acts only to collect fees and to verify claims. All athletes must carry insurance or have a waiver. Your insurance form or waiver must be signed by your parents stating that they have their own coverage. This form must be in the principal's office before practice begins.

Nurse

The school nurse is located in a room near the general office. If a student becomes ill or injured during school hours, he/she must check with the nurse or the office secretary before leaving the building. Failure to check out before leaving the building may result in the absence being designated as UNEXCUSED. Parents will be contacted to make arrangements for proper and safe conveyance home if it is necessary for the student to go home. Each parent is responsible for having arrangements in place for an ill student. It is not acceptable for a student to remain at school if ill. STUDENTS SHOULD NOT CALL HOME USING A CELL PHONE TO OBTAIN PERMISSION TO LEAVE SCHOOL. Using a cell phone to contact parents can result in a detention and the absence being designated as UNEXCUSED. If the student is out with a contagious disease, the student must present a signed permit by a doctor of medicine allowing entry into school. If, for medical reasons, a student cannot participate in physical education or other school activities, a note from their doctor stating the reason and the length of time involved must be presented.

Exclusion for Communicable Diseases

The West Harrison Community School board policy states that students with contagious diseases may be excluded from school for the period of time that their condition may endanger the health of others. A signed permit from a doctor may be required for re-entry if so requested by the nurse and/or Superintendent or his representative.

If you have questions, contact the school and refer to board policy 504.2-R.

We recommend that you keep your child home and contact a physician if your child has any of the following symptoms:

- Fever over 100 F
- Heavy cold and hacking cough
- A rash
- Vomiting
- Diarrhea
- Earache
- Persistent or severe stomach ache

If your child has any of the above symptoms while at school, you will be contacted to pick your child up.

Medication

School personnel will provide pupils ibuprofen or acetaminophen and additional, but limited, over the counter medication with signed parental consent. No student may be given any medication without signed consent of a parent. If a student must take medication (including both prescription and non-prescription medication with the exception of cough drops) from home he/she must bring the medication to the office with written instructions from the physician. Students that are found to have medication in their possession shall be disciplined accordingly. Please update the nurse with any student allergies each year.

Nutritional Aids and Supplements

The West Harrison School District does not recommend or support student use of non-prescribed nutritional aids and supplements. If these items are brought into school, they are must not to be given to others. Also, they are not to be kept in lockers, locker rooms, or the fitness center as they can present allergy and or cleanliness issues at school.

First Aid

If any student suffers an injury at school, he/she is to report to the office immediately. While the school is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school nurse is contacted should the injury appear significant. In the case of an emergency, the student may be transported to the local hospital.

Homeless Children and Youth

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the high school principal.

Abuse Reporting

The Iowa Department of Education rules (Ch.281-102, I.A.C.) require all Iowa school districts to publish the name of level-one investigators who will determine jurisdiction and investigate all complaints of physical and sexual abuse of students by school employees. Any person may sign a complaint, but such signing must be witnessed by another person over age 18 to avoid false, frivolous and vexatious reports. Listed below are both the level-one investigator and his/her alternates who may be contacted by any school employee asked to be interviewed during an investigation of abuse.

ONLY signed complaints witnessed by persons over age 18 must be referred to a designated level-one investigator in each school district.

LEVEL-ONE INVESTIGATOR:

Erin Hodgson, RN, Work Phone: 646-2231

ALTERNATE:

Brandt Snakenberg, PK-12 Principal, Work Phone: 646-2231

What Are The Duties Of A Level-One Investigator?

1. Determine JURISDICTION by establishing that:
 - a. Incident OCCURRED in a school-related complex
 - b. The victim was a STUDENT at the time of the incident.
 - c. The alleged INCIDENT meets the definition of abuse.
 - d. The accused person is CURRENTLY employed by the district.
2. DEFERS any report of SEXUAL abuse to law enforcement of LEVEL-TWO investigator not employed by the school.
3. DOES NOT determine GUILT or INNOCENCE!
4. CONCLUDES whether a complaint is founded or groundless.
5. LAW ENFORCEMENT is notified in founded cases of serious physical and all sexual abuse cases.

NOTIFIES level-two investigator of any founded cases of less serious physical or sexual abuse unless level-one investigation has resulted in a final disposition of the investigation.

Building Security

In an effort to assure security in a public building, it has become necessary to institute the following procedures.

- a. All outside doors (eleven), except for the two Main entrances, will be locked by 8:00 a.m.
- b. All students and guests entering the junior/senior high building after 8:00 a.m. will use the North Entrance to the school commons or the Main Entrance to the elementary located on the west side of the elementary.
- c. All guests arriving between 8:00 a.m. and 3:30 p.m. will need to be “buzzed” into the building.
- d. All guests are requested to report to the junior/senior high office or elementary office, in order for school officials to be aware of people in the buildings and must wear a visitor’s pass while in the school building.

Emergency Routines

Periodically the school holds emergency fire, tornado, and other school safety drills. Each classroom will have posted the route for people in that room to use when exiting the building during a fire alarm/tornado drill. In accordance with the law, fire drills will be conducted at different times of the day. All fire alarms should be treated as actual fires and the building should be cleared as quickly and as orderly as possible. *Cell phone use is prohibited by anyone during an emergency situation!*

Healthy Kids Act 2009 - Enacted by the 2009 Iowa Legislature - Effective July 1, 2009

Physical activity timeline – Beginning July 1, 2009, school districts must ensure that physically able pupils in grades six through twelve shall engage in physical activity for a minimum of 120 minutes per week in which there are at least five school days of school.

Physical activity overview – First, “physical activity” means “any movement, manipulation, or exertion of the body that can lead to improved levels of physical fitness and quality of life.” Students in grades nine through twelve may meet the 120-minute physical activity requirement by participation in the following activities including, but not limited to:

2. Interscholastic athletics sponsored by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union;
3. School-sponsored marching band, show choir, dance, drill, cheer, or similar activities;
4. Non-school gymnastics, dance, team sports, individual sports; or
5. Similar endeavors that involve movement, manipulation, or exertion of the body. [This may include work activities, such as on the family farm or at the local grocery store, if work meeting the above definition of physical activity is involved.]

If the physical activity is to be met in full or in part by a student using one or more non-school activities, then the school shall enter into a written agreement with the student. The written physical activity agreement must meet the following requirements:

1. It shall state the nature of the activity and the starting and ending dates of the activity, and shall provide sufficient information about the duration of time of the activity each week.
2. It shall be signed by the school principal or principal’s designee.
3. It shall be signed by at least one parent or guardian of the student if the student is a minor.
4. It shall be signed by the student, regardless of the student’s age.
5. The agreement may be no longer than one school year.

If a student’s parent or guardian files a written statement with the school principal that the physical activity requirement conflicts with the student’s religious beliefs, then the school shall not require the performance of such activities.

IV. Student Activities

Activities

The following are the extracurricular activities at West Harrison High School, which are open to the student body, depending upon grade level:

Football

Basketball

Cheerleading

Cross Country

Track

Student Council

Volleyball

Baseball

Jazz Band

Wrestling

Drama/Speech

National Honor Society

Softball
FCCLA
Ambassador Club
Dance Club
FFA

In keeping with good community relations, school activities will not be scheduled on Wednesday nights after 6:00 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance of this policy.

Dances

All dances must be approved by the principal two weeks prior to the event. The following rules will apply to all dances:

1. If a student leaves the dance for any reason he/she will not be admitted again.
2. No one will be allowed in the dance 60 minutes past the scheduled starting time.
3. All non-West Harrison students must be registered prior to the dance in order to be allowed to attend. You must also file paperwork with the principal that allows us to conduct a safety check on outside attendees, which will include contacting the attendee's home school district. Pending the results of this check, you will receive permission or a denial of access for this person to attend.
4. School sponsored dances must end by 12:00 a.m.
5. Dancing should be appropriate for the school setting.
6. The age limit for high school dances is students in 9th grade through 20 years of age.
7. Student Council sponsorship of a dance might occur from time to time that will invite incoming freshman (8th graders) to help them feel more comfortable in the high school.

Fundraising

The School Board must approve all fundraising drives. All requests must be submitted in writing, including the purpose of the fundraiser and what the funds will be used for, to the principal for the board approval. All submissions should be in by the first of each month prior to their occurrence.

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. If a field trip is required for a course, students are expected to attend the field trip. 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.

Prior to attending a field trip, students must return a field trip form to the sponsor that has been signed by the teachers, verifying that the attending student has obtained assignments. The field trip form **MUST** be signed by a parent/guardian indicating approval. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should notify their teacher.

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.

Social Events

School sponsored social events are open to the students enrolled in the school district. Other individuals, such as alumni or out-of-school district students, may attend as the date or escort of students enrolled in the school district only with prior written approval of the licensed personnel supervising the event. School-sponsored social events must have prior approval and be placed on the school calendar.

Use of School District Facilities by Student Organizations

School facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

Release of Student Information

The following information may be released to the public in regard to any individual student of the school district as needed: Name, 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, photograph and likeness and other similar information.

In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings.

Any student over the age of eighteen or parent not wanting this information released will be required to fill out the form found at the end of this booklet, and return to the high school office by September 8, 2017. The objection needs to be renewed annually.

Student Eligibility for Extra-Curricular Activities

Extra-curricular activities are generally regarded as those activities, which require active participation during hours outside of the normal school day. The following activities are extra-curricular activities: Baseball, Basketball (boys and girls), Cheerleading, Cross-Country, Drama/Speech, Football, Music (Pep, Jazz, and all vocal groups), Plays (all school), Softball, Student Council, Honor Society, Honor Schedule, Dance Team, Track (boys & girls), Volleyball, and Wrestling. Additionally, students that participate in FFA, FCCLA, and any other school or club sponsored activity that may not be included or added after the printing of this document are included in this rule.

A student must be in school the entire day to be eligible to participate in any activity or practice; unless the school day is reflective of the student's schedule or the principal has excused the student.

A student who receives a discipline infraction (i.e. any type of Suspension) will be barred from participating in after school extra-curricular activities including games, practices and performances.

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season. Such outside participation shall not conflict with the school sponsored athletic activity.

The policy for extra-curricular activities remains in effect for the school year and during the summer. Every participant will begin each school year with a new start.

Student Eligibility – Middle School and High School

Students wishing to participate in extra and co-curricular activities need to meet state association guidelines (IHSA, IGHSAU, IHSMA, etc...) regarding the Scholarship Rule. When a student(s) participates a school sponsored activity or club, which has no governing body, they are included in this rule. This rule generally referred to as “No Pass, No Play” means that any student that fails a class at the end of a grading period or if they lose full time standing, will temporarily lose the right to participate in activities. This rule does carry-over between activities and school years until the suspension has been fulfilled. Students must finish the season, or activity in good standing with the coach/sponsor in order for the suspension to be fulfilled.

Students must also maintain good standing in their academic classes to participate in school sponsored club, extra and co-curricular activities. Students who do not uphold their academic standing can be barred from participating by the administration and/or their in-season coach/sponsor.

Student grades will be monitored at quarter mid-term and end of quarter. Any student that is failing a class at this checkpoint will be ineligible until their grades are passing. A grade checkpoint will be defined as 1st quarter mid-term, end of first quarter, mid-term for second quarter, mid-term for third quarter, end of third quarter, and mid-term for fourth quarter.

The principal, Counselor or his/her designee will print a grade report at these times. Any student with a grade less than 60% will be deemed to be failing the class, and will remain ineligible until such time that the student is then passing or the next checkpoint is reached. At any time, when at a grading checkpoint and the student(s) was deemed to be failing, they will not be allowed to participate in any activity, but will be required to practice.

Any student that is declared academically ineligible under this rule, will not be allowed to suit up for any activity or any activity that is not graded. The student, parents, and coaches will be properly notified by the administration, Athletic Director or its designee. Once a student is passing, that student will then be eligible again, for all activities.

At the end of a fall and spring semester, *all* students will fall within the guidelines of the IHSA, and IGHSAU and not be eligible to participate for 30 days, upon returning from break. This rule will be for all students in grades 9 – 12.

Middle School student athletes that fail a class at semester will not be eligible for 1/3 of the season of the next sport or the sport that they are currently participating.

Maintaining Academic Standing

All students are required to maintain good academic standing in all of their classes, regardless of participation in other activities. The teachers will decide if a student has lost good academic standing and will then be able to impose additional requirements on that student. Examples, which indicate a student is not in good academic standing would include but not be limited to; two or more missing assignments/scores, refusal to participate in class, failure to comply with the teachers request, or a lack of effort that reduces academic quality. The teacher

will then require, but is not limited to; assigning that student to before or after school academic (non-punitive, unless it is skipped) detention until good academic standing has returned.

If a student does not want to be required to spend extra time at school, all efforts should be used to maintain appropriate levels of academic standing. Transportation issues, employment issues, and/or activities/practice issues will not be allowed to interfere with assigned time to improve academic standing. Students who miss practice for activities due to academic standing may have additional performance restrictions placed on them, which can result in loss of playing time.

Good Conduct Rule Code No. 503.4

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule. It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Student Eligibility for Extra-Curricular Activities

The Board of Directors of the West Harrison School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal and/or activities director shall keep records of violations of the Good Conduct Rule.

The board's policy and these rules cover any activity where the student represents the school or shared athletic program outside the classroom, other than social events.

Good Conduct Rule

To retain eligibility for participation in West Harrison extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so such as

1. Leave immediately. An intention to leave is not a defense, nor is being the "designated driver."
 2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
 3. Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
 4. Stay and risk loss of eligibility for extracurricular activities.
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
 - engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
 - exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), founded hazing or harassment of others resulting in suspension from school. NOTE: This could include group conduct!
 - any other undesirable conduct not previously specified will be addressed at administrator discretion, and may result in a student being denied the privilege of participating in extracurricular activities.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

Penalties:

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows, with the definition of school year being August 1st through July 31st for purposes of defining the number of the offense only.

Self-Reporting/Student Application for Assistance

Regrettably, students today may develop substance abuse problems or addiction. We want to encourage students facing such problems to seek help. This policy is only available to those students who voluntarily seek help prior to a violation of the Good Conduct Rule. Toward this end, if any student approaches an employee and requests assistance with a substance abuse treatment/counseling program.

The following steps will be taken:

1. The employees will accompany the student to visit the principal.
2. The student's parents will be called and asked to participate in the process.
3. The guidance counselor will be consulted, and a qualified agent or agency will be selected to conduct a formal substance abuse evaluation.
4. Upon completion of the evaluation, the student may be expected to implement the treatment/counseling program recommended. The student will waive the right to confidentiality to enable the district to monitor the student's progress and completion of the program.
5. As long as the student faithfully follows the treatment program as reported to and monitored by the school, the student will remain eligible for extra-curricular activities.
6. A student may not use the application for assistance to prevent consequences of the Good Conduct Rule. For example, a student who is found in possession of alcohol by a law enforcement officer may not come to a school official immediately afterward, request assistance for a substance abuse program, and therefore escape consequences.

7. Continued eligibility will be granted only one time in a student's 6-12 school career. Assistance will still be given if needed again after the first instance but the student will not remain immune from the consequences during subsequent treatment/counseling programs.

Exclusion from Participation in Extra-Curricular Activities

Procedures for Excluding Student from Participation in Extra-Curricular Activities. The building principal or Superintendent may exclude a student from participation in extracurricular activities for a period of time to be determined by the building principals or superintendent for violation of a district policy, rule, regulation or directive or for violation of a rule in effect for participants in the activity. Procedures for excluding students from participation in extra-curricular activities shall be the same as those procedures for short-term suspensions as outlined in Section 502.2. Prior to any exclusion for violation of a rule in effect for participants in an activity, the building principal shall approve the rules and the participants shall be notified of the rules. Posting of the rules in an area where the participants meet shall be deemed sufficient notice.

First Offense Within the School Year- One-third of an athletic season (based on games/events) of ineligibility and six weeks of any extra-curricular activities initiated with the first performance or event. (For "mere presence" violations, see item 5 under "Reduction in Penalty.")

Second Offense Within the School Year – One full athletic season and twelve weeks of any extra-curricular activities initiated with the first performance or event. (For "mere presence" violations, see item 5, "Reduction in Penalty.")

Third or More Offense Within the School Year - Twelve (12) calendar months of ineligibility for all athletics and any extra-curricular activities. (For "mere presence" violations, see item 5 under "Reduction in Penalty" section below.)

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Reduction in Penalty:

1. **Evaluation and Treatment:** A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by three (3) weeks. This reduction is not available for first or third violations.
2. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty

may be reduced by half for a first or second violation, or three (3) months for a third violation within the school year.

3. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator.
4. Items 1 and 2 or 2 and 3 of this section may be combined for step 2 only.
5. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

School Discipline:

There will be no school consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Appeals:

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

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

Guidelines for Violation of Good Conduct Policy

- During the suspension period the student/athlete will attend all practices. There will be no distinction between varsity or JV practices.
- The student/athlete must participate in the practices as determined by the coaches.
- The student/athlete will not be allowed to ride the bus to or from an athletic competition. (if the team leaves prior to the dismissal of school. If no school time is missed they may travel with the team. If the student travels or attends an away competition, the student/athlete will follow the home event protocol listed below.)

- If there is a home meet, game, or event, the student will stay by the coach and help the team at the coach's discretion (i.e. keeping stats, aiding the team, paying attention, etc...). The student/athlete will not be allowed to dress out or to sit directly with their teammates i.e. not on the bench, but near it.
- The student must begin the season with the first official practice.
- The student/athlete must complete the season and remain in good standing with the coaches and teammates throughout the duration of the suspension and season.
- The coach must be notified in advance of any missed practices with a note from the parent or guardian. The reason for the absence must meet student handbook rationale for an excusable absence.
- If a practiced is missed due to an illness, the student/athlete must have a note from the parent, guardian, doctor, or have been excused from the school day by the office.
- As with the Student Scholarship Rule – periods of student ineligibility cannot be served during a student injury. Suspensions need to be served during a time period in which the student is medically cleared to participate.

V. Student Rights and Responsibility

Student Behavior

It is impossible to list every situation in the student handbook, so administrators and teachers reserve the right to make decisions about behavior not listed here. In an attempt to clearly define the goals listed above, we have listed expected behaviors in specific situations. These guidelines apply in the classroom, in the school building, on school grounds, in attendance at all school functions, and all students at West Harrison High School will be expected to:

1. Establish positive, friendly, student relationships void of the following:
 - a. Aggressive, bullying behavior
 - b. Overt acts of attention getting, thus disturbing others
 - c. Acts of character defamation of fellow students
 - d. Cheating or stealing
 - e. Excessive acts of student affection in or on school grounds
 - f. Acts of extortion, coercion, harassment or group ostracism in or on school property
 - g. Acts of fighting in or on school property
 - h. Use of foul language, obscene literature
 - i. Acts of gambling in or on school grounds
 - j. Displaying obscene literature
 - k. Misuse of student passes
 - l. Excessive, loud, disorderly conduct or behavior
 - m. Displaying poor eating manners
2. Establish positive, friendly student to teacher/administrator relationships void of the following:
 - a. Acts of defiance of teacher/administrator directives or authority
 - b. Acts of disruption of the instructional process
 - c. Acts of disrespect
 - d. Stealing from staff members or the school district
 - e. Acts of physical aggression toward teacher/administrator
 - f. Acts of rudeness and poor manners
 - g. Acts of retaliation
 - h. Acts of lying or forgery
3. Students should develop appropriate behavior in the classroom void of the following:

- a. Talking while instruction is taking place
 - b. Writing or passing notes during instruction
 - c. Sleeping in the classroom
 - d. Moving about the room without permission
 - e. Acts of noise-making that disrupt instruction
4. Students should develop appropriate behavior within the school building void of the following:
 - a. Failure to serve detentions within the prescribed time periods
 - b. Loitering in the halls during class periods
 - c. Running in the halls and/or not having a pass in the halls
 - d. Being in areas without permission
 - e. Not following attendance procedures
 - f. Not handing in required office forms
 - g. Public displays of affection.
5. Students must not bring to school or have in their possession items which could reasonably be constructed as constituting a weapon in any form (knives, gun, clubs, and fireworks). Students are subject to a 1-year expulsion for bringing a firearm to school or being in knowing possession of a firearm at school.
6. Students must refrain from all activities, which may result in the destruction of school property. This includes breakage, marring, or destruction caused by fire or smoke for which the student is responsible.
7. Students are not to bring food or beverages (~~including water~~) into the school or store these items in their lockers.

****VIOLATIONS OF THE ABOVE RULES ARE GROUNDS FOR DETENTION, SUSPENSION OR EXPULSION FROM THE WEST HARRISON M.S.-SR. HIGH SCHOOL.***

Disciplinary Procedures

Consequences of Behavior

A part of maturing is the understanding that there are always consequences for our behavior, either positive or negative. It is a goal of the staff to find rewards for positive behaviors. When negative behaviors occur, it is also a goal for the staff to find appropriate negative consequences. These consequences will be legal in nature. Consequences must also match the seriousness of the behavior.

As such, West Harrison Community Schools will employ a system of discipline which works on a cumulative basis. The following discipline matrix is developed in a way that will allow for consistency, firmness and fairness in the discipline process. It is read across from the type of infraction, to the number of occurrences of this type of behavior. It is then necessary to scan down to the type of discipline set forth for this infraction.

Our plan is to create a very positive concept about behavior and work to encourage students to respect adults, themselves, and their fellow students. Rewarding students for good behavior is the primary objective, but consistent consequences for negative behavior will be used for those instances where the student chooses to misbehave. The ranges of penalties on these sheets are not all inclusive and offer an example of MINIMUM consequences for misbehavior.

Discipline Matrix

Please see the following spreadsheet on the next page.

Special Provisions Relating To Damage to School Property

In the event a student violates any district rule regarding damage to school property, (See Section 502.2 1-14), the student shall compensate the district for such damage or shall be required to perform services for the district for a period of time until the damage is compensated for. Each hour of work by the student shall be calculated to compensate the district at the minimum wage requirement. The student may also be disciplined by any other means set forth in this policy, dependent upon the severity of the damage, the circumstances of the incident and the prior history of the student.

Disruptive and Chronic Non-Achievement

The West Harrison High School works toward making every student successful. Despite the best efforts of a school system, circumstances surrounding a student outside school may prevent a student from being successful in every component of his/her educational program. Students with class work of such quality that they no longer have a chance to receive a passing grade for the semester shall be re-assigned to an alternative educational opportunity if they in any way detract from the learning of other students in the class. Prior to the re-assignment, parents will be presented with evidence of disruption and non-achievement. The principal, or his/her designee, is given the responsibility of reassignment.

Depending upon the behavior exhibited by the student, different disciplinary procedures are used. A description of each procedure follows:

Detentions

1. Detention hall may be held either in a teacher's room or another location designated by the appropriate teacher from 3:31 p.m. to 4:00 p.m. or from 7:30 a.m. to 8:00 a.m. unless otherwise specified by the teacher or principal. Since detentions are only assigned to students who earn them, students will not be allowed to make detentions up during their free time. If students have other plans (i.e., work, activities, riding the bus, etc.), they are encouraged to adhere to all school policies.
2. Student's detentions begin when the student is seated and working in the appropriate seat. Detention generally will not begin after 3:31 p.m. or before 7:30 a.m. without the teachers or principal's approval. He/she will be asked to report the next day detention hall is held and will serve one additional detention. Detention hall will be used to work on academic work. IF A STUDENT DOES NOT BRING WORK, THE STUDENT MAY BE ASSIGNED WORK.
3. Students will be silent the entire detention period. Students will not be allowed to leave the detention hall setting to get a drink, go to their locker, go to the restroom, etc. without permission of the monitor.
4. Failure to attend an assigned detention hall, without prior approval of the teacher or principal, will automatically result in an additional detention hall assignment. STUDENTS MAY ONLY SERVE THREE CONSECUTIVE DETENTIONS. Infractions that result in more than three detentions may cause the student to be suspended, in school, for one to five days.

Students waiting for students serving a detention are to wait outside the building or, if severe weather exists, just inside the entryway. Waiting students who create problems will be assigned a detention.

Students may be given a choice of making up the assigned detention (s): (a) the day the detention is assigned or (b) the next day detention hall is held. The principal and the involved teacher(s) reserve the right to void this option when reasonable.

Students detained after school for disciplinary reasons must arrange for their own transportation home from school.

In-School Suspension

In-school suspension shall mean the student reports to the principal's office at 8:00 a.m. and will remain in his/her office or his/her designated place of suspension until 3:31 p.m. or until the principal approves the student's dismissal. The student will, if possible, receive credit for any daily work that other students may be graded on. Students may take tests for credit under the supervision of the principal or his designee.

All students serving in-school suspension will adhere to the following rules:

1. No Cell Phones or Personal Electronic Devices - They need to be turned in and will be held in the office and returned at the end of the day. School provided computer is acceptable, but may be restricted.
2. No Coats, Book bags or backpacks. Computer bag is acceptable.
3. All assignments provided by teachers must be completed, so bring a reading book in case you get done early.
4. You are to remain seated, and no sleeping.
5. No food or drink is allowed. Lunch will be eaten in the ISS room, and will be at a time that does not conflict with other students.
6. Leaving the ISS room for any reason, will require permission. Restroom breaks will not take place at passing time and will be after all students are in the classroom.
7. If more than one student is in ISS, there will be limited conversation to each other.

Violation of in-school suspension rules may result in longer in-school suspensions, or out-of-school suspensions.

Out-of-School Suspension - Short Term Suspension (up to ten school days)

Any student may be excluded from the West Harrison High School for a period of time not to exceed ten school days in the following circumstances provided that the suspension is assigned under the guideline provided by Iowa State Law:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community;
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Some of the activities or behaviors that could result in a short-term suspension are as follows:
 - a. Possession or use of tobacco, nicotine, electronic cigarettes and similar devices on school property or at school sponsored activities
 - b. Refusal to comply with reasonable standards of behavior or disrespectful behavior directed towards school staff or building administrators.
 - c. Use of abusive or profane language;
 - d. Vandalism of property belonging to the school district, staff, or students;
 - e. Fighting
 - f. The theft of property belonging to the school district, the staff, or students;
 - g. Committing any other act or becoming involved in any other activity which disrupts the normal educational opportunities for other students;
 - h. Conduct constituting grounds for expulsion or long-term suspension as set out in Iowa Law.

Procedures for short-term suspensions, detentions, probation, removal from class for the remainder of a semester and in-school suspension.

1. The superintendent or building principal may suspend a student temporarily for a period of time not to exceed ten school days, may impose detentions, place a student on probation or in-school suspension or remove a student from class for the remainder of a semester for violation of a district policy, rule, regulation or directive. The type of sanction shall be determined by the superintendent or building principal, with consideration given to the maturity of the student, the offense committed, the history or prior offenses, and any other circumstances deemed pertinent.
2. The student shall be told orally or in writing of the charges against the student. If the student denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. There need be no delay between the time of notice of the charges and the student's opportunity to respond. If the student does not deny the charges, or after the principal or superintendent hears the student and makes a decision, the principal or superintendent shall notify the student of the terms of the disciplinary action.
3. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school, with the above procedures to be followed as soon as practicable.
4. The superintendent or principal shall attempt to inform the parent or guardian by phone or in person on the same day of taking the disciplinary action. If a parent or guardian cannot be reached, the student shall remain on school property until the close of the school day, unless the student poses a continuing danger to person or property or an ongoing threat of disrupting the academic process.
5. The Principal will make every effort to notify parents by phone of the disciplinary action being taken. If unable to do so, formal written notice of the disciplinary action shall be mailed or personally delivered to the parent or guardian within two school days of the action with a copy forwarded to the superintendent.
6. A student who has been suspended may be readmitted only after a conference between the superintendent or building principal, the student, and if possible, the parent or guardian.

Long-term Suspensions and Expulsion (to be determined by the Board of Education)

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the West Harrison Public School System for a period exceeding ten school days but less than twenty school days. Expulsion shall mean the exclusion from attendance for a period of time not to exceed the remainder of the semester in which the infraction took place. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Iowa State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar acts in a manner that constitutes a substantial interference with school purposes.
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon shall result in a 1-year expulsion.
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic liquor (See Alcohol and Drug Rule).
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any school employee or any student if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault the school employee or student. For conduct described in this subdivision, including sexual assaults or attempted sexual assaults which occur off school grounds not at an educational function or event, if the student attends the same school as the victim attends or is employed by, the student may be subject to mandatory reassignment. The mandatory reassignment may be in addition to long-term suspension or expulsion.
9. Engaging in any other activity forbidden by the laws of the State of Iowa which activity constitutes a danger to other students or interferes with school purposes.

Hearing Procedure for Long Term Suspensions and Expulsions.

1. By majority vote of the Board of Education, following a recommendation of the superintendent and/or building principal, a student may be suspended for a period of time to be determined by the Board of Education (which may exceed ten school days) or may be expelled from school for an indefinite period of time for a breach of discipline, immorality, violation of district regulations and rules, or when the presence of the student is detrimental to the best interest of the school. In addition, the Board of Education may expel any incorrigible child or any child who, in the board's judgment, is so abnormal that regular instruction would be of no substantial benefit to him/her, or any child whose presence in school would be injurious to the health or morals of other pupils or the welfare of the school.
2. Written notice of the charges prompting the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place and date of the hearing shall be mailed or delivered personally to the parent or guardian. If the student is married or is eighteen years of age or older and is not residing with a parent or guardian, notice shall be given to the student. Such notice shall also be given to the board president.
3. A hearing before a majority of the Board of Education shall be held no sooner than five school days of the mailing of or personal delivery of the notice to the parent or guardian or student. The hearing shall be held no later than ten school days following the mailing or personal delivery of the notice. In the event the parent or guardian or student request additional time and the student is suspended pending the hearing, the student shall continue to be suspended until the date of the hearing.
4. The student may be accompanied to the hearing or be represented by a parent(s) or guardian(s) and/or legal counsel or any other advisor of his/her choice. The administration and/or Board of Education may also be advised by legal counsel or any other advisor of its choice.
5. At the hearing, each party shall have an opportunity to testify on his/her own behalf, introduce evidence, present witnesses, submit statements orally or in writing and question any witnesses. The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure.
6. If a party to the hearing should conduct himself/herself in a manner disruptive of the hearing the Board or Education may exclude him/her and proceed with the hearing as if he/she had not personally appeared.
7. The hearing shall be in closed session of the Board of Directors unless an open session is requested by the student or a parent or guardian of the student if the student is a minor. In the event the student or parent or guardian requests an open session, it shall be deemed a waiver of confidentiality of any personal information regarding the student contained in records or writings uses at the hearing.

8. If the student or his/her representative fails to appear at the hearing or if he/she desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation to expel.
9. A transcript and/or tape recording shall be made of the hearing.
10. At the conclusion of the hearing, the board shall consider all relevant evidence introduced at the hearing and shall make a decision. The board shall meet in open session and by roll call vote, entered in the minutes, make a decision on the merits. The board may adopt, modify or deny the administration's recommendation.
11. Within five days following the conclusion of the hearing, written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or guardian or student or his/her representative.
12. At the time of suspension or expulsion, the board may determine whether the student should have access to programs or whether the student should be excluded from all programs of the district.
13. A student may be readmitted to school following a suspension or expulsion by the Board of Education only upon action by the Board of Education.

Probation

1. Probation is conditional attendance during a trial period. Probation may be imposed by the principal or other person in charge of the attendance center for infractions of school rules that do not warrant the necessity of removal from school. The following procedures shall be followed.
 - a. The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status.
 - b. Such investigation shall include, but not necessarily be limited to:
 - i. Written documentation from the teacher or school employee referring the student to the office shall be submitted to the building principal prior to the end of that school day. Documentation shall include date, time, and nature of rule infraction.
 - ii. Written or oral notice to the student of the allegations against him/her and an opportunity to respond.
2. Probation status may be imposed for a period of 30 school days.
 - a. Should the student breach the condition imposed for probation, the student shall have more severe penalties, such as suspension imposed. An investigation similar to that for the informal investigation above shall be made to determine whether the condition imposed has been breached.
 - b. Written notice of the probation and the reasons therefore shall be sent to the student's parents or legal guardians no later than the school day following the day probation was imposed.

Lockers

Lockers will be assigned for student use. The lockers may be used by the student but remain the property of the school and therefore, may be examined by the principal or his/her representative. Pornographic material or materials promoting the use of drugs and/or alcohol are forbidden. The lockers are school property and may be searched or examined if there is a reason to suspect school rules or regulations are being violated. ***DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE!*** Students wishing to change lockers must pick up a form in the office and obtain the proper signatures prior to changes. No food or drinks (including water) should be kept in the lockers. Students who damage their lockers will be subject to potential disciplinary actions and fines. Students should not "jam" their lockers open.

Students who, for whatever reason, bring large amounts of money to school are encouraged to check it in at the principal's office upon arrival and check it out again just prior to leaving the building. Money brought to school

for fund-raising should be turned into the appropriate sponsor/advisor immediately upon arrival. *The school is not responsible for money or valuables stolen from lockers, purses, etc.*

Students are to use their lockers to store all books, and materials for school. Book bags/backpacks are not to be used to carry them from class to class. Clothes for Physical Education are to be stored in the student's assigned P.E. locker, and locked.

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, backpacks, purses, personal belongings, work areas, or student automobiles, based on a reasonable suspicion in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, apparatus used for the administration of controlled substances or look-a-like substances, alcoholic beverages, tobacco, nicotine, electronic cigarettes (or similar devices) weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and will be reported to local law enforcement authorities. The school district may at any time ask law enforcement to bring resources, including a drug dog to conduct random checks for safety purposes.

School Announcements

Daily announcements will be emailed to students at a scheduled time and posted by the office. All announcements regarding school activities, clubs, etc. must be approved by the activity sponsor.

Student Complaints

It is the goal of the district to resolve the students' complaints and grievances at the lowest level. Students are encouraged to address problems to their teacher or other licensed employee, other than the administration, for resolution of the complaint. If the teacher cannot resolve the complaint, the student may discuss the matter with the principal within 10 days. If the principal cannot resolve the matter, the student may discuss it with the superintendent within 10 days after speaking with the principal.

Student's Due Process

The 14th Amendment of the U.S. Constitution states that each citizen be given due process rights when suspected of a violation of the school rules, regulations, and/or policies. Minor infractions resulting in detention or other lesser punishment only require minimal due process:

1. Notify student of the charges.
2. Explain the evidence supporting the charges against the student.
3. Give the student the opportunity to explain his or her side of the story.

The United States Supreme Court has stated that major infractions resulting in suspensions over 10 days require a hearing before the School Board.

Student Publications

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

- Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
- Students shall not publish or distribute materials, which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors, students and staff shall maintain professional standards of English and Journalism when choosing which information to publish in school-sponsored publications.

Freedom of Expression

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

Comments, postings, social media/networking, or other venues in which a student exercises their right to freedom of expression can come in conflict with the school's handbook and therefore become an avenue of which school imposed consequences are enforced. The factors in which this could happen need only to meet one of the following conditions; it happened during school hours, it happened via a school computer, it happened via the school's internet, it causes a significant disruption to the school day. *FOR EXAMPLE, IF A STUDENT USES FACEBOOK ON THEIR OWN COMPUTER/CELL PHONE, AFTER SCHOOL HOURS, TO POST ABOUT THE SCHOOL/STUDENT(S)/STAFF AND IT THEN CAUSES A SIGNIFICANT DISRUPTION AT SCHOOL WITH THE STUDENTS AND/OR STAFF SO THAT A NORMAL SCHOOL DAY'S OPERATIONS ARE DISRUPTED THE STUDENT WILL BE DISCIPLINED ACCORDINGLY.*

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Hall passes are included in the student planner, and must be signed by the teacher. Exception would be individual class passes for locker and/or rest rooms. Teachers will have a sign-out and sign-in sheet that must be filled out by the student when leaving the classroom.

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-alike substances, tobacco, or tobacco products including nicotine, electronic cigarettes and similar devices. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

Welfare-Police Questioning and Apprehension

A student may be questioned in private and with confidentiality by a law enforcement officer at school, but in the presence of the principal or someone designated by him.

The parent or guardian of the student questioned should be informed of the substance of the interview, before the interview, by the questioning officer and/or school.

A student may be removed from the school by a law enforcement officer with parental consent, authorization by a judge, legal arrest, at the request of the school, or if emergency conditions exist jeopardizing the health or safety of students.

Yearbook Picture Use Policy

Any picture submitted for use in the yearbook must meet all school and District policies. Individual pictures submitted for class composites must be single subject and also meet all school and District policies.

Student Parking

The student parking lot is provided to the students to use and the use of the parking lot is a privilege and not a right. The student parking lot is located on the East side of the building but does NOT include the spaces on the pavement from the stop sign to the east door. Students should not be parked anywhere else on school grounds during the school day. Students will park in the East lot and enter the junior/senior high school through the North or main entrance. All parking in the North lot is reserved for staff and guests. Vehicles, which are improperly parked may be towed away at the direction of the administration and at the expense of the owner or driver.

Students needing to go out to the parking lot during the school day must obtain permission from the office prior to going out to the parking lot during the school day. Failure to do so will result in disciplinary actions. Students should drive safely, avoid double parking of vehicles, and follow community laws. Student will need to drive and park carefully and all state and local traffic regulations shall be observed on school property to avoid disciplinary actions and/or loss of the privilege to drive/park on school grounds.

Students driving to school are to park their vehicles in the proper places and in a proper manner immediately upon arrival. Students shall not leave the school and/or school grounds once they have arrived at school, either on the bus or in a personal vehicle. Failure to do so may result in disciplinary actions. On the grounds, cars are to be driven in a safe manner without quick acceleration or high speed. Speed limits are posted; please observe them. Students driving illegally on a school permit will be referred to law enforcement officers and/or lose their permit based on the recommendation from a school official.

Dress Code-Including Physical Education

While students have the right to express themselves through their attire, this right is not absolute if it interferes with the educational process. All attire should meet the standards of the institution so that other students or teachers are not distracted from the educational process. Students in violation of this code will be asked to change to proper attire. Repeated violation may result in consequences being assigned.

CLOTHING SHOULD BE OF AN APPROPRIATE SIZE. EXAMPLES OF PROHIBITED ATTIRE ARE:

- CLOTHING THAT EXPOSES THE MIDRIFF, BACK OR SHOULDERS
- NO TANK TOPS-MALE OR FEMALE, AND/OR UNDER GARMENTS. OTHER PROHIBITED ATTIRE ARE
- HATS

- INAPPROPRIATE LANGUAGE, SEXUAL INNUENDOS OR GRAPHICS ON CLOTHING, PAJAMAS,
- BANDANAS, HEADBANDS/SWEATBANDS (THAT AREN'T A HAIR CONTROL DEVICE).
- TIGHT FITTING CLOTHING, SUCH AS YOGA PANTS AND LEGGINGS ARE ONLY ALLOWED IF A SHIRT OR ANOTHER PIECE OF CLOTHING PROVIDES SUFFICIENT LENGTH TO MEET THE REQUIREMENTS FOR SHORTS/SKIRTS. SHORTS AND SKIRTS SHOULD BE LONG ENOUGH TO EXTEND BEYOND FINGERTIP LENGTH OF AN ARM FULLY EXTENDED TO THE WEARERS SIDE.
- REFERENCES TO ALCOHOL AND/OR TOBACCO ARE ALSO CONSIDERED INAPPROPRIATE. IF ANY STAFF MEMBER DEEMS A STUDENT'S CLOTHING TO BE INAPPROPRIATE HE/SHE WILL BE REQUIRED TO CHANGE OR WILL BE SENT HOME.

Clothing should be of an appropriate size.

Bulletin Boards

Before a student will be allowed to post a notice on any bulletin board, he/she must have the approval of the principal.

Cellular Phones and Personal Electronic Equipment

Inappropriate student use during the school day will result in disciplinary consequences (8 a.m.-3:30 p.m.) The item(s) will be confiscated and the student will face disciplinary action. A parent or guardian may be asked to pick up items confiscated during the school day. Electronic devices that are alleged to contain any evidence of harassment, bullying, sexting, vandalism or other illegal activity will be confiscated and may be turned over to law enforcement.

Students may not use their personal electronic devices between the hours of 8:00 and 3:30. Personal electronic devices are defined to include cell phones, iPads, iPods, or any portable electronic device that are not provided by the school district. They may be used before school, during their lunch shift, or after school in the COMMONS Lunchroom only. Personal devices are not allowed to connect to the school's network or infrastructure. Any attempts to connect or hack the network will result in disciplinary actions.

The opportunity for students to bring a personal electronic device to school is so that it may be used as an educational tool. The use of these electronic devices will be at the teacher's discretion if they meet the following criteria:

1. Students must obtain teacher permission before using a personal electronic device.
2. Student use of a personal electronic device must support the instructional activities currently occurring in the classroom, lab, or study hall and be monitored by a staff member.
3. Students must turn off and put away a personal electronic device when requested by a teacher.
4. Students will place their cell phones either in their locker or in a designated place in the classroom.
5. Ear buds are to remain in the computer bag, or in the locker. No student will use or possess "Over-the-Ear" or noise cancelling headphones. If a student brings them to school, they are to remain in their locker. Over-the-Ear headphones will only be allowed in consultation with the teacher(s).
6. If (non-instructional) time occurs in which ear buds are to be used, Ear buds when used, need to be utilized at a volume in which you can still hear the teacher.

The following consequences will result if a student is found to be using an electronic device at school during non-specified times, or if inappropriate usage occurs.

- 1st offense: student will be given a verbal warning and the device will be returned to the student at the end of the class period.
- 2nd offense: a parent/guardian must come to school to claim the item for the student and the student will receive a detention
- 3rd offense: a parent/guardian must come to school to claim the item for the student and the student will receive an In-School Suspension
- 4th +offense: a parent/guardian must come to school to claim the item for the student and the student will receive an In-School suspension Student will be requested not to bring the devices to school for the remainder of the year.

Middle School Cell Phone/Personal Electronic Devices

Middle School students are not to have cellular phones or personal electronic devices with them at any time from 8 am until 3:30 PM. The use of a cellular phone or personal electronic device does have valid educational uses. If a teacher feels that a device is needed, the teacher will give you permission to possess the device. If you must bring a device to school, it must remain in your locker.

The following consequences will result if a student is found to be using an electronic device at school during non-specified times, or if inappropriate usage occurs.

- 1st offense: student will be given a verbal warning and the device will be returned to the student at the end of the day.
- 2nd offense: a parent/guardian must come to school to claim the item for the student and the student will receive a detention
- 3rd offense: a parent/guardian must come to school to claim the item for the student and the student will receive an In-School Suspension. Student will be requested not to bring the devices to school for the remainder of the semester/quarter
- 4th +offense: a parent/guardian must come to school to claim the item for the student and the student will receive an In-School suspension from school. Student will be requested not to bring the devices to school for the remainder of the year.

Student-To-Student Harassment

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and school district.

Harassment prohibited by the school district includes, but is not limited to, harassment, including bullying, on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy after an investigation be disciplined, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, national origin, color, religion, creed, gender, disability, age, sexual orientation, gender identity or marital status means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment, bullying or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including, suspension and expulsion. .

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent will also be responsible for organizing training programs for students and employees. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy by reducing harassment in the school district. The superintendent shall report to the board on the progress of reducing harassment in the school district.

Procedures

Students who feel that they have been harassed should:

- If the student is comfortable doing so, the student should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student 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.
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Complaint Procedure

A student who believes that the student has been harassed will notify Mr. Snakenberg, the designated investigator. The High School Interventionist can investigate when the principal is not available. The alternate investigator is Mrs. Trepá. The investigator may request that the student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. 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 a harassment 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 refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

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

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, up to and including, suspension and expulsion.

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.

Points to Remember in an 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.

Special Provisions Relating To Physical Attacks or Threats to School Personnel

All threats of violence, whether oral, written or symbolic, against students, staff or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school 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 terrorist 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 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. The procedures for suspensions and expulsions have been outlined in previous pages under the Short Term and Long Term Suspension heading.

Computer/Internet Acceptable Use Policy

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers and the Internet is a privilege not a right and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the West Harrison Community Schools and may be accessed at any time by the West Harrison Community Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequence for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Other violations may be covered by Federal and State law.

Users may not:

- Change in any way the configuration of a computer or network without permission of instructional staff.
- Damage or vandalize computers, computer systems or networks.
- Trespass in other folders, work or files or use another's password.
- Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
- Use computers/Internet for any purpose that is inconsistent with the educational purpose intended.
- Use computers/Internet to play non-educational games or other non-academic activities.
- Use computers/Internet for commercial purposes.
- Use computers/Internet for political lobbying.
- Participate in any type of teleconferencing or chat without permission of instructional staff.
- Use e-mail and instant messaging without instructional staff permission/supervision.
- Send, display, play or receive offensive messages, pictures, audio or other media which is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or intended to harass.

- Use computers/Internet for the transmission of material in violation of U.S. or Iowa regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret.
- Download files, programs or join listservs or newsgroups without express permission of instructional staff.
- Store/Save unnecessary and/or non-educational files on the server.
- Store/Save more than 30 music/sound files on any school computer(s) unless written authorization is given by a teacher or administrator.
- Play music or any sound loudly and/or that disrupts classes or other people.

Network Etiquette

Users are expected to follow the rules of network etiquette. These include but are not limited to the following:

- Be polite and appropriate in your messages
- Use appropriate language. Swearing and obscene language are strictly prohibited.
- Students may not reveal personal name, address or phone number or those of other people over the Internet.
- Faculty/staff may not reveal student personal information over the Internet.
- Be considerate of others using the network.

VI. Student Scholastic Achievement

Grading Scale

All teachers will use the following grading scale in all classes.

A+.....	98-100
A.....	92-97
A-.....	90-92
B+.....	87-89
B.....	83-86
B-.....	80-82
C+.....	77-79
C.....	73-76
C-.....	70-72
D+.....	67-69
D.....	63-66
D-.....	60-62
F.....	59-0

Grades on report cards are computed on percentage. Honor roll and class rank are figured on the four (4) point system: A= 4.0, A-=3.67, B=3.0, B+=3.33, B-=2.67, C=2.0, C+=2.33, C-=1.67, D=1.0, D+=1.33, D-=.67, F=0

Incomplete Grades

Students receiving an incomplete on their report cards must have the work made up ten (10) days after the grading period ends unless documented extenuating circumstances can be shown. Only the building principal can extend this time frame.

Academic Non-compliance

Students are expected to perform their academic duties. If a student chooses not to do their homework, assignments, projects, or other items as assigned they will be classified as academic non-compliant. When a teacher classifies a student as academic non-compliant, the student shall be issued detention(s) until they are compliant. If a student is habitually non-compliant a plan shall be initiated to help the student become compliant. Part of this plan may include temporary removal from extra-curricular activities, extra time spent before or after school. If a student refuses to participate in the plan, they may face disciplinary action.

Intervention Time

Intervention time is a period of academic reinforcement. Students will be assigned to certain intervention centers to work on academic needs and other priorities as established by the district. This will not be a free period for students to do as they please.

Open Enrollment

Iowa's open enrollment law allows student residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open 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 unless there is good cause as defined by the law for which the deadline is March 1. Open enrollment may result in the loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms.

Postsecondary Enrollment Options (PSEO)

This program allows students to enroll in college courses. Through the program, individual students may enroll in a college or university course if the course is not offered at their school. Successful completion of the course also generates high school credit and applies toward district subject area requirements. Grades from college classes under PSEO will be calculated in a student's overall GPA.

If the student successfully completes the course, the school district pays the eligible postsecondary institution for the cost of tuition and books (\$250). If a student fails to complete the course, the student and/or his parent/guardian will be required to pay the district's costs.

Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course for student who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. These courses cannot hurt a student's GPA or class standing, but are included in the Scholarship Rule for participation in extra and co-curricular activities. If a student fails a PSEO course, they will not be able to take a PSEO course again.

Students interested in participating in this program should contact the Counselor.

High School Requirements

Senior High Class Load

All students in grades 9-12 not involved in band and or vocal will be required to enroll in six (6) academic classes each semester. A student taking band and or vocal will be required to enroll in a minimum of five academic classes. Possible exceptions will be seniors with work-study and students with IEP's requiring smaller number of classes.

Class Standing

Minimum requirements for class standings are established and students will be promoted to the next grade level after earning the required number of credits.

- Sophomore.... 20 credits
- Junior..... 40 credits
- Senior..... 60 credits

This is minimum number of credits needed to be promoted to the next grade level and to be on track to graduate with 54 credits.

Requirements for Graduation -

Students must successfully complete the courses required by the board and Iowa Department of Education to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 54 semester credits prior to graduation and students must be enrolled in 6 academic classes each semester. The following credits will be required.

Language Arts	4 years	8 credits
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Must Include:

English 9	1 year	2 credits
Intro to Literature	1 semester	1 credits
Grammar	1 semester	1 credits
Speech	1 semester	1 credits

Mathematics	3 yrs.	6 credits
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Must Include:

Algebra I	1 year	2 credits
Geometry	1 year	2 credits

Social Studies	3 years	6 credits
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Must Include:

American History	1 year	2 credits
American Government	1 semester	1 credits
Economics	1 semester	1 credits

Science	3 years	6 credits
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CORE	1 semester	1 credits
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Personal Finance	semester	1 credits
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Health	1 semester	1 credits
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Physical Education	8 semesters	4 credits (may be waived, per principal permission to take academic classes) ($\frac{1}{2}$ credit per semester)
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TOTAL CREDITS REQUIRED FOR GRADUATION= 54 CREDITS

- Completion of Algebra I (two semesters), Physical Education (eight semesters), American History (two semesters), and Government (one semester) are required by the State of Iowa, per **Iowa Code 281-12.5(5)**.
- Physical Education/Activity waivers can be granted if Iowa Code requirements are met.
- All students must complete a course in CPR prior to graduation. This will be offered by the school nurse during a student's senior year. If the student does not attend his scheduled class or makeup class, he will be responsible for arranging a CPR course to meet graduation requirements.
- Each course will earn one credit per trimester.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Mid Term Graduation

Students have the option of graduating at the end of any semester of their senior year. Students must meet all of the established graduation requirements and must be approved by the board prior to graduation. To ensure all the requirements are met, students need to contact the guidance office and make arrangements to establish a mid-term graduation plan by the end of September of the year the student intends to graduate. Students that are officially listed as graduates at the end of any semester, are allowed to attend school events, pay student rates and participate in commencement exercises at the end of the year.

Transcripts

Transcripts will be forwarded to other schools only after all fees and fines have been paid in full. Credits will not be forwarded if you owe the school money.

Some transcripts sent electronically now require a fee of \$5 per transcript. The school district will try to exercise every opportunity to send the transcript in a way that does not include a fee for the students, however, if a fee is to be charged to the school district for sending a specific transcript, the student will have to pay the \$5 fee in advance of the transcript being submitted.

Student Services

The student service office is located in the west part of the High School. Their primary purpose for being in the school is for the benefit of each individual student. They are available throughout the school day and welcome the opportunity to discuss your concerns with you. Above all, they are people who care about you as a student, about you as an individual, and about the future for which you are preparing.

Some of the things student service personnel may do for you are:

1. respect you as an individual by keeping confidential the things you discuss.
2. assist you in dealing with your personal problems and in gaining a better understanding of yourself.
3. assist you in finding answers to the various questions you have about middle school, senior high, and education and training following graduation from high school.
4. provide information about occupations, careers and vocations.
5. assist you in improving your study skills.
6. assist you in exploring your interests, abilities, and aptitudes.

Remember, when something is affecting your ability to concentrate and think clearly, and you are not sure what to do about it, you might consider visiting with the student service office.

Grades, Marking, Reporting Grades and Grade Reports

Grades will be automatically figured, assigned and reported to students and parents at the midterms and end of each trimester of the school year. Students and parents are encouraged to obtain procedures, requirements and expectations from individual teachers to insure understanding about how grades are figured. Grade reports may be withheld at the end of each semester if fees and/or fines are owed at school. ***INCOMPLETE GRADES MUST BE REMOVED WITHIN THE FIRST TWO WEEKS OF THE NEW SEMESTER. ONLY THE BUILDING PRINCIPAL CAN EXTEND THE TIME FRAME AFTER DISCUSSING THE ISSUE WITH THE CLASSROOM TEACHER.***

Academic Recognition

The West Harrison High School believes it is important to recognize its students for their academic achievements. West Harrison High School will recognize their students with two specific types of academic recognition.

1. Principal's Honor Roll: In order to qualify for the Principal's Honor Roll recognition, a student must achieve an average for the grading period of at least 3.5. All classes will be considered for the Principal's Honor Roll.
2. Honor Roll: In order to qualify for the Honor Roll recognition, a student must maintain an average for the grading period of at least 3.0

The following will be used for academic recognition at graduation ceremonies at West Harrison High School.

- Graduating with High Honors - 3.85 and above cumulative GPA
- Graduating with Honors - 3.70-3.849 and above cumulative GPA

Mid-term Reports

Teachers will complete mid-term reports four times throughout the school year. Mid-term reports will be mailed home and contain information about student progress and performance. Parents wishing to follow up on mid-term reports with conferences should contact the classroom teacher or principal's office to arrange appointments.

Class Schedule Changes

Students are discouraged from changing classes once they have made class choices. Choices are made for the entire year and will be changed only after following these steps:

1. The student must visit with both class instructor and the guidance counselor.
2. The student's parents must communicate with the guidance counselor regarding the proposed change. A change in class is contingent upon space available, permission of the new instructor, parents' approval, approval of the guidance counselor and the building principal.
3. Students' schedules should be finalized during the **first 3 DAYS OF A SEMESTER**. This includes students taking PSEO or similar college courses even though the other school may allow it.

Make-up Work

School work missed because of absences must be made up within two times the number of academic days absent. Teachers will not accept any work that exceeds this time frame.

When students know ahead of time an absence will occur, it is the students' responsibility to secure homework assignments from the teachers and when appropriate, to complete all work for that teacher before the day the student is to be absent. Make-up report absence forms should be used. Students must ask for this form in the office.

WHEN STUDENTS RETURN TO SCHOOL FROM AN UNANTICIPATED ABSENCE, IT IS THE STUDENTS' RESPONSIBILITY TO CLEAR THE ABSENCE IN THE OFFICE, SECURE MISSED ASSIGNMENTS, AND COMPLETE ALL WORK MISSED. IF THE MISSED WORK IS NOT MADE UP BY THE DESIGNATED TIME, STUDENTS WILL RECEIVE ZEROS FOR THE WORK NOT MADE UP.

Full credit shall be granted for work made-up from an absence. In cases of extended periods of absence because of serious illness, family trip, etc., extensions may be granted by the teacher or the principal for completion of the work. This policy is intended to encourage good attendance and will not come into effect with hospitalization, documented doctor's orders or other emergency situations. The principal reserves the right to examine each case individually.

Transfers in/out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example, a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration as soon as possible. After such notice is received, the student will receive instructions and a check out slip from the school office regarding the return of textbooks, library books, locker equipment, hot lunch money, etc. All the student's teachers must sign the slip and then it must be returned by the student to the office, no refunds will be made until the office has proof that all fines, dues, book damage, etc., has been paid. The student will then be given a copy of the check-out slip to aid in registration at their new school.

VII. Miscellaneous

Visitors

Parents and other interested adults are urged to visit the school. People who come into the school to see a student or teacher must stop in the office first. Students and teachers are not called from classes unless in an emergency. Students will not be allowed to bring visitors to school with them to stay the entire day. Student may have visitors for lunch provided that they obtain permission from the principal at least 24 hours in advance. The student and visitor must have written permission from both sets of parents/guardians prior to being granted permission to visit West Harrison. The principal reserves the right to refuse visitors.

Telephone Usage

Students are not to use the phone during class periods. Students will be called to the phone from classes in the case of an emergency. Students may use the phone during their lunch period, before school and after school with prior approval from the principal or office secretary. Students should ask to use the phone for emergency purposes only. Failure to do so can result in loss of phone privileges and/or detention.

Buses

Bus Rules

1. Obey the driver at all times.
2. No Food or Drink is to be consumed on the bus, at any time.
3. Remain seated while the bus is in motion.
4. Keep head, arms, body and feet inside the windows.
5. Keep hands and feet out of the aisles.
6. Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or proprietor.
7. Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures prohibited.

Buses are extensions of the classroom. All expectations of students in the classroom are in force as they ride to and from school on West Harrison buses.

	Elementary	Middle School	High School
1st Offense	Written Warning from Driver/Principal	Written Warning from Driver/Principal	Written Warning From Driver/Principal
2nd Offense	1st Written Violation 3 days after school. Parents notified by principal.	1st Written Violation. 5 day suspension from riding. Parents notified by principal.	1st Written Violation 10 day suspension from riding. Parents notified by principal.
3rd Offense	2nd Written Violation 3 day suspension from riding. Parent-student conference with Principal/Driver before reinstatement.	2nd Written Violation 10 day suspension from riding. Parents-student conference with Principal/Driver before reinstatement.	2nd Written Violation Lose all bus privileges for 20 consecutive school days. Parents notified by principal.
4th Offense	3rd Written Violation 5 day suspension from riding. Parent-student conference with Principal/Driver before reinstatement.	3rd Written Violation 20 day suspension from riding. Parent-student conference with Principal/Driver before reinstatement.	3rd Written Violation Lose all bus privileges for balance of the semester or one quarter whichever is more. Parents notified by Superintendent.
5th Offense	4th Written Violation 10 day suspension from riding. Parent conference with Superintendent and Driver prior to reinstatement.	4th Written Violation 30 day suspension from riding. Parent conference with Superintendent and Driver prior to reinstatement.	

Once a student has received a written violation (Bus Conduct Notice), he/she may automatically assigned a seat for the remainder of the school year by the driver.

Video Cameras on School Buses

The West Harrison Community School District Board of Directors has authorized the use of video cameras on the school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Student and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained as necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

Parent-Teacher Conferences

West Harrison High School will host parent-teacher conferences twice during the school year. The date, time, location and other information will appear in school calendars and newsletters. In addition, parent-teacher conferences may be arranged anytime during the year at the request of either the parent or the teacher. To arrange a parent conference, call the principal's office (646-2231)

Communication

At West Harrison Community Schools we believe communication is a vital part of the educational process. Communication needs to be a part of the school culture and is vital for student success. Communication between parents, staff and students will lead to a positive school climate.

Lost and Found

All lost and/or found items should be reported and/or turned into the Principal's office. Items not claimed at the end of each semester will be turned over to a charitable organization.

VIII. Special Middle School Rules

Middle School

District policy clearly outlines what your school should provide you. So that you can help staff members attain these outcomes, the Mission Statement of West Harrison Community Schools is reproduced below.

Middle School Mission Statement

Creating, developing, and implementing a cooperative classroom environment through respect, consistency, and discipline to give all middle school students the opportunity to reach their potential.

The goals of the West Harrison Middle School are:

1. To create a learning environment which contains consistency and respect.
2. To promote strong guidelines that would lead to self-discipline.
3. To educate through interdisciplinary tactics.
4. To offer students the opportunity to meet all of their needs by recognizing their
5. Multiply intelligences.
6. To motivate student learning through the use of thematic units.
7. To develop an attitude that reflects the importance of education in our world today.

Middle School Classroom Rules

1. Be in class seated prepared to work before the tardy bell (bring assignment book, paper, & writing utensil regularly).
2. Maintain a positive attitude by respecting students' right, school property, and teacher's authority.
3. Complete assignments neatly, quietly, and on time.
4. Raise your hand to be recognized and speak in an appropriate manner.
5. Be an active learner by listening and participating.
6. Keep books covered at all times.

Middle School Requirements

If a middle school student carries a failing grade in two or more academic courses for the year, the student will repeat the grade. If a single course is failed at the 7th grade level, then it is possible the student will have to retake the subject the next year. Any regular education 8th grade student that fails the second half term of any class will be expected to retake the entire class at the next scheduled time. Students will receive a letter grade for all courses taught in the middle school.

IX. Supplemental Materials

Harassment Complaint Form

Code No.

104.E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Your Name: _____

Today's Date: _____

Steps you can take prior to referral:

Have you asked them to stop? ____Yes ____No*

Have you spoken with the teacher/sponsor at that time and asked for help? ____Yes ____No*

**Marking "No" on either question will not disqualify you from filling out and submitting the form to start an investigation.*

Date of Incident: _____

Name of alleged harasser: _____

Date and place of incident(s): _____

Description of incident(s): _____

Name of witnesses (if any): _____

Evidence of harassment, i.e. letters, photos, etc. (Attach evidence if possible): _____

Any other information: _____

Method of bullying/harassment (check all that apply)			
<input type="checkbox"/> Electronic Communication	<input type="checkbox"/> Written Communication (e.g. cyber, social networks)	<input type="checkbox"/> Verbal	<input type="checkbox"/> Physical
<input type="checkbox"/> Social/Relational (ostracizing, exclusion)	<input type="checkbox"/> Other (Please Specify):		

Please identify each of the following 18 categories for which you feel to have been a reason for being bullied or harassed. Check all that apply:			
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Race	<input type="checkbox"/> Creed (beliefs or morals)
<input type="checkbox"/> National Origin	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Sex
<input type="checkbox"/> Religion	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Physical Attributes	<input type="checkbox"/> Physical/Mental Abilities
<input type="checkbox"/> Political Belief	<input type="checkbox"/> Political Party Preference	<input type="checkbox"/> Financial Status	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Family Status	<input type="checkbox"/> Other (Please specify):		
**If you are unsure of what may apply please see Guidance Counselor or Principal			

Location of Incident (check all that apply)			
<input type="checkbox"/> Bus	<input type="checkbox"/> Hallway	<input type="checkbox"/> Classroom	<input type="checkbox"/> Locker room
<input type="checkbox"/> Gym	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Extracurricular (on/off campus)	<input type="checkbox"/> Bathroom
<input type="checkbox"/> At Lockers	<input type="checkbox"/> Playground		
<input type="checkbox"/> Other (Please Specify):			

There are four criteria to help determine bullying:

1. Does this incident place you under reasonable fear of harm to yourself or your property?
___Yes ___No
2. Does this have a substantially detrimental effect on your physical or mental health? ___Yes ___No
3. Do you feel this interferes with your academic performance? ___Yes ___No
4. Does this affect your ability to participate in or benefit from the services, activities, or privileges provided by our school? ___Yes ___No

If any of the above criteria are not met, there could still be a case of harassment and/or an issue the school can help you with. If this is the case, please turn this form into the Counselor.

****Protection Clause:** If you turn in a form, you are protected from any retaliation from the alleged harasser.

****Truth Disclosure:** In submitting this form, you are stating the truth and realize that there are consequences for filing a false claim.

Student Signature: _____ Date _____

Investigation completed by: _____ Date _____

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: / /

Physical Activity Contract- 2017 - 18 School Year

In 2008, the Iowa Legislature enacted the “Healthy Kids Act”, requiring that all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and *return to the school by **September 8, 2017***. If you have any questions, call 712-646-2231.

Name of Student:_____ Grade (2017 - 18):_____

School activities that student will be involved in during the 2017-2018 school year. Include estimate of minutes per week:

Fall		Winter		Spring	
Cross Country		Basketball		Track	
Football		Wrestling		Golf	
Volleyball		Bowling		Tennis	
Swimming		Swimming (Boys)		Soccer	
Marching Band		Show Choir		Baseball	
Cheerleading		Cheerleading		Softball	
Drill Team		Drill Team		Pom Squad	
Trapshooting					

Other* (what, when, how many minutes per week) _____

*Non-school activities (may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.) that student will be involved in during the 2017-18 school year.

Signature of Student:_____ Date Signed:_____

Signature of Parent/Guardian:_____

Signature of Building Principal:_____

Computer/Internet Acceptable Use Agreement

West Harrison Community Schools

Student Agreement to Comply

I have read and understand the computer/Internet acceptable use policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that my failure to comply with the policy could result in loss of use privileges or other disciplinary action.

Signature:_____ Date:_____

Student Name: (Please Print)_____ Grade:_____

Parent or Guardian Agreement to Comply

As the parent or guardian of this student I have read and understand the computer/Internet acceptable use policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that it is technically impossible for West Harrison Public Schools to restrict access to all controversial material and that my child holds the real responsibility to avoid questionable materials and communications. I will not hold West Harrison Community Schools responsible for any materials acquired by my child using the schools computers. Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. I give permission for my child to have computer/Internet access.

Signature:_____ Date:_____

Name (Please Print)_____

Parent/Guardian Web Publishing Agreement

West Harrison Community Schools maintains web pages for each school and the district. Photo images, names, and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, art work/show winners, writing contest winners, etc. I understand that these images may be viewed by other persons accessing the World Wide Web who are not part of the educational community. I give my permission to West Harrison Community Schools to display on the school web pages pictures of my child, his/her work, and name, as they relate to activities, projects, and programs at the school. Names and photos will not be displayed together.

Signature:_____ Date:_____

If you have no objections to the use of student information, you do not need to return this form.

West Harrison Community School District
Parental Directions to Withhold Student/Directory Information for Education Purposes
for the 2017-2018 School Year

Student Name:_____ Date of Birth:_____

School:_____

Grade:_____

Signature of Parent/Legal Guardian/Custodian of Child

Date

This form must be returned to your child's school no later than **September 8, 2017**. Additional forms are available at your child's school.

Student Handbook Form – Parent/Guardian

I have received the West Harrison CSD Student Handbook and understand that the regulations outlined therein will be followed. I understand that should there ever be a question about compliance with these regulations, I may request a conference with the principal to discuss the matter.

Signatures:

Parent/Guardian_____

Date_____

This form must be returned to your child's school no later than September 8, 2017

Student Handbook Form - Student

I have received the West Harrison CSD Student Handbook and understand that the regulations outlined therein will be followed. I understand that should there ever be a question about compliance with these regulations, I may request a conference with the principal to discuss the matter.

Signatures:

Student_____

Date_____

This form must be returned to your child's school no later than September 8, 2017.

**West Harrison MS/HS
Good Conduct Report**

(Student Name)

(Date)

The above names student is in violation of the district's Good Conduct Policy because of the following incident:

The incident occurred on _____
(date)

This is the student's: ((First Second Third)) violation in a twelve month period.
(circle one)

Did the student self-report? Yes No (Circle One)

This student will miss the following events because of this incident:

- | | |
|-----------|-----------|
| 1.) _____ | 2.) _____ |
| 3.) _____ | 4.) _____ |
| 5.) _____ | 6.) _____ |
| 7.) _____ | 8.) _____ |

OR, will miss events during this range of dates; ____ / ____ / ____ to ____ / ____ / ____

(Student Signature)

(Date)

(Parent Signature)

(Date)

(Dean of Student/Principal Signature)

(Date)

A copy will be provided to parent(s) and administrator. No copy will be placed in the students' cumulative folder. Parent/Student signature means that they have received information about the Good Conduct violation, it does not mean that they agree or disagree with consequence of the violation

