

West Delaware

2018-2019

Student/Parent Handbook



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West Delaware Vision

Relationships

Multiple individuals at all levels demonstrate respect, trust, and integrity while working interdependently toward our goals.

Challenging Academics

Educators use effective instructional practices to actively engage students in diverse learning opportunities that require critical thinking and problem solving in real world contexts.

21st Century Skills

Students will acquire competencies necessary for 21st century living by developing skills in the areas of civic life, health, finance, technology and career readiness.

Strategic Objectives

- By supporting and teaching positive student behavior
- By supporting and teaching appropriate social interactions
- By enhancing adult to adult connections and communications

Strategic Objectives

- By deepening knowledge of instructional strategies
- By intensifying active student engagement in rigorous and relevant content learning
- By strengthening systems of teacher to teacher support, including Professional Learning Community, teacher leadership system, and multi-tiered systems of support

Strategic Objectives

- By creating learning experiences in a real world context
- By developing and applying career readiness skills

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Welcome to West Delaware County Community School District

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

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

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include not participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The student handbook is reviewed annually and the school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant throughout the year, including those contained in the handbook. The student handbook covers most circumstances relating to students but not all situations that arise may be covered. Changes, additions, deletions to the handbook will be announced verbally and posted on bulletin boards as they occur. The administration will review and make decisions based on the school's philosophy and judgments will be made based on facts. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

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, school district 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. 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.

Beliefs

We believe that:

- all individuals can learn.
- everyone should strive to reach their individual potential.
- reading comprehension and writing are foundations for academic success.
- students, staff, family, and community are essential partners in education.
- the educational community facilitates learning at all levels.
- each child deserves a safe, nurturing environment.

- the development of character is essential to the individual and society.
- our community should encourage, model, and teach healthy, active lifestyles.
- everyone should become a life-long learner.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES - Reference Board Policy 107 and 405.07

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

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting investigation process.

The school district has appointed a Level I investigator team. The team consists of all guidance counselors, school nurse(s), and the superintendent. The team will receive all allegations of abuse and determine which team member(s) can best conduct the investigation. All members of the team have received Level I Investigator Training. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. West Delaware's Level II investigator is the Delaware County Sheriff's office or Manchester Police Department. The Level II investigator is used when a Level I investigation results in a founded allegation.

A student or the student's parent or guardian can initiate investigation by contacting any of the following Level I investigators:

Kristen Rickey	Superintendent
Shelby Piersch	High School Counselor
Shari Soppe	High School Counselor
Katherine Mejia	Lambert Elementary Counselor
Alicia Soppe	Middle School Counselor
Ashley Monaghan	School Nurse

ACTIVITY TRANSPORTATION – Reference Board Policy 1005.05

School-owned vehicles will be used to transport students who participate in school-sponsored activities, unless specifically stated otherwise in the program description or in this handbook. If a private vehicle is used to transport students to school-sponsored activities for which the district provides transportation, it must be approved in advance by the Superintendent or designee.

It is the expectation of the West Delaware County Community School District that all student activity participants will travel to and from away events on school provided transportation. Exceptions to this rule will be: 1) at the conclusion of the event the participant's parent may greet the coach/sponsor and ask permission to take their son/daughter home with them. There will also be a note required to give to the coach/sponsor at that time. 2) In the event of a student's participation in multiple school activities on any given day, prior approval of the activities director and/or principal will allow a participant to be transported by other participant's parents from one activity to the other activity. Once at the second activity it is expected that the student will ride school transportation home from that activity. Any other special arrangements must be approved by the activities director and/or the principal.

ACTIVITY CONDUCT

All school policies are in effect and enforced for all students at any school sponsored activity. Students are expected to be respectful spectators at events. Please refer to the Performing Activities Policies located in the Appendix of this handbook.

ACTIVITY TICKET

Activity tickets can be purchased during the registration process or at the High School Office. It is recommended that you pay for all fees just before school starts. Your activity ticket is admission to all middle school and high school home sporting events, except district, regional and state sponsored tournaments, and all reserved seating events in Hanson Auditorium. The activity ticket is good for one year, from August to August.

ADDRESS – TELEPHONE INFO

If your address, phone number, or place of employment should change during the year, please contact the school office. Parents can also update this information by using the e-registration page through PowerSchool on the West Delaware School web site. Correct contact information is vital in case of emergency.

AGENTS (Solicitation)

Agents or non-parents are not permitted to solicit students in the building or on the grounds before, during, or after school, unless they have contacted and received permission from the building principal.

APPEARANCE/DRESS CODE - Reference Board Policy 502.00

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial, gang related, referring to parts of the male/female anatomy, or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, reference to prohibited conduct, or gang-related attire or insignia are disallowed. While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Caps, hats, hoods, bandanas, head gear, book bags, oversized purses, sunglasses, chains, tools, or other sharp objects that could be dangerous to students or staff or to school property are not to be worn in the buildings unless designated by the principal on special occasions, (i.e. Homecoming, etc.) The interpretation of the head gear is left to the discretion of the administration. Clothing which exposes the midriff is not acceptable as well as backless and strapless clothing. Sling shirts, spaghetti strap shirts, halter tops, and tube tops will not be worn unless covered by another shirt that is buttoned or zipped for the day. Items that are torn so to expose bare skin or underclothing will not be worn. Shorts and skirts

should be an appropriate length. Any clothing deemed disruptive to the educational process by the administration is prohibited. Administrative discretion will be used in determining what is disruptive to the educational environment.

ATTENDANCE REGULATIONS - Reference Board Policies 501.01 & 502.03

Parents/guardians within the district who have a child of compulsory attendance age as defined below shall have the child attend the school district at the attendance center designated by the Board. Students shall attend school the number of days school is in session in accordance with the school calendar.

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district.

A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program.

Students with unexcused absences are considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students will be reported to the appropriate authorities.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students will be expected to attend school and be on time to all classes. The school feels that this is important for several reasons: to develop self-discipline, to develop good work habits which will be used later in life and to help students receive the maximum benefits of the educational program. Irregular attendance not only disturbs the non-attending student's education, but it also disrupts the process of the teacher in presenting the material and learning process of the regular attending student.

Therefore, the West Delaware School District will encourage regular attendance and comply with the Iowa Attendance Laws. Students will be subject to disciplinary actions when absent without a reasonable excuse.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Students are expected to be in class on time. Absences due to major illness or hospitalization and dental or medical appointments may be exempted by verification from the doctor's office. Students who are on school sponsored activities will be exempt.

Absence Procedures – See each building's section in the back of this handbook.

Notifying School of a Student Absence

It is the responsibility of the parent or guardian to notify the student's attendance center as soon as the parent or guardian 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. The school district determines whether an absence is excused or unexcused. Excused absences include, but are not limited to illness, family emergency, recognized religious observances and school activities.

Attendance should be reported in a timely and efficient manner. In order to do this, each attendance center uses an automated message system. If a student's teacher has marked a student absent and we have not received parent notification, automated message by phone, email, and text is sent to the parent(s). These messages can be sent in minutes and will ensure that parents are notified of their child's absence earlier in the morning.

If a parent receives one of these messages, they can contact the attendance office in the child's school to let them know why the child is absent that day. To avoid these messages, parents should contact the child's school before 8:15 am to let them know that the child will be absent.

Tardies to School

Children learn responsibility by being on time to school. School starts promptly at 8:05 a.m. Students arriving after the beginning of classes need to report to the office to sign in and receive an admit slip to class. Parents can come into the office, call, or send a written note with the student explaining the tardy. If a teacher detains a student for any reason, the student must have a pass from that teacher to the next class or the student will be sent to the office for an admit pass.

Leaving School During the Day

Students who need to leave school during the school day must receive permission from the office. Students must then sign out in the office. Students must have a note signed by the student's parents, have their parents telephone the office, or have their parents pick them up in the office in order to leave school. Students who return to class or arrive after the school day has begun must present a signed note from their parent/guardian during the school day unless the office has a note signed by the student's parent/guardian or the school has been notified by telephone of the absence. Students leaving the building because of illness or any emergency will be released by the nurse or the office secretaries to their parents/guardians.

Participating in School Activities

Students participating in school activities must be in school the last half of the day in order to participate or practice in a school activity. Any exceptions must be granted in advance by the principal and/or activities director.

Unexcused Absences/Truancies

An unexcused absence will be recorded if the student misses one or more classes in a given day. Refer to discipline chart for unexcused consequences. The parent/guardian may be contacted either at home or work to verify an absence.

An unexcused absence could be a truancy. Truancy is when a student is absent from school without valid reason. An example of truancy would be a student who leaves school during the day without permission from the parents or the school. Truancy could result in Saturday detention, an in-school suspension or an out-of-school suspension as outlined in the discipline chart. Parents will be notified immediately, if possible, of the action the school is taking.

In dealing with truancy situations, the West Delaware attendance policy will be implemented. The County Attorney's office will be used when deemed necessary to assist in matters involving students covered by the Compulsory Attendance Laws.

The following procedures will be used when a student is truant from school/class:

- Truancy from class: the parents will be notified of truancy and the student will be required to make up time.
- Truancy from school: A conference may be required with the principal. Detention, in-school suspension, staffing, contacting county attorney, out-of-school suspension (to consider

expulsion) and board action are actions that could be taken. The consequences will be more severe with each additional truancy by the student with the above mentioned consequences.

BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS - Reference Board Policy 504.05

Bicycles are to be parked in the racks provided. Students are to park their bicycles upon arriving at school and are not to ride around the building or sidewalks. Bicycle riders are dismissed with the town students. If a student rides a skateboard, roller blades, etc. to school, the student is to carry it to and store it in their locker for the remainder of the day. The school is not responsible for lost or stolen items.

BOOKS - LOST AND DAMAGED

All textbooks are checked out to students in the fall by assigned number and the condition recorded. Any textbook that shows an unnecessary amount of wear, damage or writing on the cover or pages, will result in a fine established by the building principal, teacher or librarian.

The following procedure will be followed for assessing the cost of the lost or damaged textbook:

Year 1	100% of the replacement value
Year 2	80% of the replacement value
Year 3	60% of the replacement value
Year 4	40% of the replacement value
Year 5	20% of the replacement value
Year 6, etc.	\$5.00 charge.

All money collected for lost books will be returned, if the book is found and not damaged beyond use. Damaged and or lost library books will carry the full replacement charge. The student will be given the book when paying for a damaged book. Any adjustments in the above procedure may be made by the building principal.

BOARD POLICY

All items in the Student Personnel 500 Series of the Board Policy Book are hereby incorporated into this handbook. Copies of all Board Policies are on the West Delaware website, the link is located under the District tab. It is the responsibility of each student to be familiar with the policies of the West Delaware School System.

BULLYING AND HARASSMENT – Reference Board Policy 107.R1

Individuals who feel that they have been harassed should:

Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Complaint Procedures

An individual who believes that they have been harassed or bullied will notify any school staff member. The school staff member will provide immediate assistance if necessary and will notify any Guidance Counselor or designated investigator. The investigator may request that the individual provide additional information included in the Discrimination, Anti-Bullying/Harassment Witness Disclosure form or other district developed documentation may be used in lieu of this form so long as all pertinent information is included. The investigator may request the individual turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant's parent/guardian shall be given a written or verbal notice of complaint. Information received during the investigation is kept confidential to the extent possible. Refer to policy 107 for additional procedures.

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

Investigation Procedures

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

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

Resolution of the Complaint

Following receipt of the investigator's report, another principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, another principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures and will ensure that state reporting requirements are fulfilled.

Points to Remember in the Investigation

- Complaints will be taken seriously and investigated.
- Evidence uncovered in the investigation is confidential.
- 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 may investigate.

BUS PERMITS

Students who have not been assigned to a regular bus route and desiring to ride a bus to a friend's home, must receive permission from the office before they are permitted to ride. This is done by bringing a note from their parents requesting permission. They will then be assigned to a route bus on a space available basis only. This is done at the office where a student bus permit is issued.

BUS/DISTRICT TRANSPORTATION REGULATIONS – Reference Board Policy 702.08 and 702.11

Good student conduct contributes to safety. It helps avoid accidents that might occur as a result of a distracted driver. It also reduces the number of accidents in which students injure themselves or each other. The following outline represents the standards and procedures relative to student conduct while riding transportation owned and operated by the West Delaware Community School District. Violations of these standards will be reported to the Director of Transportation or to the school principals.

- 1) Waiting at designated transportation stops.
 - a) Students are requested to stand at least 10 feet from the roadway unless specifically directed.
 - b) Students are requested to be on time as per their schedule.
 - c) Safety standards must be practiced while students are waiting.
- 2) Boarding transportation.
 - a) Students will board ONLY after being signaled by the driver.
 - b) Students must board in single file with no pushing.
 - c) Students are required to go directly to their seats and not block the aisle.
- 3) Conduct while riding the district transportation.

- a) The students are permitted to converse quietly with the person seated next to them.
- b) Students are not permitted to change seats or annoy other riders.
- c) Students should face forward while riding.
 - i) Singing, whistling, yelling and loud noises are not permitted on the bus.
 - ii) Eating is not permitted on the bus, unless permission is granted by the driver.
 - iii) Students must under NO circumstances put their heads, arms, or objects out of the window.
- 4) Musical instruments or large parcels should be left with the driver if he/she so requests.
- 5) Leaving the transportation vehicle.
 - a) Students are required to remain in their seats until the vehicle has come to a complete stop.
 - b) Students will leave in single file.
 - c) Students should not remain to play in the area where district transportation unload.
- 6) The driver is responsible for the safety and good order of riders. He/she has the authority to assign seats.

The driver is responsible for the orderly conduct of the passengers. While on district transportation, the student is under the authority of, and directly responsible to the driver. In the event the student's conduct is inappropriate while being transported to and from school, the following could result but not be limited to:

- Step 1: A letter explaining the incident and a copy of the transportation policy will be sent to the parent or guardian. The student will be disciplined.
- Step 2: A letter explaining the conduct and a copy of the transportation policy will be sent to the parent or guardian. The student will be suspended from transportation privileges not to exceed five days. Prior to the reinstatement of the student's transportation privileges a conference will be held.
- Step 3: A certified letter explaining the incident, a copy of the transportation policy and the available hearing procedure will be sent to the parent or guardian. The student may be suspended from transportation privileges for the remainder of the year, upon parental notification.
Parental notification will include notification that they may request a hearing before the Board of Education by requesting such a hearing in writing to the School Board Secretary within five school days of the date the notification was received.

Habitual offenders: Those student riders whose privileges have been suspended by the Board during one academic year could start on Step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of the students and driver, action may be processed at Step 3, Parents will be notified before school starts each school year if they have a child who is a habitual offender.

The West Delaware County Community School District has authorized the use of video cameras with audio on school district vehicles. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the digital recordings may be used in a student disciplinary proceeding. The content of the digital recordings are confidential student records and will be retained with other student records. Digital recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view digital recordings of their child if the digital recordings are used in a disciplinary proceeding involving their child. Consent is not required from any student or parent also shown in the digital recording if the other students are just bystanders. However if there is an incident between multiple students, than all parents must give consent in order for the digital recording to be viewed by parents. A decision will be made by the Superintendent.

CAMERAS, DOORS, SECURITY

Students and the public are notified that video cameras have been installed on school property. They are in operation 24 hours a day. Entrances will be locked during the school day. All students and visitors must request admittance and check in through the main office at the appropriate building.

CARE OF SCHOOL PROPERTY

The school building was built and is maintained by tax dollars paid by your parents and neighbors. Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Reimbursement and/or Penalties for Damage to School Property:

It shall be the duty of the building principal to investigate each case of damage or destruction and classify the action into one of the following classifications:

1. Deliberate destruction
2. Carelessness
3. Accidental

Actual damages shall be assessed and collected for all actions classified as deliberate; not less than 50% of damages shall be assessed and collected for all actions classified as carelessness. Records shall be kept of all damage caused by students. Charges could be filed for deliberate damage.

CHILD CUSTODY/COURT ORDERS

In most cases when parents are divorced, both mother and father continue to have equal rights where the children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office, including a picture if available. Unless your court order is on file with us, we must provide equal rights to both parents.

CLASSROOM PARTICIPATION AND RESPONSIBILITY BY STUDENTS

Each student must assume responsibility to be prepared to participate in each class activity. This should include having textbooks (if applicable), completed assignments, writing utensils or other equipment necessary to productively participate in any particular class.

CONCERNS FROM PARENTS – Who to contact at school

During the course of the year you may feel a need to discuss questions or concerns related to your child. The first and most important person to talk to is your child's teacher since he/she is in the best position to bring about change. If the problem remains unresolved, either the counselors or the building principal may be able to assist.

CONDUCT, STUDENT - Reference Board Policy 502.01

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Respect for authority vested in school employees, regard for public property, and consideration for the rights and welfare of the other students should govern student behavior. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures, include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Actions or behaviors which are unacceptable in the West Delaware School District and will be subject to disciplinary measures include, but not limited to the following:

1. Fighting
2. Verbally or physically threatening staff or students
3. Using or possessing smoking or chewing tobacco
4. Under the influence of, possession of, or selling drugs
5. Under the influence of or possession of alcohol
6. Damaging or destroying school property
7. Stealing from other students, staff or school
8. Profanity or vulgar language and/or obscene gestures
9. Leaving school without permission
10. Gambling
11. Possession of hazardous weapons such as guns, knives, explosives, poisons, etc
12. Insubordination
13. Any action or behavior causing unsafe or hazardous conditions
14. Willfully disobeying school regulations

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated charted vehicles; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. . The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally point any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day or on a non-student contact day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either in-school suspension, out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

If a special education student's suspensions, either in or out of school, equal ten days in an academic year on a cumulative basis, the IEP team will convene to conduct a manifestation determination as defined by Iowa Administrative Code 281-41.530(5).

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

DELIVERIES TO SCHOOL

If a parent or guardian needs to deliver a package, clothes, homework, etc. the item should be labeled with the student's name and taken to the office. A secretary will see that your child gets the item. If a student calls home for an item, they are to return to class and will be called back when the item(s) arrive. We do not accept deliveries of balloons, flowers, etc. to the school for students.

DISCIPLINE, STUDENT – reference Board Policies 500.01, 502.01

Certain rules and regulations are necessary to make sure these actions are not allowed. Every student has a right to an education and if another student infringes on that right, then the school may enforce certain disciplinary actions.

A committee of faculty, administration, and students originally developed a discipline chart which details a variety of infractions and the consequences that can be expected to be applied to a particular discipline situation. Students should be aware that the Discipline Chart, found in each building's section at the back of this handbook, is not intended to be all inclusive, but shall serve as a guide to behavior expectations.

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

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

Students are expected to comply with and abide by the school districts policy, rules and regulations. Students who fail to abide by the school districts policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are

expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

Students at West Delaware Middle School have the right to take advantage of instructional and related school activities in an atmosphere where students can learn and teachers can teach. Students have the responsibility to abide by district, building, and classroom rules established by school officials to avoid disruptions in the school and to protect the health, safety, and welfare of both students and staff. Behavior that is disrespectful, rude, or which causes harm to the students or adults, and any other behavior that in the view of the building principal's may be detrimental to the learning environment of the school will not be tolerated. Students exhibiting such behavior will be subject to appropriate disciplinary action.

Students missing school work due to behavior problems are responsible for making up this work. Students on detention will be responsible for arranging their own transportation from school. Students who miss a detention will have the detention time doubled. Refusal to serve a detention may result in suspension.

If actions taken by a West Delaware student outside of school hours and/or grounds interfere with instruction or impede the learning of West Delaware students, administration can take corrective action.

Threats of Violence

All threats of violence (oral, written, or symbolic) against students or staff or pertaining to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student 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 disciplinary actions which can be used to deal with the unacceptable behaviors mentioned above are:

- **Loss of Privileges** Examples of this would be: isolating students during lunch hours, suspending students from riding regular and activity buses and isolating students during free periods, loss of open campus privileges, disallowing students from attending school activities.
- **Detention** A student may be kept after school by a teacher or a principal. If detention is skipped, then more time will be enforced. Continual skipping of detention will result in suspension.
- **Academic Detention:** Academic Detention can be assigned by classroom teachers to address academic concerns as a result of incomplete or missing assignments. The focus is for students to achieve at the appropriate level and/or earn credits towards earning a diploma. This detention will be served with the appropriate teacher where the student is experiencing academic difficulties. Missing a scheduled Academic Detention can result in

being referred to the office for regular detention or along with Saturday Detention to address academic and/or behavior concerns.

- **Saturday Detention (Saturday School):** Saturday Detention is a consequence that can be used to address discipline issues that would result in the assignment of an in-school suspension or address academic concerns as a result of incomplete or missing assignments. Saturday Detention will not completely eliminate in-school suspensions but the purpose would be to use Saturday Detention in place of taking students out of instruction during the school day whenever possible. Saturday Detention will be held from 8:00 am to 11:30 am in either the Middle School or High School. The following student expectations will be observed:
 1. Failure to report will require a parent meeting as determined by the administrator in addition to being assigned an in-school suspension along with the next Saturday School.
 2. Removal from the session due to poor behavior or lack of cooperation will result in an in-school suspension along with repeating the Saturday School session.
 3. Poor daily report will result in further discipline consequences to be determined by administrator.
 4. Repeated violations of student expectations may result in the student being referred to the Board of Education for further disciplinary action.

Attendance on Professional Development Days/Early Outs

On days when staff members are attending school, but students are not, a misbehaved student could be asked to come in for detention in the school building.

Reimbursement to District

If a student destroys school property, the administration may require the student to reimburse the district for the amount of the damage. In all non-accidental classifications the student shall be reprimanded. Records shall be kept of all damages caused by students and the deposition entered into each offender's file. Assessments not collectable on a voluntary basis shall be turned over to the Board of Education for their assignment to their legal department for disposition.

Restraints - Reference Board Policy 502.08

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

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

West Delaware County School District has several staff trained in Nonviolent Physical Crisis Intervention who are called upon to assist with students who present a danger to themselves or others. In addition, staff is trained yearly on restraint and seclusion policies. If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website:

www.iowa.gov/educate

Report to Law Enforcement Officials The school will assist local, state, or federal law enforcement officials if a student has committed an offense against any local, state or federal law.

Suspension is the removal of a student from the school environment for periods of short duration. An In-School-Suspension could be used to isolate a student in a designated location, such as the Hawk Center, during the normal school day. The student will complete assignments and will not leave the designated location without permission of the attending principal. Inappropriate behavior at the in-school suspension facility may result in an extension of time spent in suspension. Transportation to and from the school building and meals will be provided for the student. Parents or guardians will be notified as soon as possible.

An Out-of School-Suspension could be used to suspend a student for up to five school days by the building principal or designee. If the principal or designee feels a suspension should be longer than 5 days, then the principal must receive the approval of the superintendent. No suspension may be longer than 10 days.

A student may be suspended for a commission of gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

The due process requirements for a temporary suspension are as follows:

- A. Oral or written notice to the student of the allegation(s) against him/her; and
- B. If the student denies the alleged conduct, the student is entitled to an explanation of the evidence in the school's possession, as well as an opportunity to present the student's side.

The above notice and rudimentary hearing should precede the removal of the student from school unless the student poses a danger to persons or property or is an ongoing threat of disruption to the academic process.

In such cases the above procedure for a hearing shall be followed as soon as possible, which normally would be the next school day, so that in the event it is determined not to suspend, the student will miss as little school as possible.

If the student is suspended, the building administrator shall notify the parent or guardian that the student has been suspended. If the student's parents or guardians cannot be notified, then the student shall remain at school until regular dismissal.

During the suspension, the principal may request that the parents or guardians come to the school for a conference, or the principal may review the reasons for suspension by telephone or letter.

Expulsion – Reference Board Policy 502.01, 502.08, 502.02

Expulsion is the removal of a student from the school environment for the remainder of the school year. The school board may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. Only the building principal or his designee shall recommend to the school board to expel a student.

When the principal or his designee has determined that a student has committed gross or repeated infractions of the school rules and has determined that the student should be recommended for expulsion, the building administrator shall follow the following procedure:

1. The administrator shall conduct an informal hearing with the student as set forth in the suspension policy and place the student on suspension, pending a formal hearing with the Board of Education.
2. The administrator shall notify the school board president of the need to set up an expulsion hearing date. The school board president shall then set a date for the expulsion hearing which shall be no later than 10 days from the date of notification.
3. The building principal shall then mail or hand-deliver the notice of the hearing date to the parents or guardians of the student at least five days prior to the hearing. Included in this notice should be a written statement of the alleged misconduct given as grounds for the proposed expulsion. Such statements will include the names of those school officials and teachers having knowledge of the reasons for the proposed expulsion. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for expulsion of students. The student will not be removed from school until after a hearing has been held and a decision made whether the student should be expelled by board action.

If the parent or legal guardian of a student cannot be notified, or cannot be present at the hearing because of extenuating circumstances, and request a postponement, the board shall postpone the hearing until the parents or legal guardians are notified and available to be present. Such request for postponement should be made at least forty-eight hours prior to the scheduled hearing time.

If the student has reached age 18 at the time the alleged acts took place, the student is then authorized to make decisions, sign documents and obtain representation on his own behalf and may elect to be represented by his/her parents or guardians. However, notice shall be also given to the parents as outlined above unless the student shows that he or she is no longer dependent upon or residing with his/her parents and does not want them notified.

If the student, the student's parent, guardian or representative, do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.

The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teachers and other witnesses at a time which will not be disruptive.

The superintendent, student, or his/her representative may request the hearing before the board be held in closed session. After due consideration, the board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling and to override the general public policy in favor of public meetings, and hold the hearing in closed session. The student, his/her parents and their representatives may be present.

At the hearing the superintendent or his/her designee shall present evidence in behalf of his/her recommendations. An attorney hired by the board may present evidence and at the same time advise the board. Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.

The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, the student shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.

The board shall take time to discuss the issues presented at the hearing. The board's decision will be based solely upon evidence introduced at the hearing. The school board shall then vote on the issue of whether to expel the student. The vote shall be by roll call in an open public meeting and must be made by an absolute majority of the board and not merely a majority of those in attendance.

Notification of the board's decision and the factual basis for it will be mailed or hand-delivered to the student and his/her counsel within five calendar days of the hearing.

Nothing contained in the above paragraphs shall prevent the immediate expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or well being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate expulsion, a hearing will be held within ten days to determine future action of the board. Such a hearing will be conducted in the spirit of due process.

Conditions for re-admission:

1. The board may consider, and by majority vote of those present,
2. Grant re-admission to a student expelled by board action at any time and upon any condition it may determine.
3. A decision may be appealed under Chapter 29, Code of Iowa

*Attendance and discipline statements are a combination of board and high school policies.

EDUCATIONAL RECORDS – Reference Board Policies 502.04, 505.01, 505.01R

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must make an objection in writing to the principal in charge of the school which the student is attending at the beginning of the school year if they do not want the school district to release directory information. The objection must be renewed at the beginning of each school year. Directory information shall include, but not be limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

EQUAL EDUCATIONAL OPPORTUNITY – Reference Board Policy 102.02

It is the policy of the West Delaware County Community School not to discriminate on the basis of race, color, national origin, gender, 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. Policy 102.01 outlines the grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Tim Felderman, West Delaware High School, 605 New Street, Manchester, IA 52057, phone 563-927-3515, ext. 301, e-mail address: timfelderman@w-delaware.k12.ia.us. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The West Delaware County Community School District will take all necessary actions to comply with the law as stated in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Title V of the Vocational Rehabilitation Act of 1973, and any other state and federal law which prohibits discrimination of educational programs and activities.

FAMILY NIGHT – Reference Board Policy 1004.05

There are to be no school sponsored activities on Sunday, unless Superintendent approved. The district will also observe Wednesday family night with no school sponsored activities scheduled to extend past 6:30 p.m. Family night restrictions need not be observed during summer vacation. Applications for exceptions must be made to the Superintendent or his/her designee prior to the date of the requested exception.

FIGHTING

The West Delaware feels it is vitally important that students are safe at school. All students have the right to feel safe from injury by a peer brought on by verbal/and physical means. West Delaware will take immediate action for fighting.

Disciplinary action shall be reported to parents or guardians for any action which results in a suspension, and if law enforcement personnel are involved with the student at school. A report to the parent can take the form of a telephone call, a letter, or a conference with parent and school officials.

These rules will be enforced during regular school hours and during school sponsored activities, whether the student is a participant in that activity or a non-participant.

Principals and staff are mutually responsible for maintenance of the approved discipline standards. The major responsibility for the extremely severe cases of discipline must be assumed by the building principal. See each building's behavior chart in their section at the back of this handbook.

FUNDRAISING

Students may raise funds for school-sponsored events with the prior written permission of the superintendent. Fundraising by students for events other than those which are school-sponsored is not allowed.

GUM, CANDY, POP

To be in compliance with our health education program, regular use of gum and candy are not allowed at school with the exception of classroom events.

HEALTH SERVICES – See Appendix Page A11**HEALTHY FOOD CHOICES - Promoting Good Habits While Protecting Children's Health**

The West Delaware Wellness Committee was formed in August 9, 2005 as part of legislation mandating school districts to have local wellness policies in place by the 2006-07 school years. The legislation was in response to the mounting childhood obesity problem. As part of the West Delaware Local Wellness Policies it is important to note that holiday celebrations, birthday parties and classroom treats need not

involve candy and other foods that can undermine children's diets or health and reinforce unhealthy eating habits. A wide variety of alternative non-food and healthy choice items for parties and celebrations are available. To keep all children safe, the Committee encourages parents to only bring food snacks that are commercially bulk packed or individually wrapped. Suggested healthy snacks include string cheese, yogurt cups, granola bars, raisins, juice boxes and snack crackers.

HOMELESS CHILD/YOUTH, DEFINITION – Reference Board Policy 501.16

The West Delaware County Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the High School Counselor as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

Homeless & Migrant Liaison Contact Information:

Shelby Piersch, High School Counselor

West Delaware High School

605 New Street, Manchester, Iowa 52057

Phone: 563-927-3515, extension 306; email shelbypiersch@w-delaware.k12.ia.us

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line Number: 1-800-308-2145.

HUMAN GROWTH AND DEVELOPMENT – Reference Iowa Code: 279.50 & Board Policy 602.11
The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use by contacting the building principal. Parents who wish to have their child excused from human growth and development instruction may do so by filing a written request with the principal.

INSURANCE – STUDENT

The school district does not offer student insurance. However, private companies are allowed to send their student insurance brochures and solicitations. The district does not endorse any company. Parents are responsible for their own insurance coverage.

INTERVIEWS WITH STUDENTS - Reference Board Policy 506.05

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

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

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

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

LOCKERS – Reference Board Policy 502.01A

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers and desks clean and undamaged.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Either students or another individual must be present during the inspection of lockers and desks. Student lockers and desks may also be searched, at any time and without advance notice, in compliance with Board Policy 502.05A regulating search and seizure.

PLEASE DO NOT LEAVE VALUABLES IN YOUR LOCKERS, AS THESE ITEMS ARE YOUR RESPONSIBILITY. High School students may pick up a school padlock for his/her locker in the high school office. If a student loses or destroys the padlock, \$5.00 will be charged for replacement. Padlocks on lockers must be school issued.

NO EXTERIOR LOCKER SIGNS ARE PERMITTED, unless approved by the building principal. All interior locker signs and pictures must be appropriate to the school environment.

LOST AND FOUND

There is a lost and found located in or near each school office. All found items should be turned in to the office. Since many students have identical items it is sometimes difficult to know to whom it belongs. Therefore, we ask that you place your child's name on all possessions he/she will have at school. This does not include school owned items such as books and equipment.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): ASSISTANCE TEAMS

The West Delaware Community School District uses a Multi-Tiered System of Supports (MTSS) to address student concerns. Problem solving is a framework of evidence-based practices in instruction and assessment that addresses the needs of all students starting in general education. The procedures used are designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the MTSS process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

MTSS is a process used to determine how teachers and parents can work together to help a student who is having some type of difficulty. The MTSS process is structured so we know what things we try make a positive difference. The process begins when a parent or a member of the school staff has a concern about a student. It begins very informally.

STAGE ONE is initiated by communication between the parents and the teacher. They talk about the problem and come up with ideas to try. Those ideas are put in place and their success is evaluated. If these initial supports work, the process stops. If they don't work...

STAGE TWO is initiated. Additional ideas for helping the student are sought from other teachers or staff members. All of these ideas are considered. Some are selected to try, they are implemented, and their success is evaluated. If the problem gets better, the process stops here. If not...

Assistance Team

STAGE THREE sees the group reaching out for even more support. The school assistance team is used to get even more support. The school assistance team is used to get even more ideas. The building level team consists of both regular and special education staff, counselors, administrators, and others who meet on a regular basis to discuss options for students who are experiencing difficulty. Members of the school's AEA team may be involved as well. The child's problem is discussed in detail to make sure that the exact problem has been identified. Discussions are held regarding what has helped and what has not, and a plan is developed to try additional supports. This plan is monitored to see how well it works. If this plan still does not solve ...

STAGE FOUR: Special education, Talented & Gifted, or other services are considered only when:

- The interventions attempted at the earlier stages of problem solving did not correct the problem.
- The interventions tried are working but the amount of resources necessary make it impossible to continue the support without assistance or...
- The family requests that other services be considered.

NUTRITION DEPARTMENT – Reference Board Policy 701.05

The West Delaware Board of Education has implemented the "offer -vs- serve program" at all centers. This program gives students an option to choose fewer food items than are being offered daily for lunch and breakfast. Items include meat or meat alternative, bread or bread alternate, fruit, vegetable and milk. Students must choose at least three items. Students are encouraged to try food from all groups. A peanut butter sandwich or an alternative main dish will be offered daily. Students are not allowed to have pop at mealtime.

High School and Middle School students are required to know their family account number to access their accounts. This number is issued when a student is enrolled and should not change throughout their school years at West Delaware. Lambert students will be issued a computer lunch card. The cards will be kept by teachers and given to students before lunch, cards are scanned in the lunch lines, collected and returned to the teacher.

Students are encouraged to eat breakfast every day because students who eat breakfast are better prepared to learn. Breakfast is available to all students. The price of a student breakfast is \$1.40 and an adult breakfast is \$1.95. The price of a reduced student breakfast is 30¢, based on financial eligibility. Students eligible for a free lunch are also eligible for a free breakfast. Lambert serves breakfast from 7:30 until 7:50 a.m. The High School and Middle School serve breakfast from 7:45 to 8:05 a.m.

The price of a school lunch is \$2.35 for students in grades Preschool-4 and \$2.50 for students in grades 5-12. The price of an adult lunch is \$3.65. The price of a reduced student lunch is 40¢, based on financial eligibility. Students are allowed to purchase extra items from the daily menu. Sandwich and main dish items are \$1.40 and milk is 35¢. Students who are eligible for free meals receive one free lunch and one free breakfast daily. Students receiving free meals must have money in their account to purchase extra items. No student will be allowed to take extras if there isn't any money in their account.

All meal purchases are to be prepaid before meal service begins. Parents can send money with their student(s) to deposit into their accounts in the morning before the start of school. Money or checks will not be taken in the lunch line. Cash will not be given back to a student, even with a note. Parents can also make payments to their lunch account online through PaySchools. Our lunch program software system allows parents to log on and manage their family account. Parents may sign up to receive low-balance emails, set notice amounts and manage what and how much the children in their family account can eat each day.

Family accounts that do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in their family account, except as described in this policy.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Families with outstanding meal charge debt shall be allowed to purchase a meal if the family pays for the meal when it is received.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance as described below.

High school students will be served a fruit, vegetable and milk for free if the family balance is in a negative, unless arrangements have been made through the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us.

Middle School students will be served an alternative meal that consists of a peanut butter sandwich and milk for free if the family account reaches negative (-\$7.50) unless arrangements have been made through the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us. Calls will be made to parent/guardian once the family account balance goes negative.

Families with students attending Lambert will be informed when their lunch account balance is getting low. Negative account balance notes will be given to the teachers to distribute to students weekly. Calls will be made on negative balances and parents will be informed or messages will be left regarding the negative balances. When a family account balance reaches negative (-\$7.50) or more the student will be given an alternative meal that consists of a peanut butter sandwich and milk for free until the negative balance is paid and a deposit is made to the account or arrangements have been made with the District

Food Service Director, Kim Sperflage, 563-927-3515, extension 211, kimsperflage@w-delaware.k12.ia.us.

During the month of May, family accounts with a negative balance will not be allowed to eat the menu items of the day and will receive an alternative meal until the negative balance is corrected through a deposit to the family account or arrangements have been made with the District Food Service Director, Kim Sperflage, 563-927-3515, extension 211, kimsperflage@w-delaware.k12.ia.us. All family account balances are carried forward to the next school year.

Negative balances of more than \$100.00, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Free and reduced meal applications are available on the school's website located under the District Tab and at the Central Office. The application and information on the free and reduced program will also be emailed to each family twice a school year. If you have any questions regarding the application form, process or program, please call Laurie Buchheit, 563-927-3515, extension 406.

OPEN ENROLLMENT Reference Iowa Department of Education Open Enrollment Handbook
Open Enrollment is a cost free option by which parents/guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

The parent/guardian must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Iowa Department of Education's web site under Open Enrollment. The completed form must be filed with both the resident and receiving district by March 1 of the year preceding the school year for which open enrollment is desired for students entering grades 1 through 12. The deadline for kindergarten students is September 1.

Parents are responsible for transporting children that are open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district.

Students that open enroll in grades 9 through 12, shall not be eligible to participate in varsity contests and competitions during the first 90 school days of transfer. Please contact the Iowa Girls High School Athletic Union at (515) 288-9741 or the Iowa High School Athletic Association at (515) 432-2011 for questions regarding eligibility.

Appeal Process: Unless the application for open enrollment claims harassment or if the child has a serious health condition that the resident district cannot adequately address, all appeals must be made to an Iowa District Court. Appeals should be filed in district court in the county in which the resident district's administrative office is located.

The State Board of Education does not hear appeals unless one of the following claims was made as a basis for good cause:

- Child has serious health condition.
- Child has experienced pervasive harassment.

For more information on open enrollment or to receive open enrollment forms, please contact the West Delaware Central Office, 701 New Street, Manchester at 563-927-3515, extension 406.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are held twice a year at the Middle School and Lambert Elementary and once each term at the High School. Additional conferences should be held at any time that the teacher or parent feels that it would be beneficial. The purpose of a conference is to inform parents as clearly as possible both the status and progress of their child. Discussion may involve the specific objectives the student has attained as well as those not accomplished. If teachers and parents can share the essential similarities of their goals for their children, student development and achievement can be enhanced. Parents may make appointments for conferences with teachers, counselors, or the principal by telephone and/or e-mail at any time.

PERSONAL POSSESSIONS-VALUABLES

The district is NOT responsible for a student's personal belongings lost or damaged at school or at school sponsored events. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school these items can be safeguarded by leaving them at the main office.

POSTING OF INFORMATION

Students who wish to post or distribute school related information must receive permission from the principal at least one (1) day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Distribution of materials for non-curricular student led groups may be made by students only. The district reserves the right to control time, place, and manner of distribution but not content. Neither the school district nor employees should be involved in announcing, collecting, or distributing materials in a manner that we would not normally do for other groups. Check with Administration if there are questions.

PROMOTION – RETENTION (K-8) – Reference Board Policy 605.03

Promotion practices in the West Delaware County Community School District shall have as their objectives the placing of the student in an environment where maximum development will take place. Parents shall be informed as early as possible when in the judgement of the professional staff a student is being considered for retention.

In grades K-8 students failing 1 or more academics core courses per semester (Language Arts, Math, Science and Social Studies) will be considered for retention for that grade.

Students who fail one or more academics will be recommended for summer school.

In any situation where promotion is questionable, the teachers, counselor, and administrator will confer. A parent conference will be scheduled and documented. The results will be placed in the student's cumulative folder.

SCHOOL CLOSING/DELAYS

The closing of school will be announced by KMCH, local television stations and the West Delaware web site www.w-delaware.k12.ia.us. A school messenger text, voice or email will also be sent to parents who are signed up to receive these messages. If you are concerned about the numbers being called you can choose what numbers are getting the phone calls. Log into the Parent Portal of PowerSchool (what you used for ERegistration) and you will now see a SchoolMessenger icon, on the left hand side. Once you click you will see the past messages available to you. You can also click on the Contacts link at the top of the page and this will allow you to check the boxes next to the numbers you want to be called at for certain types of calls. You will have to do this for every student that you have in PowerSchool.

Parents need to make arrangements for their children in case of a late start or early dismissal due to inclement weather or other emergency. It is important that these arrangements are made prior to the need for them. Please be sure your child and their teacher are aware of where your child should go in case of an emergency dismissal.

SCHOOL COUNSELING PROGRAM

The professional school counselor is a certified/licensed educator trained in school counseling with unique qualifications and skills to address all students' academic, personal/social and career development needs. Our professional school counselors are developing a comprehensive school-counseling program that promotes and enhances student achievement. Their work is differentiated by attention to developmental stages of student growth, including the needs, tasks and student interests related to those stages.

Professional school counselors support a safe learning environment and work to safeguard the human rights of all members of the school community. Collaborating with other stakeholders to promote student achievement, professional school counselors address the needs of all students through prevention and intervention programs that are a part of a comprehensive school-counseling program.

Professional school counselors provide services to all students, parents, school staff and the community in the following areas: school guidance curriculum, individual student planning, and responsive services. Responsive services include; individual or group counseling, consultation with parents, teachers and other educators, and referrals to other school support services or community resources.

Professional school counselors develop confidential relationships with students to help them resolve or cope with problems and developmental concerns. Students can be referred to counselors by parents, teachers, or themselves. If you have any questions or concerns, please contact your student's building counselor.

Lambert Elementary – Katherine Mejia, extension 171

Middle School – Alicia Soppe, extension 172

High School – Shari Soppe, extension 307 and Shelby Piersch, extension 306

SCHOOL SUPPLY LISTS

Supply lists are published in the August District Newsletter, on the school's website and are available in the elementary and middle school offices.

SEARCH AND SEIZURE – Reference Board Policies 502.05A and 502.05R

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be 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, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, nicotine products, weapons, look alike weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. Refer to Policy 502.05R for regulations.

Types of Searches include:

Personal Search

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. All searches shall be conducted in private by a school official of the same gender and with another adult witness present.
 - (a) Strip searches, body cavity searches, and the use of a drug-sniffing animal to search a student's body shall not be permitted.

Locker and Desk

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches

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

SMOKING – DRINKING – DRUGS – Reference Board Policy 502.07

The board prohibits the distribution, dispensing, manufacture, possession, use, intent to sell or purchase, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Nicotine products means any product containing nicotine or any other preparation of tobacco and any products or formulation of matter containing biologically active amounts of nicotine. Nicotine products does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

The board believes such illegal unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or nicotine products for those under the age

of eighteen, shall be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance shall also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

STUDENT COMPLAINTS AND GRIEVANCES – Reference Board Policy 502.09

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another member of certified personnel, other than administration for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by certified personnel, the student may discuss the matter with the principal within five (5) calendar days. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendent within five (5) calendar days after speaking with the principal.

If a matter cannot be settled satisfactorily by the Superintendent, it may then be brought to the Board. To bring a concern about a school district employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.11.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES - Reference Board Policy 503.09R1

The Board recognizes that while certain fees charged students are appropriate and authorized certain students and their families are not financially able to pay the fees. The school district will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers –

1. Full Waivers – a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the

- Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers – a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (The reduction percentage charged will be 40 percent).
 3. Temporary Waivers – a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.
- B. Application – Parents or students eligible for a fee waiver shall make an application on the Iowa Eligibility Application or on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals – Denials of a waiver may be appealed to the Business Manager, West Delaware County Community School District, 701 New Street, Manchester, Iowa 52057.
- E. Fines or charges assessed for damage or loss of school property are not fees and will not be waived.
- F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the parent and student handbooks:
- Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), 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 temporary financial hardship should contact the principal's office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT PUBLICATIONS – Reference Board Policies 503.03 and 503.03R

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 402.12. Students who believe their freedom of expression in a student-produced official school publication has been restricted will also follow the grievance procedure outlined in board policy 402.12

The superintendent is responsible for developing a student publications code. This code will include, but not limited to, reasonable rules including time, place, and manner of distribution. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

SUPPLEMENTAL PROGRAMS

Children learn in many different ways. To help each child learn, teachers may individualize instruction. To meet this need, we provide Title 1 Reading, Special Education, Speech, and Language Therapy. Special programming for the academically gifted is provided through Talented and Gifted (TAG).

VOLUNTEERS

The District Volunteer Coordinator is Jennifer Loughren. To register as a volunteer contact Jennifer at 563-927-3515, extension 411 or email jenniferloughren@w-delaware.k12.ia.us.

WEAPONS – Reference Board Policy 502.06

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Firearms, other weapons, other dangerous objects, and look-a-likes are prohibited on District property and at school sponsored activities.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district or at school sponsored events.

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

APPENDIX

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, YOU MAY CONTACT THE FOLLOWING
ADMINISTRATORS/STAFF MEMBERS:**

- At Risk - Kristen Rickey
- Buildings, Grounds & Transportation – Gary Fonck
- Career Education - Counselors
- District Finance - Lynnette Engel
- English Language Learners - Robin Mebus
- Equal Opportunity/Equity Coordinator - Tim Felderman
- Food Service – Kim Sperflage
- Talented and Gifted (TAG) – Building Principals
- Health Services – Ashley Monaghan
- Homeless and Migrant Liason – Shelby Piersch
- Level 1 Investigators - Alicia Soppe, Katherine Mejia, Shari Soppe, Shelby Piersch, Ashley Monaghan, and Kristen Rickey
- Multi-Cultural Gender Fair - Robin Mebus
- Non-academic Data - Kristen Rickey
- Professional Development - Robin Mebus
- Safe & Drug Free Schools – Tim Felderman
- Special Education - Kristen Rickey
- Technology - Joe Hegland
- Title 1 Reading - Rudi Hameister
- Volunteering – Jennifer Loughren

2018-2019 West Delaware School Calendar

Start	Finish
August 23	May 29

385 minutes in full day
 285 minutes in early out day
 1,080 student hours required
 by law per year

High School

- Full Day 8:05-2:55
 - Early Out 8:05-1:15
- Middle School & Lambert
- Full Day 8:05-3:05
 - Early Out 8:05-1:25

CALENDAR LEGEND

Start/End	
Work Day*	
Quarter	
Prof Dev*	
Holidays	
Vacation Days	
Snow Make Up	

*Professional Development and/or work days may become student days

HOLIDAYS:

Labor Day	(9/3)
Thanksgiving Day	(11/22)
Christmas Day	(12/25)
New Year's Day	(1/1)
Good Friday	(4/19)
Memorial Day	(5/27)

Parent/Teacher Conferences:

- High School 3:30-6:30
 Sept 26, Dec 5, Feb 27, Apr 24
- Lambert/Middle School 2:30-6:30
 Oct 17 & 18 and Mar 6 & 7

Teacher Last Day TBD may need to add PD/Work Days to total 195 Contract Days

Board Approved February 12, 2018

August				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February				
M	T	W	Th	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March				
M	T	W	Th	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Extra Hours over 1,080 = 27.66
 used to make up delays and early outs

1,080 Student Hours Calendar

Date Events

Aug 16-17	New Teacher Work Days
Aug 20,21,22	Teacher Work Days
Aug 23	1st Day of School-Early Out P.D.
Aug 29	Early Out-Teacher Collaboration

Sept 3	No School - Labor Day
Sept 5,12,19,26	Early Out-Teacher Collaboration
Sept 26	HS P/T Conferences 3:30-6:30

Oct 3 No School-Prof Dev

Oct 10,24,31	Early Out-Teacher Collaboration
Oct 17-18	Early Out – P/T Conferences JK-8 HS Staff Prof Dev

Oct 26 End 1st Qtr (280.08 hrs/45 days)

Nov 7,14,28	Early Out-Teacher Collaboration
Nov 21-23	No School - Thanksgiving Holiday

Dec 5,12,19	Early Out-Teacher Collaboration
Dec 5	HS P/T Conferences 3:30-6:30
Dec 24-31	No School - Winter Break

Jan 1-2 No School – Winter Break

Jan 3	Classes Resume
Jan 9,16,23,30	Early Out-Teacher Collaboration

Jan 11 End Qtr/Sem (269 hrs/44 days)

Jan 14 No School – Teacher Work Day/hours make up day Begin 2nd Semester

Feb 6	No School-Prof Dev
Feb 13,20,27	Early Out-Teacher Collaboration
Feb 27	HS P/T Conferences 3:30-6:30
Feb 15	No School–Snow Make Up Day #1

Mar 6, 7 Early Out – P/T Conferences JK-8 High School Prof Dev

Mar 13,20,27	Early Out-Teacher Collaboration
Mar 20	End 3 rd Qtr(280.08 hrs/45 days)

Apr 3,10,17,24 Early Out-Teacher Collaboration

Apr 18 No School–Snow Make Up Day #2

Apr 19 No School – Holiday

Apr 22 No School – Vacation Day

Apr 24 HS P/T Conferences 3:30-6:30

May 1,8,15,22 Early Out-Teacher Collaboration

May 17 Seniors Last Day (tentative)

May 25 Graduation

May 27 Memorial Day

May 29 Last Day of School-Early Out (278.5 hrs/46 days)

May 30 Teacher Work Day

TECHNOLOGY/INTERNET ACCEPTABLE USE Board Policy 603.10

Acceptable Use Policy/Parent Information

The West Delaware County Community Schools (WDCCSD) is pleased to offer Internet and computer access for student, staff and Board member use. The ability to communicate electronically with others and to gain access to primary source data is an invaluable benefit for staff, students and Board members. There are, however, information areas within the structure of the Internet which may be inappropriate for access and use by some or all of our students. The district uses the AEA Internet filter to guide access, makes every effort to block inappropriate materials, and staff members make every effort to ensure student use of the Internet is appropriate and educational. The district reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Acceptable Use Policy.

Students, Staff and Board Members are expected to follow these guidelines:

Acceptable Use

- Use all computers and other equipment for educational purposes. This includes, but is not limited to, classroom activities, research activities, peer review of assignments, and the exchange of project-related ideas, opinions, and questions.
- Abide by the generally accepted rules of network etiquette and safety guidelines.
- Material created and/or stored on the district's network/computers is not guaranteed to be private.
- Adhere to copyright laws and restrictions.
- Follow all school, state and national policies/laws.

Unacceptable Use

- The network should not be used to download, copy, or store any software, shareware, or freeware without prior permission from the information services department.
- The network should not be used to buy or sell products and services for personal use. If there is a question please check with the information services department.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Users may not log in as someone else.
- Vandalism and/or theft of any technology in the district may result in removal of the user from the system. Restitution and/or legal charges may be brought as a result of the violation. The person will be charged no less than \$50, but no more than the actual cost of either repair or replacement of the device depending on what is cheaper and available.
- Unauthorized access or attempts to access others' data is prohibited.
- Users cannot use any technology, personal or school-owned, to circumvent school procedures.

The use of the district's technology services is a privilege. All violations of technology use are subject to disciplinary action by the school and may be turned over to authorities for legal actions. Parents will be notified of actions taken with their student.

Student's Level of Access

Students will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. They will be educated in interactions online including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

In the elementary schools (JK-4), teachers will actively supervise students' use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Teachers will make every effort to ensure the students are directed to sites with only age and topic appropriate material and resources.

In the middle school (5-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise students as they move from teacher guided search activities to a more independent student use. Teachers will make every effort to ensure that students explore only sites with age and topic appropriate materials and resources.

In the high school (9-12), students have the opportunity to experiment with independent Internet use with teachers assuming less of a monitoring role and more of an advisory role. The goal is to make each student a responsible user of the information available on the Internet.

Safety Guidelines for Students

- Don't post/give out personal information (name, address, phone number, passwords, etc.)

- Don't post pictures of yourself and keep identifiers to a minimum
- Things that come up inappropriately should be shared with parent/teacher/supervisor
- If something seems wrong, then leave the site immediately
- Keep passwords safe
- Posting something online is permanent, you can't take it back.
- Post only what you would want everyone to see
- Keep it clear/Keep it clean/Keep it yours

Copyright Guidelines

Staff, students and Board members of the West Delaware County Community School District are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, and other District personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works. Examples of creative works include books, computer software, music, and films. The District does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on District equipment, within District facilities, or at District-sponsored functions. Staff, students or Board members who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to reimburse the District for expenses incurred as the result of a violation. Principals or administrators are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff and Board members of District copyright policy, and periodically reminding them of their rights and responsibilities. All school sites and work locations must keep a copy of their computer software site license agreements on file.

Email Use

All staff and students grades 5-12 are provided an email account (unless declined by a parent/guardian). It is the responsibility of the user to comply with the Acceptable Use Policy. The email account is for school-related purposes; it should not be used for personal use. The student or staff member should use a personal email account for such purposes.

Social Networking Sites

- Only use social networking sites approved by our district (ones that are not blocked by our firewall).
- Social networking sites used at school are for school-related purposes, not personal. This also means that school connections with social networking sites are for school uses, not personal uses no matter where they are used.
- The use of personal devices (personal laptops, other direct electronic communication devices, etc.) to get to blocked social networking sites outside of our firewall is prohibited.
- Be aware of copyright laws. Copying information, pictures, music, etc. and putting online (or reposting) may be against copyright laws if a person doesn't have permission. Always make sure to have permission before posting online.

Borrowing of Equipment (including school-issued devices)

School-issued device references the device that a student receives at the beginning of the year and is in charge of over the course of the whole school year.

Use of the technology is a privilege and not a right. Failure to use the technology in an appropriate manner could result in consequences, as determined by the staff and administration of WDCCSD.

This technology is provided for educational purposes only and is intended to support the learning objectives of the WDCCSD. The technology is the property of WDCCSD. WDCCSD is not liable for lost data or time spent on data. Students and their parents/guardians must agree in writing to the following before students will be allowed to take any technology home:

- Student agrees to follow all WDCCSD regulations and policies governing the use of the technology as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- Student shall not remove or alter any WDCCSD identification labels attached to or displayed on the technology nor shall the student change identification within the technology, such as the technology name.
- Student agrees to handle the technology carefully and protect it from the weather and other potential sources of damage, including but not limited to the following:
 - Avoid leaving technology in extreme hot or cold temperatures, such as in a car.
 - Avoid liquids and food while using technology.

- Avoid leaving technology unattended around children or pets.
 - Avoid placing or stacking heavy objects on top of technology.
 - Avoid operating technology on soft items such as pillows, chairs, sofa cushions, blankets, etc.
 - Avoid leaving technology in an unsecure location when not in use.
- The student and their parents/guardians will assume the risk of loss by theft, destruction, or damage. If during the loan period, the technology is damaged or returned with any accessories missing, WDCCSD may charge the student based on this criteria.
 - If the damage is deemed accidental the person will be charged no less than \$25, but no more than \$300 which will cover half the cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed half of the original cost of the device.
 - If the damage is deemed carelessness (see list above on what to avoid) or vandalism/destruction, the person will be charged no less than \$50, but no more than \$600 which will cover the whole cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed the original cost of the device.
 - If damage is caused because it was not transported using the carrying case that is provided, the cause may be deemed carelessness.
- Student agrees if the technology malfunctions or is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair.
- Student agrees to be responsible for recharging the technology at home on a daily basis. One suggestion would be to charge it at the same time you charge your cell phone at night.
- Student agrees to be responsible for bringing the charged device, cases, and accessories (if applicable) back to school every day.
- Student agrees to not leave any school device unsupervised to help prevent against theft. This would be deemed as carelessness.
- Student agrees to use the devices for school-related purpose only. If it is found that the student is using the device for personal reasons or has altered computer settings in any manner it is the right of the school to suspend usage for a period of time determined by the school.
- The student is permitted to alter or add files to customize the school-issued device to their own working style as long as it does not interfere with the rest of the Acceptable Use Policy.
- The student is permitted to apply identifiers to the school-issued device as long as any are completely removable. If not removable there will be a fine attached. Seniors or students leaving the district must remove the identifiers before the school-issued device is turned in.
- Student agrees to turn a school-issued device at the end of the year or at the time that their enrollment at WDCCSD has ended. Failure to turn in a school-issued device or any other devices borrowed may be considered theft.

Bringing Own Devices

Students may bring their own devices as long as it is approved by the teacher or other certified school personnel in that particular class/activity. This is in addition to any school-issued devices the student is given. Students are responsible for bringing school-issued devices every day. Please remember the following:

- Even though it is a personal device, the user must still comply with the Acceptable Use Policy while in the district.
- Students assume responsibility for only visiting appropriate sites, even on their own devices. Teachers may question the student's rationale for visiting a site. If the student unintentionally logs into something inappropriate, please exit.
- Students are not allowed to access documents, etc. that may be deemed not appropriate for school.
- The school will provide basic networking connectivity. It is not the responsibility of the information services department to troubleshoot a personal computer.
- The school may confiscate and hold a device as per building policy if a problem arises. The device may also be suspended from school property if the problem continues.

Direct Electronic Communication Devices (ie. Cell phones, PDA's, iPods, cameras, etc.)

- A teacher may allow students to utilize direct electronic communication devices for education purposes in that teacher's class. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.
- There may be other acceptable uses as set by each building.
- No Direct Electronic Communication devices with audio and/or video recording capability may be used in restrooms or locker rooms.

- Teachers may hold a phone that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc.
- People are not allowed to access sites, pictures, videos, etc. that are currently blocked with the school firewall; or considered not appropriate for school.

In compliance with federal law, this policy will be maintained, with appropriate revisions, at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Date adopted: July 11, 2005

Date reviewed: February 9, 2009; May 14, 2012; July 16, 2012; April 14, 2014; July 20, 2015; July 18, 2016

Date revised: September 20, 2006; April 9, 2012; June 18, 2012; March 10, 2014;
June 8, 2015; June 13, 2016

Media Permission Request – Preschool-12 Code No. 603.10 F1

This policy covers all West Delaware County Community School District web pages, print, social media and multimedia productions (excluding Inklings, newsletters, and year/memory books).

No student art/work/writing/photograph may be published without parent consent on the district's web site, in a building or district newsletter, used in a multimedia production, district social media, or released to local or regional news media (newspapers, television, and radio) during their enrollment at the West Delaware County Community School District. District privacy policy prohibits the copying of any published items without the expressed written permission of the school district, student, or the student's parent or guardian.

The parent(s)/guardian(s), or student may withdraw or grant permission for publication at any time by filling out the permissions portion of the e-registration page through PowerSchool. Records are stored in PowerSchool and can be accessed by people who work with that student.

This permission will remain in effect for the calendar year, unless the parent logs back into the system to change the permission. The following year the parent(s)/guardian(s) will be asked again during the e-registration process.

The following question is asked of the parent(s)/guardian(s):

I give permission to allow student art/work/writing/photograph to be published without parent consent on the district's web site, in a building or district newsletter, used in a multimedia production, district social media, or released to local or regional news media (newspapers, television, and radio) during their enrollment at the West Delaware County Community School District. (Note: If this is marked no and your child's picture or name accidentally appears on the website, please contact the school immediately and it will be removed.)

Yes or No

Date adopted: July 11, 2005

Date reviewed: February 9, 2009; June 18, 2012; February 11, 2013; March 10, 2014; August 10, 2015

Date revised: September 20, 2006; April 9, 2012; January 14, 2013; February 10, 2014; July 20, 2015

REQUIRED NOTICES

Family Educational Rights and Privacy Act (FERPA) Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Delaware County Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, West Delaware may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow West Delaware to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members; and School website.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, to federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want West Delaware to disclose directory information from your child's education records without your prior written consent, **you must notify the District in writing by September 4, 2018.**

Send your written request to: West Delaware County Community School District, Central Office, 701 New Street Manchester, Iowa 52057.

West Delaware has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone Number
- Date and place of birth
- Dates of attendance
- Grade level
- Major field of study
- Most recent previous educational agency or institution attended by the student, and other similar information
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

West Delaware County Community School District has developed policy 505.04, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. West Delaware CCSD will directly notify parents of this policy at least annually at the start of each school year and after any substantive changes. West Delaware CCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. West Delaware CCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in

which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

NOTICE TO ALL PARENTS:

As a parent of a student in the West Delaware County Community School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Iowa has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call 927-3515.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

If you have any questions about this state law, please contact your school principal. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

**AGREEMENT BETWEEN THE
WEST DELAWARE COUNTY COMMUNITY SCHOOL DISTRICT
& THE DELAWARE COUNTY/STATE OF IOWA JUVENILE JUSTICE**

Pursuant to Code of Iowa Chapter 256 and Iowa Administrative Code 281-12.3

This Agreement is entered into by and between the West Delaware County Community School District, and state and local agencies that are part of the juvenile justice system. These agencies include, but are not limited to, the Delaware County Juvenile Court Services, Iowa Department of Human Services, Delaware County Sheriff, Manchester Police Department, and State of Iowa Law Enforcement authorities.

The purpose of this agreement shall be to reduce juvenile crime by promoting cooperation and collaboration and the sharing of appropriate information among the parties prior to a student's adjudication in a joint effort to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The information shared under the agreement shall be used solely for determining the programs and services appropriate to the needs of the juvenile or the juvenile's family or coordinating the delivery of programs and services to the juvenile or the juvenile's family.

Information shared by the school district or school under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information shared by another party to the agreement with a school district or school pursuant to an interagency agreement shall not be used as a basis for a school disciplinary action against a student.

All parties to this agreement certify that confidential information shared among the parties to the agreement shall remain confidential and shall not be shared with any other person, school, school district, or agency, unless otherwise provided bylaw.

The West Delaware School District will share information contained within the student's permanent record, including name, address, phone, grades, record of attendance, classes attended, grade completed and year completed, educational progress, and official transcript. Pertinent information contained within the student's cumulative record will also be shared in accordance with Iowa Administrative Code Section 281-12.3 (4). Request for information pursuant to this agreement shall be made to the Superintendent of West Delaware Schools.

Juvenile Court records may be disclosed in accordance with section 232.147 (7).

Date adopted: August 12, 2013

Date reviewed:

Date revised: June 11, 2018

Legal Ref.: Code of Iowa Chapter 256
Iowa Administrative Code 281-12.3

West Delaware Health Services Handbook

**Ashley Monaghan RN BSN
School Nurse**

563-927-3515 Ext. 206 at Middle School

**Leslie Zellner
Elementary Health Office
563-927-3515 Ext. 107**

**Elaine Gibbs
High School Health Associate
563-927-3515 Ext. 310**

West Delaware Health Services web site can be found on the
West Delaware website under the Parent Tab

www.w-delaware.k12.ia.us

HEALTH RECORDS AND MANDATORY REQUIREMENTS:

The School Nurse keeps health records on each student. The State of Iowa has mandated several requirements for entering school.

Health Requirements to Attend School 2018-2019 school year *Please turn in by the 1st day of school*

Preschool

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)

Junior Kindergarten/ Kindergarten

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)
- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant.
Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.
- Dental form—screening may be performed by a licensed dentist, dental hygienist, nurse, nurse practitioner, or physician assistant. Screening is considered valid from age 3 years to 4 months after the start of school.
- Lead level

If your student attended Junior Kindergarten during the previous school year and turned in the required forms, no additional forms are needed

3rd Grade

- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant.
Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.

7th Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had a Tdap and Meningococcal (meningitis) vaccine

9th Grade

- Dental form—screening MUST be performed by a licensed dentist or licensed dental hygienist. Screening is considered valid if done no earlier than 1 year before and no later than 4 months after school starts.

12th Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had the Meningococcal (meningitis) vaccine. 2 doses of meningitis vaccine are required for students, if born after September 15, 1999; or 1 dose if received when student was 16 years of age or older.

Please contact the School Nurse if there are any questions or concerns regarding the MANDATORY requirements.

HEALTHY AND WELL KIDS IN IOWA (HAWK I):

Healthy and Well Kids in Iowa is a program that gives students health care coverage. HAWK I provides health coverage for children and teens, ages 0-19. The HAWK I program covers doctors' visits, hospice services, hearing services, dental care, home health care, nursing services, prescription medicines, well-child visits/immunizations, physical therapy, vision care, speech therapy, ambulance services, outpatient hospital services, inpatient hospital services, durable medical equipment and chiropractic care. The HAWK-I application is short and easy to fill out. Applications may be picked up at any Health Office. Call HAWK I at 1-800-257-8563 or visit the web site at www.hawk-i.org.

HEARING SCREENINGS:

Keystone Area Education Agency performs hearing tests on grades Kindergarten, 1st, 2nd, and 7th grade. This also includes new students from out of state and students with a known hearing loss. Speech and psychological screening may be done as requested by parents and/or teachers with parent permission from Keystone AEA.

MEDICATION PROCEDURE:

- 1.) The medication dispensed by school personnel must be prescribed by persons licensed to prescribe.
- 2.) The parent or guardian must sign a medication permission form to have the prescribed medication dispensed to their student according to the specific written directions of those licensed to prescribe medication. (See attached form on page A22)
- 3.) The medication must be in the original prescription container that has been filled by a pharmacist. It may be necessary to obtain an extra identical labeled container of the prescribed medication.
- 4.) Non-prescription medications such as over the counter Tylenol, Ibuprofen, cough drops, tums, etc. may be administered by a nurse or non-nurse school personnel who have met the qualifications to dispense medications stated in Chapter 204 of the Code of Iowa and if the parent has completed E-registration giving permission for over the counter medications to be given at school.
- 5.) Any medication which is dispensed will be recorded and all medication will be maintained in a secure location and appropriately identified for each student. All medication permission slips will be filed in the students health file in the health office.
- 6.) Students that carry inhalers and other medications for airway constriction at school, a new law enacted by the 2004 Iowa Legislature requires a specific consent form be signed by both parents/guardians and physician. (See attached form)
- 7.) Any medication that has not been taken or picked up at the end of the school year will be destroyed.

ACCIDENTS AND ILLNESSES:

In the event your student becomes ill during the school day, he/she is to report to the health office. If circumstances prevent this, the student should have another individual notify the office as to the illness and where the student is located. At the judgment of the school personnel, the parent/guardian may be called to pick up their student. Students are not to contact parents via cell or school phone without checking into the health office first. The West Delaware School District has a school nurse who serves the PK-12 student population. In the case of a serious injury, the school nurse or staff trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students whenever they are under District supervision. The parents/guardians will be notified of the incident. In the event the health office is unable to contact the parents/guardians for medical care of their student, the school will take the necessary action judged to be appropriate by school personnel. For severe or life threatening injuries and illnesses, the emergency Assistance Number (911) will be called and the student will be transferred to an appropriate source of medical care as rapidly as possible.

HEALTH AND SCHOOL ATTENDANCE:

Please notify school when your child is home due to illness. You don't want your child to miss school but neither do you want to send a sick child to school and expose him/her to other students as well.

A runny nose is the way many students respond to pollen, dust, chalk or simply a change in season. If it isn't a common cold, it could be an allergy and allergies are not contagious. Please don't keep your student home.

A bad cough or cold symptoms can indicate a severe cold, bronchitis, influenza or even pneumonia. Some students suffer one cold after another all winter long and a run of the mill cold should not be a reason to miss school. But, if your student is not acting "right," has difficulty breathing, dehydrated, not sleeping or eating, this could be more serious. Check with your health care provider.

Diarrhea and vomiting make students very uncomfortable and being near a bathroom becomes top priority. If your student has repeated episodes of diarrhea and vomiting and accompanied by a fever, rash or generalized weakness, consult your health care provider and keep your student out of school until the illness resolves.

Fever is an important symptom, when it occurs along with a sore throat, earache, nausea, listlessness, and rash. Your student may be contagious. At West Delaware, a student with a fever of 100.0 degrees or above will be sent home. Most health care providers advise parents to keep students home during the first 24 hours of a fever and to be fever free for 24 hours before returning to school.

Strep throat is a highly contagious condition caused by a streptococcal (bacterial) infection. A student with strep throat should be kept home and treated with antibiotics as prescribed by a physician. After 24 hours on an antibiotic, a student is usually not contagious and can return to school.

Conjunctivitis, or pink eye, is highly contagious and uncomfortable. If your student complains of an eye or eyes burning, itching or producing clear discharge, it could be a minor case caused by an allergy or virus. If there is green discharge it could be a more serious case caused by bacteria which may require prescription medication. The student may return after being on medication for 24 hours.

Head lice or "Pediculosis" is an infestation of the scalp and hair with lice and nits. Head lice results in severe itching. It is transmitted through direct contact with an infected individual and by sharing personal belongings such as clothing, head gear, combs, bedding. Head lice can spread and re-infestation is common. Head lice guidelines for school attendance as follows:

- 1.) Any student found to have head lice will go home at the end of the day to be treated. The parent/guardian or responsible adult will be called. If there is no phone, a letter will be sent home with the student. Written information regarding the treatment of head lice will also be sent home with the student. If two or more cases of head lice are discovered in a classroom, an informational letter will be sent home with the rest of the students in that classroom.
- 2.) Designated school personnel will be responsible for screening school aged siblings and close contacts of students who have been found to have head lice.
- 3.) Students will be readmitted to school as soon as their hair has been treated with an over the counter medicated head lice shampoo or alternative product. All students who have been found to have head lice will be examined by a school health professional upon return to school and again in 7-10 days.
- 4.) All students who have been found to have head lice will be examined weekly until they have been free of the infestation for three weeks.
- 5.) The district will emphasize prevention and education as a primary measure to control head lice in the school setting.
- 6.) If you discover head lice on your student, they may come to school as long as they have been treated. Please inform the health office so they may assist you with this health issue.

PHYSICAL EDUCATION EXCUSES:

All Physical Education excuses need to be reviewed by the Physical Education teacher or health office. If a student needs to miss two consecutive Physical Education days, the PE excuse must be from their health care provider. If a student is unable to participate in 50% of any unit, they will be required to complete written work in lieu of participation. Students may be asked to participate in class if they are able to perform certain activities such as keeping score, etc., even if they have an excuse.

RECESS:

Students attending school are expected to go outside for recess with their class. If your student is to stay in from recess frequently, a doctor note will be required.



Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Student Information (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent or Guardian Name:		Telephone (home or mobile):
Street Address:	City:	County:
Name of Elementary or High School:	Grade Level:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Screening Information (health care provider must complete this section)

Date of Dental Screening: _____

Treatment Needs (check ONE only based on screening results, prior to treatment services provided):

- No Obvious Problems – the child's hard and soft tissues appear to be visually healthy and there is no apparent reason for the child to be seen before the next routine dental checkup.
- Requires Dental Care – tooth decay¹ or a white spot lesion² is suspected in one or more teeth, or gum infection³ is suspected.
- Requires Urgent Dental Care – obvious tooth decay¹ is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

¹ Tooth decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.

² White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.

³ Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

Screening Provider (check ONE only):

DDS/DMD RDH MD/DO PA RN/ARNP (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) _____ Phone: _____

Provider Business Address: _____

Signature and Credentials
of Provider or Recorder*: _____ Date: _____

*Recorder: An authorized provider (DDS/DMD, RDH, MD/DO, PA, or RN/ARNP) may transfer information onto this form from another health document. The other health document should be attached to this form.

A screening does not replace an exam by a dentist.

Children should have a complete examination by a dentist at least once a year.

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Iowa Department of Public Health • Oral Health Center

515-242-6383 • 866-528-4020 • <http://idph.iowa.gov/ohds/oral-health-center>

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

8/17/2016

Iowa Department of Public Health
CERTIFICATE OF VISION SCREENING
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Student Information (please print)

Student Last Name:	Student First Name:	Birth Date (M/D/YYYY):
Parent/Guardian Telephone Number:		Student Address:
Zip Code:		

Screening Information (vision screening provider must complete this section or parents may attach a copy of vision screening results given to them by a provider.)

Date of Vision Screening: _____

Results (visual acuity):

Right Eye _____ Left Eye _____

Overall Result (Please select one):

Pass or Fail

Referral to eye health professional (Please select one):

Yes or No

Screening Provider: _____

Provider Business Name/Source of Screening: (please print) _____

Provider Name: (please print) _____ Phone: _____

Signature and Credentials
of Provider: _____ Date: _____

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten **and** again before enrollment in the 3rd grade.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in Kindergarten and no later than six months after the date of the child's enrollment in Kindergarten.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in 3rd grade and no later than six months after the date of the child's enrollment in 3rd grade.

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

WEST DELAWARE HEALTH SERVICES

CONSENT TO RECEIVE PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

STUDENT _____ Grade _____

PHYSICIAN/PRESCRIBER _____ Phone _____

NAME OF MEDICATION _____

DIAGNOSIS _____

DOSAGE/ROUTE _____

TIME TO BE GIVEN _____

STARTING DATE _____ ENDING DATE _____

SPECIFIC INSTRUCTIONS _____

I request that the prescribed drugs or medication be dispensed according to these written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know.

I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

INHALERS

The 2004 Iowa Legislature enacted a law, signed by the governor, which allows students with asthma or other airway constricting diseases to self-administer medication at school (ex. Inhalers) with not only a signed parental consent but also the Physician's signature or a copy of the prescription.

NAME OF MEDICATION _____ DOSAGE AND ROUTE _____

DIAGNOSIS AND SPECIFIC INSTRUCTIONS _____

PRESCRIBER'S SIGNATURE _____

COPY OF PRESCRIPTION ATTACHED _____

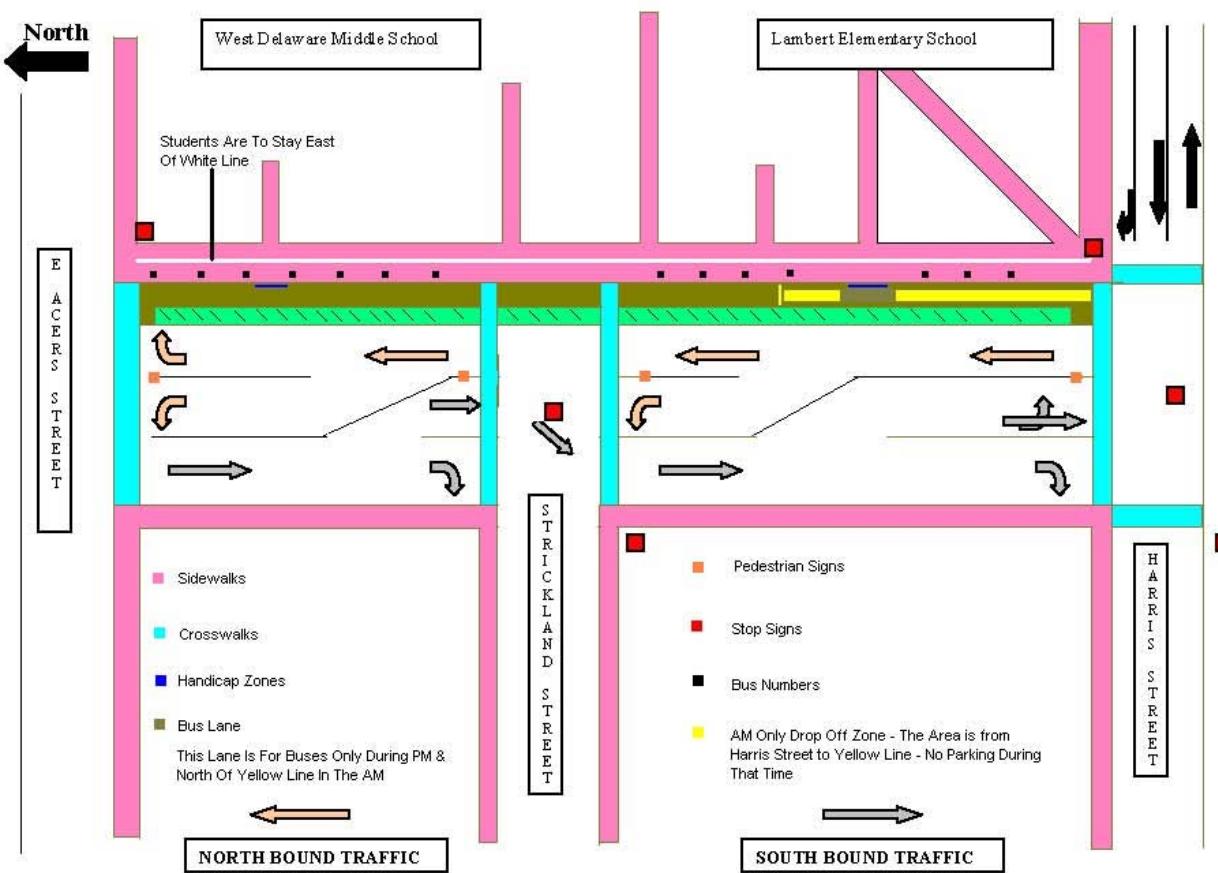
PARENT/GUARDIAN SIGNATURE _____ DATE _____

WEST DELAWARE IS NOT RESPONSIBLE FOR MEDICATIONS NOT STORED IN THE HEALTH OFFICE

Student Drop-Off & Pickup Safety Procedures

Elementary & Middle School on Doctor Street

1. All traffic going north on Doctor Street should pull up to curb before yellow line on street and drop off students.
2. Do not park on the east side of the Doctor Street between 7:30am to 8:30am & 2:30pm to 3:15pm on regular school days. Parking is allowed on the west side of Doctor Street all day long.
3. The bus lane is to remain open from 7:45am to 8:20am and 2:45pm to 3:10pm on school days.
4. On late starts or early outs, the times in 2 & 3 will be adjusted accordingly.
5. All students should be dropped off on curb side of street. If you are traveling north, your children should be dropped off on the east side of the street. If you are traveling south, your children should be dropped off on the west side of the street. **DO NOT DROP STUDENTS OFF IN THE MIDDLE OF THE STREET.**
6. SPEED LIMIT IS 25 MPH IN THIS SCHOOL ZONE.
7. All erratic and unlawful driving will be reported to the Manchester Police Department along with license plate of vehicle and description of incident. Violators will be prosecuted fully according to the law.
8. The turning lane on Harris Street south of Lambert Elementary School must remain open, no parking along north side of Harris Street between Doctor Street and west entrance to Lambert Elementary School parking lot.
9. All handicap areas are to remain open unless vehicle has proper permit. Permit must be visible.
10. All students are to use the crosswalks provided at each intersection.
11. All bike riding students need to walk bike until off school grounds and across the crosswalks.
12. From 8:30am to 2:30pm and after 3:10pm, parents can use the whole east side of Doctor Street for student drop off or pick up.
13. All school buses will be leaving at 3:10pm. The district would appreciate it if the parents of the town students would arrive after that to pick up their children.
14. There is about 15 minute time frame in the AM and PM that everyone needs to do their part in making the arrival and departure of our students as safe as possible. The adults have to teach their children the safe way to cross the street, get out of the vehicles and be respectful to others. By the adults setting a great example for the children, we can make this time of day safe for everyone involved.



LAMBERT ELEMENTARY

Lambert Elementary Behavior Matrix and Consequences

7/7/15

Behavior Examples		Consequences	Responsible Staff	Intervention/Restitution
Level 1 <i>(All Level 1's will be logged on Room Log)</i>	<ul style="list-style-type: none"> • Insubordination • Name calling • Dishonesty • Incomplete Homework • Spreading Rumors • Off Task Behaviors • Minor disruptions to the learning environment 	<ul style="list-style-type: none"> First Offense: Warning Second Offense: Loss of Recess/Essay etc.... Third Offense: Parent Phone Call/Note Home More than three offenses: Refer to next level 	<ul style="list-style-type: none"> • Classroom Teacher • The following report to classroom teacher: • Building Associate • Custodian • Specials Teacher • Other Supervising Adults 	<ul style="list-style-type: none"> • Verbal Promise to correct behavior. • Restitution activities (apology letter, make up for lost learning time, assist teacher, Positive Practice etc...) http://www.interventioncentral.org/home To find Behavior Intervention ideas check out this www site.
Level 2 <i>(Formal Referral filed in office for student)</i>	<ul style="list-style-type: none"> • Use of Profanity • Spitting of any kind • Inappropriate Body Gesture (Includes disrespectful body language) • Rough Play/Horse Play • Moderate disruptions to learning • Repeated Level 1 offenses 	<ul style="list-style-type: none"> • Phone call to Parents • Formal referral documentation filed with office. • Time Out in Hallway/Classroom • Behavior Essay • Other minor consequences as suitable to the behavior. (Could be same as restitution activity) 	<ul style="list-style-type: none"> • Classroom Teacher • Counselor • 	<ul style="list-style-type: none"> • Simple Behavior Contract • Conference with Counselor • Restitution activities (apology letter, make up for lost classroom time, assist teacher, Positive Practice etc...)
Level 3	<ul style="list-style-type: none"> • Stealing/Vandalizing • Physical non-incidental pushing/hitting/slapping/kicking • Verbal threats of violence • Violence/Blatant Disrespect to Staff • Endangering self and others with unsafe actions • Repeated Level 2 behaviors 	<ul style="list-style-type: none"> • Conference with Principal • Parent Phone Call/Conference • In-School Suspension, if warranted • Out of School Suspension, if warranted • Other consequences as suitable 	<ul style="list-style-type: none"> • Principal • Counselor • Behavior Staff • 	<ul style="list-style-type: none"> • Behavior contract • Positive Practice • Problem Solving Conference with parents • Restricted Schedule • Restitution activities as stated in behavior contract
Level 4	<ul style="list-style-type: none"> • Sexual misconduct • Bullying/Harassment of students or staff • Possession of a weapon or an object that has the likeness of a weapon • Repeated level 3 behaviors 	<ul style="list-style-type: none"> • Conference with Principal/Parents/other staff involved • Out of School Suspension • Law Enforcement Referral • Outside Agency Referral 	<ul style="list-style-type: none"> • Principal • Behavior Staff • Counselor • Law Enforcement • Superintendent 	<ul style="list-style-type: none"> • Behavior Contract • Positive Practice
Level 5	<ul style="list-style-type: none"> • Physical Violence causing serious bodily injury • Threat with a weapon • Repeat offenses from Level 4 	<ul style="list-style-type: none"> • Automatic Out of School Suspension • Law Enforcement Involved • Conference with Parents/Principal/ Superintendent/Counselor 	<ul style="list-style-type: none"> • Principal • Counselor • Behavior Staff • Superintendent • Law Enforcement 	<ul style="list-style-type: none"> • Behavior Contract • Positive Practice • Outside Agency Referral

Our plans to address bullying at Lambert:

All staff at Lambert will continue to be trained in the Olweus Bully Prevention System. As part of the training, staff have been taught how to intervene when they see bullying taking place or when bullying is reported to them.

On-The-Spot Bullying Procedure

- 1. Stop the bullying.**
- 2. Support the student who has been bullied.**
- 3. Identify the bully behavior and refer to the 4 anti-bullying rules.**
- 4. Empower the bystanders with appreciation if they were supportive of the student who was bullied or with information on how to act in the future.**
- 5. Impose immediate and appropriate consequences.**
- 6. Protect the student from future bullying.**

As for bullying consequences, all teachers have a behavior matrix listing the level of the behavior, consequences, the staff members responsible for handling the consequence, and the intervention.

Victims, Bullies, and Bystanders:

In the Olweus system, there are three groups involved in most bullying situations; the bully or bullies, the victim or victims and the bystanders. Research has shown that the bystanders are an important key in bully prevention. Bystanders (also known as stander uppers) are students that witness the bullying. Our training will help us to learn how to educate students that bystanders can help solve bullying situations.

"Stander Uppers" are asked to help by asking the victim to follow them to a safe place and report the incident to an adult. In addition, students are taught how to use "I" messages. These are statements where the student says how they feel, what the person did, and what they wish the offender would do instead.

Lambert's Four Anti-Bullying Rules:

- 1. We will not bully others.**
- 2. We will try and help students who are bullied.**
- 3. We will try and include those who are left out.**
- 4. If we know someone who is being bullied, we will tell an adult at school and an adult at home.**

HAWK PRIDE - Positive Behavioral Interventions & SUPPORTS (PBIS)

Positive Behavioral Interventions & Supports (PBIS) is a prevention based discipline model using data driven decision-making, behavioral instruction and positive interventions. The program recognizes the importance of positive relationships among all members of a school community. Through the use of PBIS we will provide school environments designed to be safe, consistent, and caring for all students.

The Hawk Pride goal of the Lambert Elementary is that all students and staff will:

- Have Respect**
- Act Responsibly**
- Work Together**
- Kindness Counts**
- Stay Safe**

HAWK PRIDE –CLASSROOM & BUILDING EXPECTATIONS

"Hawk Five" Hand Signal

- 1. Eyes Watching**
- 2. Mouth Quiet**
- 3. Ears Listening**
- 4. Hands and Feet Still**
- 5. Brain Thinking**

<i>Bathroom Expectations</i>				
Have Respect	Act Responsibly	Work Together	Kindness Counts	Stay Safe
Keep area clean.	Use bathroom appropriately.	Wait your turn.	Allow for privacy.	Wash hands.
<i>Playground Expectations</i>				
Have Respect	Act Responsibly	Work Together	Kindness Counts	Stay Safe
Follow adult directions.	Follow game & equipment rules.	Include others.	Treat others as you want to be treated.	Play safely in desired areas.
<i>Cafeteria Expectations</i>				
Have Respect	Act Responsibly	Work Together	Kindness Counts	Stay Safe
Follow adult directions.	Clean up after yourself.	Include others in your conversations.	Use your manners, say "Please" & "Thank You."	Wait your turn.
<i>Hallway Expectations</i>				
Have Respect	Act Responsibly	Work Together	Kindness Counts	Stay Safe
Follow adult directions.	Voices Off.	Stay in Line.	Use your manners.	Walk. Keep hands & feet to yourself.
<i>Before/After School Expectations</i>				
Have Respect	Act Responsibly	Work Together	Kindness Counts	Stay Safe
Follow adult directions.	Take care of your belongings.	Be a good friend.	Greet others kindly.	Walk to and from the building.

LAMBERT PBIS STAFF EXPECTATIONS

Active supervision is done in non-classroom settings (common areas). Three components of active supervision are:

- * movement
- * scanning
- * interaction

Hallway:

1. Escort classrooms in the hallways; teacher walks with their class
2. Monitor students and remind them that there is no talking in the hallways.
3. Send a pass with your students in the hallway when needed.

Bathroom:

1. Remind students to follow expectations
2. Monitor the number of students allowed in each bathroom at one time.
3. Check the bathroom area before leaving to make sure the area is clean.

Lunch:

1. Walk students to lunch.

Playground:

1. Walk around the entire playground and supervise students while playing.
2. Scan the playground for equipment prior to going inside.

3. Have passes, band-aids, walkie-talkies, and safety vest for duty.
4. Wear weather-related clothing

Before and After School:

1. All staff monitor hallways to make sure students are entering/exiting the building appropriately.
2. While on duty walk around and supervise students outside the building
3. Escort students to assigned exit door

ARRIVAL TIME

Children are not to arrive at school before 7:55 a.m. unless they are coming for school breakfast, which begins at 7:20 each morning. Children who are finished with breakfast will remain in the cafeteria until the bell rings at 7:55 a.m. Students are allowed to enter their classrooms at 7:55 a.m. Students may be allowed to enter the classrooms earlier than 7:55 only if permission is granted by his or her teacher. School starts promptly at 8:06 am. It is important that students get to their homeroom by 8:05 am. Students arriving after 8:05 am need to report to the office to sign in and get a tardy pass. Students who are late to class will be sent directly to the office to receive an excused/unexcused tardy pass.

ASSIGNMENT BOOKS

Students in grades 4 will be issued a school assignment book. These books will be used for assignments, reminders, parent notes, and hall passes. If a student loses or destroys their book, they will need to pay \$2 for a replacement book.

ENTERING THE SCHOOL BUILDING

Parents are visitors and are to enter the school building through the west doors by the Administration Offices. The side and back doors will be kept locked during the school day to monitor visitors in the building. Students and teachers have been instructed to not open the side doors for anyone, even if it is someone they know. This is a rule to keep our school safe.

GREAT AT SCHOOL PROGRAM (G.A.P.)

The school offers a before school program for students in grades 1 - 4 on Mondays, Wednesdays, and Thursdays. G.A.P. is supervised by teachers and an associate to help the student complete assignments or to study. The students are referred to this program by academic grades, work completion, teacher, or their parent through the guidance office.

HOMEWORK

West Delaware considers homework to be a valuable part of a student's instructional program. It is designed to start the process of developing independent study habits in young people. Homework is defined as the out-of-class assignments, which may be considered extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Approximate Expectations:

Kindergarten – 10 minutes per 1 or 2 days

Grade 1 – 10-15 minutes per school day

Grade 2 – 15 minutes per school day

Grade 3 – 20 minutes per school day Grade 4 – 30 minutes per school day

MAKE-UP WORK

The responsibility for completion of make-up work lies with the student. Time allowed for make-up work will be determined by the individual teachers but should be a minimum of two days for each day missed. Students who don't have work done at the end of the quarter will have an "incomplete/not met" assigned to their grade. They have two weeks past the grading period to complete all work. Grades will reflect completed work.

PARENT PERMISSION

Please send a note anytime your child is to go home a different way than what is "normal" for your child. Students will be sent home the regular way unless a signed parental note is presented to the teacher or office.

PARTIES

A birthday is a special event in the life of an elementary student. If on that date you wish to send treats to school, please contact the classroom teacher. No invitations for personal parties will be handed out at school unless the invitations are for all students in the class.

Parties in the classrooms are held to a minimum. We often celebrate special occasions, such as Halloween, Christmas, Valentine's Day and the end of the year. We ask that student gift exchanges at Christmas be limited to \$2.00 for Preschool-2, and \$3.00 grades 3-4. These gift exchanges are optional.

PLAYGROUND

The playgrounds at West Delaware are a place where students will **Have respect, Act responsibly, Work together, show Kindness, and Stay safe.** On the playground, students will:

- Have respect and follow adult directions
- Act responsibly by cleaning up after themselves
- Work together by including others
- Kindness counts by treating others as you want to be treated
- Stay safe by playing safely in designated areas

RECESS NOTES

Students should miss recess or break time only when it is essential to their health. Parents will need to send a daily note. Students without a note will participate in regular recess break time. If an excessive number of requests are received, a note from a medical doctor may be requested by the principal or school health staff.

Multi-Tiered System of Supports (MTSS)

Lambert Elementary will use a systematic focused process to collect and analyze relevant data for adults and students which will be used to make decisions regarding the instructional practices used in our classrooms, the Professional Development provided for all staff, the curriculum and resources and ultimately the educational achievement of our students.

MTSS is a framework to implement effective practices. MTSS is a data analysis system to identify the needs in our educational system and collaboratively match those needs with the resources to provide each individual student their best educational opportunities.

TELEPHONES – STUDENTS

Telephone calls may be made to the Lambert School office (927-3515) between the hours of 7:30 a.m. and 4:00 p.m. Students will be called to the telephone only in emergencies. Callers must identify themselves and leave a return telephone number. If they do not identify themselves their message will not be given to the student. Only messages of an urgent nature will be delivered to students during class time. All other messages will be delivered after class. School telephones are for business, not social calls. Students will not be allowed to make unnecessary phone calls.

TELEPHONES – TEACHERS

Messages for teachers may be left in their voicemail. Messages pertaining to a student's dismissal or pick up should be called directly to the office. Teacher's voicemails are checked only periodically, so urgent messages need to go through the office.

TESTING

Iowa Assessments will be administered to all 3rd-4th grade students in the spring. Iowa Assessments are a series of tests: Reading, Math and Science. These tests are given to provide teachers with information to meet the student's individual learning needs and to improve instruction.

Lambert will administer assessments throughout the year to determine student progress and identify need for additional support. These assessments may include: aReading and aMath, CBM (Curriculum Based Measures), or other assessments required by the Department of Education or recommended by a teacher.

TRAFFIC CONTROL AT DISMISSAL

Students should be picked up and dropped off on the east side of Doctor Street. If everyone exercises patience and good judgment, our children will be safe from injury. See the student pick up/drop off procedures and map in the Appendix page A19.

VISITORS – reference board policy 1007

We encourage parents to visit school. This is one of the very best ways possible to learn about your child's classroom. Please contact your child's teacher if you wish to set up a visit. Visitors must enter through the main front door and stop at the office to sign in and pick up a nametag. Students are not to bring other children to visit school, unless the principal has granted permission.

LAMBERT ELEMENTARY STAFF 2018-2019

To contact staff via e-mail use firstname.lastname@w-delaware.k12.ia.us

Rudi Hameister
Linda Havertape
Tenille Rogers

PK-4 Principal rudihamester@w-delaware.k12.ia.us
Elementary Secretary
Elementary Secretary

EARLY CHILDHOOD SPECIAL EDUCATION

Karrie Dunkel

SPECIAL EDUCATION

Michael Elsinger Aimee Lamker
Marie Henderson Kristin Milroy
Rachel Plein

SCHOOL COUNSELOR

Kate Mejia

TEACHER/LIBRARIAN

Carolyn Shives

ART

Kalyn Ertz

MUSIC

Patty Griffin

PHYSICAL EDUCATION

Abby MacTaggart

GIFTED AND TALENTED

Dawn Schechtman

NURSE

Ashley Monaghan

HEALTH ASSOCIATE

Leslie Zellner

PARA-EDUCATORS

Kaylee Ambundo	Special Education
Laura Barrett	Preschool Associate
Joleen Beatty	Special Education
Sheryl Becker	Special Education
Carrie Black	Special Education
Pam Burke	Special Education
Jamie Carroll	Cafe/Recess Associate
Pam Deutmeyer	Special Education
Jan Eilers	Special Education
Lori Havertape	Cafe/Recess Associate
Renae Kanellis	Cafe/Recess Associate
Patti Kelchen	Café/Recess Associate
Meghan Mensen	Media Associate
Christa Mohr	Special Education
Jennie Stiefel	Special Education
Renee Tibbott	Special Education
Amy Zehr	Special Education
Angela Zehr	JK Associate
Jaci Zieser	Special Education

HAWK CENTER – 408 Clara Ave

Heather Baxendale	Special Ed Teacher
Christi Imsland	Special Ed Teacher
Abbie Keener	Special Ed Para
Kyla Lux	Special Ed Para
Jennifer Wickman	Special Ed Para

CUSTODIAL STAFF

Larry Schuman	Julie Timmons
Gary Skinner	Helen Wulfekuhle

PRE-SCHOOL

Ellen Clar Karrie Dunkel

JR. KINDERGARTEN

Lori Roberts

KINDERGARTEN

Craig Hutton Pam Koloc
Sonni Norberg Julie Nordaas

FIRST GRADE

Nancy Cook Amanda Downs
Danielle Osmundson Carol Rave

SECOND GRADE

Melissa Coates Lisa Hoefer
Jennifer Pettlon Sheri Stickney

THIRD GRADE

Carmen Cooke Dale Meyer
Betty Nance Meg Palmer

FOURTH GRADE

Jacob Edgington Natalie Felton
Julie Gillihan Rachel Hageman

TITLE 1 READING

Lisa Kass Carolyn Klein
Carolyn Shives

INSTRUCTIONAL COACHES

Karla Beckman Nicole Litterer

KEYSTONE AEA STAFF

Kim Anderson Heather Kaufman
Jodi Muller - Speech-Language Pathologist
Nancy Drees - Occupational Therapist
Karen Stewart - Audiologist

KITCHEN STAFF

Kim Sperflage Stephanie Edmonds
Linda Foster Jamie Jones
Mary Offerman Renee Schmidt

West Delaware Middle School

1101 Doctor Street
Manchester, Iowa 52057
563-927-3515
563-927-9115 FAX
www.w-delaware.k12.ia.us

2018-2019 Student/Parent Handbook

Doug Koerperich, Principal, extension 201
Tony Tjaden, Activities Director, extension 202
Alicia Soppe, Counselor (5-8), extension 172
Gary Fonck, Transportation Director, extension 410

Student Name _____

Homeroom _____

This handbook has been reviewed by parent/guardian _____
parent/guardian signature _____

WELCOME!

Welcome to West Delaware Middle School!

It is the mission of WDMS to work collaboratively with students, families, staff, community, and other school officials to ensure high expectations for safety and academics so that students can reach their highest potential academically, socially, emotionally, and physically.

This handbook was developed as one of many tools to review and guide you through some of the policies, processes, and procedures that will help us to accomplish this mission. Please take some time to go through it with your parent(s)/guardian(s). It will help you to be successful here at WDMS. As a WDMS student, you are an important part of the traditions and history of excellence.

We encourage you to be a positive, active participant in school activities and set personal goals that will help to determine your future. We are here to guide and encourage you through this process.

We are excited to be a part of your journey to excellence!

West Delaware Middle School Staff

WEST DELAWARE MIDDLE SCHOOL 2018-2019 STAFF LIST

Doug Koerperich-Principal
Tony Tjaden-Activities Director/PE
Sherry Dudak-Secretary/Special Programs
Cindy Zebuhr-Secretary

5th Grade

Amanda Armstrong-Math/Science
LeAnn Ede-Social Studies/Language Arts
Kevin Harbaugh-Math/Science
Karen Kehrl-Social Studies/Language Arts

Tony Tjaden-PE (5-8)
Jeff Voss-PE (5-8 & HS)
Robyn Wulfekuhle – Band (5-8)

6th Grade

Philip Hess-Science
Mary Kelley-Social Studies/Language Arts
Lisa Senne-Social Studies/Language Arts
Sheila Tibbott-Math

Associates
Carmelida Banks-Special Programs
Marquita Banks-Special Programs
Lori Blommers-Special Programs
Jody Doyle-Special Programs
Diane Egemo-Special Programs
Amy Hartman-Special Programs
Amanda Hawker-Media Associate
Lori Hoeger-Special Programs
Marcia Hoeger-Special Programs
Emily Nurre-Special Programs
Kalista Paulson-Special Programs
Denise Rorabaugh-Special Programs
Pam Schaffer-Special Programs
Dawn Walters-Special Programs

7th Grade

Jennifer Cassutt-Math
Doug Engel-Science
Cheryl Jewett-Language Arts
Jennifer Lang-Language Arts
Haley Lind-Social Studies

Custodians

Terry Mohr- Lead Custodian
Julie Timmons - Custodian
Lori Zellner – Custodian

8th Grade

Nick Bushkofsky-Science
Stacey Fink-Language Arts/Social Studies
Becky Giesler-Language Arts
Sara Middendorf-Algebra/Math
Jenna Moser-Language Arts

Food Service

Jeanne Woods-Supervisor
Helen Heyer-Cook
Mary Jo Larsen-Cook
Tracy Traver-Cook
Joanne Utter-Cook

5th - 8th Grade
Jillian Burdick-Band (5-8)
Christian Carper-FCS (7-8, HS)
Alison Hegland-Special Programs
Jackie Hawkins-Keck MS/HS Chorus, Gen Music(5-8)
Angela Holt-ELL/Literacy
Angie Lee-Special Programs (5-8)
Brad Lott-Computer (5-8)
Ben Moser-TAG (7-12)
Lori Nagel-Special Programs (6-8)
Alisa Neil-Art (5-8, HS)
Martha Reinoso-Special Programs (BD Room)
Dawn Schechtman-TAG (K-6)
Sara Schutte-Special Programs (6&8)
Chad Sellers-Tech Ed. (7-8, HS)
Stephanie Stocks-Media Specialist
Alicia Soppe-Guidance (5-8)

Instructional Coaches

Karla Beckman
Jessica Cantonwine
Nicole Litterer
Scott Litterer

Other Staff

Jennifer Loughren-Dist. Volunteer Coor.
Joe Hegland–Technology Director
Gary Lubben-Technology Specialist
Ashley Monaghan-Nurse

PBIS Mission Statement:

As a school community, students are learning and accepting responsibility, developing respect, for themselves and others, and participating in positive relationships.

Hawk Pride “R” Way
RESPECT – RESPONSIBILITY – RELATIONSHIPS

What is Positive Behavior Interventions Support:

A set of systematic and individualized strategies for achieving social and learning outcomes while preventing problem behavior.

Four Core Elements:

- 1) Clearly defined outcomes
- 2) Research-validated practices
- 3) Supportive administrative systems
- 4) Use of information for problem solving

Main Logic:**1) Prevention**

- All children need behavior support
- The most efficient approach to improving behavioral climate is through prevention.

2) Teaching

- Teaching and supporting appropriate behavior is the most powerful behavior support intervention.
- Combine effective teaching with clear continuum of consequences for problem behavior.

3) Effective practices

- Information gathering and use for decision-making.

Expectations By Setting

	ENTER/EXIT	CLASSROOM	CAFETERIA	HALLWAY	BUS	RECREATION TIME	OFFICE	RESTROOM
Respect - To treat others as you would have them treat you, to value the worth of every person, including yourself	Follow adult direction, give others space, be courteous	Value the opinions or differences of others, be teachable, be courteous	Follow adult direction, use good manners	Stay in own space, give others space, follow adult supervision, be courteous	Follow direction of adult supervisor, treat others as you want to be treated, use appropriate tone, volume and language	Treat others as you want to be treated, play/interact with kindness and respect, follow all area/game rules	Wait with patience, follow directions of adults, be polite and courteous	Respect the property by taking care of supplies and equipment, give others their space and privacy
Responsibility - To do what is right, what you ought to do, to be accountable for your behavior and obligations (use crosswalks, bike racks, correct doors, etc.)	Walk away from trouble, follow proper procedures	Clean up your area, obey cafeteria rules, keep eyes on own paper	Walk to and from destination by quickest route, keep hallways clean and safe, have a hallway pass during class time	Stay in your seat, follow safety rules, remain quiet	Follow adult supervision, take care of equipment and school grounds, accept consequences if there is a problem	Sign in and out per proper procedure, notify office staff of problems and broken items in school	Use restroom between classes, keep area clean and safe, wash hands with soap and water	
Relationships - To be sensitive to the well being of others, to work with and help others, to tell the truth, to act in such a way that you are worthy of trust	Be kind and polite, treat others as you wish to be treated	Work cooperatively with peers and adults, be kind and polite, be truthful	Show positive peer interactions, have pleasant and appropriate conversations, invite others to sit with you	Help younger students, invite others to sit with you, give others appropriate space	Invite younger students, invite others to sit with you, walk away from trouble, give others appropriate space	Show respect to other students and adults	Wait patiently, be kind and polite to others, give others appropriate space	

West Delaware Middle School Behavior Matrix and Consequences

6/16/15

Behavior Examples	Consequence Menu	Intervention/Restitution
<ul style="list-style-type: none"> • Insubordination • Name calling • Dishonesty • Incomplete Homework • Spreading Rumors • Off/Task Behaviors • Minor disruptions to the learning environment • Noncompliance • Teasing/taunting of students or staff • Inappropriate use of electronic device • Public display of affection • Cheating • Tardies • Use of Profanity • Spitting of any kind <p>Level 1 <i>(All Level 1's will be handled by supervising adult)</i></p>	<ul style="list-style-type: none"> • Essay/Reflection • Parent Phone Call/Note Home • Conference with teacher • Verbal reprimand/reteach • Lunch/free detention • See electronic device policy 603.10 • See middle school handbook for tardy policy <p>To find Behavior Intervention ideas check out these sites.</p> <p>http://www.interventioncentral.org/home</p> <p>http://www.pbisworld.com/</p>	<ul style="list-style-type: none"> • Verbal agreement to correct behavior. • Restitution activities (apology letter, make up for lost learning time, assist teacher, Positive Practice etc...) <p>http://www.interventioncentral.org/home</p> <p>http://www.pbisworld.com/</p>
<ul style="list-style-type: none"> • Throwing any object at someone • Leaving the classroom without permission • Inappropriate body gesture (Includes disrespectful body language) • Rough Play/Horse Play • Bullying/Harassment of students or staff • Moderate disruptions to learning • Repeated level 1 behaviors <p>Level 2 <i>(Handled by supervising adult)</i></p>	<p>Mandatory Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> • Phone call to parents • Time Out in Hallway/Classroom • Behavior Essay • Before or after school detention • Other minor consequences as suitable to the behavior. (Could be same as restitution activity) <p>Mandatory Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> • Conference with Principal • Parent Phone Call/Conference • In-School Suspension, if warranted • Saturday school detention, if warranted • Out of School Suspension, if warranted • Other consequences as suitable 	<ul style="list-style-type: none"> • Simple behavior contract • Conference with counselor/principal • Restitution activities (apology letter, make up for lost classroom time, assist teacher, Positive Practice etc...)
<ul style="list-style-type: none"> • Stealing/Vandalizing • Physical non-incidental pushing/hitting/slapping/kicking • Verbal threats of violence • Violence/Blatant Disrespect to students or staff • Leaving the building without permission • Endangering self and others with unsafe actions • Repeated level 1 or 2 behaviors <p>Level 3 <i>(Consequence handled by principal, counselor or behavior staff)</i></p>	<p>Mandatory Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> • Sexual misconduct • Possession of a weapon or an object that has the likeness of a weapon • Possession of a controlled item (drug, tobacco, alcohol, etc.) • Repeated levels 1, 2 or 3 behaviors <p>Level 4 <i>(Consequence handled by principal, counselor, behavior staff, law enforcement, or superintendent)</i></p>	<ul style="list-style-type: none"> • Behavior contract • Positive Practice • Problem Solving Conference with parents • Restricted Schedule • Restitution activities as stated in behavior contract
<p>Level 5 <i>(Consequence handled by principal, counselor, behavior staff, law enforcement, or superintendent)</i></p>	<p>Mandatory Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> • Automatic Out of School Suspension • Law Enforcement Involved • Conference with Parents/Principal/Superintendent/Counselor 	<ul style="list-style-type: none"> • Behavior contract • Positive Practice • Problem Solving Conference with parents • Restricted Schedule • Restitution activities as stated in behavior contract • Outside Agency Referral

ACADEMIC ELIGIBILITY POLICY

West Delaware Middle School provides multiple classes that help prepare our students for college and career readiness. Active participation in these classes develops competencies necessary for productive 21st century living. For this reason, incomplete/failing grades are not acceptable.

If a student has an incomplete or a failing grade, at the end of the grading period, a plan will be developed between the subject area teacher and the student. This plan may include before or after school tutoring, working during lunch recess time, making up work during any other free time during the school day (including not participating in a planned activity), and/or making up work at a Saturday school. The plan is between the student and the subject area teacher, parents will also be notified via phone or email by the subject area teacher. The subject area teacher will check on the progress of a student's plan and make changes if improvement is not shown. An example of the "Passing Grade Plan" form is included at the end of this handbook.

If after two weeks there is no improvement, a phone call will take place between the subject area teacher and parent/guardian to discuss the grade situation. The reported grade will then become a failing grade, until the work is completed. When the work is completed the subject area teacher will assign the appropriate passing grade. Students who do not have a passing grade at the end of the school year, will be assigned to attend summer school.

ACADEMIC ELIGIBILITY POLICY - Extra-Curricular

The West Delaware Middle School is proud of the strong academic and extra-curricular offerings that benefit our students. The primary emphasis of our school is academic achievement and passing every subject should be the goal of every student. Participation in extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status in order to participate in extra-curricular activities. As always, your assistance and support will help make this a positive process.

Each week during the school year a grade report will be distributed to the guidance counselor and the activities director. All coaches and sponsors will be notified by the activities director of any students in their extra-curricular activity that have failing grades in one or more subjects. The activities director will meet briefly with a student who is failing to review the subject and current grade with them. Each student will be given "Passing Grade Plan" form that they will need to complete with their teacher(s) on how to improve their current academic failing grade.

This plan may include before or after school tutoring, working during lunch recess time, or making up work during Saturday school. The plan is between the student and the subject area teacher. The student is still eligible to participate during this two-week evaluation period. We will check on the progress of a student's plan and make changes if improvement is not shown.

If after two weeks there is no improvement, a phone call will take place between the teacher and parent/guardian to discuss the grade situation and possible ineligibility due to a failing grade. If there is no effort in following his or her academic plan to stay eligible, then the coach and sponsor will be notified that the student will not be able to participate in the next game, contest, or other extra-curricular event until they are no longer failing. Students still must attend any practices or rehearsals scheduled by the coaches and sponsors.

We want all of our students to participate in as many activities as possible and still maintain a high level of academic achievement. It is only as a last resort that a student will have to sit out an event. It is a privilege to participate in our extra-curricular activities and it takes a great commitment by the student to ensure they succeed in the classroom as well.

Activities affected by the ineligibility policy include but are not limited to: football, volleyball, cross country, basketball, wrestling, track, jazz band, back-up band, show choir, honor choir, memory book, and youth leadership team.

ARRIVAL TIME/PROCEDURE

Middle school staff is not expected to arrive to school until 7:45 AM. For this reason, the middle school entrances will remain locked until 7:45 AM. At this time all middle school students will be expected to enter the main (North-West) entrance of the building and be seated in the main gym, on the bleachers or on the floor. Students desiring breakfast at this time, may go to the breakfast area; students choosing to eat breakfast at this time are expected to follow the lunchroom expectations listed below. When entering the building, as a show of respect, please remove caps, and use a soft conversational voice.

Students will be permitted to enter the classrooms and locker areas at the 7:55 AM bell. Throughout the school year, a number of school activities are scheduled before 7:45 AM. Students participating in these activities should be with their sponsor until 7:45 AM.

TARDIES TO SCHOOL

School starts promptly at 8:05 am. It is important that students get to their assigned rooms and in their seats by 8:05 am. Students arriving after 8:05 am need to report to the office to sign in and get a tardy pass. Students who are late to class will be sent directly to the office to receive an excused/unexcused tardy pass. If a teacher detains a student for any reason, the student must have a pass from that teacher to the next class. Classroom teachers will monitor student tardiness. A tardy is when the student enters the room after the scheduled start time. The consequences are:

- 3 & 4 tardies - 1 lunch detention
- 5 tardies – before/after school detention w/assigning teacher
- 6 + tardies – Excessive tardies should be referred to the Tier II team.

Excused Tardy – The following are examples of reasons that will be considered for excused:

- A. Student illness
- B. Medical/dental appointment with verification from doctor's office
- C. School related activity verified by teacher/coach

Unexcused Tardy – The following are examples of reason that will be considered for unexcused:

- A. Absence without teacher/parent's knowledge or permission
- B. Failure to notify office of absence
- C. Oversleeping/running late
- D. Car trouble
- E. Leaving off campus without permission
- F. Leaving class without the permission of the classroom teacher

PASSES - Leaving School Early

Students are not permitted to leave the school grounds at any time during the school day without a pass from the office. **Students planning to leave the building during the day for an appointment or other reasons must bring a note from their parent or guardian and pick up an early dismissal slip in the office by 8:05 am.** Before students leave the building, they must sign out in the office. The student must sign in upon returning to school. Students leaving the building because of illness or any emergency will be released by the nurse or the office secretaries to their parents/ guardians.

DETENTION - Responsibility Room

Student's assigned detention will have detention scheduled before or after school or during the lunch /recess hour. The staff member assigning the detention will have a note sent or phone call made to the students' parent/guardian prior to the student serving detention. If a student does not show up for the assigned detention, the detention will be rescheduled using the above procedure mentioned. Should the student fail to show a second time, the student will receive a referral to the office.

DIRECT/PERSONAL ELECTRONIC DEVICES – Cell Phones, I-Pods, etc. (ref school board policy 603.10)

The school cannot guarantee the security of personal electronic devices at school.

5th/6th grade students are not to have personal electronic devices during the academic school day (first bell – last bell). Students are not to be using personal electronic devices during school hours unless they have permission from a staff member.

7th/8th grade students may check personal electronic devices during non-instructional time (such as lunch/recess, passing time). Use of a personal electronic device during instructional time is only allowed with permission from a staff member. Students should never have these devices out while in the restroom, locker room, or other areas where privacy is expected.

It is a privilege for 7th/8th grade students to be able to have electronic devices in the educational setting; any misuse of an electronic device that has an effect on the school day, may result in that student losing their privilege to have an electronic device at school. Misuse may include, but is not limited to:

- Any pictures captured of others, without that person's permission
- Inappropriate messages
- Using at improper times or in inappropriate locations
- Using after directed to put away

There can be many other examples of a misuse. With a misuse the student may lose their privilege of having a personal electronic device here at school, along with other consequences.

When a student misuses a personal electronic device, staff members will use the following guidelines (please note that depending on the severity of the misuse, steps may be skipped):

- | | |
|------------------------------|--|
| First offense: | electronic device to be given to the staff member
staff member will take electronic device to office
staff member notifies parent/guardian of concern
student may pick up electronic device in the office at the end of the day |
| Second/third offense: | electronic device to be given to the staff member
staff member will take electronic device to office
staff member notifies parent/guardian of concern
parent may pick up electronic device in office at parent's convenience |
| Fourth + offense: | electronic device to be given to the staff member
staff member will take electronic device to office
staff member notifies parent/guardian to pick up from office at parent convenience
student will lose privilege of PED for a period of time and/or student will check in item at the office at the beginning of the day and will pick up from office at the end of the day as determined by administration. |

Students needing/wanting to make phone calls during the academic school day, need to seek permission from an adult, and make the call in the school office.

Staff will document misuse via office discipline referral system. Office personnel will keep number of offenses documentation of electronic device misuse – ie. 1st – 2nd – 3rd, etc.

CO/EXTRA-CURRICULAR ACTIVITIES

7th & 8th graders who participate in sports must have a sports physical in order to compete.

The following activities are offered at the middle school:

7& 8 Grade: Basketball, Cross Country, Football, Jazz Band, Track, Volleyball, Wrestling

5 & 6 Grade: Mid-Hawk Relays

5-8 Grades: Band, Choir, Empowering Youth Team, Honor Choir, Kid Witness News, Show Choir, Special Olympics

8th Grade: Memory Book, River Testers

*Activities are subject to change

DISMISSAL

For our students' safety, only bus students that are riding that afternoon are to leave on the first bell. All other students are dismissed on the second bell including those involved in after school activities.

GAP (GREAT AT SCHOOL PROGRAM)

The Great At School Program is for students who at any time are not completing assignments and students who are receiving a failing grade at mid-term or at the end of the term. GAP is a privilege and can be taken away when students are disruptive or choose not to attend.

GRADING SCALE

100-93% = A	82-80% = B-	69-68% = D+
92-90% = A-	79-78% = C+	67-63% = D
89-88% = B+	77-73% = C	62-60% = D-
87-83% = B	72-70% = C-	59%-Below = F

HAWK CODE OF CONDUCT

It is a privilege and an honor for any student to represent West Delaware Middle School in competitive, performance, and leadership roles. WDMS offers numerous opportunities for students to become involved in school activities with a wide range of teams, organizations, and positions. Our school has a strong tradition of pride and sportsmanship, and we dedicate ourselves to these ideals by "empowering adolescents to achieve their personal best" through hard work, citizenship, and positive attitudes. WDMS students and staff believe that responsibility, respect, honor, and acceptance of others characterize what it means to be a Hawk. When a student is found to be in violation of the Hawk Code of Conduct, a school team (ex. Principal, AD, homeroom teacher) will determine the appropriate course of action.

STUDENT ACTIVITIES

Special events may take place during the school day, after school or in the evening. Students who are attending these activities are representatives of the Middle School and are expected to demonstrate appropriate, responsible behavior.

Students must be in school a half day in order to participate in a sport event, musical, play, concert, etc. If the student goes home ill during the day of such an event, he/she cannot participate.

If an activity is canceled, students are responsible for notifying their parents. School telephones are available. In case of an early dismissal due to poor weather conditions, all school events at the Middle School are canceled.

7th and 8th graders who participate in sports must have a sports physical on file in the school office in order to compete in the sport(s) they choose.

HOMEWORK

Homework or home study is a necessary part of each student's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Parents are encouraged to do a nightly check of their child's schoolwork. Please contact your student's individual teacher for questions pertaining to homework.

HONOR ROLL

The 7th & 8th grade honor roll will be determined as follows:

1. Honor roll shall be based upon quarter grades only.
2. Honor roll shall consist of those students whose grade point average for the quarter's work is equal to or exceeds 3.5.
3. The names of those receiving Honor Roll status will be published in the local paper at the completion of each term. 4.0 students will be noted by an asterisk*.

RECESS - Temperature/Coats

When the weather gets cold, the safety of our students becomes an issue at recess. All students will be encouraged to wear coats at recess when the temperature/wind chill is 40 degrees or below. Students will stay inside for recess on days when the temperature/wind chill is 0 degrees or below.

LUNCHROOM PROCEDURES/EXPECTATIONS

Follow the 3 R's

Respect	Relationship	Responsible
<ul style="list-style-type: none">* Follow adult directions* Use good table manners (appropriate use of utensils, chew with mouth closed, don't talk with food in mouth, etc.)* Talk quietly* Use manners (please, thank you, etc.)* Stand patiently and quietly in line* Wait quietly until dismissed	<ul style="list-style-type: none">* Positive peer interactions* Have pleasant and appropriate conversations* When picking a spot to sit, invite others to sit with you* Use appropriate language* Be patient	<ul style="list-style-type: none">* Clean your own spills, food, crumbs, garbage, etc.* Obey cafeteria rules* Put tray, utensils, and trash in proper location* Consume meals, drinks, snacks and other items in cafeteria* Help keep the cafeteria/recess area neat and clean* Come to cafeteria prepared to go outside

At the start of the year, students will be assigned a table in the lunch room according to homeroom or classroom teachers. When students have shown that they can demonstrate the 3 R's, listed above, lunch room supervisors will allow students to choose which table they sit at. Students will sign up for these seats and are expected to remain in the seat until the end of the term. When a student is not following the 3 R's, that student can be assigned a different seat and/or location for lunch/recess for a period of time – with or without warning depending on their behavior. At the start of each new term, lunch supervisors will allow students to re-sign up for seats – students may choose a different seat/table at this time.

The following system will be used to help tables of students recognize when being too loud or not following the 3 R's as a group.

Card System for Tables: (Starts over at each new term).

Yellow Card – table warning, your table is being too loud and/or not following the 3 R's. Drop your voice level and be conscious of your behavior.

1st Red Card – Your table has previously been warned your voice level needs to drop and the behavior needs to be corrected. Your table loses its next recess privilege. Lunch supervisors will document which/when a table receives a red card

2nd Red Card – 1 or more students at that table will be assigned a new seat or location for lunch/recess as determined by lunch supervisor.

3rd Red Card – all students at table will be assigned a new seat or location for lunch/recess as determined by lunch supervisor.

STUDY HALL GUIDELINES

Expected Behavior	Accepted Behavior with Study Hall Teacher Permission	Not Acceptable Behavior
1) Follow the 3 R's – Respect, Responsibility, Relationship 2) Read books, magazines, newspaper, etc. 3) Writing/journaling 4) Sitting quietly where teacher assigns 5) Working on homework 6) Arriving on time 7) Dismissing when teacher dismisses 8) Asking the adult for permission to work with others, use bathroom, go to water fountain, etc.	1) Quietly working with others 2) Use technology for classroom/educational purpose 3) Going to another room with pass that was obtained prior to coming to study hall 4) Going to bathroom, water fountain, etc. Limited to 1 student being sent at a time.	1) Sleeping/napping 2) Using technology for non-educational purposes (ie. Game playing, texting) 3) Board/card games 4) Inappropriate language/conversations

LIBRARY-MEDIA CENTER

All middle school students are encouraged to use the media center. Media center hours are from 8:00 a.m. until 3:00 p.m. during regular school days. If students need to use the media center before or after school, arrangements can be made with the media specialist. Students may use the media center to study, read, work on the computers, and/or work in small groups. Students are expected to follow instructions, work quietly, and show respect while in the media center. Students will be given one warning about their behavior. If the unacceptable behavior continues, they will be sent back to their classroom. Gum is not allowed in the media center. If a student chews gum in the media center, the student will serve a lunch/recess detention. A waste basket is available outside the media center door for gum. Students must also have a pass from their teacher when they go to the media center. If they have no pass, they will be sent back to their classroom to get one.

Loan periods are: books - two weeks, magazines - one week, reference materials - overnight only, and electronics - overnight only. All materials can be renewed once. Items have to be brought into the media center to renew them. There is an overdue fine for any item that is late. The fine for books (including audio) and magazines is \$.03 per day; a student will serve lunch detention if a \$.30 fine is accrued for these items, until it is paid. The fine for laptops is \$1.00 per day; a student will serve lunch detention if this is not paid within a week, until it is paid. Overdue and fine lists are printed weekly and given to homeroom teachers. Since detentions occur during lunch and recess, no time is taken away from the student's academic day.

Students are expected to return all library items before the end of the school year. If library items are not returned, the business office will send a bill home for a replacement cost for the item(s). Damaged and/or lost books will carry a replacement charge. The media specialist will determine that cost. The student will be given the book when paying for a damaged book. If the replacement cost is not paid before the beginning of the next school year, that student will lose the privilege of checking out books until the item is returned or the replacement cost is paid. Payment plans can be worked out with the media specialist. If a lost book is found, please return it to the Media Center for a refund, minus the amount of your fine.

There are computers available for student use in the media center. Students will be expected to sign up for a computer as they come in the media center for class or individual work. Failure to sign up could result in detention. Students are expected to follow the rules of the Acceptable Use Policy mentioned early in the handbook (pages 1-3) when using the media center computers. Students caught not obeying this policy will have a conference with the media specialist and if behavior continues, they will not have computer usage in the media center.

PLAGIARISM

Plagiarism is copying someone's words or ideas without giving them credit. It is against the law. Federal copyright laws protect published materials. If you use published material and claim that information as your own, either in writing or speaking, you are guilty of plagiarism. It also includes finding material on the Internet, copying, and inserting it into your work without giving credit to the original source. If a staff member suspects that a student has plagiarized and finds the original source of work, that student will be subject to disciplinary action as outlined by the staff member and/or administrator. The Media Center subscribes to Noodle Tools, which is a tool that will help students create a bibliography and avoid plagiarism. Students can see the Media Specialist to create an account and learn how to use this tool.

MAKE UP WORK

Students, who are absent for any reason, will be required to make up the work missed in each class. Students will have two days to make up each day of work missed. Only in cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the teacher or principal. All make-up work must be in by the end of the grading period. Grades will be withheld in case the make-up work is not turned in and will lead to failure if the situation is not remedied immediately. **To request a student's make-up work, parents need to call the office by 9:00 a.m. the morning of the student's absence.** It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

PASSES

When a student needs to leave a class, they are expected to carry a pass. The student is to have the destination, time leaving, teacher's signature and the appropriate date.

POP/SOFT DRINKS/JUICE/WATER

Students are allowed to bring water bottles to school. Only on special occasions, as designated by a teacher and/or the principal, juice, sports drinks or pop will be allowed. The Middle School and High School have beverage machines available for student use immediately after school. Students are to deposit the cans or bottles in the proper receptacles.

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

Each year the United States Department of Education recognizes students graduating from eighth grade that have performed at an outstanding academic level. The President's Award for Educational Excellence is a certificate signed by the President and the Secretary of Education given along with an academic achievement pin. This award for Educational excellence is awarded to the eighth grade students, based upon two criteria:

1. Iowa Assessment Scores by obtaining the standard score listed below in 2 of the 3 areas :
 - a. 303 or above on reading
 - b. 290 or above on math
 - c. 312 or above on science
2. Average grade point of 3.5 during seventh grade and the first, second, and third quarters of eighth grade year.

If you have a seventh grade student, encourage them to do their best so they might receive the highest academic award we presently give.

SCHOOL PARTIES

Classroom celebrations are held throughout the school year. Students who do not wish to participate in these activities may be excused by the teacher(s) and/or the principal.

SUMMER SCHOOL

This opportunity is for students who received a failing grade in any grade level subject. Students will be provided the materials needed to successfully complete the components of the courses. Summer school will begin in June. The length of time will be dependent on each student's needs.

SUMMER SUCCESS PROGRAM

The summer success program provides extended learning opportunities, enhanced skill building and extra opportunities in reading and math to assist students in reaching their highest potential. To serve students in the district, two programs will be offered that give interventions in reading and math. The program is offered to all students with priority given to identified students. Building instruction teams have the criteria for eligibility and will be working to send invitations to those eligible for the program.

TELEPHONES

Telephone calls may be made to the school office, 563-927-3515, between the hours of 7:30 a.m. and 3:30 p.m. **Students will be called to the telephone only in emergencies and students will not be allowed to receive or make non-emergency phone calls.** Once school begins, students need to have a pass from their teacher to use the student phone in the office.

VISITORS

All visitors must enter the middle school building through the front door to stop in the office, sign in and pick up a name tag. Any student, who wishes to bring a guest to school, must secure permission from the Principal at least two days in advance.

WITHDRAWAL FROM SCHOOL

Any student who is moving out of the school district must have a parent(s) notify the guidance office prior to the student's last day. Return school district supplies, pay outstanding fees, check lunch account; pay library fees, clean out P.E. locker, etc.

WITHDRAWAL – ADD BAND/CHORUS

Students may add/drop band or chorus within the first week of each term. Students taking band or chorus must complete the term before being allowed to withdrawal after the drop date.

To add or withdrawal from band or chorus:

1. A parent/guardian conference is appreciated and strongly recommended.
2. A note from the parents will be given to and signed by the band/chorus teacher.
3. The note will be given to the counselor.

West Delaware Middle School Passing Grade Plan

Student:

Grade:

Subject Area Teacher:

Date:

West Delaware Middle School provides multiple classes that help prepare our students for college and career readiness. Active participation in these classes develops competencies necessary for productive 21st century living. For this reason, incomplete/failing grades are not acceptable.

If a student has an incomplete or a failing grade, at the end of the grading period, a plan will be developed between the subject area teacher and the student. This plan may include before or after school tutoring, working during lunch recess time, making up work during any other free time during the school day (including not participating in a planned activity), and/or making up work at a Saturday school. The plan is between the student and the subject area teacher, parents will also be notified via phone or email by the subject area teacher. The subject area teacher will check on the progress of a student's plan and make changes if improvement is not shown.

If after two weeks there is no improvement, a phone call will take place between the subject area teacher and parent/guardian to discuss the grade situation. The reported grade will then become a failing grade, until the work is completed. When the work is completed the subject area teacher will assign the appropriate passing grade. Students who do not have a passing grade at the end of the school year, will be assigned to attend summer school.

PLEASE MAKE ENOUGH COPIES TO PROVIDE STUDENT, TEACHER, PARENTS, AND ADMINISTRATION A COPY

West Delaware Middle School Passing Grade Plan

Your student, _____, is currently receiving an Incomplete/Failing grade for term, _____, in _____. I met with your student on _____ and the following plan was developed:

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____

HIGH SCHOOL

ACADEMIC PROGRESS REPORTS

Mid-term grades in progress reports are distributed to parents at parent-teacher conferences for all students. Teachers may send out progress reports at any time during the school year. Whenever possible, a warning of potential failure in a class will be indicated on these reports. End of term report cards will be sent home with students. Iowa Assessment Scores may affect which classes a student may take and in what order the student make take the courses. Parents can check student progress at any time by accessing PowerSchool on the West Delaware website at www.w-delaware.k12.ia.us. Contact the high school office for a password or for any questions.

ACTIVITY PROGRAM – PERFORMING ACTIVITIES

Board Policy 503.06 & 602.13

***Student led groups**

Activities

Annual Staff
Art Club
Band
Cheerleaders
Drama (Musical and Spring Play)
FBLA (Future Business Leaders of America)
FCA*
FCCLA (Family Career & Community Leaders of America)
FFA (Future Farmers of America)
French Club
Inklings (School Newspaper)
Iron Hawks (Robotics)
LGBTQ*

National Honor Society
Prom
Show Choir
Speech
Special Olympics
Student Council
TADA (Teens Against Drug Abuse)
Thespian Club
Vocal
YADC (Youth Assoc for Disabled Citizens)
WDCVC (WD County Volunteer Coalition)
WD Iowa Productions*

Athletics

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Soccer
Softball
Track
Volleyball
Wrestling

ACTIVITIES TRANSPORTATION AND OFF CAMPUS PRACTICE

West Delaware High School does not provide transportation to home practice sites located off the West Delaware campus. The following activities have established practice locations off campus and transportation to these sites is the responsibility of the participant(s):

West Delaware Boys and Girls Cross Country - Hart Ridge Golf Course, and Baileys Ford Park

West Delaware Boys and Girls Bowling - Lightning Lanes

West Delaware Boys and Girls Golf - Hart Ridge Golf Course, Pin Oak Links, and the Delaware County Fairgrounds

West Delaware Baseball - Beckman Complex

In the event a practice is held away from the established practice location, or any activity's regular practice facility, transportation will be provided.

ANNOUNCEMENTS

Daily announcements to students and faculty will be sent via e-mail to faculty to be read at the beginning of first hour. Students are held responsible to know the contents. The only exception would be material that does not pertain to them. A teacher and/or activity sponsor must sign all announcements brought in by students. Announcements from student-led groups may be included in the daily announcements if a student member from the group obtains approval from Administration.

ATTENDANCE AND CLASS PERFORMANCE

The High School has an obligation to provide a learning environment that is safe and orderly to support the academic success of all students. Reasonable expectations are in place for student behavior, including school attendance, and may impose reasonable sanctions when those expectations are not met, subject to provision of legal due process.

For a high school student, failure to attend school may be considered behavior that is subject to disciplinary sanctions. For high school students less than 16 years of age and their parents, school attendance is a legal obligation.

When a student has missed four (4) or more times a term or when an undesirable pattern of attendance occurs, teachers shall conference with the student and the high school office shall notify parents of the situation. All persons should be aware of the possibility of being dropped from class with a loss of credit should problems continue.

If the problem continues, additional parent contacts should be made by the teacher. In most classes, this will occur when a student reaches 5 - 6 absences in any class. A conference may be requested of student, parent, teacher(s) and administrator(s) to discuss the situation. Excess absences may result in an individual attendance plan between the student and the school, requiring a doctor note for all absences.

Possible future action may include one or more of the following:

- Loss of Privileges
- Dropped from class with a loss of credit
- Suspension from school
- Other appropriate action

Make-up Schoolwork

Students are responsible for arranging to make-up schoolwork. Students who know they are going to be absent prior to an absence must request an advance make-up slip from the high school office by bringing a note or having a parent/guardian call. If advance notification is not possible, parents must notify the office at 927-3515 on the day of the absence prior to 8:30 a.m. If advance notification is not given, the student must bring a note to the high school signed by the student's parent/guardian explaining the reason for the absence. Students have two (2) days to make-up assignments, for the first day missed and one (1) day for each additional day missed upon return from the absence. Permission to extend the term shall be granted only by the principal.

Attendance and Participation in School Activities

Students participating in school activities must be in school the last half of the day (last two periods) in order to participate or practice in a school activity. Any exceptions must be granted in advance by the Principal and/or Activities Director or designee.

Attending a School Activity or State Event

Students attending a school activity or state event as a spectator must have permission from a parent and an advance make-up slip. Students attending a school activity or state event (sport, vocal, speech, band etc.) as a participant with their coach do not need an advance make-up slip.

AWARDS – Reference Board Policy 503.08

Academic Excellence Award

This award is given to any student who has earned a 3.8 or better cumulative grade point at the end of the grade level. Seniors who have a cumulative grade point of 3.8 or better for sixteen (16) terms will receive an award. This award will be given at graduation.

Presidential Academic Fitness Award

The minimum criteria for a Presidential Academic Fitness Award are listed below. Awards will be presented to students at the exit grade (12th) in high school.

- Attain a 3.8 average or equivalent, accumulated over grades 9, 10, 11 and two terms of grade 12.
- Complete by graduation at least 12 high school or higher level course units in the "New Basics". The National Commission on Excellence in Education recommended that the "New Basics" include: English, mathematics, science, social studies, foreign languages and computer science. This award is year-to-year based on availability.

West Delaware Board of Education Academic Award

Students in grades 9, 10, 11, or 12 who earn a 3.5 GPA or better for a term will be eligible to purchase an 8 inch chenille letter of West Delaware for the first time they earn the award. Students will be eligible to purchase a gold bar for each term they earn a 3.5 for the school year. These items may be purchased in the high school office.

Any regularly enrolled student may be considered for honor or awards by the school. Qualifications for such awards shall be established by school personnel who have been delegated the responsibility by the superintendent or building principal.

Awards/honors run through the school but sponsored by non-school individuals, groups and/or organizations shall be approved by the building principal. The sponsoring individual and/or organization shall establish selection criteria.

When a tie exists, the award/honor shall be shared. When determination is based upon grade point average, it will be rounded to the thousandth of a decimal point. If an award/honor cannot be shared determination of awarded may come from the sponsoring individual(s), group, organization, and/or administration.

BOOK BAGS

Book bags are only allowed to be in classrooms with teacher permission. Book bags and Chromebook cases are not allowed in the High School Commons during lunch.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another's schoolwork, copying others' work, copying and plagiarism from other sources or similar cheating is not tolerated. In addition to the discipline outlined at the end of this handbook, discipline may include the loss of credit for the assignment/exam, loss of class credit and a possible F on the transcript. Discipline will be applied based on the level of the offense.

COLLEGE VISITS AND COLLEGE REPRESENTATIVES AT WDHS

Students (Juniors and Seniors only) are encouraged to visit college campuses in the summer, on weekends, or on school holidays. Students planning on attending a college day on a school day must have a note requesting such from your parents. If 18 years old, you still need a note from your parents if you are under the guardianship of your parents.

This day will be excused, but count on the school's attendance record. Two days will be granted for the senior year and additional days during senior year or any days during the junior year must have administrative approval. All college days must be taken before May 1.

When college representatives visit our campus, students will be notified in advance of their visits.

The administration may deny college visitations due to excessive absences. Failure to follow procedures will result in school consequences.

COMMENCEMENT

The District reserves the right to control the commencement ceremony. This includes but is not limited to ceremony details, ceremony program, student behavior, and any decorations or alteration to cap, gown and/or tassel.

COURSE CHANGES/DROPS

Students will not be allowed to alter their course requests once the registration process is completed unless extenuating circumstances exist.

Students must be scheduled for all four blocks for each of the four terms in the 9, 10, 11th grades. The only exception will be those 12th grade students who are to take 3 blocks and open campus should they qualify. Students who do not qualify for open campus must sign up for a 4th class.

All schedule changes for the 1st and 2nd terms are encouraged to be made before the first days of classes of the first term. All schedule changes for the 3rd and 4th terms are encouraged to be made before the first days of classes of the 3rd term. Schedule changes after the start of the 1st and 3rd terms will be established by the guidance office for the following exceptions:

- After the start of the 1st and 3rd terms it is discovered that the student lacks the prerequisite, as stated in the Program of Studies, for a course.
- If a student fails the first term of a two term elective he/she may change to a one term course.
- A student lacks a course that is required for college entrance and cannot get the needed course before graduation.
- A senior who has met the requirements for open campus in the previous grading period and is taking four classes may drop one of the classes and elect to take open campus. This must be done within the first six school days of the term.
- If it is discovered that a student is missing a course needed toward graduation.

COURTS

From the time Homecoming or Sweetheart nominees are announced the student must remain a "student in good standing".

DANCE

School-sponsored dances must be approved by the principal at least two (2) weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

School dances will be held during the year and all students are cordially invited to attend. Certain rules will be enforced and they are as follows:

- All dances will normally run from 9:00 p.m. until midnight.
- No one will be admitted one hour after the dance begins.
- One guest per student.
- West Delaware students must sign up their guest on the sheet provided in the high school office.
- Students leaving the dance may not return to the dance unless permission was granted by a faculty sponsor or the administration.
- No student under ninth grade will be allowed.
- Students suspected of being under the influence of alcohol or drugs will be assessed and law enforcement may be involved.

DISTRIBUTION OF MATERIALS

Distribution of materials for non-curricular student led groups may be made by students only. The district reserves the right to control time, place, and manner of distribution but not content. Neither the school district nor employees should be involved in announcing, collecting, or distributing materials in a manner that we would not normally do for other groups. Check with Administration if there are questions.

GRADING SYSTEM – Reference Board Policy 605.01

Each term (9 weeks) report cards are prepared and sent home with the students to their parents/guardians to communicate the student's grade. This grade is based on such factors as major tests, quiz grades, class discussion, daily work and class participation. In descending order, you may receive an A, B, C, D, F or Incomplete. A senior who receives an Incomplete fourth quarter has four and one-half days from their last school day to complete these requirements or an F is placed on the transcript.

At the end of each term, students who receive a GPA of 3.5 or better for that term will have their names published in the local paper. Term grades shall be given the following values for determining honor roll eligibility:

A 4.0	B+ 3.333	C+ 2.333	D+ 1.333	F .0
A- 3.667	B 3.0	C 2.0	D 1.0	
	B- 2.667	C- 1.667	D- 0.667	

- ❖ Pass/Fail does not have a bearing on GPA and must be approved by the principal.

GRADUATION REQUIREMENTS - Reference Board Policies 602.08 & 605.04

Students must successfully complete the courses required by the Board in order to graduate. Students must successfully complete each grade level, grade one through grade twelve, or equivalent as determined by administration, and complete the required courses of study prior to graduation as determined by the Board and by the State Department of Education.

It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 56 credits, as defined in the Program of Studies, prior to graduation. The following credits will be required:

Language Arts	8 credits
Science	6 credits
Mathematics	8 credits
Social Studies	6 credits
Physical Education	4 credits
Electives	24 credits

All students must complete a unit in CPR and a Financial Literacy component to graduate. Required courses of study will be approved by the Board.

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

Early Graduation – Reference Board Policy 505.05

Students applying for early graduation must fulfill the credits needed and formally apply for early graduation through the high school Principal.

Requests for early graduation will only be considered by the board once per term at the board meeting before the end of the quarter. The request for early graduation must have the approval of the principal, superintendent, and school board. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for graduation ceremonies, prom, and senior awards night.

Participation in Commencement Ceremony

The commencement ceremony is a privilege not a right. Students may not participate in the commencement ceremony unless they have successfully completed all credits necessary for their diploma. Students will not participate in commencement until all financial and disciplinary obligations are fulfilled or a plan is established with the business office.

ELECTRONIC DEVICES

A teacher may allow students to utilize direct electronic communications devices for education purposes in that teacher's class. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy. Teachers may hold a phone that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc. No Direct Electronic Communication devices with audio and/or video recording capability may be used in restrooms or locker rooms. Cell phone, PDA, laptops, etc. may be used during appropriate times, but these items can be confiscated.

GUIDANCE DEPARTMENT

The guidance department is located on the second floor of the high school building. The counselors are available to answer any questions you might have with regard to school program, vocational plans, extra-curricular program of activities, or any problem which may be preventing you from doing your best work or enjoying your school year to the fullest.

College, university, community college, trade or technical school bulletins are kept in the counseling office for your use in planning your own education beyond high school. A vast amount of material on occupations and vocations are also kept there for your use.

All students should become acquainted with the counselors early in the year. Do not feel upset if you are called in, for such a call represents an attempt to help you as an individual in a way that cannot be done in a regular classroom. Parents too, are urged to become acquainted with the counselors. Appointments with counselors can usually be made at the convenience of the parents.

HONOR ROLL

The senior high honor roll will be determined as follows:

- Honor roll shall be based upon term grades only.
- Honor roll shall consist of those students whose grade point average for the term's work is equal to or exceeds 3.5 and students must be enrolled as full time students during the grading term.
- The names of those receiving Honor Roll status will be published in the local paper at the completion of each term.

LUNCH REGULATIONS

The school has closed lunch periods. You may bring a lunch from home or eat the school furnished lunch, no take-out or order-out lunches are allowed. Students are to eat their lunch in the cafeteria/commons area. Book bags and Chromebook cases are not allowed in the High School Commons during lunch.

Students with parental permission may leave to go home for lunch if they live within walking distance within the designated radius and permission is cleared with the principal. It is understood that students leaving during their lunch period will not drive or ride in a motorized vehicle. Lunch permits are available in the high school office. Students who

have permission to eat at home must go home and not go to the lunchroom and then go home. Students remaining at school during their lunch period are required to follow all school rules and in addition are required to stay in the cafeteria.

MEDIA CENTER

The Media Center is the central resource center of the school. It is open for students from 7:45 until 3:45 each school day. The Media Center has the following available for student and staff use: Fiction, non-fiction, and reference books, Mac & PC computers, a scanner, digital cameras and camcorders, daily and weekly newspapers, print and online reference materials, and print and online magazines.

The student and faculty ID cards contain the bar code that must be used to check out materials. Loan periods are as follows: Books, videos, and audiobooks-2 weeks, Magazines-3 days, and Reference books-Oversight. Fines are charged at a rate of five cents per day an item is overdue. Anyone with a fine of \$1.00 or more or overdue or lost library materials will not be allowed to check anything out until the fines are paid and the materials are returned.

Damaged and/or lost library books will carry a replacement charge. The student will be given the book when paying for a damaged book.

OPEN CAMPUS

Open campus is a privilege for seniors who have earned a 1.667 or better in the term previous. Should a student receive a "D" or "F", he/she would not be granted open campus. If grades improve to a 1.667 G.P.A. in the next term, students will be eligible for open campus the following term. Open campus may not be an option if PE, AOEE, Service Experience or Career Exploration is also scheduled for the term.

All seniors who wish to be on open campus will have to have a signed, parent permission slip on file in the guidance office.

A student who elects to stay and work in school must report to the library and abide by the librarian's rules. Students who violate school rules, cause problems off-campus or prove unable to handle the open-campus privilege may lose open campus and may be placed in a study hall under the supervision of a teacher. Should a student be tardy to class more than two (2) times, he/she will lose his/her privilege. Faculty may request a student to stay during the student's open campus period to complete work. Should a student choose not to cooperate, his/her privilege may be revoked.

Open campus will be given A or C lunch only if open campus is adjacent to the lunch period. Students who have open campus 2nd block and A lunch will not be required to come back to eat A lunch. Those who have 4th block and C lunch will not be required to be here C lunch. If students choose to stay for their lunch period, they are required to remain for the entire lunch period.

PARKING

Do not park in areas designated for handicapped, staff, visitors, or the nurse. Students parking illegally will be dealt with as outlined in discipline chart. If a student needs to go to their vehicle during school hours they must first obtain permission from the high school office.

PROM

Prom is a high school event for our juniors and seniors. If a junior or senior wishes to bring a guest who is not a member of our high school, they must register their guest in the high school office prior to the prom and get principal approval. The dance regulations previously noted in this handbook will apply to prom.

RANK IN CLASS

All term grades earned are used to determine class rank. Class rank is computed each term. For transfer students, semester grades earned at all schools attended are counted for rank-in-class, according to the West Delaware High School Grading System.

SENIOR YEAR PLUS PROGRAMMING – Reference Board Policy 602.12

The following factors shall be considered in the Board's determination of whether a student will receive credit toward the District graduation requirements through Senior Year Plus programming the course is taken from a public or accredited private postsecondary educational institution;

- to be eligible to enroll in a course pursuant to this policy, a student shall demonstrate proficiency as defined in the High School Program of Studies in reading, mathematics, and science for an arts and science course, meet enrollment requirements established by the post-secondary institution, as well as be required to meet course prerequisites and/or achieve a satisfactory score on the College approved placement instrument;

- the course provided to a high school student for postsecondary credit supplements, and does not supplant, a course provided by the school district in which the student is enrolled. For purposes of this policy, to comply with the “supplement, not supplant” requirement, the content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the Board.

Freshmen and sophomores in the TAG program and juniors and seniors who have implemented the postsecondary enrollment options (PSEO) of Senior Year Plus Programming will earn one high school credit for every three (3) semester hours of postsecondary credit in a subject area. Postsecondary credit not granted as semester hours will be prorated according to the postsecondary institution's guidelines. Institutions are prohibited from enrolling students full-time in college credit courses at any one postsecondary institution through Senior Year Plus programs.

Students enrolled in concurrent enrollment under Senior Year Plus Programming through a community college will earn credit as approved by a District and Community College agreement.

For PSEO course, the school district is required to pay the cost of tuition, textbooks, materials and fees up to \$250 per course for eligible students who take a postsecondary course during the school year. The purchase of special equipment required by the course is the obligation of the student and parents. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

If a student begins a PSEO course but does not complete the course or does not pass the course, it still becomes part of the student's academic record. The cost of the course then becomes the responsibility of the student and his/her parents.

For concurrent enrollment courses, the district is responsible for costs as agreed to in the agreement with the community college. Textbooks will be provided in the same manner as provided for other high school courses.

The parent or guardian of an eligible student who has enrolled in and is attending an eligible postsecondary institution shall furnish transportation to and from the eligible postsecondary institution for the student.

The Superintendent or designee, shall be responsible to annually notify students and parents of the opportunity to take courses at postsecondary educational institutions in accordance with this policy. The Superintendent shall also be responsible for developing the appropriate forms and procedures for implementing this policy.

Contact the high school TAG coordinator or guidance office for further information. Application for enrollment in Fall courses, must be made by the previous May 15th. Application for enrollment in the Spring courses must be made by the previous November 1st.

STUDENT CLASSIFICATION

Student grade level classification may be determined by accumulate credits.

TRANSCRIPTS

If you need a copy of your transcript or need an official copy sent somewhere, make the request in the guidance office.

VISITORS

Visitors will normally not be allowed during the school day unless they are part of a student exchange program or unless a family is looking at the school as a place for their son/daughter to attend. Other visitors may visit after the school day ends. Please let the office know of any classroom visitors such as speakers, as they should be checking into the office first before going to the classroom.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school must complete all pending obligations such as turning in textbooks, payment of fees, etc. To facilitate the withdrawal from school, a withdrawal permit form is required. This can be obtained through the guidance office. The high school Principal must sign the withdrawal form.

FACULTY & STAFF

Tim Felderman - Principal
Matt Weis - Assistant Principal/Activities Director

AGRICULTURE Tammy Schnieders	PHYSICAL EDUCATION Jeff Voss Doug Winkowitsch	ASSOCIATES Joyce Curtis Colleen Jennings Tammy McCusker Micki Richardson Kay Routier Christine Skinner
ALTERNATIVE SCHOOL Matt O'Loughlin	SCIENCE Diane May Kathy Naughton Joan Salow Jennie Voss	CUSTODIANS Lisa Ingles Denny Meyer Darrell Norem Marge Putz Lee Roepke Lisa Tutton
ART Alisa Neil Jolene Pitzenberger-Timp	SOCIAL STUDIES Corey Coates Jennifer Huehnergarth Pat Phillips Jordan Pollock	KITCHEN Kirsten Halverson Nancy Hough Becky Kafer Tina Maloney Rhiannon Wooten
BUSINESS Jodie Bramel	SPECIAL EDUCATION Jessie Allan Jillian Frater Callison Lang Mike Mullis	NURSE Ashley Monaghan, School Nurse Elaine Gibbs, Health Associate
FAMILY & CONSUMER SCIENCE Christian Carper	TAG (Talented and Gifted) Ben Moser	PRINT SHOP Kelly Wulfkuhle
INDUSTRIAL TECHNOLOGY Jason Guyer Seth Harms Chad Sellers	WORLD LANGUAGE Marianne Sandberg Dale Sperflage	SECRETARIES Karen Goebel Erin Gudenkauf Kay La Rosa
LANGUAGE ARTS Laura Gelwicks Taylor Lake Abby Osborne Jamie Smith Helen Temeyer	SCHOOL COUNSELORS Shelby Piersch Shari Soppe	TECHNOLOGY Joe Hegland Gary Lubben
MATH Bev HermSEN Nate Lahr Brett Mather Tammy Philipp Mary Wegmann	INSTRUCTIONAL COACHES Jessica Cantonwine Scott Litterer	
MEDIA SPECIALIST Stephanie Stocks		
MUSIC Jackie Hawkins-Keck Duane Philgreen Mark Philgreen		

COACHES & SPONSORS

ATHLETICS

BASEBALL Nate Lahr Head Coach Kevin Werner Sophomore Coach Max Ridenour Freshmen Coach Owen Ward Freshmen Coach	FOOTBALL Doug Winkowitsch Head Coach Corey Coates Asst Varsity Coach Luke Imsland Asst Varsity Coach Brian Klaus Soph. Coach Mark Becker Soph. Asst. Coach Bob Morris Freshmen Coach Jon Worden Freshmen Coach Bill Lester Volunteer Coach Matt Uthoff Volunteer Coach Brad Wubbena Volunteer Coach	TRACK Doug Engel Head Girls Coach Bev Hermsen Asst. Girls Coach Doug Winkowitsch H Boys Coach Jon Worden Asst. Boys Coach Bill Lester Shared Throwing Coach
BASKETBALL Rod Conrad Head Girls Coach Rich McMahon JV Girls Coach Shannon Funke Freshmen Coach Matt Uthoff Head Boys Coach Jay Salow Sophomore Coach Vacant Freshmen Coach		VOLLEYBALL Brett Mather Head Coach Jennie Voss Sophomore Coach Shea Putz Freshmen Coach
BOWLING Ken Boesenberg Head Girls Coach Bob Morris Head Boys Coach Sue Morris Volunteer Coach	GOLF Christi Imsland Head Boys Coach Brett Mather Head Girls Coach	WRESTLING Jeff Voss Head Coach Kris Lenz Asst. Varsity Scott Litterer Asst. Varsity Pat Phillips Asst. Coach Kurt Hatfield Volunteer Coach Mitch Peyton Volunteer Coach
CROSS COUNTRY Dale Meyer Head Boys Coach Ben Moser Head Girls Coach Jason Guyer Asst Girls Coach	SOCCER Vacant Boys Coach Hannah Crumpton Girls Coach	
	SOFTBALL Tiffany Rave Head Coach Hannah Cole Level 2 Coach Ashley Heims Level 3 Coach Lacey Galloway Volunteer Coach Jenna Hermsen Volunteer Coach	

ACTIVITIES *student led

ANNUAL STAFF Helen Temeyer	FFA Tammy Schnieders	SPEECH Abby Osborne Head Coach Nick Bushkofsky Asst Coach
ART CLUB Jolene Pitzenberger-Timp	FRENCH CLUB Marianne Sandberg	Jennifer Cassutt Asst. Coach Joe Hegland Asst. Coach Haley Lind Asst. Coach Tina Ostrander Asst. Coach Jamie Smith Asst. Coach
BAND Mark Philgreen	INKLINGS Helen Temeyer	STUDENT COUNCIL Abby Osborne
CHEERLEADING Vacant Wrestling Angie Zehr Football/Basketball	IRON HAWKS (Robotics) Ben Moser Chad Sellers	THESPIAN CLUB Tina Ostrander
DRAMA PRODUCTIONS Duane Philgreen Dir Fall Musical Michelle Philgreen Asst Musical Jordan LeClere Asst Fall Musical Tina Ostrander Dir Spring Play Dawn Walters Asst Spring Play	LGBTQ* Jolene Pitzenberger-Timp	TADA Kathy Naughton
FBLA Jodie Bramel	NATIONAL HONOR SOCIETY Bev Hermsen	VOCAL Duane Philgreen Head Vocal Dir. Jackie Hawkins-Keck Asst. Vocal
FCA* Doug Winkowitsch	PROM Jenny Huehnergarth	YADC Jean Resor
	SHOW CHOIR Duane Philgreen	WDCVC Jodie Bramel
	SPECIAL OLYMPICS Callison Lang Coordinator Angie Lee Coach	WD IOWA PRODUCTIONS* Rick Seeley

REGULAR SCHEDULE

1ST Period 8:05 - 9:35

2nd Period 9:45 - 11:15

3rd Period 11:25 - 1:15

Lunch Schedule:

- A lunch 11:15-11:40 - class 11:45-1:15
- B lunch 12:05-12:30 - class 11:25-12:05 / 12:35-1:15
- C lunch 12:50-1:15 - class 11:25-12:50

Skinny Schedule:

- Class 11:25-12:05
- Lunch 12:05-12:30
- Class 12:35-1:15

Instrumental Schedule:

- Band 11:25-12:05
- Lunch 12:05-12:30
- Skinny 12:35-1:15

Vocal Schedule:

- Bass/Treble 11:25-12:05
- Mixed 12:10-12:50
- Concert 12:35- 1:15

4th Period 1:25 - 2:55

Intervention/Reteach 3:00 - 3:30

ALTERNATE SCHEDULES

Early Dismissal/Homeroom

1 st Period	8:05-9:00
2 nd Period	9:05-10:00
Homeroom	10:05-10:40
3 rd Period	10:45-12:15
<i>Lunch Schedule:</i>	
A Lunch	10:40-11:05
class	11:10-12:15
B Lunch	11:15-11:40
class	10:45-11:15/11:45-12:15
C Lunch	11:50-12:15
class	10:45-11:50
<i>Skinny Schedule</i>	
Class	10:45-11:15
Lunch	11:15-11:40
Class	11:45-12:15
<i>Instrumental Schedule</i>	
Band	10:45-11:15
Lunch	11:15-11:40
Skinny	11:45-12:15
<i>Vocal Schedule:</i>	
Bass/Treble	10:45-11:15
Mixed Choir	11:20-11:40
Concert Choir	11:45-12:15
4 th Period	12:20-1:15

60 Minute Early Dismissal

1 st Period	8:05-9:20
2 nd Period	9:25-10:40
3 rd Period	10:45-12:35
<i>Lunch Schedule:</i>	
A lunch	10:40-11:05
class	11:10-12:35
B lunch	11:25-11:50
class	10:45-11:25/11:55-12:35
C lunch	12:10-12:35
class	10:45-12:10
<i>Skinny Schedule</i>	
Class	10:45-11:25
Lunch	11:25-11:50
Class	11:55-12:35
<i>Instrumental Schedule:</i>	
Band	10:45-11:25
Lunch	11:25-11:50
Skinny	11:55-12:35
<i>Vocal Schedule:</i>	
Bass/Treble	10:45-11:25
Mixed Choir	11:30-12:10
Concert Choir	11:55-12:35
4 th Period	12:40-1:55

Early Dismissal w/ Hawk Time

1 st Period	8:05-9:00
Hawk Time	9:05-9:25
2 nd Period	9:30-10:25
3 rd Period	10:30-12:10
<i>Lunch Schedule:</i>	
A Lunch	10:25-10:50
class	10:55-12:10
B Lunch	11:05-11:30
class	10:30-11:05/11:35-12:10
C Lunch	11:45-12:10
class	10:30-11:45
<i>Skinny Schedule</i>	
Class	10:30-11:05
Lunch	11:05-11:30
Class	11:35-12:10
<i>Instrumental Schedule:</i>	
Band	10:30-11:05
Lunch	11:05-11:30
Skinny	11:35-12:10
<i>Vocal Schedule:</i>	
Bass/Treble	10:30-11:05
Mixed Choir	11:10-11:45
Concert Choir	11:35-12:10
4 th Period	12:15-1:15

2 Hour Delay

1 st Period	10:05-11:10
2nd Period	11:15-12:15
3rd Period	12:20-1:50
<i>Lunch Schedule:</i>	
A lunch	12:15-12:40
class	12:45-1:50
B lunch	12:50-1:15
class	12:20-12:50/1:20-1:50
C lunch	1:25-1:50
class	12:20-1:25
<i>Skinny Schedule:</i>	
Class	12:15-12:50
Lunch	12:50-1:15
Class	1:20-1:50
<i>Instrumental Music:</i>	
Band	12:20-12:50
Lunch	12:50-1:15
Skinny	1:20-1:50
<i>Vocal Schedule:</i>	
Bass/Treble	12:20-12:50
Mixed Choir	12:55-1:15
Concert Choir	1:20-1:50
4 th Period	1:55-2:55
Intervention/Reteach 3:00-3:30	

60 Minute Homeroom

1st Period	8:05-9:20
Advisee	9:30-10:30
2nd Period	10:35-11:50
<i>Lunch Schedule:</i>	
A Lunch	11:50-12:15
class	12:20-1:35
B Lunch	12:30-12:55
class	11:55-12:30/1:00-1:35
C Lunch	1:10-1:35
class	11:55-1:10
<i>Skinny Schedule:</i>	
Class	11:55-12:30
Lunch	12:30-12:55
Class	1:00-1:35
<i>Instrumental Schedule:</i>	
Band	11:55-12:30
Lunch	12:30-12:55
Skinny	1:00-1:35
<i>Vocal Schedule:</i>	
Bass/Treble	11:55-12:30
Mixed Choir	12:35-1:00
Concert Choir	1:00-1:35
4 th Period	1:40-2:55
Intervention/Reteach 3:00-3:30	

Discipline Chart
2018 – 2019 West Delaware High School

GENERAL CLASSROOM OR HALLWAY MISCONDUCT & GENERAL USE OF PROFANITY (Referred to Admin., beginning with third offense.)	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	FOURTH OFFENSE	FIFTH OFFENSE	SIXTH OFFENSE
	<ul style="list-style-type: none"> Warning or Staff assigned detention 	<ul style="list-style-type: none"> Warning or Staff assigned Detention and Student Conference 	<ul style="list-style-type: none"> Detention Staff (Parent conference via phone call)

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT CONSEQUENCES
UNEXCUSED TARDY TO CLASS	<ul style="list-style-type: none"> Teacher Warning 	<ul style="list-style-type: none"> Staff assigned detention 	<ul style="list-style-type: none"> Extended detention Parent notified by staff 	<ul style="list-style-type: none"> Refer to attendance policy Saturday detention

	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSES
LEAVING SCHOOL WITHOUT PERMISSION & UNEXCUSED ABSENCE	<ul style="list-style-type: none"> Extended detention Parent notified 	<ul style="list-style-type: none"> Extended detention Parent notified 	<ul style="list-style-type: none"> Saturday detention Suspension ISS/OSS Admin/Parent conference required

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSES
UNEXCUSED ABSENCE FROM CLASS BUT REMAIN IN SCHOOL	<ul style="list-style-type: none"> Detention to make up missed class time 	<ul style="list-style-type: none"> Assigned extended detention 	<ul style="list-style-type: none"> Extended detention possible Withdraw from class 	<ul style="list-style-type: none"> Saturday detention Withdraw from class

	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSES
USE OF PROFANITY DIRECTED AT STAFF	<ul style="list-style-type: none"> Immediate + Saturday detention or One Day Suspension ISS/OSS Teacher/Student/Admin/Parent Conference 	<ul style="list-style-type: none"> Immediate + Saturday detention and One day Suspension ISS/OSS or Two Days Suspension ISS/OSS Parent notified Scheduled hearing panel as outlined in Handbook 	<ul style="list-style-type: none"> Immediate + Three to Five Days Suspension ISS/OSS (with same staff=removal from class) Admin/Parent Conference Possible Expulsion

* Discipline steps may be bypassed due to the severity/nature of student action.

	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSE
BULLYING, HAZING AND HARASSMENT OF STUDENTS	<ul style="list-style-type: none"> • Immediate + One to Five Days Suspension ISS/OSS • Admin/Parent Conference Required 	<ul style="list-style-type: none"> • Immediate + Five Days Suspension ISS/OSS with referral to Superintendent for possible expulsion 	<ul style="list-style-type: none"> • Removal from School pending a hearing

	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSE
HARASSMENT OF STAFF MEMBER	<ul style="list-style-type: none"> • Immediate + One to Five Days Suspension ISS/OSS • Admin/Parent Conference Required 	<ul style="list-style-type: none"> • Immediate + Five Days Suspension ISS/OSS with referral to Superintendent for possible expulsion 	<ul style="list-style-type: none"> • Removal from school pending a hearing

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
FIGHTING	<ul style="list-style-type: none"> • Immediate + One-Three Days Suspension ISS/OSS • Admin/Parent Conference • Possible referral to law enforcement 	<ul style="list-style-type: none"> • Immediate + Three-Five Days of Suspension ISS/OSS • Admin/Parent Conference • Possible referral to law enforcement 	<ul style="list-style-type: none"> • Referral to Superintendent for expulsion • Parent notified • Possible referral to law enforcement

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
INSUBORDINATION	<ul style="list-style-type: none"> • Extended detention, Saturday detention or Suspension ISS/OSS • Teacher/Student Conf. 	<ul style="list-style-type: none"> • Immediate + Saturday detention or One Day Suspension ISS/OSS • Admin/Parent Conference 	<ul style="list-style-type: none"> • Immediate + Saturday detention and One day Suspension ISS/OSS or Two days Suspension ISS/OSS • If same class, possible removal from class

	FIRST OFFENSE	SECOND OFFENSE
THEFT OR ASSAULT ON STUDENTS OR STAFF (which includes theft)	<ul style="list-style-type: none"> • Immediate + Saturday detention or One to Five Days Suspension ISS/OSS and referral to Superintendent • Admin/Parent Conference • Parent notified • POLICE NOTIFIED <p>• Students who are involved in Extra-Curricular activities are subject to Additional punishment as specified in the Athletics/Activities Handbook.</p>	<ul style="list-style-type: none"> • Removal from school pending a hearing with Superintendent and/or School Board • Parent notified • POLICE NOTIFIED

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
SMOKING AND/OR POSSESSION OF TOBACCO PRODUCTS	<ul style="list-style-type: none"> • Immediate + Saturday detention or One Day Suspension ISS/OSS • Parent notified • Possible Police Referral 	<ul style="list-style-type: none"> • Immediate + Saturday detention and/or One to Two Days Suspension ISS/OSS • Parent notified • Possible Police Referral 	<ul style="list-style-type: none"> • Referral to Superintendent for possible expulsion • Admin/Parent conference • Possible Police Referral
<ul style="list-style-type: none"> • Students who are involved in Extra-Curricular activities are subject to Additional punishment as specified in the Athletics/Activities Handbook 			
POSSESSION, OR USE OF ALCOHOL,DRUGS, OR RELATED ITEMS	<ul style="list-style-type: none"> • Immediate + Two Days Suspension ISS/OSS/ Possible Expulsion • Admin/Parent Conference required • POLICE NOTIFIED 	<ul style="list-style-type: none"> • Immediate + Three Days Suspension ISS/OSS/ Possible Expulsion • Admin/Parent Conference required • Notification to the Superintendent for further action • POLICE NOTIFIED 	<ul style="list-style-type: none"> • Removal from school pending a hearing w/ the Superintendent and/or School Board • POLICE NOTIFIED
<ul style="list-style-type: none"> • Referral to SASC for Counseling • Students who are involved in Extra-Curricular activities are subject to additional punishment as specified in the Athletics/Activities Handbook 			

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
VANDALISM TO SCHOOL	<ul style="list-style-type: none"> • Extended detention, Saturday detention or Suspension with work detail assigned and payment of damages • Parent notified 	<ul style="list-style-type: none"> • Extended detention, Saturday detention or Suspension with work detail assigned and payment of damages • Admin/Parent Conference 	<ul style="list-style-type: none"> • Immediate + One to Three Days Suspension ISS/OSS and payment of damages • Parent notified

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
POSSESSION OR USE OF ANY ITEM WHICH MAY BE IDENTIFIED AS A WEAPON	<ul style="list-style-type: none"> • Immediate +One to Five Days Suspension ISS/OSS with referral to Superintendent • Admin/Parent Conference • POLICE NOTIFIED 	<ul style="list-style-type: none"> • Immediate + Five Days Suspension ISS/OSS with Referral to Superintendent • Admin/Parent Conference • POLICE NOTIFIED 	<ul style="list-style-type: none"> • Removal from school Pending a hearing w/ the Superintendent and/or School Board • PARENT AND POLICE NOTIFIED

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	SUBSEQUENT OFFENSES
ILLEGAL PARKING (includes faculty parking lots, visitor parking, nurse parking 8:10 am-2:55 pm)	<ul style="list-style-type: none"> • Warning and requested to move vehicle 	<ul style="list-style-type: none"> • One detention and requested to move vehicle 	<ul style="list-style-type: none"> • Two detentions and requested to move vehicle • Parent notified 	<ul style="list-style-type: none"> • \$5.00 fee assessed and requested to move vehicle 	<ul style="list-style-type: none"> • Vehicle cannot be on campus • Admin/Parent conference • Possible suspension • Vehicle towed

* Discipline steps may be bypassed due to the severity/nature of student action.

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	SUBSEQUENT OFFENSES
CELL PHONE USAGE	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • One detention, • Phone confiscated and will be returned at the end of the school day 	<ul style="list-style-type: none"> • Two detentions • Phone confiscated and will be returned at the end of the school day 	<ul style="list-style-type: none"> • Phone confiscated • Parent notified of consequences and must pick up phone at school 	<ul style="list-style-type: none"> • Phone cannot be brought to campus • Admin/Parent meeting

- * Discipline steps may be bypassed due to the severity/nature of student action.
- ** Extended detention is any detention longer than 45 minutes as assigned by the office.
- *** Saturday Detention runs from 8:00-11:30 a.m.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES

West Delaware High School offers a variety of voluntary activities designed to enhance the classroom education of its students. "Activities" from this point forth will refer to both extracurricular and co-curricular activities. Students who participate in 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 activities must conduct themselves in accordance with the Student Handbook and board policy and must refrain from acts that are illegal, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual coaches and sponsors. The Activities Director shall keep records of violations of the Activities Conduct Policy.

The following activities (unless required for class credit) are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama/musical productions, speech contests, Annual Staff, Cheerleading, Show Choir, FFA, FBLA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming or Sweetheart King/Queen/court, class officer, student government officer or representative), or any other activity where the student represents the school outside the classroom.

Attendance and Participation in School Activities

Students participating in school activities must be in school the last half of the day (last two periods) in order to participate or practice in a school activity. Any exceptions must be granted in advance by the Principal and/or Activities Director or designee.

Academic Eligibility

Athletics

West Delaware High School will follow the standards that have been established by the Iowa Department of Education – **Scholarship Rule 281-IAC 36.15(2)** as it applies to Interscholastic Athletics, including cheerleading. Ineligibility period is 30 calendar days beginning on the first day of competition in the next activity. The full interpretation of the "No Pass No Play" can be found on the Iowa Department of Education website: <http://www.state.ia.us/educate/>.

Speech/Music

The IHSSA (speech) and the IHSMA (music) have established guidelines for academic achievement. The penalty for failing a course carries a 30 calendar day ineligibility period immediately after failing grades have been established.

Other Co-curricular

All other co-curricular groups will follow the 30 calendar day ineligibility period immediately after failing grades have been established.

Ruling on academic status will be made at the end of the third working day at 4:00 p.m. following the end of the grading period(term).

Summary of Scholarship Rule, 281—IAC 36.15(2)

- A student must receive credit in at least 4 subjects at all times. (Note: West Delaware is on the block schedule. Full time student requirements, as set forth by West Delaware High School must be met.)
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Additional Note

If a student who has been ruled ineligible chooses to join a team after competitions have started, they must do so prior to the second scheduled competition in order to have their penalty served in that activity. If they do not join by the deadline, they may choose to continue with the activity, but the ineligibility will carry forward to their next activity.

If it is an academic ineligibility, the 30 day period will start from the next scheduled competition. If it is a Activities Conduct Policy violation the penalty will be enforced as outlined in the "Penalties" section.

Activities Conduct Policy

To retain eligibility for participation in West Delaware High School 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 an investigation 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 Extracurricular Conduct Policy will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Activities Conduct Policy for any of the following behaviors:

- possession, use, or purchase of tobacco/nicotine products, including e-cigarettes, vapor devices, and look-alike substances/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(mere presence) 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;
- possession, use, purchase, or attempted sale/purchase of illegal drugs or look-alikes, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs or look-alikes;
- any act resulting in a citation or charge in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations).

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 Activities Conduct Policy in the previous school, the student shall be ineligible until such time as the penalty has been served.

Quantifiable and Non-Quantifiable Activities

Quantifiable Activities are ones which are subject to a pre-determined schedule such as Basketball and Show Choir.

Non-Quantifiable Activities are ones which are not subject to a pre-determined schedule such as school recognized clubs, class officer, FBLA, FFA, etc.

Quantifiable Activities Penalties

Any student who, after meeting with the Principal and/or Activities Director, is found to have violated the Extracurricular Conduct Policy, during the school year or summer, is subject to a loss of eligibility in Quantifiable Activities as follows:

First Offense Within One Calendar Year - loss of participation in extra-curricular competitions/performances for one half of the season plus 12 community service hours. (Rounding up will occur at the .5 level)

Second Offense Within One Calendar Year - loss of participation in extra-curricular competitions/performances for 100% of the season plus 24 community service hours.

Third or More Offense Within One Calendar Year - loss of participation in extra-curricular competitions/performances for one calendar year plus 36 community service hours. Any additional offense will start the calendar year time period

Quantifiable Reduction in Penalty

1. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor within two working days(M-F) to admit (self-report) a violation of the Extracurricular Conduct Policy prior to a finding of guilt by the administration, the student's penalty may be reduced to one-third plus 6 community service hours for a first violation, 50% plus 12 community service hours for a second violation, and nine (9) months plus 36 community service hours for a third violation within one calendar year.
2. **Mere Presence:** Mere presence applies when (1) there is evidence that the student knew there were drugs/alcohol present and being used illegally, and (2) the student must have failed to leave(after discovery of the drugs/alcohol-illegal activity) within a reasonable time, assuming the student had an opportunity to leave. Celebratory functions such as wedding receptions, family functions, etc. do not constitute a violation of mere presence. 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. If cited for possession, the mere presence policy requires proof of a Breathalyzer test of 0.00 or substantial evidence of proof of innocence.

Non Quantifiable Activities Penalties

Any student who, after meeting with the Principal and/or Activities Director, is found to have violated the Extracurricular Conduct Policy, during the school year or summer, is subject to a loss of eligibility in Non-Quantifiable Activities as follows:

First Offense Within One Calendar Year- Will be assigned 20 hours of community service.

Not allowed to participate in meetings, performances/competitions in the activity until the completion of the community service hours.

*Will still be allowed to practice for upcoming performances/competitions in anticipation of regaining eligibility. This is in line with Quantifiable Activities.

Second Offense Within One Calendar Year – Will be assigned 30 hours of community service.

Not allowed to participate in meetings, performances/competitions in the activity until the completion of the community service hours.

*Will still be allowed to practice for upcoming performances/competitions in anticipation of regaining eligibility. This is in line with Quantifiable Activities.

Third or More Offense Within One Calendar Year - loss of participation in extra-curricular activities for one calendar year plus 36 community service hours. Any additional offense will start the calendar year time period .

Items 1 through 7 apply to both Quantifiable and Non-Quantifiable Activities. 8 and 9 are only for Quantifiable Activities.

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 completed, 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. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
4. If a student violates the Extracurricular Conduct Policy while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
5. Violations will be referred to the Northeast Iowa Substance Abuse Services and/or appropriate intervention counseling will be required in all violations.
6. All community service hours must be completed prior to reinstatement of eligibility.
7. Students who are involved in both Quantitative and Non-Quantitative Activities will be allowed to count community service hours completed for both penalties.
8. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
9. All consequences are related to competition events (scrimmages do not apply).

Non-Quantifiable Reduction in Penalty

1. **Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor within two working days(M-F) to admit (self-report) a violation of the Extracurricular Conduct Policy prior to a finding of guilt by the administration, the student's penalty may be reduced to 10 community service hours for a first violation, 20 community service hours for a second violation. There is no reduction in penalties for the third violation.
2. **Mere Presence:** Mere presence applies when (1) there is evidence that the student knew there were drugs/alcohol present and being used illegally, and (2) the student must have failed to leave(after discovery of the drugs/alcohol-illegal activity) within a reasonable time, assuming the student had an opportunity to leave. Celebratory functions such as wedding receptions, family functions, etc. do not constitute a violation of mere presence. 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. If

cited for possession, the mere presence policy requires proof of a Breathalyzer test of 0.00 or substantial evidence of proof of innocence.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Activities Conduct Policy, the penalty for the violation will not begin until the student regains eligibility. Example: A student violates the Activities Conduct Policy and is ruled ineligible for half of the season. While ineligible, the student again violates the policy. The second penalty attaches when the first penalty is completed.

Additional Consequences

In the event the violation of the Extracurricular Conduct Policy 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 there may be additional consequences per the school discipline policy.

Any additional penalties the sponsor wishes to put into effect must be approved by the Activities Director and clearly presented to the participant and his/her parent(s) or guardian(s) at the beginning of each season.

General Misconduct

Any student who is involved in highly inappropriate or repeated discipline violations as defined in the Student Handbook may be subjected to a loss of eligibility. That period of ineligibility will be a minimum of the next scheduled contest/performance and a maximum of the corresponding level of offense as defined on page 2 under Penalties.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals

Any student who is found by the administration to have violated the Extracurricular Conduct Policy may obtain review of this determination by following the procedures outline in Board Policy 502.9 located on page 26 of the Student Handbook under Student Complaints and Grievances.

If the decision of the administration is reversed, the student shall be immediately eligible and shall have any record of the ineligibility period and violation expunged from the student's record.

By signing below I am verifying I have read the "STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES" document, understand it, and will adhere to the West Delaware Senior High School Activities Conduct Policy presented in the document.

Student Signature

Date

By signing below I am verifying my son/daughter and I have read the "STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES" document, understand it, and will adhere to the West Delaware Senior High School Activities Conduct Policy presented in the document.

Parent/Guardian Signature

Date