

**West Central Valley High School**  
**3299 White Pole Road**  
**Stuart, IA 50250**

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**Board of Education**

Harry Light  
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Nyle Godwin  
Jen Clemetsen  
Jill Caltrider  
Jenyse Belden  
Laura Weber

**Administration**

Rusty Shockley, Principal  
David Doely, Activities Director  
Tricia Oltmanns, Counselor  
Meghan King, At-Risk Counselor  
Mr. Lance Ridgely, Superintendent

This agenda belongs to:

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone\_\_\_\_\_

Seminar\_\_\_\_\_

## **West Central Valley High School Faculty and Staff**

Rusty Shockley.....	High School Principal
Eric Addy.....	Tag/Coach
Ben Adkins.....	Social Studies
Shirley Andreasen.....	Lunch Staff
Nancy Bauch.....	Language Arts/Speech/Drama
Jon Boss.....	Coach
Terry Brent.....	Associate
Penny Cave.....	Associate
Marcus Claire.....	Art/Coach
Seth Comly.....	Coach
Nathan Craig.....	Special Needs/Coach
David Doely.....	Math/Activities Director
Deb Doherty.....	Secretary
Molly Dolch.....	Ag Education
Amy Doud.....	Technology
Chance Eckles.....	Alternative Program/Science
Taryn Fell.....	Math
Tricia Foster.....	Lunchroom Staff
Michael Gookin.....	Vocal Music
Dave Hammond.....	Coach
Bob Hasty.....	Coach
Sandi Hocamp.....	Special Needs
Deb Irving.....	Family and Consumer Science/FCCLA
Dean Irving.....	Building and Grounds
Lynn Johnson.....	Industrial Technology
Josh Kassmeyer.....	Instrumental Music
Justin Keck.....	Coach
Kevin Keech.....	Custodian
Meghan King.....	Guidance/At Risk
Mike Krawczyk.....	Coach
Pedro Leyva.....	Coach
Christy Lundy.....	Special Needs
Katey Kassmeyer.....	Coach
Irwin Oltmanns.....	Language Arts
Tricia Oltmanns.....	Guidance
Tonya Otto.....	Food Service Director
Craig Pauley.....	Coach
Greg Weno.....	PE/Health
Jami Rafter.....	Lunch Staff
Andrew Stonewall.....	Coach
Ben Strandberg.....	Social Studies/Coach
Jessica Taylor.....	Spanish
Alison Trimble.....	Science
Traca Waddell.....	Language Arts/Cheerleading
Zoey Waddell.....	Cheerleading/Dance Team
Elaine Ware.....	Business Education
Marnie Wells.....	Associate
Joanie Westre.....	Associate
Bannie Wright.....	Custodian

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**West Central Valley High School**  
**Rusty Shockley –High School Principal**

3299 White Pole Road  
Stuart, IA 50250  
Phone: (515) 523-1313

Welcome to West Central Valley High School!

This handbook is designed to answer questions and to provide a framework for a safe, structured, and engaging learning environment for the students and families of West Central Valley High School. We make every effort to conduct our educational process in such a way that your teens are stimulated, motivated, and cultivated into well-rounded learners and productive citizens of our communities.

Please read through the various areas of secondary issues. They essentially insure a structured learning environment can take place and that your student's time spent here at the high school is extremely productive. The rules are made and enforced with your child's, and all the students enrolled at WCV, best interests in mind. This handbook is written based on the policies and procedures of our school district, serves a general guide for decision-making, and can be subject to change based on administration recommendations at any time throughout the school year.

I encourage your student to make contact with his or her teachers or coaches as often as necessary and, if and when a need should arise, that you as the parent feel free to speak with me directly about your concerns as well. We here at West Central Valley High School feel that education is a joint effort between home and school. We will make every effort to communicate with you through web-based newsletters, emailed and mailed notes, and phone calls. Please feel free to contact us at 515-523-1313.

We are excited about the upcoming year and wish you and your family a successful happy school year.

Rusty Shockley  
WCV High School Principal

## **General Information:**

### **Mission Statement**

West Central Valley School District prepares students for success.

### **Vision Statement**

West Central Valley School District encourages students to D.R.E.A.M.

- Dedicated to meet challenges
- Responsible for learning
- Empowered to lead
- Achieve excellence
- Motivated to succeed

### **Bell Schedules**

#### **Regular Schedule**

1) 8:30 - 9:16  
2) 9:19 - 10:05  
3) 10:08 - 10:54  
4) 10:57 - 11:43  
5A) 11:46 - 12:09 (Lunch) 12:12 - 12:58 (Class)  
5B) 11:46 - 12:32 (Class) 12:35 - 12:58 (Lunch)  
6) 1:01 - 1:47  
7) 1:50 - 2:36  
8) 2:39 - 3:25

#### **Early Dismissal Schedule**

1) 8:30 - 8:54  
2) 8:57 - 9:21  
3) 9:24 - 9:48  
4) 9:51 - 10:15  
5) 10:18 - 10:42  
6) 10:45 - 11:09  
7) 11:12 - 11:36  
8) 11:39 - 12:03  
Lunch 12:03 - 12:25

#### **Advisor/Advisee Schedule**

1) 8:30 - 9:13  
2) 9:16 - 9:59  
3) 10:02 - 10:45  
4) 10:48 - 11:31  
A/A 11:34 - 11:59  
5A) 12:02 - 12:21 (Lunch) 12:24 - 1:07 (Class)  
5B) 12:02 - 12:45 (Class) 12:48 - 1:07 (Lunch)  
6) 1:10 - 1:53  
7) 1:56 - 2:39  
8) 2:42 - 3:25

#### **2-hour late start Schedule**

1) 10:30 - 11:01  
2) 11:04 - 11:35  
3) 11:38 - 12:09  
5) 12:12 - 12:31 (Lunch) 12:34 - 1:09 (Class)  
12:12 - 12:47 (Class) 12:50 - 1:09 (Lunch)  
4) 1:12 - 1:43  
6) 1:46 - 2:17  
7) 2:20 - 2:51  
8) 2:54 - 3:25

### **Heartland AEA**

Heartland AEA staff will be available to partner with WCV School District staff members to provide the best education possible for your child. These Heartland AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school. If you have any questions and/or concerns about these services, please call (800)362-2720.

## **Academics:**

### **Online AP Courses**

In order for a student to take an online course the student must receive prior approval from the HS Principal and guidance counselor.

### **College Credit Courses**

A student may take a college course as long as a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the school district. WCV High School will be in full compliance with the Senior Year Plus rules set forth by the Iowa Department of Education. Prior to registering for the course, students under age eighteen shall have a parent sign a consent form. Two types of NCC classes: Students physically attend PACE (Postsecondary Accelerated Credit Experience) classes at the college campus. PSEO (Postsecondary Education Enrollment Options) classes are completed via computer from the WCV campus. Students (by law) receive both high school and college credit for both kinds of classes. **All PACE and PSEO classes will be included on their official transcripts and will be tabulated into each student's cumulative GPA.**

### **Drop-Add Deadlines**

Student generated schedule changes are allowed only for valid reasons with counselor and parental consent during the first three days of the beginning of the semester.

### **Grading Scale**

A – 94-100% - 4pts. A- - 90-93% - 3.67 pts. B+ - 87-89% - 3.33pts. B – 83-86% - 3pts  
B- - 80-82% - 2.67pts. C+ - 77-79% - 2.33pts. C – 73-76% - 2pts. C- - 70-72% - 1.67pts.  
D+ - 67-69% - 1.33pts. D – 63-66% - 1pt. D- - 60-62% - 0.67pt. F – 0-59% - 0pt.

### **Mid-term reports**

Due to the availability of online access for students and parents, mid-term reports will be e-mailed home to all parents who have electronic access and we will physically mail grade reports to those that do not have electronic access. Students will be allowed online access to grades at school.

### **Make-up work**

Students will be allowed one day in addition to the number of days missed to complete all assigned work. All missed work resulting from suspension must be made up in a timely fashion depending on the length of the suspension. Students can request homework to be picked up.

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

## **GRADUATION REQUIREMENTS (POLICY NO. 505.5)**

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that those high school students complete required credits prior to graduation. All students will need 27 units/51 credits to graduate from WCV High School. All students are required to take seven (7) classes per semester. If a student is taking college dual credit classes off WCV campus, they will receive one period for travel. The following credits will be required:

Language Arts	4 units/8credits	Physical Education	2 units/ 4 credits****
Science	3 units/6 credits *	Electives	20 credits
Mathematics	3 units/6 credits**	Computers	1 credit
Social Studies	3 units/6 credits***		

\*Science units/credits must include Physical Science and Biology

\*\*Math units/credits must include 6 credits of any math course offered

\*\*\*Social Science credits must include 3 units/6 credits including 2 credits of American History, 1 credit Government, and 1 credit Economics

\*\*\*\*Students are required to take 2 units/4 credits of Physical Education

### **Graduation Ceremonies**

Only those students who have completed the graduation requirements before they can participate in graduation ceremonies. Special education students who have completed the required graduation requirements but plan to attend WCV High School may only participate in the graduation ceremony only once in their high school career.

Students will be honored at commencement ceremony for academic accomplishments. Students will be recognized for graduation with honors, valedictorian, salutatorian, and NHS. Two sets of honor cords will signify academic achievement. Students with a cumulative grade point average of 3.0 – 3.449 will be honored with silver honor cords while students with cumulative grade point averages above 3.50 will receive gold honor cords.

### **Early Graduation**

Students who have completed all of their requirements for graduation may elect to graduate early from school. Early graduates have the opportunity to participate in the graduation ceremony at the end of the school year in which their class would have graduated. Students electing early graduation will not be eligible for any school sponsored activities (including sports, clubs, and other extra or co-curricular activities) with the exception of FFA.

### **NCAA/NAIA Eligibility**

If a student wishes to participate in NCAA or NAIA athletics in college, they must register and be certified. NCAA registration can be done at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). NAIA registration can be found at [www.playnaia.org](http://www.playnaia.org). Students will need to send a transcript at the time of registration and another following graduation. The NCAA and NAIA reserve all rights in determining student eligibility. A copy of the guidelines is available in the Guidance office.



## Semester Tests/Final Projects

Semester tests and or Final Projects may be given near the end of the semester. Grading for those tests or projects are up to the discretion of the instructor.

## Attendance at Activities

Students should stay in the gym while an activity is in progress. Do not loiter in the hallways. Students who leave the building will not be re-admitted.

## Sportsmanship

All students, staff, and spectators in attendance at West Central Valley Community School events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance are part of this expectation. Inappropriate behaviors are prohibited. What you do and say during the contest reflects on your team, school, and community.

## Cafeteria

The school cafeteria is a service provided to students. Therefore students should observe the following rules:

- 1) Deposit all litter to the wastebaskets.
- 2) Return all trays and utensils to the proper dish washing area.
- 3) Leave the table and floor around your place in a clean condition.

## Electronic Devices/ Computers

Any type of electronic device determined not to be appropriate for the school setting will be confiscated. Students will only be allowed to possess electronic devices during lunchtime in the lunchroom and passing times between classes. This would include but not limited to pagers, laser lights, disc player, mp3 players, ipods, ipads, kindles, or cellular phones. Students who need to use their cellular phone may do so only in the lunchroom during the students scheduled lunchtime. At all other times of the day, students must report to the office to do so. In addition, cell phones with cameras and other portable handheld technology devices capable of storing and /or transmitting and/or receiving images are banned for use for any purpose in locker rooms and restrooms at all times. Students may be disciplined for any use of handheld technology in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property, or at school

# CONDUCT COUNTS

In this EDUCATIONAL INSTITUTION  
these behaviors are **NOT** acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.  
**Penalty - EJECTION**
- Throwing articles onto the contest area.  
**Penalty - EJECTION**
- Entering the contest area in protest or celebration.  
**Penalty - EJECTION**
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.  
**Penalty - EJECTION**
- Spectator interference with the event.  
**Penalty - EJECTION**
- Jumping up and down on the bleachers.  
**Penalty - Warning/EJECTION**
- Use of artificial noisemakers, signs or banners.  
**Penalty - Warning / EJECTION**
- Chants or cheers directed at opponents.  
**Penalty - Warning/EJECTION**



activities (unless at a public performance, such as a game, assembly, concert, contest, etc.) without the consent of the teacher, coach, or school administrator. Students violating the electronic device policy will be subject to disciplinary actions ranging from a warning up to and including suspension or expulsion from school.

### **Appropriate Use of Internet (605.6)**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to the standards and acceptable use of Internet services as set forth in the internet safety policy, student safety with regard to safety on the Internet, appropriate behavior while on online, on social networking Web sites, and in chat rooms, cyberbullying awareness and response and compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations in compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

## **Cheating**

All forms of cheating are unacceptable. The following will be considered cheating:

- Cheating - Using, giving, or copying the academic work of another student and presenting it as your own
- Plagiarism - The intentional presentation of someone else's words, ideas, or work as one's own.
- Lying - The deliberate telling of a falsehood with the intent to deceive (forging a signature)
- Academic dishonesty - Knowingly giving or receiving information or assistance on any graded work.
- Stealing - The willful taking of someone else's property (including intellectual property) in a dishonest manner and with the intent to keep it or use it wrongfully.

**Examples of Violations:** The following examples are listed to help define expectations and violations. These lists are not exhaustive.

### **Homework:**

- Copying or paraphrasing any of another person's work.
- Allowing another to copy or paraphrase your work.
- Receiving help on assignments that have been identified as an individual assignment (ex: take home test).

### **Tests:**

- Sharing test questions or answers with students in your class or another class.
- Receiving test questions or answers from another student
- Copying someone another person's answers.
- Allowing someone to copy your answers.
- Possessing or using a cheat sheet.
- Obtaining a copy of the test or quiz before it is given.
- Using tests, books, notes, cell phones, computer, online services, etc. to help you on a test without the approval of the teacher.
- Using a cell phone for any reason during a test without prior permission from the teacher.

### **Research Papers and Essays:**

- Copying phrases, sentences, paragraphs, or ideas without giving proper citation of the source.
- Submitting another person's paper as your own.
- Downloading or purchasing from the Internet, an article or paper or part thereof.
- Asking or paying someone to write a paper for you.
- Selling or giving someone a paper to submit as their own work.

### **Technology:**

- Not adhering to the signed technology agreement by using

technology provided by the school to violate any part of this code.

### **Cheating Consequences**

#### **First Offense:**

1. Score of zero on test, paper or assignment.
2. Teacher option to retake test or assignment of additional work.
3. Notification of parent or guardian.

#### **Second Offense:**

1. Score of zero on test, paper, or assignment with no option to regain credit.
2. Conference with teacher, principal, parent and student.

#### **Third Offense:**

1. Expulsion from class for the semester with a failing grade and loss of membership in National Honor Society or loss of opportunity to be inducted into the National Honor Society.

### **Student Dress Code (Policy 502.1)**

Students are expected to dress in a clean, neat and appropriate manner. Inappropriate student appearance that is disruptive to the educational program and environment is not acceptable. Students must wear appropriate clothing and footwear.

**The following is inappropriate at WCV High School. These items shall not be worn during the school day or at school activities:**

- |                         |   |
|-------------------------|---|
| * Spaghetti straps      | * Spiked dog collar                             |
| * One-shoulder tees     | * Hats/headgear (keep in locker during the day) |
| * Strapless tops        | * Thin shirts over colored undergarments        |
| * Midriff shirts        | * “Heely” shoes                                 |
| * Halter-tops           | * Excessively Baggy Pants                       |
| * Cut-off shorts        | * Excessively short skirts & shorts             |
| * Exposed undergarments |   |

#### **Additional prohibited items are clothes that:**

- |                                  |   |
|----------------------------------|---|
| * Are negative toward the school | * Promote or advertise alcohol or drugs     |
| * Relate to gang activity        | * Include sexually inappropriate references |
| * Are profane or racially biased | * Are offensive in language/pictures        |

Students who violate the dress code will be asked to correct the problem before they may go to classes. Administration retains the right to define the terms of good taste, common sense, neatness, cleanliness, and school approved safe apparel.

### **Student Dismissal From Class**

Any student who is deemed a distraction to the educational environment may be dismissed from class and sent to the office. Students who are dismissed from class will be required to set up a meeting between the student, teacher, and principal before returning to class. Students who have repeated dismissals from class will be disciplined up to and including removal of from the class for the remainder of the semester.

### **Students Leaving School**

Students leaving school must get permission from the office to do so. Students who are leaving school grounds must get permission from the office as well as their parents. Students who fail to do this will be disciplined up and including suspension from school.

### **Fighting**

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action, which may result in suspension and/or referral to local police. Students are encouraged to bring conflicts they need help resolving to a counselor, teacher, or other person in authority.

### **Fire Alarms, Threats**

Fire alarms are placed throughout the building for the safety of students and staff. Turning in a false alarm or making a threat is a very serious matter, which disrupts the educational process and endangers students, staff, and law enforcement personnel. Any such situation will result in disciplinary action by the school and referral to authorities for further action.

### **Food/Drink**

Students may have food and beverage in the hallways as long as they demonstrate responsibility for disposing of such items. This privilege may be revoked at any time by administration. Food and drink in the classrooms is up to the individual teachers discretion as to if it will be allowed. Please take care of your school environment.

### **Backpacks**

Students are allowed to have backpacks on school premises. It is up to each teacher's discretion if students are allowed to bring backpacks into the classroom.

### **Hallway Conduct**

Good citizenship and courtesy are the general rules. Students misbehaving in the halls are subject to disciplinary action by any staff member observing the misbehavior. For safety reasons students are not to run in the hallways.

### **Vandalism (Policy No. 502.2)**

Students are expected to treat school district property with care and respect. Students found to have harmed or destroyed school property may be required to reimburse the school for damages and the student may be turned over to law enforcement to face charges.

### **Harassment (Policy No. 502.10)**

Individuals who feel that they have been harassed should do one of the following. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should tell a teacher, counselor or principal and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal that includes what, when and where it happened and who was involved. They need to include exactly what was said or what the harasser did, witnesses to the harassment, what the student said or did, either at the time or later, how the student felt, and how the harasser responded.

### **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the superintendent, the designated investigator. The alternate investigator is Mr. Anthony Lohse. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### **ANTI-BULLYING/HARASSMENT PROCEDURES** **(Policy No. 104.R1)**

#### **RESOLUTION OF THE COMPLAINT**

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

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

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

#### **CONFLICTS**

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

#### **GRIEVANCE PROCEDURE**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment. The level one contact person is the Principal, Immediate Supervisor or Personnel Contact Person. This step is informal and optional and may be bypassed by the

grievant. Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

#### **Level Two - Compliance Officer**

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

#### **Level Three - Superintendent/Administrator**

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### **Level Four - Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal. The compliance officer is Mr. Lance Ridgely, Superintendent of Schools for West Central Valley CSD. The compliance officer may be contacted at 3299 White Pole Road, Stuart, Iowa or at 515-523-1313 between the hours of 7:00 A.M. and 4:00 P.M.

### **Insubordination**

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty/staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action, which may include in or out-of-school suspension.

### **Offensive Language**

The school environment is like the workplace and different from the streets. Language used in the classroom, hallways, and school activities must be appropriate. This is important to the orderly and efficient operation of the school. Words can hurt and can be offensive to others. Students at WCV have the right to attend school and school activities without being subject to words that show disrespect for race, color, religion, creed, disability, gender, sexual orientation, or ethnicity.

### **Public Displays of Affection**

Public Displays of Affection (PDA): It will be a violation of conduct for students to demonstrate overt displays of affection **on school grounds or at school activities**. This includes but is not limited to embracing, kissing or other inappropriate physical contact.

### **Signing Out/In**

Any student who comes late to school, leaves school during the school day, or leaves school early for any reason, must report out/in through the high school office. Office personnel must verify parental permission. Students who leave school grounds without parental permission will receive disciplinary action including a warning, detention, or school suspension.

### **Skiping Class**

Students are expected to be in class from the beginning of the period until the period ends. Students who choose not to report to class, leave class without permission, or leave class with permission and not return will receive disciplinary action including warning, detention, and suspension.

### **Tobacco/Alcohol/Controlled substances**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, electronic vaporizer hardware regardless of the presence of nicotine, 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 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. Violation of this policy by students will result in disciplinary action including suspension or expulsion. Students could also be referred to law enforcement.

### **Violations of School Rules**



When students violate a school rule or when they disrupt the school day, there are several options, which may be used to bring about acceptable behavior. These include, but are not limited to the following:

### **Consequences**

Warning and/or timeout	Before/After school detention
ISS (in-school suspension)	OSS (out of school suspension)
Loss of privileges/activities/Internet	Loss of credit
Community Service	Restitution
Expulsion	Other – Assigned by Administration

### **Suspension**

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to ten (10) days at a time. Repeated suspension may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in-school or out-of school.

### **Expulsion**

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

## **General Information:**

### **Bad Weather Dismissal**

If weather conditions are such that we will not have school, Racoon River Valley Radio will be notified. You are to listen to one of the stations for information regarding a change in school starting times or cancellation of classes. Television weather announcements will run on KCCI, WHO, and WOI. We will also send e-mail and text announcements out through the JMC messaging, Remind app and place information on the website. In the event of inclement weather, the administration will make the determination of whether coaches will be allowed to hold practices.

### **Announcements**

An effort is made to communicate with students regarding important information. Daily announcements are read in the morning and are posted on the office window. Announcements need to be approved by the administration.

### **Emergency Forms**

Parents are required to file an emergency form with the office each year. The form must provide emergency contact information for the parents as well as alternated persons for the school to contact in the event the parents cannot be reached. The emergency form also includes a statement giving the school district permission to release the student to the alternate individual in the event the parents cannot be reached. Parent must notify the office if the information on the emergency form changes during the school year.

### **Student Driving/Parking/Use of Motor Vehicles (Policy 502.11)**

Driving and parking on the school grounds is a privilege for students. Students who drive and park in the high school parking lot shall not loiter in or around their vehicle nor leave school grounds during the school day without permission from the office. This includes lunch periods. Students utilizing driving privileges shall comply with the rules and regulations set forth by the administration. Students are to park in designated areas. 9<sup>th</sup> – 11<sup>th</sup> grade students are to park in the East parking lot. 12<sup>th</sup> grade students are allowed to park in the South parking lot. Failure to comply with rules and regulations will result in revocation of driving and parking privileges for a period of time.

### **Bus Transportation**

Any questions regarding bus service should be directed to WCV Transportation Director, Rochelle Foster (515)339-5876.

### **Canine Inspection**

In cooperation with the Stuart Police Department, and/or other law enforcement agencies, the WCV Community School District may be conducting routine building inspections using a canine unit or “drug dog”. These inspections are done during class time, before school, or after school hours. If information is produced during an inspection that constitutes reasonable suspicion, the administration will conduct a search within the guidelines of established district policy and Iowa statute.

### **Fee/Fines**

Students will be assigned fines for damaged textbooks, overdue materials from the media center, damage of school property, or general vandalism. The student will have to pay the cost for the replacement of any textbook that is lost or not returned.

### **School Sponsored Dances**

Students are encouraged to participate in West Central Valley High School dances. All dates who are not West Central Valley High School students must be registered in the office or they will be ineligible to attend. Students may bring only one date to a dance. All dates must be 20 years of age or younger and no middle school students (under grade 9) will be allowed to attend. The school has the right to reject any and all dates. Dances must be approved through the principal as well as the sponsoring class faculty representative. Each dance is required to have 6 adult chaperones including high school faculty. All persons in attendance are required to abide by school rules. If a student leaves the dance they are not allowed to return.

### **Hall Passes**

For any student to be in the hall during class time, he/she must have a hall pass. **Nobody** is to be in the hallway without a pass.

### **Family Breakfast and Lunch Accounts**

Money may be added to your family meal accounts by sending cash or check to the schools or district office, or by deposit online through PaySchools by logging into the JMC Parent Online Portal on the schools website.

### **Medication (Policy No. 507.2)**

Only the school nurse or an employee designated by the school nurse shall administer

medication to students with consent from prescribing doctor. Medicine will not be administered without parental permission. **ALL MEDICATION** should be checked in and stored in the office.

### **Messages**

Because of the large number of calls received each day and limited secretarial time, we ask that telephone messages to students be limited to emergency situations.

### **Personal Possessions**

West Central Valley High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to leave valuable items at home. It is the recommendation of the high school that students leave expensive items or large sums of cash at home.

### **Search & Seizure (Policy No. 502.8)**

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.

### **Student Lockers (Policy No. 502.8R1)**

Student lockers are the property of the school district. Students shall use the lockers 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 clean and undamaged.

### **Student Assistance**

Students may request additional help from teachers before or after school by appointment. Mrs. King is available to facilitate the process of remediation for those students struggling in the classroom.

### **Weapons (Policy No. 502.6)**

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. School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. 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.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous

objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

### **Visitors**

To provide for the safety of all students we ask that all visitors sign in at the office. Visitors will only be allowed to attend the school day with the permission of the high school principal. Parents/guardians are always welcome at school.

### **Tardiness**

Students are considered tardy to class if they are not in their seat when the tardy bell rings or by the standards set up by the instructor. If another teacher causes the tardiness, the teacher should send a pass to the next class. Tardies will be marked on the student data system. If a student enters a class tardy without a pass, the student should remain in class. The teacher will mark the tardy on the student information system. If there was a legitimate reason for the tardy, the tardy may be removed later by obtaining a pass from the staff member that detained the student. This is not to be done during class period. The following procedure for tardiness will be followed each semester:

- 1<sup>st</sup> tardy – warning issued by the teacher
- 2<sup>nd</sup> tardy – warning documented by teacher on school information system
- 3<sup>rd</sup> tardy – 20 minute detention to be served with teacher
- 4<sup>th</sup> tardy and subsequent - assigned ½ day ISS

If a student is tardy for a 1<sup>st</sup> period class then they must retrieve a pass from the office. The pass will be marked tardy and the teacher should document it. If the tardy offense is to be excused by a parent, the parent must call on the same day as the offense.

### **Attendance/Truancy(Policy No. 501.9)**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who wish to participate in school-sponsored activities must attend school the full day the day of the activity unless permission has been given by the principal for the student to be absent. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Students are required to have permission to leave school grounds from their parents for any reason. Students leaving school grounds without permission of their parents will face appropriate disciplinary actions including detention or suspension time.

## **Ten Day Absence Policy**

A Student in grades 9 – 12 shall be required to attend each class a minimum of ninety percent (90%) of the days during a semester in order to receive graduation credit for that class. Failure to meet this minimum may result in an incomplete grade for the course work. Absences which are due solely to hospitalization or long-term illness will not be counted in the ten (10) day limit if parents provide ***immediately*** the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count in the ten (10) day limit include approved school activities; college visits; suspension or funerals. Unless otherwise indicated, students who miss class due to requests from administration and counselors fall within the approved school activities category.

All other absences whether they are considered excused or unexcused, will count toward the ten (10) day limit.

## **Ten (10) Absences**

When a student accumulates ten (10) absences to any class during a semester, he/she will receive written notification of his/her status. Special needs students will be referred to their staffing teams. Once a student reaches ten (10) absences, he/she may choose one of the following options:

1. The student may request an Appeal of the Number of absences
2. The student may receive a Contract with the teacher to earn credit. The student must meet with the teacher and complete a contract which may be obtained from the teacher.

## **Athletics/Activities:**

### **Class Attendance**

On any given day a student must attend  $\frac{3}{4}$  of a school day in order to participate in any extra-curricular activities, athletics, and fine arts. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, etc. Parents are expected to telephone the school office to report a student's absence prior to the end of first class period on the day of the absence. In addition, any student sent to the office for disciplinary reasons may not participate in any performance, rehearsal, game, meet, contest, or practice on the day they were sent to the office.

### **Physicals**

All students must have physicals each year in order to participate in athletics. These physicals are good for one calendar year.

### **School Uniform/Equipment**

Students who have not turned in school issued uniform/equipment will not be allowed to participate in competitions for the next activity until arrangements have been made with administration for return or payment for equipment.

### **Permit to be Absent Form**

Students must fill out a yellow “permit to be absent” form (available from the high school office) prior to absence for school events. The form should be turned in to the coach, sponsor, or teacher in charge of the event. Failure to comply will result in an absence recorded in JMC.

### **Transportation To/From Athletic Events**

Any student participating in a school-sponsored activity is expected to travel to and from the event in transportation provided by the school. However, the district does recognize that sometimes-extenuating circumstances dictate the need for an athlete/participant to arrive home earlier than the school transportation can provide. Students are to return home on district provided transportation unless parents have specific arrangements to assume responsibility for their child’s transportation. Parents may assume that responsibility by choosing one of the following two alternatives:

1. Students are to ride to school events in school sponsored transportation unless given permission by the principal to do otherwise. The parent must personally make the request to the principal and the parent then assumes all liability for transportation to the school sponsored event.
2. A student may ride home from an event with another team parent of that same activity or a graduate sibling. All of the following procedures must be followed or the student is in violation of this policy.
  - a. Parent must send a note to the school office by the day of event indicating whom son/ daughter will be riding home with (for school records) and a phone call (for confirmation).
  - b. Parent must make contact with school personally or by a phone call to confirm the arrangements. This must take place before athletes/participants depart towards their destination. The school retains the authority to verify parental permission at any time the district deems such action necessary.
  - c. The school will notify coach/sponsor who has permission to ride with team parent before departure. Prearranged team parent must personally contact coach/ sponsor at the event and sign the appropriate sign out form to confirm that they are transporting the student.
  - d. The athlete/participant must absolutely ride home from the activity with the designated team parent. The team parent may not transfer the responsibility to another team parent, student or any other individual under any circumstance.
  - e. Violators of this policy will not be able to use portion 2 of this policy for the remainder of the season.

Under very extenuating circumstances the administration can deem exceptions to this policy.

### **GOOD CONDUCT RULES AND PROCEDURES**

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

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use or purchase of alcoholic beverages, including beer and wine (have the odor of alcohol on one's breath is evidence of use);
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawing, video, or depictions of others without permission. Note: this could include group conduct. This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation for a Good Conduct Rule in the previous school, the student shall be ineligible and must complete the ineligibility period.

Violations must be reported within 72 hours of the violation to West Central Valley administrative personnel. Violations observed by a faculty member, WCV administrator, or civil authority will be acted upon immediately by the administration. The administration may require written, dated, and signed documentation of the violation(s). The administration will notify the parents after substantiating the alleged infraction.

### **Good Conduct Penalties**

Any student found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

**FIRST OFFENSE** within the student's high school career; ineligible for participation in extracurricular activities for up to four (4) consecutive weeks. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is encouraged to complete a licensed and certified program. Arrangements for the program

can be made through the school but must be paid for by the student and his/her family. The student is required to perform and complete five (5) hours of community service that must be approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the five hours may reduce one week of ineligibility.

**SECOND OFFENSE** within the student's high school career; ineligible for participation in extracurricular activities for up to nine (9) consecutive weeks. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is required to complete a licensed and certified program. Arrangements for the program can be made through the school but must be paid for by the student and his/her family. The student is required to perform and complete 20 hours of community service, approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the 20 hours may reduce two weeks of ineligibility.

**THIRD OFFENSE** within the student's high school career; ineligible for participation in extracurricular activities for up to 12 calendar months. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is required to complete a licensed and certified program. Arrangements for the program can be made through the school but must be paid for by the student and his/her family. The student will perform 40 hours of community service approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the 40 hours may replace up to one month of ineligibility. The student is required to have a conference with the superintendent, principal, AD and parents to determine guidelines for returning to extracurricular activities.

**FOURTH OFFENSE** within the student's high school career; permanent suspension from all extracurricular activities for the remainder of their high school career.

**ALL SUSPENSIONS:** The ineligibility will begin immediately upon declaring a Good Conduct Rule violation. If the student is not participating in an extracurricular activity, ineligibility begins the week of competition in the next activity in which they are participating. The student must complete the full season of the activity for the ineligibility period to count.

- All student's eligibility will start anew on the last day of their eighth grade academic year.
- Violations will be cumulative beginning on the last day of the students eighth grade academic year and continuing until the completion of the summer season after graduation.
- Transfer students who fail to inform WCV on an on-going good conduct suspension will be considered in violation of WCV's Good Conduct Rule.
- All suspensions involving WCV athletics and activities will be initiated by the AD and/or high school principal or their designee.
- Violations of the Good Conduct Rule will affect the student's ability to earn a letter and/or awards.
- An ineligible student shall attend all practices but may not "suit up" nor perform/participate.



- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- Students who wish to appeal the suspension remain ineligible throughout the proceedings.

### **GOOD CONDUCT POLICY PROCEDURE FOR INVESTIGATION**

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedures shall occur: the student will appear before the hearing officer who will inform the student of the nature of the alleged violation. During this hearing, the student has the opportunity to admit or deny the allegations and to provide a defense to or explanation for the alleged offenses. The hearing officer shall then make a finding. If the student is found to have violated the Good Conduct Rule, the student will be suspended from activities and informed of the length of the suspension and the appeal procedure. Whenever a suspension occurs, the parent(s)/guardian(s) shall be notified of the suspension in writing and provide a copy of the suspension and appeal procedures.

### **APPEAL PROCEDURE**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

"It is the policy of the West Central Valley CSD not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment, sexual orientation, gender identity, socioeconomic status (for programs) in its educational programs and its employment practices."

**All West Central Valley High School students and their parents will sign the good conduct policy agreement at registration acknowledging their understanding and agreement to abide by this policy.**

### **Academic Eligibility Guidelines**

The West Central Valley CSD and the Board of Education believes that student activities are a vital part of the total educational program and that student activities and academics should go hand in hand in providing for the development of the complete student.

State Law 36.15(2) Scholarship rules are enforced at the end of semester and read as follows:

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing.
  - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. *Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy.* For purpose of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. *For WCV students, this is at the end of each semester.*
  - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an IEP shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.

### **Local Eligibility Rules**

To be in good standing and be eligible for extracurricular activities, a WCV student must receive a passing grade in all academic classes with no more than two grades of D+ or below at the end of midterm and the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters. Any student receiving a failing grade, or more than two grades of D+ or below at midterm and/or the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter, will be declared academically ineligible until they raise their grade to meet the requirements of the WCV Academic Eligibility Policy. It is the responsibility of the student to turn in a progress report of their grades to the office as soon as they have met the requirements to be able to return to participation. Students who are declared ineligible are required to practice. They may not suit, play or perform in contests. Students may travel with the team, be in the dugout, on the bench, or on the sidelines. *Ineligible students will not be dismissed early from classes to travel with the team.* To fulfill eligibility requirements, students must complete the entire season in good standing. If not, the ineligibility will carry over to the next activity.

### **Student Initiated, Non-curricular Groups**

The West Central Valley Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting these guidelines, WCV High School does not forego its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

WCV High School will have a limited open forum for student-initiated groups which are not school-sponsored wishing to meet to engage in speech, subject to the following restrictions:

- Students will be permitted to meet during the non-instructional time of the individual students involved in the meeting, including before school and/or after school. However, no student will be present at a meeting at a time when he or she has a class or is required by school rules to be elsewhere. This includes any time during which the school requires the particular student or all students to be off school property or outside the school building.
- All meetings will be student-initiated and open to all students in the school. All student attendance at a meeting will be voluntary.
- No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct or efficient operation of the school.
- It is understood that these student meetings are not sponsored by the school district. Student-initiated groups which are not school-sponsored shall not use the school name, mascot, or other sign or symbol that might imply school district sponsorship. The school district is neutral as to the content of these meetings, if the meetings comply with paragraphs 2 and 3.
- School officials or employees may be present at the meetings for monitoring purposes.

If students wish to meet under this policy, they must file a request to meet with the principal which lists the room in which they wish to meet and time during which they will meet, the name of one student who will serve as the contact between the group and the school officials, and if required, the school official or employee, who will present.

The principal will approve a meeting if it meets the requirements of this policy and will notify the student contact person of his/her approval, or if it does not meet the requirements of this policy, his/her reasons for disapproval within 2 days of the submission of the request to meet. Once approved, a student group may continue meeting for the remainder of the school year, unless it subsequently violates this policy. Equal access with respect to such meetings will include access to school publications and bulletin boards/posters, in accordance with school policies.

### **Study Hall Expectations**

The following guidelines will be followed in study hall:

- Students will be assigned seats and are expected to be in those seats at all times.
- Students are expected to be seated, with materials, at the start of study hall.
- The atmosphere must be one of quiet, business-like condition for students to read or study.
- All Students should have their work materials or a book to read with them.
- The supervisor must approve any talking to another student and/or studying together.
- If a student from the study hall is leaving to see a faculty member, the student must have a pass from that faculty member. The student must secure the pass prior to coming to the study hall. Study hall supervisors will not issue passes to see a teacher.

- Students must use a pass to go the restrooms, and only one student will be allowed to use the restroom at a time. Students are required to use a pass to go to the library.
- The study hall supervisor may establish other guidelines to ensure business-like conditions in the study hall.
- Any student not going to the designated areas stated on a pass, will not be allowed to leave study hall.

## **Non-Discrimination Notices**

### USDA NOTICE

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Lance Ridgely, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Lance Ridgely at [lrldgely@wcv.k12.ia.us](mailto:lrldgely@wcv.k12.ia.us).

### IOWA NOTICE

"It is the policy of the *West Central Valley Community School District* not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the *West Central Valley Community School District*, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-231-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index/html>." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Lance Ridgely, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Lance Ridgely at [lrldgely@wcv.k12.ia.us](mailto:lrldgely@wcv.k12.ia.us).

### CTE NOTICE

The West Central Valley School District offers Career and Technical Programs in the service areas of Ag Education, Business Education, Family and Consumer Sciences Education, and Industrial Education.

It is the policy of the West Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socio-economic status (for programs) in its education programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Lance Ridgely, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Lance Ridgely at [lrldgely@wcv.k12.ia.us](mailto:lrldgely@wcv.k12.ia.us).