

# WHS STUDENT HANDBOOK

## Purpose

The purpose of this handbook is to help students and parents understand school procedures at West High. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student.

School district policies, rules and regulations are in effect while students are on school grounds, on school-owned and/or school-operated buses/vehicles/chartered buses, while being transported for school functions, while attending or participating 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 extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Any complaint in regard to misinterpretation and/or misapplication of a school or school district rule or regulation and/or noncompliance with federal and/or state education/opportunity laws may be handled in accordance with the Grievance Procedure Administration Regulation 502.3.

All Iowa City Community School District Board Policies and Administrative Regulations are available upon request.

*It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or 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 Eric Howard, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, (319) 688-1000, [howard.eric@iowacityschools.org](mailto:howard.eric@iowacityschools.org).*

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## GENERAL STUDENT EXPECTATIONS

Teachers will communicate their specific classroom expectations to students at the start of the school year/trimester. The student will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. Make school attendance a priority.
  - a. Consistent and prompt attendance in every class is critical for successful academic performance.
  - b. An unexcused absence will result in no credit for class work that day.
  - c. For pre-excused/school-related absences students should have work for the day completed prior to being excused. The student should be prepared to take a quiz, test, or submit an assignment should it fall on the day of his/her return to school.
  - d. The tardy policy will be enforced by each classroom teacher.
2. Be prepared for and participate in class.
  - a. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook folder, and other materials related to the class.
  - b. Complete homework in a neat and legible manner.
  - c. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in any classroom, library or offices.
  - d. Items which inhibit maximum academic effort will not be allowed. Cell phones and other similar communication devices are prohibited during the student's scheduled class time.
3. Respect other people and their property.
  - a. At all times students should act with courtesy toward teachers, staff members, and students. Both their actions and words should reflect such courtesy.
  - b. Students are responsible for keeping all school property (books, classroom materials) in good condition.
4. Carry a student ID card.
  - a. All students will be required to carry a West High ID card with them while in school and at school events. The ID card must be presented to check out books and to purchase food in the cafeteria.
  - b. The ID also doubles as an activity card for students who purchase an activity pass.
  - c. Replacement cards cost \$5.00.

## ACADEMICS

### ACADEMIC HONOR CODE

1. Students are expected to exhibit and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students are expected to do their own schoolwork; students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit, including examinations, essays, themes, reports, projects, or other homework. Students must give credit to sources consulted in research through proper documentation and citation. Students may not interfere with another student's academic work. Students may not help another student commit an act of academic dishonesty.

The following are specific violations to the academic honor code:

1. Cheating
  - d. Unauthorized use of notes, texts, or other print or electronic aids (calculators, cell phones, iPods, smart watches, etc.) during a test or quiz.
  - e. Copying the work of others and/or allowing others to view your answers or copy your work during a test or quiz or on homework.

- f. Allowing other parties to assist in the completion of your test, quiz, homework, paper, or project, when not permitted.
  - g. Helping or attempting to help another individual commit an act of academic dishonesty.
2. Plagiarism
    - a. Presenting the work of others without proper acknowledgment.
    - b. Claiming the words and ideas of another as one's own.
    - c. Failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments.
  3. Forgery
    - a. Altering a score, grade, or schedule change on an academic record.
    - b. Forging the signature of a teacher, administrator, counselor, or other staff member without proper authorization.
  4. Obtaining an Unfair Advantage
    - a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
    - b. Retaining, possessing, using or circulating previously given examination materials, when those materials are to be returned to the instructor.
    - c. Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work. (Based on University of Iowa Tippie College of Business Honor Code.)

## GRADUATION REQUIREMENTS

(Reference Policy 605.4)

West High School will issue diplomas to students who have successfully completed the course of study prescribed by the Iowa City Community School District and who have physically attended West High full time for their last trimester of academic work.

Upon successfully completing course work, a student receives "credit." A one trimester (twelve week) course taught every day is weighted 5 credits.

To graduate from the ICCSD, students must earn a minimum of 309 credit hours which includes 220 subject area requirements and 89 elective credits. Only students who have successfully completed a minimum of 294 credits will be permitted to participate in the Commencement Program.

In addition, no more than 15 credits of journalism can be applied to the 60 credits of required Language Arts. The following are the subject area graduation requirements which must be met by all students. These course requirements may not be met by taking Independent Study Projects.

Subject Area	Credit Hours
Language Arts	
English 9	15
English 10	15
English Electives	30
Social Studies	

American Studies	15
World History	15
Government	10
Economics	5
Science	45
Math	45
Health*	5
Physical Education	20

*\*Parents who have religious or personal objections may choose to have their child opt out of health. Please contact your counselor.*

### **Early Graduation**

Although early graduation is not encouraged because it generally provides only a minimum program, there are circumstances under which it is possible. Arrangements for early graduation should be made through the counselor during the previous term of the proposed year of graduation.

Following are the early graduation guidelines:

1. A minimum of 309 credit hours are required for graduation. All regular course requirements apply except for physical education. For each year the student is enrolled one trimester of physical education must be successfully completed.
2. Kirkwood high school completion course credit cannot be used toward early graduation.
3. Students must attend West High full time during their last trimester of academic work.
4. Parental permission for early graduation, as evidenced by signature on appropriate form, is required.
5. A maximum of five credit hours earned through "Independent Study Projects for Credit" may be used toward early graduation and they must be done on a graded basis.
6. All obligations must be met (i.e., books, fees, equipment return, etc.) prior to departure.
7. Participation in regular spring graduation activities is optional for early graduates. However, to facilitate planning for graduation activities, the early graduate must make a commitment as to whether or not he/she will participate by March.
8. A student's eligibility for extracurricular activities, including summer programs, ceases when a student graduates early.

### **Graduation with Honors**

Honor students are designated as follows:

GPA 3.50 - 3.74	Honor Graduate
GPA 3.75 - 3.99	High Honor Graduate
GPA 4.00	Highest Honor Graduate (309-339 credits)
Valedictorian*	4.0 with minimum of 340 credits*

*\*Note: Seniors with a 4.0 GPA will be required to have a minimum of 340 credits to be designated as a valedictorian of a graduation class. A student must also have attended for at least one year in which his/her class work and course grades were processed using a cumulative grade point average (GPA) ranking system conducted in conjunction with other students.*

### **National Honor Society Membership**

The requirements for National Honor Society membership are:

1. Junior or senior class standing;
2. A minimum of 3.5 cumulative grade point average;
3. Completed (or scheduled to complete during the current school year) the following course for which credit has been earned (or will be during the current school year):
  - a. two years of a single foreign language (30 credits);
  - b. three years of math, including algebra 1, geometry, and algebra II;
  - c. c. three years of high school lab science;
  - d. Outstanding scholarship, character, leadership, and service;
  - e. Eligible students will be invited for new or continuing membership after the first trimester of the school year.

### **NCAA Eligibility**

Starting 2011-2012 the following courses are denied for NCAA eligibility: Contemporary Literature, Communications Studies and Introduction to Theater.

### **Silver Cord**

The Silver Cord program is an opportunity for students to be recognized for completing 200 hours of community service during their four years of high school. It is the intent of the Silver Cord program that hours be in direct service to others in need through local community service agencies and other outreach opportunities. Silver Cord hours must meet a clearly defined need for an agency, charity program, church, political agency, social service group, or community event. Students cannot receive payment or credit for their services and they may not be completed during the school day. Service not recognized; school activities such as selling merchandise, music or athletic practices, work or babysitting for one's family, or service which is part of an academic, court-ordered or disciplinary requirement. Generally activities that are part of a West High team, club, activity or course will not be counted towards Silver Cord hours. Seniors who complete 200 hours of service will wear a silver cord at graduation.

Students who complete 400 hours will receive the Silver Cord and will also be a Golden W honoree. The Silver Cord and Gold W pin may both be worn at graduation.

Silver Cord Community Service cards are available in the Guidance office. We will accept up to 8 hours per day of an activity for Silver Cord and all hours must be submitted prior to the end of the school year in which they were completed. Service hours completed over the summer will be accepted beginning the summer after completion of 8th grade. Contact a West High administrator with questions regarding acceptable service activities.

### **Class Load**

All freshman and sophomores will have scheduled courses or study hall for each of the seven class periods. Juniors will not have more than one unscheduled period. Seniors will not have more than two unscheduled periods. Unless participating in a program approved by the principal, students who drop to fewer than the minimum requirement can be withdrawn from school.

## **Infinite Campus**

Infinite Campus is our web based school information system that gives parents and students access to attendance, grades and assignments in real time so they are able to keep track of student progress. Students will be given a password and log-in at school; parents can receive their password and log-in by going to the West High Guidance Office. Infinite Campus can be accessed through the West High website.

## **Course Changes and Scheduling**

Students are encouraged to approach the course registration process in a serious and thorough manner to prevent any schedule errors. A schedule change request will not be approved unless circumstances exist that would merit such a change (e.g.: a failure in one trimester of a sequential course or unbalanced class numbers). Schedule changes for the purpose of shortening the regular school day, for employment unrelated to school programs, or for unconvincing change of teacher requests will not be sufficient reason for a change request.

1. Course Changes Before the Trimester Begins
  - a. Students should complete and return the Schedule Change Request Form with parent/guardian signature.
  - b. Requests may be granted if space is available and class balance can be maintained.
  - c. All schedule changes need to be made prior to the start of the trimester.
2. Dropping - Students may drop a class without penalty within the first 15 days of the trimester providing they maintain the minimum course requirement. Students will receive a "W" on their transcript if they drop a class after the first 15 days.

## **Course Fees**

(Reference Policy 508)

Students will be required to pay all designated school fees at the time of final registration. Parents/students who desire to request a fee waiver must complete a Standard Fee Waiver Application.

## **Auditing Program**

Auditing a course means a student intends to enroll in a course on a "no credit" basis. Specific conditions must be met in order to enroll in a course on an audit basis:

1. Students are enrolled in the minimum class load.
2. Approval is received from the student's teacher, counselor and parent.
3. Students agree to follow the regular behavioral, academic, and attendance expectations of the course.

A successful audit will result in a final trimester grade of "N" (no credit). A student who chooses to discontinue attendance or refuses to remain in good standing in the course while auditing will receive an "F" as the final grade.

Students who lose course credit due to attendance reasons may, under special circumstances, audit a course after the trimester begins. This must be approved by an administrator, the instructor, his/her counselor, and parents. In order to be eligible, the student must be earning a passing grade at the time credit was lost.

## **Independent Study Projects for Credit**

Students may submit a proposal for an independent study project for credit if the proposal is approved by the counselor and a faculty member agrees to serve as advisor and evaluator. Upon successful completion of the project, the student will earn academic credit. To qualify for the program:



1. Prior to the start of the project, the student must complete an application form and submit it to his/her counselor and will be evaluated on a pass/fail grading basis. It will show as "Independent Study" on the transcript.
2. An independent study project must be presented for approval within the first two weeks of the trimester in which credit is to be given. Projects must be completed one week prior to the end of the term for which credit is to be issued. All written materials must be submitted in duplicate.
3. Study projects for credit will not:
  - a. Be included as part of the minimum course load requirement.
  - b. Replace any of the subject area graduation requirements i.e., science, language arts, social studies, physical education and/or math.
  - c. Be taken in lieu of a course offered at West High unless prior approval is received from the principal.
4. The faculty member will serve as advisor, supervisor, and evaluator. His/her approval must be secured before the project begins. The student will meet with the advisor to establish guidelines for the project and a sequential time schedule for completion of the work. A schedule of regular meetings between the student and teacher will be established. The faculty supervisor will evaluate the project prior to credit being issued.
5. Guidelines for credit will be one credit hour for a minimum of 15 hours of work. The student is required to turn in a written log of the dates/time during which the student completed the project.

### **Physical Education**

The West High Physical Education Program is designed to promote team and individual physical fitness activities. All students are required to take physical education every day for one trimester in each of their four years of high school. Seniors and Juniors who participate in a West High School athletic sport during the school year may request a waiver from participating in a physical education class. Students who are enrolled in 7 classes every trimester will be excused from participating in a physical education class.

Medical excuses from regular participation in P.E. must be verified by a physician in writing and reported to the West High Health Office. Physician's statements should include a description of which specific activities are restricted. Medical excuses must be obtained each school year. Outer clothing (T-shirts, sweat clothes, shorts) that complies with West High dress code policies, shorts (no cutoff jeans, no sandals), socks, and tennis shoes with shoelaces are required.

### **Student CPR**

The Iowa Healthy Kids Act includes the requirement that all Iowa high school seniors must have taken a CPR (Cardiopulmonary Resuscitation) course at some time prior to graduation. The only exception would be for students who are physically unable to complete a CPR class. To fulfill this requirement, students may provide documentation of completing the course in the community, or attend a course that will be offered at West High School during the school year, date to be determined.

### **Postsecondary Enrollment Option**

High school students in Iowa are allowed to enroll in college level courses while in high school under the state's Postsecondary Enrollment Option Act. This includes college level courses in Arts & Sciences and Applied Science & Technology areas. Please see your high school counselor regarding state guidelines and a list of available classes from the University of Iowa and Kirkwood Community College.

1. University of Iowa Classes
  - Students with a minimum of 3.5 grade point average may enroll in classes at the University of Iowa.
  - Students participating in University of Iowa courses may qualify to have their course expenses



reimbursed through the Post Secondary enrollment Option Act. To be considered for reimbursement, students must apply for participation in this program by March 1. Students interested in participating in this program should see their counselor for additional program details.

## 2. Technical Preparation Articulation

Kirkwood and high school vocational teachers have worked together to develop agreements to provide advanced placement in college for selected courses taken in high school. Please see your high school counselor or career education teachers for further information.

## Retaking a Course

Students who fail a subject may re-enroll in the course in an attempt to perform at a higher level and remove the failing grade. This will provide the student with the opportunity to gain a greater understanding of the material and/or raise his/ her grade. The credit and grade in the repeated course will replace the previous credit and grade received in the course. To initiate this process the student must file a plan with the counselor before the trimester in which he/she plans to retake a course begins.

Retaking Criteria:

1. A student may re-enroll in courses in which they received a “C” or lower grade.
2. The student will not earn additional credit for completing the course a second time. (This would amount to earning double credit for the same course.)
3. Students retaking a course may enroll only after registering for their regular courses. The re-enrollment must be an extension of their regular program.
4. The student will receive the grade earned from the second time the course is taken regardless if the grade is higher or lower than the previously earned grade.
5. The student must have an approval form completed prior to re-enrolling in a course. This form includes signatures from the counselor, student and parent.
6. Section class size will be considered prior to approving a student to retake a course.

## Failed Required Courses

Required courses must be taken in the year immediately following the failure. In yearlong courses the class must be retaken in the trimester if it was failed. A “Request to Repeat a Course” form must be completed. See your counselor for this form.

## Credit Recovery

Students who fail a required course need to speak with their counselor for credit recovery options.

## Withdrawal from School

The Guidance Office will issue a check-out form. Books and supplies that belong to the school must be returned to the Library. All fees must be paid at this time in the Main Office. If the student is transferring to another school, the new school will notify West High and the proper records will be forwarded.

## ATTENDANCE

(Reference Policy 501.5)

Students are expected to be in all scheduled classes and to make daily attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program.

Students and their parents/guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel. The Iowa City Community School District Board of Education has outlined policies for the expressed purpose of encouraging regular attendance practices on the part of high school students. These guidelines are described below.

At West High School, a student may lose credit in a course if:

1. Absent without school approval(UA) six or more times from any class (3 tardies = 1UA).

A student who loses credit will receive an “F” as a final trimester grade unless he/ she receives approval to remain in the course on an audit basis. Specific conditions must be met in order to remain in a course on an audit basis, please refer to the Auditing Program, under Academics for more information.

### Reporting an Absence

- If a student is going to be absent from school, parents/guardians are asked to call the respective Attendance Office (9th & 10th grade: 319-688-1091; 11th & 12th grade: 319-688-1051) and report the absence before it occurs. Calls can be placed during school hours as well as after school, voicemail is available.
- Parents cannot excuse absences where a student is still on campus but missing class.
- When unable to contact West High School prior to an absence, it is highly recommended that absences be reported within 2 days of the absence-for timely resolution; i.e. unresolved absences are unexcused absences.
- While written notes are not accepted, parents may call (#s listed above) or email the Academic Dean: Garrett Hartwig (hartwig.garrett@iowacityschools.org).
- Parents/Guardians are encouraged to contact the Academic Dean and the West High Guidance Counselors regarding a family or personal health emergency which may affect a child’s school attendance or performance.
- Parents/Guardians can assist in providing the best possible educational experience for the student by only asking to excuse their child from school in cases of emergency or illness; not for conducting business that can be completed on weekends or outside of school time. Therefore, please be aware that parent requests to excuse an absence will not always be granted.

*\*Parents can check on their student’s attendance by accessing Infinite Campus at any time.*

### Approved/Excused Absences

An approved absence is one in which school officials have approved the parents request to excuse an absence.

### Excessive Absences

Absences can be classified as either excused or unexcused however, regardless of classification the number of days absent can reach a level of concern and be considered excessive.

- Unexcused absences are considered excessive upon the sixth occurrence. Upon the sixth unexcused absence to the same class the student may lose credit in that class.
- Absences due to illness without a doctor’s note are considered excessive upon the fifth occurrence and will require a doctor’s note for future absences to be excused-unless approved by a school official.
- Excused absences in excess of nine days in one class in a trimester may result in reduction of one letter grade.
- Excused absences in excess of fourteen days in one class in a trimester may result in reduction of an additional letter grade.

*\*School sponsored activities, approved medical absences, suspensions, and special circumstances approved by an administrator are not considered as part of excessive absences - however, students are responsible for all missed school work regardless of reason for an absence.*

### **Partial Day Absences/Late Arrivals**

- Students must be in attendance at school a minimum of three class periods in order to participate in an after-school activity or event.
- Arriving on time to school and all classes is as important as being in school daily. Arriving late to a class causes students to miss important instructional time and can be disruptive to the class already in session.
- Students arriving after the start of a class with an approved excuse/pass will be marked ET on Infinite Campus.
- Students arriving within the first five minutes of class without an approved excuse/pass will be marked unexcused tardy (UT) on Infinite Campus.
- Students arriving more than five minutes after the start of class without an approved excuse/pass will be marked late (L) on Infinite Campus.
- Health Office: If a student becomes ill or has a health-related emergency while at school, he/she must report to the Health Office where a school official will notify a parent and/or administrator before a student is sent home.
- Checking In/Out: Students arriving at school after the start of first period must sign in at the Office. Students leaving and/or returning to campus during school hours are required to check out/in at the Office. Failure to follow check in/out procedures through the Office may result in the student's absence/late arrival being considered unresolved and thus, unexcused.

### **Unexcused Absences (Additional Information)**

A student will be marked absent if a student leaves the classroom without permission or is NOT in class at all. An unexcused absence is an absence which has not been approved by school officials. Parents will be informed of unexcused absences via phone call. Academic & school consequences for unexcused absences include:

1. Possible reduction of credit for class work missed the day of an unexcused absence;
2. Office referral to meet with the Academic Dean to discuss attendance expectations and additional consequences which may include:
  - a. Warning
  - b. Loss of special privileges (e.g. open campus, open hours, etc.)
  - c. Phone detention
  - d. In-school suspension
  - e. After-school detention
  - f. Habitual Truancy Referral (to County Attorney's Office)
  - g. Reassignment to an off-site district program

### **Make-up Work**

1. For absences due to illness: The student should complete make-up work in the same number of days as the absence plus one additional day. In cases of prolonged illness, special arrangements may be made with the teacher(s).
2. For absences related to school-sponsored activities: The student must have their work made up prior to the absence unless other arrangements have been made with the teacher(s). Upon returning to school, he/she will be expected to participate in scheduled class activities.
3. For absences due to suspension: Every effort should be made by the student to make up academic work during the suspension period or as arranged with the teacher(s).

## BEHAVIORAL GUIDELINES

The Iowa City Community School District is committed to providing the best possible educational environment at each school and to develop student self-discipline. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. The district will endeavor to protect all students' rights in a manner that will not result in disparate impact on students by virtue of race, sex, sexual orientation, disability, or national origin (Policy 502.1). The following constitutes the age appropriate discipline rules and due process procedures for students.

1. School rules apply to students:
  - a. On the way to and from school.
  - b. On the school premises.
  - c. Away from school in connection with school-related activities.
  - d. In other community settings in which student behavior may impact the successful implementation of school programs and/or affects the safety and welfare of students.
2. Students will be afforded due process rights by providing:
  - a. Oral or written notice of the allegation(s).
  - b. An explanation of the evidence behind the allegation(s).
  - c. The opportunity for students to respond to allegation(s).
3. The following is a list of inappropriate behaviors. It is not intended to be exhaustive but is representative of inappropriate actions.
  - a. Intimidating acts or language including initiation/hazing. Students may not report to school dressed for any type of initiation.
  - b. Fighting. Any student who has physical contact in a confrontational manner with a student or school employee will receive a suspension from school, including the possibility of expulsion.
  - c. Distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, inhalants, tobacco, psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances and/or "look alike" substances that appear to be any of the above substances or immediate association with any of the above activities.
  - d. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability. West High School is an institution with a diverse ethnic and racial makeup. It is the policy of our school that all groups be treated in a supportive and equitable manner.
  - e. Making inappropriate or derogatory comments directed toward West High staff or students, including those made via Facebook, Instagram, Snapchat, Twitter or other social media.
  - f. Theft
  - g. Destruction of property and/or vandalism.
  - h. Repeated acts of belligerence, disruptive behavior, or violation of any school rules. Generally, when a student is repeatedly referred out of a classroom for disciplinary reasons, the student will be withheld from attending the class until a conference is held with the student's parent(s).
  - i. Promotion of gang or gang related activity. This may include but is not limited to displaying/ wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items which promote gang activity.
  - j. Sexual harassment of individuals or groups.
  - k. Possession or control of an offensive or dangerous weapon/object (e.g., fire arms, knives, explosives).
  - l. False fire alarms, bomb threats, or other similar illegal acts.
  - m. Arson or any other inappropriate use of fire.

- n. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
- o. Gambling.
- p. Truancy, unauthorized absence, leaving school at unauthorized time or failure to check in/out upon entering or leaving during school hours, or unexcused tardiness.
- q. Throwing objects (e.g., snow, pencils, rocks, food, etc.).
- r. Failure to comply with a reasonable request of an authorized school employee.
- s. Unauthorized visit to another school.
- t. Misbehavior on the bus.
- u. Failure to attend assigned study halls or detentions.
- v. Any clothing or insignia that is deemed offensive or has the potential to cause a substantial disruption to our school environment will be prohibited from being worn or displayed on school premises.
- w. The use of cellular/portable telephones, pagers, beepers, and other similar communication devices is prohibited during scheduled class time.
- x. Excessive public display of affection at school or school activities.

Latitude for the determination of precisely what sanction should be imposed for each infraction is determined by school personnel. Every effort is made to relate the consequences or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the causes or factors contributing to the student's actions. The range of available consequences of disciplinary measures includes:

1. Develop and follow an improvement plan with administrative, teacher, or counselor assistance and supervision;
2. Warning;
3. Cancellation of special privileges (e.g. open campus, driving privileges, dances, or athletic events);
4. Referral for counseling/staffing evaluation;
5. Reassignment to another class;
6. Confiscation of unapproved items (radios, skateboards, cell phones, etc.); g. Parent/teacher conference;
7. Payment of damages;
8. Work option or community service;
9. In-school suspension;
10. Out-of-school suspension;
11. Reassignment to an off-site district program;
12. Expulsion;
13. Notification of law enforcement authorities.

### **In-School Suspension**

Students may be assigned in-school suspension to provide a structured program in lieu of an out-of-school suspension. Suspension days are not counted in a student's total of excused absences.

1. Parents/guardians will be notified of the suspension. Parent/ guardian conferences may be required for re-admittance.
2. The student is responsible for making up any academic work missed during the suspension period or as negotiated with each teacher.

### **Out-of-School Suspension**

Students whose presence poses a continuing danger to persons or property and/or ongoing threat of disrupting the academic process will be assigned out-of-school suspension. Suspension days are not counted in a student's total of excused absences.

1. Parents/guardians will be notified of the suspension. Parent conferences will generally be required for re-admittance.
2. Academic work missed due to the suspension must be made up during the suspension period or as arranged with each teacher.
3. Any student who is placed on suspension from school will be prohibited from being on campus grounds or from attending or participating in any extra-curricular activities during the suspension period. This includes any activities scheduled on a non-school day.

### **Cell Phones**

Students should have their cell phones and other portable technology devices put away and ringers turned off during class time unless otherwise directed by the teacher. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Cell phones with cameras and other portable technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of technology devices in school locker rooms or restrooms.

### **Alcohol/Substance Use/Abuse**

(Reference Policy 502.6)

Substance abuse is defined as the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, inhalants, prescription drugs void or in violation of a prescription, psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances or "look alike" substances that appear to be any of the above substances or immediate association with the above, as defined by local, state, or federal law. Such use/ abuse is unlawful and/or a material and substantial disruption or threat to providing a safe, healthy, supportive and caring environment for students, employees and visitors. Such use, improper use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

The goal of the district shall be to establish drug and alcohol free schools in order to maintain a safe and effective learning environment for all students. To meet this goal, the district supports a comprehensive program of education, prevention, intervention and support services.

Students who violate the terms of this policy may:

1. Be required to demonstrate satisfactory participation in a substance abuse assistance or rehabilitation program.
2. Be suspended.
3. Be referred to the local police department.
4. Be required to comply with alternative courses of action which are selected and agreed to by the student, parents/guardians, and the school.
5. Be expelled.

### **Due Process**

(Reference Policy 502.1)

Students are entitled to fair treatment when disciplinary sanctions are necessary. The due process available to students includes:

1. Oral or written notice of the allegation(s) against the student.



2. An explanation of the evidence behind the allegation(s).
3. The opportunity for the students to respond to the allegation(s).

### **Grievance Procedure**

(Reference Policy 502.3)

Step I: An attempt shall be made to resolve any complaint in informal discussion between the student and the building principal. Any student with a complaint shall request a meeting with the involved building principal to discuss the complaint within five (5) school days from the date of the event giving rise to the grievance.

Step II: If the complaint cannot be resolved informally, the student may file a grievance in writing, and at a mutually agreeable time, discuss the matter with the building principal. The written grievance shall state the nature of the grievance, the rule or regulation or law in question and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within five (5) school days from the date of the event giving rise to the grievance. The principal must make a decision on the grievance and communicate it in writing to the student and the superintendent or designee within five (5) school days after receipt of written notice of the grievance.

Step III: In the event the grievance has not been satisfactorily resolved at the second step, the student may file within five (5) school days of the principal's decision at the second step, a copy of the grievance with the superintendent or designee. Within five (5) school days after such a written grievance is filed, the student and the superintendent or designee shall meet to resolve the grievance. The superintendent or designee shall file a written decision within ten (10) school days of this meeting.

### **Miscellaneous**

1. The failure of a student to act on any grievance within the prescribed time limits shall act as a barrier to further appeal.
2. The failure of an administrator to give a decision within the time limits shall permit the grievant to proceed to the next step.
3. The time limits may be extended by written mutual consent.
4. The grievant shall have a right to representation at any step of the grievance procedure.

### **Dress**

The major responsibility for acceptable dress and grooming rests with the students and their parents. Students are expected to dress appropriately for school and all related activities. A student's dress may not constitute a threat to the educational environment, health, safety, welfare, or property of others, and must be in accordance with the public decency and civil statutes.

Students are required to wear shoes or sandals and clothing must be worn appropriately.

Clothes that promote the use of alcohol or drugs are prohibited. Also clothing that contains profane, racially biased, or offensive language/pictures, or that include sexually inappropriate references will not be permitted to be worn at school and school activities.

Any clothing or insignia that is deemed offensive, or cause for inciting others will be prohibited from being worn or displayed on school premises. If clothing is deemed disruptive to the educational process, students will be asked to correct the situation.

### **Lockers**

Student's lockers are the property of the Iowa City Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should not share their locker combination with others, allow others access to their lockers, or store



valuables in their lockers. It is the responsibility of each student to keep their assigned locker clean and undamaged. Since West High School is not responsible for losses, students should not bring valuables or large amounts of money to school.

Student's lockers can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense has occurred, or a school district policy, rule or regulation has been violated.

### **Textbooks**

All textbooks will be checked out through the West High Library. Each student is responsible for the safekeeping of his/her textbooks. A fine will be assessed for excessive wear or damage to books and for lost or stolen books.

### **Student Obligations**

The school will make available to students and their parents the student report card and student schedule unless the student has unmet obligations with the school, (ie: lost textbook, unpaid fee, unpaid parking tickets). The parent/guardian may come to school to request a photocopy of any records until the obligation is met.

### **Automobiles and Motorcycles**

All students who drive cars to school are required to have their vehicles registered in the Main Office. Upon completion of a registration form each student will be issued one parking permit. This will be displayed in the rear driver's side window of any vehicle parked on school grounds. (Convertibles and pick-ups will display the permit in the lower left hand corner of the front windshield on the driver's side). If a student will be driving a vehicle other than the one which displays the sticker, he/she must inform the Main Office before using the school parking facilities. If a student changes vehicles and provides adequate proof of this fact, he/she will be issued another permit without charge.

Students are NOT permitted to park in the front of the building, in the driveway in front of the building, staff lots, behind the industrial technology classrooms and Little Theater, or in driveways of the gymnasium entrances. West High School and local traffic regulations shall be observed on school property. All cars and motorcycles driven to school must be parked upon arrival in the designated student parking areas. Students are not permitted to drive their vehicles around campus grounds. Careless or reckless driving may be reported to the police department and may result in disciplinary consequences.

### **Parking**

Students are required to park in designated student parking spaces and should not block other vehicles. Five dollar fines will be issued to violators. Students with unpaid fines may lose their parking privileges. Subsequent violations may result in the vehicle being towed at the owner's expense.

### **Transportation to School Activities**

During the course of any school year, there are a multitude of after school activities held on our high school campus, in the local community area, as well as outside our school community. Typically, transportation for students will be provided for those activities held at sites beyond the local area of our community. This would normally include bus or van transportation for students. For after school or weekend activities held on our campus or within the local area, transportation would not be provided by the school. The manner in which students would be transported to and from these types of activities would remain the responsibility of parents and students.

**Posters/Signs**

All posters or signs must be approved by faculty advisors or an administrator before posting on the announcement boards located throughout the building. No signs should be placed on walls, windows, or doors.

**Open Campus**

With parent approval, West High's open campus program allows eligible eleventh and twelfth grade students the opportunity to accept responsibility in planning the use of their time during "open" class periods. Open campus privilege may be revoked immediately for any student who has difficulty in following school rules and regulations or whose academic performance is deficient.

Students who remain on campus during open periods must report to one of the following areas:

1. Cafeteria.
2. The library is an area to be used for quiet reading and studying. A productive, working environment is to be maintained.
3. During non-class time, students may request permission from the instructors to work independently in a classroom if the activity does not interfere with the regular classroom activity.
4. Southwest grounds/student plaza - The only area outside of the building students may use for study, conversation, and recreation during the school day is the southwest grounds bounded by the driveway, east sidewalk, and the academic wing.

NOTE: Students who return to campus prior to their next scheduled class are required to report immediately to one of the designated open campus areas.

**Restricted Areas**

1. Halls—hallways are to be used only as a means of moving from one designated area to another. Hallways are not open campus areas. Students should not loiter in any hallways during class periods.
2. Commons Area—the commons area is to be used for meeting with students five minutes before and after the class period begins and ends. Because of congestion that occurs, students are not allowed to congregate in the commons area before or after school.
3. Parking Lot—a parking lot is provided for student vehicles. The parking lot area is a restricted area for all students and is to be used only by students arriving and leaving campus. Students are not permitted to loiter in the parking lot.
4. Auditorium—unless accompanied by a staff member, students may not be in the auditorium, restrooms, the lobby area, the stage, or backstage areas. Only staff members/students who are trained technicians and are designated by the Auditorium Supervisors as such may enter the technical booth. The auditorium lobby is not to be used as a shortcut to and from the parking lot. Proper behavior by all participants will be required in using the auditorium. Inappropriate behavior includes jumping over rails or seats, feet on chairs, arm rests, or backs of seats, or bringing backpacks or bags into the house. No food or drink will be allowed to be brought into the auditorium.

**School Grounds**

Other than the southwest student plaza, all other outside areas are restricted during open class times. West High School students are part of a larger local community and the rights of other community members should be respected. Private property surrounding school grounds should be respected and students should avoid loitering, littering, trespassing, vandalizing, or other improper activities in these areas.

## Closed Campus

Ninth and tenth grade students are required to be on campus at all times during the regular school day. All students must report to all assigned study halls and class rooms unless excused by a teacher or administrator.

## Study Hall

Ninth and tenth grade students will be required to report to study hall during periods 1 through 7 when not scheduled for a class. Juniors who are taking only five courses will be assigned to one period of study hall daily. Unexcused absence from study hall will result in a disciplinary consequence. While in study hall, students are expected to conduct themselves as they would in a classroom. Students must bring enough work to occupy them for the entire period. Access to the Library and Computer Lab will be monitored and may be restricted due to availability of space, the amount/type of work a student is doing, and the conduct of the student.

## Initiations, Hazing, Bullying or Harassment

(Reference Policy 102)

Harassment, bullying and abuse are violations of the Iowa City Community School District's policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The Iowa City Community School District has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

1. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
2. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - a. Tell a teacher, counselor or administrator; and
  - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or administrator including;
    - i. What, when and where it happened;
    - ii. Who was involved;
    - iii. Exactly what was said or what the harasser or bully did;
    - iv. Witnesses to the harassment or bullying;
    - v. What the student said or did, either at the time or later;
    - vi. How the student felt;
    - vii. How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. It places the student in reasonable fear of harm to the student's person or property;
2. Has a substantially detrimental effect on the student's physical or mental health;
3. Has the effect of substantially interfering with the student's academic performance; or
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Sexual harassment includes, but is not limited to:

- a. Verbal, physical or written harassment or abuse; including commentary on social media such as Facebook or Twitter.
- b. Pressure for sexual activity.
- c. Repeated remarks to a person with sexual or demeaning implications.
- d. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

1. Verbal, physical, or written harassment or abuse; including commentary on social media such as Facebook or Twitter.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, job, etc.
4. Demeaning jokes, stories or activities.

The ICCSD Anti-Bullying/Anti-Harassment board policy, and the discrimination process and forms can be found on the district website at <http://www.iowacityschools.org>, please go to the departments tab followed by the equity tab.

### **Search and Seizure**

(Reference Policy 502.1, 502.1c)

All school property is held in trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

### **Weapons Policy**

(Reference Policy 502.1c)

The Iowa City Community School District has zero tolerance for unauthorized weapon possession. Thus, any student who possesses, buys, sells, uses, or threatens to use a dangerous weapon as defined by Board Policy 502.1c shall be guilty of misconduct and shall be subject to discipline up to and including expulsion.

Parents/guardians of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action.

A student possessing a weapon shall be suspended pending investigation. Except in the most extraordinary of circumstances, the administration shall recommend the Board expel any student who possesses, buys, sells, uses or threatens to use a gun/ firearm while on school district premises, in school district facilities, or at school district sponsored activities.

### **STUDENT ACTIVITY CONDUCT CODE**

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

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances', drama productions, speech contests, National Honor Society, all co-curricular clubs (e.g. Math Club, French Club), all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the Iowa City Community School District outside the classroom.

### **Academic Eligibility**

To be eligible for a high school activity, students participating must:

1. Be enrolled or dual-enrolled in school;
2. Have earned passing grades in all classes the previous trimester;
3. Be enrolled in at least four full-time classes in the current trimester;
4. Be under 20 years of age;
5. Be enrolled in high school for eight semesters or less;
6. For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
7. Special Education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives in the student's IEP or 504 plan;
8. An academically ineligible student, with administrative and coach/director approval, may practice but cannot participate in any competitions or performances.

### **School Attendance**

1. A student is expected to attend one-half school day based on their schedule, immediately prior to the competition or practice to be eligible to participate in a practice, competition or performance scheduled on the same date, unless otherwise authorized by principal or designee.
2. Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
3. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

### **Good Conduct Rule**

To retain eligibility for participation in Iowa City Community School District extra curricular 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 members of the community. Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities, as set out in the section marked Penalties.

1. Possession, use, or purchase of tobacco products, regardless of the student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

**Penalties:**

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

1. First Offense within the Student's Athletic /Activity Career - suspension from one-third of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
2. Second Offense within the student's contests or performance dates with professional evaluation prior to reinstatement where applicable.
3. Third Offense within the Student's Athletic/Activity Career - suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.
  - a. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
  - b. 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.
  - c. An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
  - d. If a student fails to complete an activity in which they are serving a penalty for a Code of Conduct violation the full penalty will attach when the student next seeks to go out for an activity subject to the 12 month limitation.
  - e. If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a trimester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for one-third of the competitions or performances. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.
  - f. The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

**Transfer Students**

Eligibility for students who transfer into the Iowa City Community School District from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

If the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible until that period of time has been completed.

**Due Process Procedures**

Due process procedures as stated below will be followed. After the District receives information concerning a possible activity code violation, this process will include:

1. The District will provide oral or written notice to the student of the allegation(s) against the student;
2. The District will review the evidence supporting the allegation against the student;
3. The student will be provided an opportunity to respond to the allegation(s);
4. The District will then determine whether a violation of the Good Conduct Code has occurred, and notify the student of that determination;



5. The determination of whether there was a violation of the Good Conduct Code will be made by the principal, the coach or staff person supervising the extracurricular activity, and the athletic director, if applicable.

### **Appeals**

A student or the student's parent(s) or legal guardian may appeal the decision if an activity code violation did occur by notifying the associate superintendent in writing of the desire to appeal.

The student may have his/her parents participate in the appeal process. By the conclusion of the third school day after an appeal has been filed, the associate superintendent will issue a decision on the appeal of the alleged violation of the Good Conduct Code. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

### **Additional Guidelines**

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and the administration. The Student Activity Conduct Code will be shared in writing with students and parents at the beginning of the season or activity.

The Student Activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administrator to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur.

The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

## **STUDENT SERVICES**

### **ACTIVITIES, CLUBS, ATHLETICS**

West High offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond the regular classroom setting by participating in school activities.

The purchase of an activity ticket will permit a student to attend all home athletic events. This activity ticket may be purchased for \$40.00. Replacement activity tickets will be issued for \$5.00.

### **FOOD SERVICE**

Students have the option of (1) bringing lunch to school if eaten in the cafeteria or (2) selecting a plate lunch from one of the two cafeteria serving lines (3) selecting items from the à la carte area. The cashier cannot accept cash, checks or charges. Funds must be deposited in the student's lunch account and accessed with their five digit code.

Students may choose to eat lunch in the plaza area. However, trays and dishes are not allowed outside the cafeteria. Students may not bring food into other areas of the building such as hallways, the commons area,



academic areas, or the gymnasium. All students are expected to clear their eating areas when finished. Beverage and disposable items are to be deposited in appropriate containers. Cafeteria trays and dishes are to be taken to the kitchen window where students deposit their milk cartons, paper scraps, and silverware in designated containers.

## **STUDENT RECORDS**

Parents of students under age eighteen may review a student's educational record, obtain copies of materials in the record for a reasonable fee, write a response to material in the record, challenge the contents of the record and have the records explained. A student's parent/guardian who is interested in reviewing his/her child's educational record is requested to schedule time to review the record through the building principal. It is the interpretation of the United States Department of Education of the Buckley Privacy Act that all parents, not just custodial parents, have the right to see records, unless a binding legal document such as a court order or divorce decree says otherwise. The Iowa City Community School District uses contractors, consultants, volunteers, and agencies as school officials to provide certain institutional functions and services. The District's release of educational records to said individuals and entities are, however, subject to the requirements governing the use and re-disclosure of personally identifiable information within those educational records. The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parents or student over the age of eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. When connected with a student's education financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized testing.
7. Accrediting organizations for accreditation purposes.
8. In connection with an emergency.

Students' records are reviewed and inappropriate material is removed periodically. These reviews take place when a student moves from elementary to junior high and from junior high to high school and when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

## **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for 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 school 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 records(s) they wish to inspect. The 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 amendment of the student's education records that the parent or eligible student believes to be inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record

they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") 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 the 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;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents;
7. 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 of:

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; and,
3. Instructional material used as part of the educational curriculum.

ICCSA has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ICCSA will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. ICCSA will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students 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. 20202-4605

### **STUDENT DIRECTORY INFORMATION**

When parents complete eRegistration they will select one of the following three options regarding how the school will process the release of student directory information:

**A. Approve Release of Student Directory Information**

I give approval for the District to disclose my student's directory information to organizations, persons not affiliated with the school district, including the military. I understand my student's directory information will be included in the student directory that is published by the West High parent organization. (Student information is released for all requests.)

**B. No Release of Student Directory Information**

I do not want the District to disclose my student's directory information to any organization, academic institution, or individuals not directly associated with the school district without my consent. I understand my student's directory information will not be included in the student directory published by the West High parent organization. (Student information is not released for any requests.)

**C. No Release to Military of Students Directory Information**

I do not want the school district to disclose my student's directory information to military recruiters without my written consent. The district may disclose directory information to other organizations, academic institutions, or persons directly associated with the district. I understand my student's directory information will not be included in the student directory published by the West High parent organization. (Student information is released to others except for the military and student directory.)

### **TEACHER QUALIFICATIONS**

Parents/Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245.

The Iowa City Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

If you would like to receive information regarding your child's teacher, please contact your school's principal. In addition, parents have the right to:

- Information on student's performance level on state assessment
- Knowledge of their child being placed in a Limited English Proficiency program.

## **GUIDANCE SERVICES**

Parents may contact West High counselors by calling 319-688-1053. Guidance services focus on students' growth and development in personal and educational competencies and in career planning and preparation. The Guidance Office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides to post high school education and training, study guides, and career interest/development materials which may be checked out by students and parents.

The counselors are available to assist students with their high school program, post high school planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student. Parents and students are encouraged to access the guidance link from the West High home page.

The ICCSD enters into legal contracts with community agencies to provide support staff to assist administrators, counselors, and teachers when concerns arise regarding the health, safety, and social and emotional, and educational needs of students. General student information and student records may be shared with these agents of the district when a legitimate health, safety, social and emotional, and educational concern is involved.

## **SUPPORT SERVICES FOR STUDENTS**

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance with defining a concern, identifying strategies to address the concern, carrying out the strategies, or monitoring the student's progress. When an intervention plan is being considered, parents will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with school work. Information about 504 plans can be received through the counseling office.

## **SPECIAL EDUCATION**

(Reference Policy 602.4)

A range of special education programs are available as a result of cooperation between the Iowa City Community School District and the Grant Wood Area Education Agency. Eligibility to receive special education services is determined after identification of need, assessment and staffing of student, and parent permission.

## **SECTION 504 of the REHABILITATION ACT of 1973**

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your child is substantially impaired by their disability, the Iowa City Community School District will work with you to provide reasonable accommodations as determined by an assessment team. If you have any questions regarding 504 eligibility and reasonable accommodations for your child, please contact your Building Principal, Guidance Counselor, or The Equity Director for additional information. A Parent Guide to Section 504 brochure is also available on the district website/equity link at: <http://www.iowacityschools.org>.

## **STUDENT SUPPORT TEAM**

West High and Grant Wood Area Education Agency staff members meet on a regular basis to focus on students who are having difficulty with academic progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or parent who wishes to inquire about the services offered by the Student Support Team should contact the West High Guidance Office.

## **HEALTH OFFICE**

Students should report to the Health Office located in the West Wing, room 23, prior to leaving campus if they feel ill, they must receive permission from their classroom teacher before leaving class. The Health Office personnel will attempt to contact parents/guardians/emergency contacts if it is necessary for the student to be sent home. They will not send a student home if there is no one there to take care of the student. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information in Infinite Campus. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment.

State law does not permit the Health Office personnel to issue medication. Students, however, may bring to the Health Office medications which a health professional/ parent has approved. All medications should be distributed through the Health Office and the following guidelines should be followed:

1. The student will supply the medication.
2. A parent permission form should be completed and kept on file in the Health Office.
3. The student will be required to take the medication in the Health Office.
4. The student may carry their medication and self-treat only with a doctor's order and parental consent.

Health Concerns - If your child has a health concern (diabetes, seizures, severe asthma, allergies, etc.) that would or could potentially require some type of care during the school day, please provide the medical documentation, the kind of care needed or health plan, medication or supplies, equipment, needed, etc. as well as all contact numbers and email addresses to the health office. The district School Nurse assigned to West will contact you.

## **HEARING SCREENING**

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing for their child's hearing test should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

## **LOST AND FOUND ITEMS**

Lost items should be reported to the Main Office. Students who find or locate items not belonging to them should bring the items to the Main Office. Students may check with the Main Office during open hours, lunch, before, or after school for any lost items.

## **STUDENT GOVERNMENT**

The student government provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a



clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. The senate serves as the legislative branch of student government.

## **TELEPHONE USE**

Unless an emergency arises, students will not be called from class to take a phone call. School district phones (office, faculty/staff work areas, or classrooms) are not to be used by students unless permission is received. Due to the number of students attending West High, parents or guardians are requested to limit telephone messages to situations of absolute necessity.

## **EMERGENCY DRILLS**

Emergency drills will be conducted during the school year. Open campus and driving privileges cease during emergency situations. At the beginning of the school year each classroom teacher will explain emergency procedures and that information will be posted in classrooms.

## **COMMUNITY INVOLVEMENT**

### **SCHOOL VOLUNTEERS**

Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Iowa City Community School District. The following guidelines were created to ensure the safety of students, volunteers and staff. All volunteers:

1. Will adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
2. Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who works directly with students or assists staff on a regular basis; supervises/ chaperone students; or acts as a primary authority figure must complete volunteer information and disclosure statements. (Reference Policy 404)

### **PARENT INVOLVEMENT**

Parents are encouraged to be actively involved in their students' high school careers. Parental involvement has a positive influence on student success in school. Parents can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after school jobs. Parents may be involved at West High in a variety of ways such as volunteering regularly, attending Back-to-School Nights, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their students' high school experience. Please contact the West High Main Office if interested in further information about the PSTO.

### **AUDITORIUM USE**

All events, whether for the school or the community, must be scheduled through one of the auditorium supervisors. For functions outside the jurisdiction of the ICCSD, users of the facilities will be asked to reimburse West High for expenses incurred in the supervision and maintenance of the auditorium. School personnel will serve as technical and stage supervisors. Contact the West High Main Office for further information.

### **LIBRARY**

The West High library is a place for teaching and learning, research and production, reading and study. Its mission is to ensure that students and staff are effective users of ideas and information. Two certified teacher-librarians work with students and teachers throughout the school day, with the support of library

secretaries. The library hosts an average of 2,500 users per day and circulates more than 40,000 books during an average school year. The library is open before and after school, providing students access to resources and professional support.

**Library Hours:** The library is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Library Facilities:** The WHS library is housed on two floors, with entrances on the first floor. There are video production suites and open access computers available. The library also includes small-group conference rooms, large instructional areas (each seating up to 40), as well as additional seating. There is a casual reading area at the main entrance and seating throughout the facility for individual study and reading or small group work.

**Borrowing Library Resources, Equipment, and Textbooks:** Most library books and audiobooks may be checked out for three weeks, with the option of renewal, and students are required to present their ICCSD school ID to check items out. A five-cent per item per school day fine is assessed for overdue library books. Students are asked to pay the replacement costs for lost or damaged materials. Students may check out laptop computers, flash drives, digital cameras, and other AV equipment for overnight use, although some items require a teacher's prior approval. Separate late fees also apply to equipment checkouts.

Textbooks for most classes are circulated through the library. Overdue fines are not assessed for textbooks, but students are expected to pay fines for damaged textbooks or the replacement costs for lost textbooks.

## **TECHNOLOGY RESOURCE USE GUIDELINES**

The following is an excerpt of the West High technology use guidelines. To read the guidelines in their entirety, visit the ICCSD website.

Access to various technology resources is available to users for academic purposes. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. Users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal use of technology resources. ICCSD Administrative Policy 622 outlines use of technology resources. Violation of technology use guidelines will result in disciplinary action including loss of computer access privileges, suspension or expulsion, and/or legal action, if warranted. The user has been served notice that all uses of the ICCSD technology resources are monitored and that all information is deemed public and not private. Technology resources may be used for academic, school-related purposes: e.g...instruction, research, or production. Printers are intended to support student research and individual assignments and are provided for that purpose at no cost. Arrangements can be made with a librarian or copy center staff for class sets to be printed for no cost on one of the high-capacity copiers. Any personal printing to a school laser printer, including for school clubs or organizations or to make class sets of documents, may be charged a per-page fee.

**Network accounts:** Users are assigned a network account login that may be used on any computer in the school. The account gives users storage space on the building file server. This space may only be used to store documents created for school-related projects. Users may not use the network to store programs or applications of any type, or non-school-related files. Files stored in users' accounts are not guaranteed to be private. School staff may review the contents of user accounts to maintain system integrity and ensure responsible and appropriate use. Inappropriate use of user accounts may result in disciplinary actions, including loss of computer access privileges.



icwestlibrary.org: The West High Library website serves as an access point for electronic resources, a source of information on library events and services, and a place to celebrate reading and new technology. Among the features of the site are the following:

- how-to guides to help with outlines, brochures, and bibliographies • sample bibliographic citations and a link to EasyBib
- class links that include recommended websites to support classroom assignments
- links to the library's online catalog
- access to the WHS online database collection

The library website changes frequently, and ideas for new features are always welcome.

Follow the West High library on social media @icwestlibrary.

Online Resources: The library subscribes to a number of research databases, accessible from home as well as from school. To access the resources remotely, go to the West Library web page at [www.icwestlibrary.org](http://www.icwestlibrary.org). Click Databases and link to the sites, entering the logins and passwords below. Most passwords are case sensitive. New databases will likely be added for 2021-2022. For the Opposing Viewpoints in Context database, the username is Westhigh. All other online databases use:

Login Name	Password
3141west	aea10

## PLAGIARISM

To plagiarize means to take someone else's words and/or ideas and put them into your writing as though they were yours. Some people deliberately steal other writers' work, but much plagiarism in students' papers occurs through carelessness, uncertainty, or ignorance. To paraphrase means to put in your own words. Some simple rules will help you know how to avoid plagiarism.

- Put quotation marks around all direct statements from others' work. Also make a parenthetical notation for this quotation.
- Document any paraphrase of another writer's ideas or statements. • Document any thought you derived from a specific source in your reading. • Document any material, ideas, thoughts, etc., you took from your reading that can't be described as general knowledge.
- Document any summary (even if in your own words) of a discussion from one of your sources.
- Document any charts, graphs, tables, photos, diagrams, illustrations, etc., made by others or any you make with others' information.
- Document material obtained through electronic resources, including online databases.

## Other Issues of Concern

Cheating or plagiarizing may include any of the following: participating in a group effort that presents plagiarized materials; downloading and submitting materials from electronic databases; purchasing and submitting materials as your own; copying from someone's homework, exam, lab work; allowing someone else to copy from your work; accepting credit for work completed without your participation; using notes or other materials during an exam without the teacher's knowledge. These are all issues that must be discussed in individual classes with individual teachers. In general, all of these are dishonest activities. Penalties may range from being required to resubmit the assignment to failing the assignment to failing the course, depending upon the infraction.

For concerns about school districts or governing boards the Iowa Department of Education has made available this website for [Parent, Guardian, and Community Concerns](#).