

*West Branch High School
West Branch Community Schools*

Student Handbook

coopEration

coorDination

commUnication

expeCtation

inspirAtion

parTicipation

apprecIation

infOrmation

imagiNation

Quality education takes everyone's dedication-teachers, staff, and community!

2011-2012

West Branch, Iowa

"Home of the West Branch Bears"

**PRIDE IN ACADEMIC, FINE ARTS, AND ATHLETIC
EXCELLENCE**

INDEX

Absence Policy - Attendance 7

Academic Letters 13

Activities 8

Assemblies 9

Behavior and Discipline 15/37

Breath Analyzer 20

Buses 21

Calendar 49

Child Abuse 18/31

Detentions 16

Disruption, Insubordination 17

Disaster Drills 25

Due Process 19

Early Graduation Requirements 10

Equal Educational Opportunity Policy 4

Faculty Directory 5

Fire Drills 24

Grades 11

Graduation Requirements for Transfer Students 10

Graduation Requirements 9

Guidance and Counseling 22

Harassment 18/28

Home Rooms 23

Honors 10

Illegal Substances 17

Lockers 20/35

Lost and Found 23

Media Center 23

National Honor Society 13

No School Policy - Cancellations 21

Offensive Language 17

P.A.R.T. Contracts 9/27

Parking 22

Pass-Fail 12

Purpose Statement 6

School Board Policies 28

School Cancellations 21

School Permits 22

School Records 22/45

Search and Seizure (School Board Policies) 32/36

Silver Service Cord 13

Sportsmanship 19

Student Appearance 17

Student Publications 43

Suspensions.....16
Tardies.....8
Telephone.....20
Values.....6
Vandalism..... 18
Visitors.....20
Waiver of Liability.....26
Weapons..... 19/41

This student handbook, an extension of school board policy, is intended as a guide for success in school this year. Please take the time to review this document carefully.

EQUAL EDUCATION OPPORTUNITY POLICY

It is the policy of the West Branch Community School District not to discriminate on the basis of race, national origin, creed, color, sex, religion, age, marital status, sexual orientation, gender identity or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, and P.L. 94-142

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual as a member of multicultural, nonsexist society.

Responsibility for this policy rests with the Superintendent as the Educational Equity Coordinator and Title IX Compliance Officer for the district. He is responsible to promote and encourage progress in meeting school policy 602.1. Students, parents of the students, and employees of the district have the right to file a formal complaint alleging noncompliance with this policy. All complaints should follow the guidelines established in the grievance procedure outlined in Board policy 602. 1A. All questions and complaints shall be referred to **Kevin Hatfield in the central office. **Mr. Hatfield's** phone number is 643-7213.**

FACULTY AND STAFF

Linda BlackResource
Bill BrendlingerSocial Studies
Amanda BrownParaEducator
Doug CummingsTechnology Coordinator
Lynette CummingsScience
Kathy EllingsonMath
Diane ElliottParaEducator
Ruth FarmerOffice
Traci FryaufSchool Nurse
Pam HarnackOffice
Amanda HughesGuidance Counselor
Shanna KellorPara Educator
Kelli Kennon-LaneEnglish/Journalism
Marsha KroymannSpecial Education
Michelle LukavskyPrincipal
Nick MartinCustodian
Molly McCarthy-HillEnglish/Drama
Ed McEleneyBusiness
Diana Moreno-WittSpanish
Kate MilsterArt/Learning Strategies
Aaron MuellerMath
Jennifer OlsonTeacher Librarian
Butch PedersenPhysical Education
Theresa PerkinsCook
John PickettNight Custodian
Lynnette PoulaHealth/AD
Chris ReedVocal Music
Randy RobertsonIndustrial Tech
Regina RogersEnglish/Reading
Katie SchoutenInstrumental Music
Seth SchroederSocial Studies
Colleen SheelyFamily & Consumer Science
Jessica TaylorScience
Renee ThompsonAgriculture
Bob WagnerLifeSkills
Jennifer WasionMedia Associate
Brooke WilliamsParaEducator

High School Values/Behavioral Expectations

We expect all members of the school community—staff, students, parents, visitors—to behave in a socially responsible manner, to be open-minded and tolerant of others, to conduct themselves appropriately, to take ownership for their learning, and to treat each other with respect and courtesy as to ensure that all feel safe within the school environment. The learning environment must be one which promotes essential learning and develops traits such as leadership/teamwork, problem solving, communication skills, democratic principles, service to others, personal wellness, and environmental and career awareness.

Our Purpose Statement

As a staff we are committed to providing a rigorous and relevant instruction while modeling effective teaching practices and creating a powerful West Branch High School learning experience. Each student will be challenged to perform at high levels, think critically, and make informed decisions. We will take willing students at their present skill level and move them as far as possible in basic academic skills and performance competencies. Every graduate will be prepared for life-long learning, economic independence, and productive citizenship.

ATTENDANCE

Iowa law specifies that students attend school until the age of 16.

1 indicator for student success and improvement is good attendance.

Classroom practice: When a student is **absent for any reason** the teacher will decide whether missed work is to be done with the teacher or independently. **However**, absences that result in missed performances, group presentations, speakers, labs, field trips or other non-paper pencil work may have the natural consequences of the missed learning or assessment opportunity. **As a result**, alternative assessments **will be** worked out in a timely fashion between the student and teacher. These are handled on a case by case basis.

Building Practice:

Two types of absence are recorded in the office: **excused and unexcused.**

- **Excused** absences include illness or medical release time, funerals, family emergencies, legal responsibilities, and other absences approved by the principal. Students should be aware of each instructor's requirements for make-up work. Whenever a student arrives at school after a partial absence, he/she must check into the office for a pass to go to class. Medical absences can be made up within the normal classroom guidelines for make up. Parents are to call the high school office (643-7216) between 7:30 and 8:30 A.M. on the day of the absence.

Pre-approved absences are a special category of excused absences. They include all school-sponsored field trips and such non-school absences as college/career visits, family vacations, weddings and other foreseen absences approved by the principal. **Students are expected to** have each of their teachers initial a privileged absence form and make-up work in compliance with teacher wishes. **Students who are not in good standing in the class**, may be asked to forgo the absence, **depending on the situation (ie.class field trip, college visit, etc).** The absence form is to be picked up and returned to the office.

- **Unexcused** absences occur when school authorities do not know where students are during normal school hours. If a student misses more than 5 minutes of class, it is considered an absence, and affects that student's eligibility to participate in activities that day. Skipping an assigned class and leaving school without having permission to sign out are two examples. **Work and time** must be made up.

***A student who misses more than 4 mods of school time w/o a medical or legal appointment or a pre-arranged absence approved by administration will be ineligible for after school participation. If students are continually missing class the day of or after competitions or activities, this may result in suspension from activity.**

Students who are **unexcused** are TRUANT. **All truanancies** will result in the following basic penalty: Until work and time are made up, the student is ineligible to participate in extra curricular activities, assemblies, field trips and commons study hall. Time will be made up before or after school with the teacher (or in the office if arranged by the teacher and principal). Until work and time are made up, study halls will be in the structured study hall setting and PART will be revoked.

On the second instance of truancy the student will be referred to the **Focus** Team and a conference with parents will be arranged. This **team** will help the student establish a plan for correcting the truancy habit. **Juniors and seniors who previously qualified for PART may have it revoked for up to 4 weeks.**

Subsequent truanancies may cause all privileges to be revoked. **Any student who is unexcused to the same class five times in a single grading period may be removed from the course with an 'F' and placed on restriction in structured study hall.**

When a student misses a day of school for illness and does not have a parent note or call to the office within 48 hours of the absence, then it becomes an unexcused absence. **Letter of notification:** When a student misses more than 5 class periods during any semester, a letter will be sent to his/her household. Parents/guardians should contact the high school when the letter is received to review attendance policies.

Tardies

Students are expected to be on time for all classes. Late arrivals in the classroom are discourteous and disrespectful to both teacher and other students since it disrupts instruction. Habitual lateness demonstrates a lack of preparedness for the workplace and as such is a serious deficiency.

1. Any student who is tardy to class less than five minutes without a pass from the office or another teacher will be subject to consequences as determined by the classroom teacher.
 - a. **3 tardies in one class will result in a detention to be served with the teacher.**
 - b. **If the detention is not served within one week, it will result in a 1 day in-school suspension.**
2. Any student who is more than five minutes late to class without a pass from the office or another teacher will be referred to the office for further consequences.

Activities

West Branch High School provides many opportunities for participation in educational activities. These activities involve the student as a representative of the school through athletics, drama, music or speech. Each activity will have specific requirements or standards as determined by the sponsors, teachers, administrators, school board and/or state associations. Some of the frequently referred to requirements are:

1. The student must have a doctor's certificate of fitness before participating in athletics.
2. Students must pass the minimum number of courses each quarter to be eligible the following quarter for activity participation. Students should read the Activity Handbook for details.
3. Student participation is subject to the student code of conduct and rules of eligibility as outlined in the Activity Handbook.
4. Students must attend school all day to participate in any school activity, unless special permission has been given by the principal according to attendance guidelines.

Assemblies---ALL STUDENTS ARE EXPECTED TO ATTEND THESE ACTIVITIES.

P.A.R.T. CONTRACTS

PART (Parent Approved Release Time) is a privilege available only to seniors and juniors who have earned it. Seniors may request PART at the beginning of each grading period. Juniors may request PART upon the return of the ITED tests. If growth is shown, juniors will be allowed to request PART at this time.

If students are approved for PART, they are expected to leave the building. They are released from school by their parent during this time. If students stay in the building, they are to report to the office and then will be assigned to study hall. PART IS NOT A TIME TO WANDER THE BUILDING OR HANG OUT IN THE HALLWAY. If students are caught abusing privileges, PART may be suspended.

Students may earn PART by consistently meeting the expectations for self-discipline.

Expectations for PART include:

- 1) **Students will be in good academic standing to include:**
 - a. **Students will have received enough credits to be on-track to graduate without any concerns**
 - b. **Students will have passed all courses the entire academic year prior to application for PART.**
 - c. **Junior students will have shown growth on 2 out of the 3 ITED tests taken.**

- d. **Students will not have had any code of conduct violations the prior academic year.**
- e. **Students will not have had any unexcused absences the prior academic year.**
- 2) **Teachers have in-put as to whether a student should be allowed the privilege of Parent Approved Release Time.**
 - a. **If a student is failing a required class or consistently exhibits behavior that is unacceptable, teachers may deny request**
 - b. **Teachers may also request students lose approved privileges. PART students are responsible to follow the same rules as all other students whenever they are in the building.**

PART forms are available in the high school office.

GRADUATION REQUIREMENTS-CREDITS

Required Credits for West Branch High School Diploma:

English	8 credits -- English 9, 10, 11, Speech, Eng 12 or AP English, or Kirkwood Comp I and II
Social Studies	*8 credits (Class of 2015 and beyond) *7.0 credits(Class of 2011-2014) (Social Studies 9--Class of 2015 and beyond) Global History, American History, Government, and Economics
Mathematics	6 credits
Science	6 credits – 9 th Science, Biology, plus two credits
PE	4 credits – (All students must take PE every semester all four years unless pre-approved waiver is completed in compliance with the Healthy Kids Act; 4 credits will be required to graduate)
Health	2 credits –10 th grade
Electives	27 credits
TOTAL	58 credits

Credits/Carnegie Units –Students typically earn credits toward graduation based on the Carnegie Unit (120 hours of instruction = 1 Unit or 2 Credits). In a semester structure such as the one at West Branch High School these credits accumulate until the student becomes eligible for a West Branch diploma—

Our goal at West Branch High School is to give students the opportunity to learn as much knowledge as possible in all subject areas. We have increased both our concurrent enrollment options and West Branch course offerings and we encourage students to take advantage of these possibilities.

Transfer Students

If the school you transferred from did not require the same number of credits as West Branch for graduation, class loads will be adjusted to reflect West Branch diploma requirements. This will be based on the completed coursework accepted at time of transfer. Regular education students are allowed only three units of credit to be transferred from the Kirkwood High School Program.

ADVANCED CREDIT OPTIONS

Honors classes—Physics, FST and Elementary Functions. Students should list honors and the appropriate course name on their request sheet. Contracts will be filled out at the beginning of each semester. Once contracts are finalized, the student is committed for the entire semester. Honors courses completed by the student will be designated as such on their permanent records.

Advanced Placement – Students seeking additional challenges may register for on-line Advanced Placement Courses in many areas; WBHS offers Advanced Placement registration for student English 11, 12; Chem 2 and Economics. Students should meet with the class instructor before signing up. Advanced Placement testing takes place each spring.

Shared Student Status – Senior students may attend classes at West Branch while also attending classes at a junior college or university. The combined course load between the two schools must be equivalent to full time status and have the prior approval of the High School principal.

Concurrent Enrollment Options—Juniors and seniors will have the opportunity to enroll in courses in the Social Science, English, Art, Business, FCS, and Agriculture areas.

Post Secondary Enrollment Options Act – Juniors, Seniors and identified TAG students in grades 9 and 10 may also be eligible for this program under certain conditions. A qualified student may enroll in an approved post secondary institution and have up to \$250.00 paid for by the West Branch School District for up to 3 PSEO courses. Grades received in these courses will become part of the students permanent GPA. See the High School principal for more information.

EARLY GRADUATION REQUIREMENTS

- The student and parent/legal guardian meet with the guidance counselor and principal to determine credit status and establish the need for early graduation. A written plan will be placed in the student's file which will include a timeline with date for completion.
- Need is based upon early entry into post-secondary education and/or life circumstances that are critical to the student's future in the judgment of the school administration. The student, not WBHS, is responsible for meeting post-secondary admission requirements. Post-secondary courses taken during high school must be completed by the date established on the early graduation plan.
- School personnel will determine whether the student can qualify for a West Branch Diploma in the time remaining or follow another educational path.
- To graduate a full year ahead of his/her class the student must have completed all requirements by the end of his/her junior year. In this case a student will routinely have on file an early graduation plan at the beginning of his/her junior year.
- Early graduates are no longer eligible to participate in extra-curricular activities once they have graduated.
- The early graduate will meet with the guidance counselor and principal 3 weeks prior to the scheduled date for graduation and begin completing a final check out sheet which will include information about fees, addresses, exit survey, prom, awards, and graduation exercises.
- A student graduating a semester early will be ranked with the class that graduates the following May. A student who graduates a year early will be ranked with that class.
- Early graduates are encouraged to apply for scholarships for which they are eligible.

GRADES

Grades are to reflect the following characteristics:

- 1. Knowledge of the subject matter and the ability to apply it correctly.**
- 2. Demonstrated quality on selected performance criteria.**
- 3. Competency on locally established standards and benchmarks.**
- 4. Individual learning goals as established by IEP or 504 Plan.**
- 5. Other factors consistent with school board policy as deemed important by the classroom professional.**

Grades are reported every 9 weeks, and midterms are sent out as needed between grade periods. In addition, as a service to parents and students, the district provides information on a secure web-site that allows individuals to track their progress. Parents or students having questions regarding grade reports should contact the specific teacher for more detailed information.

Grade Averages--In most classes students receive grade points for letter grades A-D, with A earning a 4, B earning a 3, etc. A failing grade receives no points. These grade points are averaged by credits so that a student who earned 16 credits of A in his first semester would have a 4 point average. A cumulative grade point average is maintained for each student by dividing total credits into total points. Thus a student at the end of her senior year with 58 total credits and 200 points has a cumulative grade point average of 3.76.

Transcripts of student's courses and grades are maintained in the office.

Teachers are the professionals entrusted with the responsibility of assigning appropriate grades to student work. Whether a student is allowed extra credit or is allowed to retake tests is the prerogative of the instructor. Students who have questions about their grade should discuss the matter with the teacher first. However, unanswered questions or disputes between teacher and student about grading may be referred to the principal if necessary for problem solving.

Incompletes— All incomplete grades will require a written plan for completion signed by parents and teacher. This plan will include a timeline and default grade if not completed. The plan must be filed with the high school principal on the date grades are due. Unless a student's IEP or 504 Plan stipulates otherwise, all incompletes are to be in compliance with the State of Iowa Scholarship Rule for eligibility. This may cause a student to be ineligible until the F is guaranteed a passing grade.

Cheating is not accepted at WBHS. It is inherently dishonest and a violation of academic trust. **Faculty members are required to report instances of cheating to parents and the principal. Students are to receive no credit for tests or other work on which they have cheated. In addition, students are cautioned that plagiarizing the work of others is illegal.**

Any junior or senior who receives an F for a nine-week grade in a class needed for graduation will be placed in structured study hall until the midterm grade is 'C' or better. A teacher may assign a junior or senior to structured study hall for a temporary period of time whenever the teacher feels the student is not making satisfactory progress in class. The teacher may also release the student from structured study hall if the student is making satisfactory progress in class.

Pass/Fail Option

Are there elective courses you are interested in taking but they look very difficult? Have you thought about Pass-Fail? Remember you are required to take a minimum of four subjects for a letter grade. Anything beyond that can be taken pass-fail with the teacher and principal's approval. Pick up pass/fail forms in the office. This option applies *at any time during the first five weeks or until midterm reports are completed.*

National Honor Society

The purpose of the West Branch High School Chapter of National Honor Society is to create enthusiasm for scholarship, to stimulate the desire to render service, to promote leadership and to promote character development in students. Juniors and seniors with a grade point average of 3.6 or above who have attended WBHS for at least one semester and agree to participate in NHS activities are eligible for nomination. Criteria for membership, including definitions of character, leadership and service may be obtained from the office.

Faculty members appointed by the high school principal will be on the selection council. It will meet at least once a year to review all input in order to select, to dismiss, or to warn members of possible dismissal. Chapter members will annually review policies and procedures and revise as necessary.

Each year all members will be responsible for paying \$5.00 chapter dues. All senior members and honorary members will be required to purchase their tassel and honor cord for graduation.

Academic Letter

A chenille letter “WB” with the word “academic” inscribed on the front is awarded to any junior student who earns 200 points. Each semester ‘A’ is worth four points; each ‘B’ worth 3 points. Students earn 10 points each semester for receiving no grade below ‘C’, and 5 more points for having no suspensions and fewer than 3 detentions. Any senior who has maintained a 3.3 GPA and has a record of good citizenship will also qualify. A scholastic pin is awarded to each student who carries a cumulative grade point average of 3.8 or above for at least six semesters.

Silver Service Cords

Students may earn a Silver Cord to be worn on their gown at graduation, which indicate significant hours of community volunteer service during their enrollment at West Branch High School. From the time they enter high school until they graduate, students need to provide **100 hours of documented service** to earn a cord. Students are encouraged to average about 25 hours of service per year. Accrued hours are documented, tracked and tabulated by the Silver Cord Sponsor and kept in the Guidance Office. All hours for seniors must be turned in prior to Awards Night on an announced deadline.

Documentation:

- Hours must be signed and documented by a supervisor or they will not be accepted.
- Hour sheets must be filled out and signed. If additional hours are listed, they must be stapled to the sheet.
- Hours will be maintained in the Guidance Office, but copies should be maintained by the student.
- Parents should NOT sign as documentation unless previously arranged.
- **Hours must be turned in within SIX MONTHS of the activity.**

What Counts:

- Any service performed in IC or WB Communities as listed in the opportunities sheet
- Volunteer work at church
- Volunteer work done during scouting
- Volunteer work done for 4-H or other non-school club
- Special events on school premises sponsored by local charities or businesses (examples: DeGowin blood drives, Toys for Tots, Hospice, Big Brothers/Big Sisters, Crisis Center, etc.) with previous approval from the principal
- Staff supervised voluntary tutoring of other students for which credit is not earned or any other staff supervised voluntary service performed as a member of school activities such as National Honor Society, cheerleading, dance, drama, tech crew, band, choir, football, baseball, basketball, golf, track, softball, scorekeeping, cross country, FFA, speech, Student Council, Volleyball, wrestling, etc. **WHEN SUCH SERVICE IS ARRANGED BETWEEN THE SUPERVISOR AND THE PRINCIPAL BY WRITTEN AGREEMENT.**
- ***Beginning with Class of 2010 – only TWENTY HOURS may be used toward either Boosters activities or any sporting events activities (ex: scorekeeping, coaching, etc. for West Branch schools, Iowa Rockets, etc.). You may use 20 hours for Boosters and 20 hours for athletics, separately. You must get approval to do any more than that. This is to give everyone a chance to volunteer.

What Does NOT Count:

- Court-ordered community service hours
- Practicums/internships
- Job Shadows
- Any work done for credit at school
- Any work done for school activities in which the student may earn a letter, ribbon, medal, certificate, or any other award for a class, activity, club or team.
- Any work done anywhere in the West Branch Community School District (includes elementary, middle school, high school, Central Office, custodial, concessions, etc.) unless the student has **PRIOR APPROVAL.**
- No unsupervised hours. No undocumented work.
- Work for relatives (examples: raking leaves for grandparents, babysitting for sister, etc.)
- Work done for individuals such as neighbors (raking leaves, etc) unless done through an established group
- Any work done for pay

Recording of Time

Sheets turned in MUST list exact clock times of service (example – 3:30-5:30 p.m.).

- **NO ESTIMATED, UNDOCUMENTED “BUNDLES” OF HOURS WILL BE ACCEPTED.**
- Students are responsible for keeping track of their own hours (as well as copies of their hours).

Final Decisions

After consulting with the counselor, supervisor and student, the high school principal will have the responsibility of the final decision.

Expectations for Behavior and Discipline Procedures

Take care of yourself.

Take care of others.

Take care of this place.

(These are the basic guidelines for West Branch High School. If everyone here followed them we wouldn't need rules.)

Uniform Classroom Ground Rules for Learning

- 1. Be on time.**
- 2. Be on task.**
- 3. Listen to directions.**
- 4. Use appropriate language.**
- 5. Consume food and drink in the commons.**
- 6. Clean up after yourself.**

School is to be conducted in an environment that supports scholarship, academic achievement, good citizenship, responsible social development and personal growth and success. West Branch High School students and all other members of the school community are expected to demonstrate respect for others and for legitimate authority. This includes complying with established board policy, administrative and school rules and the reasonable requests of faculty and staff. Courtesy and good sportsmanship will be exhibited during all athletic events, concerts, performances, field trips and other activities, as well as toward guests in our school.

On those rare occasions when a student behaves in a fashion that is contrary to expectations for good conduct he/she will be corrected, and face appropriate consequences. These will be determined by the severity of the infraction.

All faculty and staff are responsible for helping students to acquire the self-discipline necessary for accomplishment in our school. Classroom instructors and study hall supervisors may assign detention, restriction and other penalties. Behavioral reports will be issued in each case and sent to the office. Disruptive behavior that necessitates a student's removal from a class will result in a conference with the principal.

When a student is assigned a **detention** by a high school staff member he/she is responsible to serve it as stipulated. Parents will be informed. The teacher may supervise his/her own detentions. Failure to complete this responsibility will result in suspension from classes.

Administrative staff may assign suspensions, arrange parent conferences, specify ineligibility, withdraw students from class and request other penalties from the school board.

Suspensions

In-School

Most suspensions will be the in-school variety. Students will be assigned to a study carrel in the main office.

Out-of-School Suspension

Serious disruption, threats and dangerous behavior will result in out-of-school suspensions, and law enforcement may be notified. **Physical aggression will generally result in the minimum of 1 day OSS up to 10 days if necessary. In rare occasions of serious physical assault, expulsion may occur.**

If a student shows over time that he or she is unwilling to comply with the reasonable expectations of faculty and staff or is unable to abide by the policies established by the school board and administration, then stronger disciplinary consequences will follow. Any threat to the safety and well being of other members of the school community will also result in stronger disciplinary action. This may include suspension, removal from classes, as well as referral to local law enforcement. Parents will be notified whenever students are referred to the office for discipline. The administration will ensure that students receive due process.

Illegal substances

Possession or use of tobacco, alcohol or other illegal substances on school grounds or at school events will result in suspension from classes. **Suspension will range from 3-10 days.** Student may also be barred from attending activities as spectators for a period of time. Local law enforcement may be notified and students may be referred to outside substance abuse counseling.

Students who participate in extra-curricular activities will also have a period of ineligibility as described in the activity handbook.

Offensive language

Penalties will range from detention to suspension depending upon circumstances and number of infractions. A student who habitually uses offensive language may be removed from the regular student population and be subject to behavioral evaluation.

Student Appearance

In general students are at liberty to exercise responsible self-expression in their appearance and attire. However, students should dress in a manner that is appropriate for attending public school and within the social norms for decency. What is appropriate for the beach, a dance or dating may not be for the classroom.

Dress Guidelines for West Branch High School---

- For safety purposes shoes **must** be worn.
- Clothes or body decoration that display profane, obscene, lewd, or vulgar comments are prohibited.
- Clothing or body decoration that others find to be harassing, demeaning, degrading, intimidating, insulting, etc. may result in harassment charges being filed.
- Clothing that advertises prohibited substances is not to be worn.
- Hats are not to be worn inside the building while classes are scheduled from 8:25 until 3:15. (Students who do not abide by this rule will have their hats removed and given to the principal.)
- Spaghetti straps or strapless tops must be covered by another garment.
- Undergarments must cover the parts they are expected to cover.
- Undergarments are not expected to show.
- No exposed midriffs/belly buttons/chests/backs/upper thighs/buttocks (shorts and skirts must be an appropriate length).
- T-shirts with the arms and sides cut out will not be allowed.

Students found to be in violation of these norms and school restrictions may be sent home to change or turn offensive clothing items inside out. Teachers may assign detention as they would for offensive language. Habitual offenders may be suspended by the administration. Perpetrators of harassment are also subject to charges being filed with local law enforcement.

Students who participate in extra-curricular activities should be aware that state sanctioning organizations impose additional restrictions on attire and appearance.

Disruption, insubordination

Students who refuse to follow the reasonable directives of faculty and staff and/or students who willfully disrupt the learning of others may be removed from class until they are prepared to resume their proper role in the classroom. Repeated offenses in these areas will result in penalties to include detention, restriction, suspension and placement in an alternative education setting.

Defacing/vandalizing school or employee property.

The student will be responsible for repairing or paying for the repair of all school property or employee property damaged willfully or through neglect. When damage is extensive enough in the judgment of the high school principal or superintendent charges will be filed with local law enforcement. Students who participate in school sponsored activities will also have a period of ineligibility as described in the activity handbook.

Threats, abuse, bullying, harassment & fighting

Any action or communication (written or spoken) which is determined to be threatening or bullying/harassing, or any physical or verbal activity which constitutes an attack on another member of the school community by another member of the school community or provides reasonable cause for them to feel unsafe at school may result in disciplinary action. Complaints made in writing by students or staff will be investigated by the building principal or superintendent. Penalties will be assigned based upon the severity of the infraction, **number of previous offenses**, and other factors considered significant by the investigator. Students who participate in a school-sponsored activity **could** have a period of ineligibility as described in the activity handbook. (See page 28 for board policy)

Child Abuse

“Child” means any person under the age of 18.

“Abuse” means harm or threatened harm occurring through:

- a) Any non-accidental physical injury suffered by a child as the result of acts or omissions of a person responsible for the care of the child.
- b) The commission of any sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child.
- c) The failure on the part of the person responsible for the care of a child to provide for adequate food, shelter, clothing, or other care necessary for the child’s health and welfare when financially able to do so or when offered assistance to do so.

Children have many rights established by law. If you suspect “child abuse” of any manner or have questions about this law, contact a teacher, the counselor or the principal. They are trained to help.

Weapons

Possession or use of any dangerous weapon or object used as a weapon will result in a 3-to-ten day out-of-school suspension. An expulsion hearing may also result. Possession of a firearm as defined in board policy will result in recommendation to the school board for an expulsion hearing. Students who participate in a school-sponsored activity will have a period of ineligibility as described in the activity handbook. (See board policy in appendix)

Sportsmanship

Athletics and other activities are a fundamental part of the high school experience. We want to ensure that the support given to athletes and other performers is positive. Those students, and others who attend high school events are expected to demonstrate good spectator behaviors. Student spectators should use cheers that encourage, not disparage players, coaches, referees and other fans. Banners and noisemakers are prohibited at conference and state events. Students are expected to watch the event—**not loiter in the commons**. Those who violate these provisions may be removed from the contest. They may also be subject to other penalties as deemed appropriate by the principal.

Repeated violations

Students who habitually violate any of these rules may be referred for placement in an alternative educational setting or removal from school.

Due Process

The student will be given a chance to explain his/her side of the story. If a student believes he/she has been unjustly treated he/she has the right to question the action. During this appeal period the punishment will be postponed except in circumstances where the safety of others is in question.

1. Set up a time to meet with the faculty member/principal outside of regular class time. At this point a student/teacher/principal meeting will take place to gather information. If the matter is not resolved at this point, the principal will then determine the fairness of the punishment, uphold, reverse or amend it as necessary.
2. If the student feels the action is unjust or improper after this stage, he/she should contact the superintendent. This should be done immediately and in writing. The superintendent will review the circumstances with the student, parents, principal and teacher and if the matter is not resolved uphold, reverse or amend the punishment.

Breath Analyzer

The purpose of the breath analyzer is to assist the principal to determine whether an individual has consumed alcohol. An individual will be tested only when there is reason for cause. The following rules will apply to the use of the breath analyzer.

1. When the administrator has reason to believe that an individual(s) has been consuming alcohol.
2. In addition to the principal, a second adult is to be present at the time the breath analyzer is used.
3. A person who has been requested to take the test and subsequently refuses to do so, shall be considered in violation of the school's alcohol policy.

4. A fifteen (15) minute period shall pass before the test is administered. If positive, a second test will be administered fifteen (15) minutes later.
5. An individual with a positive reading on the breath analyzer shall be subject to school discipline policies as found in the Student Handbook. At this time, an attempt will be made to contact a parent.
6. Student will also be referred to the **Focus Team**

Lockers

Lockers are the property of the school district and are checked out to students as a convenience and to assist them in protecting their property. Keep lockers locked and report any vandalism. It is each student's responsibility to properly maintain the locker checked out to him/her.

The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness, when feasible. (See board policy on searches in appendix.)

Never store valuable items or large amounts of money in school lockers.

Visitors

Students may have a guest during regular school hours. Permission is granted by the principal at least one day in advance. All visitors must report to the attendance office when they enter the school building. From time to time the student council, FFA, or other school organization may sponsor group visits. These will be approved at least one week in advance between the advisor and the principal.

Telephone, Cell Phones, and listening devices

Classroom phones are reserved for staff members, who may authorize their use in emergencies. Office phones should be used when students are requesting permission or excuses from parents or guardians that school personnel must respond to. **Cell phones are discouraged and must be turned off during class time.** Cell phones may be used before school, after school, passing times, and at lunch. No other times are allowed unless special permission is granted from the office or the classroom teacher. **Going to the restroom during a class period does not equal passing time and cell phones may not be used.**

Students are not to use personal listening devices in classrooms or study halls unless the instructor has granted permission for students to do so. Unauthorized use of a cell phone or personal listening device will result in a classroom penalty and be reported to the office. Repeated violations will result in the phone/device being left with the high school principal until parents come to claim it.

School Cancellations

When it is necessary to cancel or dismiss school due to weather or other causes notice will be broadcast over local radio and television stations. School patrons are asked to tune into radio KCRG, WMT, KXIC, KZIA, KCKK, KCJJ, KHAK, KDAT and KRNA and TV stations channel 2, 7, and 9 in Iowa City and Cedar Rapids for weather and other emergency bulletins. Due to limited number of school phone lines, students are asked not to phone the school for weather related information. Our district is a participant in a free e-mail notification service provided by the State of Iowa called Iowa School Alerts program. You can go to <https://schoolalerts.iowa.gov> and click on "Sign Up!" to add your email to the service.

BUSES, STUDENT DRIVING, PARKING

Buses

School buses have right of way at all times.

When riding the school bus, you are under the jurisdiction of the driver of that bus, **whose job is to transport you safely to and from school**. Bus drivers cannot divide their attention between driving and disciplining students. Behavior that distracts the bus driver's attention may cause you to lose the privilege of riding the school bus. Persons who need to contact a bus driver should call 643-5325 in order to leave a message. Non-riders must have a note for the bus driver if they wish to ride a bus.

Student Parking

Certain areas have been clearly marked as parking areas for staff and visitors. In addition, motorcycle, disabled and emergency vehicle parking have also been designated. Students' cars are to be parked only in undesignated parking areas. Any student parked in an area designated for staff, visitors, motorcycles, emergency equipment or the disabled without prior approval of the principal may lose their parking privilege. Students who take up more than one parking space may also lose their campus parking privilege.

Permission to drive a car onto school property is contingent upon the practice of safe driving habits. Those who drive recklessly or endanger others will have their parking privileges revoked.

Cars may be moved during the school day only if the student is leaving on PART or if the student has special permission from the high school principal. Loitering in the cars or in the parking lot is not allowed at any time.

The interior of a student's automobile on the school premises may be searched if a school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside (see board policy in appendix).

Permits

Students who have completed driver education, participate in a school-sponsored activity but do not have driver's license may request a school permit. This permit allows the student to drive to and from school on the most "direct and accessible" route from home while involved in a school activity. Students must report to the nearest Iowa Driver Licensing station with a parent to obtain the necessary forms. Then the student and parent schedule a meeting with Mrs. Lukavsky to go over school board provisions.

GUIDANCE AND COUNSELING

The counselor is available from 8:00 a.m. to 4:00 p.m. during each school day and at other times by appointment. You are welcome to drop in to the counselor's office at any time you are free. Counselors are trained to listen when you need someone to talk to. They are also trained to help. They can provide information about the following things: personal problems, jobs, grades, careers, post high school education and training, financial aid and decision making.

SCHOOL RECORDS

Parents, or students 18 years of age or older, shall have the opportunity to review the contents of the student's school records. This will afford an opportunity to correct or delete inaccurate, misleading or otherwise inappropriate data contained in the records.

Any person wishing to challenge the contents of a student's records shall submit a written application to the appropriate building principal. Grades may be challenged only on the basis of accuracy of recording. They may not be challenged on the basis of evaluation of student performance.

Within 10 days, or at a time mutually agreed upon, an informal meeting shall be held to discuss the facts and merits of the challenge. The building principal shall render a written decision about the challenge as soon as possible, but in no case more than five school days after the meeting.

Should the person challenging the records be dissatisfied with the decision of the building principal, he/she may request a meeting with the superintendent of schools within ten days after receipt of the principal's decision. This meeting will be scheduled at a

mutually agreed upon time. The superintendent and the person challenging the record will review all facts of the case. The superintendent shall sustain, notify, or over-rule the decision of the principal, in writing, within five school days after the meeting. (See board policy in appendix)

HOMEROOM/Study Hall/Learning Strategies

1. Homerooms—9th and 10th grade homerooms have been established to allow for better educational and career planning for students. A faculty advisor and student mentors will work with small groups of underclassmen to build personal education plans and help with adjustment to high school.
2. All students who are not enrolled in a class during a period are routinely assigned to a study hall with an adult supervisor. Upperclassmen are assigned to an honors study period in the high school commons.
3. **Learning strategies** is a guided study hall supervised by a teacher. A written plan is developed for each student with input from teachers, student and parents to assist students with academics. Students, parents, or teachers may request a referral to learning strategies instead of a regular study hall when students are experiencing an unusual degree of difficulty in maintaining grades and homework. Students will earn a credit for successful completion of the course.

LOST AND FOUND

Articles found by students are to be turned in to the office. Students who miss items are responsible for claiming them each semester. Unclaimed items will be donated to charities periodically. Bringing expensive possessions to school is discouraged.

LIBRARY

The Library has materials to help you complete your assignments and projects, and materials on subjects you have studied in class and would like to know more about. It also has materials for browsing and enjoyment, such as magazines, newspapers, books and videotapes. The media specialist and library associate are here to help you. Ask them for help anytime you need it.

The Library = is a learning center, not a social center - a quiet learning atmosphere must be maintained. Students who detract from this atmosphere will be asked to leave. In addition, cutting through the Library from one hallway to the other is discouraged. Detentions will be assigned to students who do this.

There will be no daily overdue fines. If books, magazines or other media materials are not returned within a reasonable amount of time, you will be expected to pay for them. You will also be expected to pay for all lost or damaged materials.

Current magazines are only to be used in the Library. Past issues may be checked out overnight.

Reference books (encyclopedias, dictionaries, etc.) are to be used in the Library or checked out for overnight only, and returned before school the next day.

DO NOT cut articles or pictures from books or magazines. Take them to the office for photocopying. If you need magazines for clipping, ask the Library staff.

RETURN ALL BOOKS AND OTHER MATERIALS PROMPTLY. Others may be waiting for them.

Books may be borrowed for a two week period and may be renewed for two weeks longer if no one else has requested that book.

If a book you need is not available, the media specialist may be able to get it for you from another source. Ask his/her help. If you know of a book or other materials which you would like the Library to get, talk to the library staff.

FIRE/EVACUATION DRILL

WARNING.....FIRE ALARM SIGNAL

1. Rooms 15, 16, 17, 18 and 19 leave by the northwest exit.
2. Office, Rooms 10, 11, 12, 13, 14 and 20, auditorium and commons leave by the north exit.
3. Rooms 23, 24, 25, 26, 27, 28 and 29 leave by the southwest exit.
4. Room 36, gym, wrestling and locker rooms leave by the south exit.
5. Rooms 31, 32, 33 and 34 leave by the east exit.
6. Shop areas leave by the shop exit.
7. The teacher is the last to leave the classroom. See that all persons you are responsible for are standing at least 30 feet from the building. Remain there quietly until the "all clear" signal is sounded or further instructions are given. Take roll and report to the principal. Account for all students.
8. **TEACHERS: POSTERS ARE REQUIRED IN EACH CLASSROOM INDICATING THE METHOD OF EXIT FOR FIRE ALARMS.**

DISASTER DRILL

WARNING.....Intercom Signal

1. Persons in the office and rooms 10, 11, 12, and 13 go to the west wall of Room 10.
2. Persons in Room 14, 15, 23 and 24 go to the teacher's workroom.
3. Persons in Rooms 16, 17, 18, and 19 go to room 18 and persons in rooms 26, 27, 28 and 29 go to room 28.
4. Persons in the Commons (study hall) and rooms 20, and 25 go to the rest-rooms (girls to the girls' restroom, boys to the boys' restroom).
5. Persons in Rooms 31 and 33 go to the practice rooms in room 31.
6. Persons in the locker room stay in the west locker room.
7. Persons in the gym and wrestling area and Rooms 35 and 36 go to the west locker rooms. (boys in boys' locker room, girls in girls' locker room).
8. Persons in Rooms 32 and 34 go to the west locker room through the shop (boys in boys', girls in girls').
9. If the town siren would sound when are going to the bus or when you are on the bus, report immediately and directly to the rest-rooms in the commons.

Other Emergency Procedures are detailed in the West Branch CSD "Emergency Response Procedures" located in every classroom.

Juniors and seniors who are on track to graduate, who have one mod of study hall and who meet all behavioral expectations qualify. A behavioral referral form will be filled out listing the reason the student has lost the privilege and the duration of the new placement in study hall.

Parent Approved Release Time –During study hall, any **senior** student of the West Branch High School who has made the normal progression toward completion of the graduation requirements, met the expectations for self-discipline and who has no unexcused absences or suspensions is eligible to apply for the privilege of release time.

When parent approval forms are returned to the school and a parent phone call has been made to Pam Harnack, activating the privilege, then that student may leave the school building during his or her study halls without going through the normal check out procedures. PART student may stay in the building to work with teachers or use the Library, but are not free to wander the building or grounds. Those who violate any of the terms of the PART agreement will be returned to **study hall**. PART can be withdrawn by the parent or school at any time if the student:

- *Is suspended.*
- *Is responsible for any action that interferes with the rights or property of other students, staff, school district or community.*
- *Needs structured study halls in order to be academically successful.*
- *Fails to conduct him/herself appropriately in school*
- *Is failing a course*

Junior students with study halls before their first class, after their last class and during lunch or with 80 minutes of study hall during the day, who qualify under the conditions listed above will be allowed to apply for PART after ITED tests and homecoming activities are completed in the fall.

I am prepared to accept these responsibilities and privileges that Parent Approved Release Time carries.

_____ *Student Signature*

I, as a parent, am willing for my son/daughter to participate in the Parent Approved Release Time program. I realize that during such time he/she may or may not be in the school building. I also realize that this agreement will be in effect only so long as the above terms are satisfied. I, therefore, accept responsibility for my son/daughter during such times as listed below, and release the school from any responsibility.

_____ *Parent Signature*

List below the times your son/daughter is eligible for PART. Please use the current semester schedule followed by your student to make the correct time request. If you approve of the time, it is necessary to call the high school office in person at your earliest convenience and return the signed forms.

SEMESTER 1 P.A.R.T
ODD EVEN

Mod 1	_____	_____
Mod 2	_____	_____
Mod 3	_____	_____
Mod 4	_____	_____
Mod 5	_____	_____

SEMESTER 2 P.A.R.T
odd even

Mod 1	_____	_____
Mod 2	_____	_____
Mod 3	_____	_____
Mod 4	_____	_____
Mod 5	_____	_____

EDUCATIONAL PHILOSOPHY - Series 100

105 Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in handbooks,
 - Inclusion in the registration materials
 - Inclusion on the school or school district's web site,
- and a copy shall be made to any person at the central administrative office at 148 N. Oliphant St., West Branch, IA 52358

Adoption Date: Sept. 18, 2008

Review Date: Sept. 18, 2008

Revision Date:

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2007).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 500 Student Rights and Responsibilities
 502 Student Discipline
 505.6 Student Records

EMPLOYEES Series 400

402 Employees and Outside Relations

402.3 Abuse of Students by School District Employees

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level I investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Adoption Date: December 12, 2000

Review Date: November 8, 2007

Revision Date:

Legal Reference: Iowa Code §§ 232.67,.70,.73,.75; 235A; 272A; 280.17; 709; 728.12(1) (1995).
281 I.A.C. 102; 103. 441
I.A.C. 155; 175. 1980 Op.
Att'y Gen. 275.

Cross Reference: **402.2 Child Abuse Reporting**
 403.4 Harassment
 502.6 Corporal Punishment

STUDENTS - Series 500

502 Student Behavior and Discipline

502.10 Search and Seizure

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

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

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

Adoption Date: December 15, 1998

Review Date: January 12, 2009

Revision Date: January 12, 2009

Legal Reference: U.S. Const. amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den.,
 482 U.S. 930 (1987).
 Iowa Code ch. 808A (Supp. 1997).
 281 I.A.C. 12.3(8).

STUDENTS - Series 500

502 Student Behavior and Discipline

502.10A Search and Seizure Regulation

I. Searches, in general

- A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will discover evidence that the student has violated or is violating the law or school district policy, rules, or school regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
 - (a) Personally intrusive searches will require more compelling circumstances to be considered reasonable. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

- (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

1. Although school lockers and desks are temporarily assigned to individual students, they remain property of the school dist. at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly utilized. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during inspections shall be confiscated by school officials and may be turned over to law enforcement officials.
2. Inspections may include the use of dogs trained for use in detecting controlled substances, explosives, etc. Any inspections shall be conducted by school officials, but law enforcement personnel may be present for handling of the dog(s).
3. In addition to periodic inspections, the contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion that the locker or desk contains illegal or contraband items or evidence of a violation of law or school policy, rules or school regulations affecting school order. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

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

STUDENT LOCKERS

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Adoption Date: January 16, 1996

Review Date: January 12, 2009

Revision Date: January 15, 2001

Legal References: Iowa Code Ch. 808A (Supp. 1997).
Iowa Code SS 279.8; 280.14 (1997).

502 Student Behavior and Discipline**502.10B Search and Seizure Administrative Rules**

1. Searches conducted in the West Branch Community School District will be done with the safety of our students and protection of students' rights in mind according to Iowa law.
2. Periodic random inspections, such as a dog inspection, will not be conducted without notification of the Board of Directors.
3. If "reasonable suspicion" is established, searches will be conducted. A search dog may be used if the situation warrants. Such searches are independent of the District's right to conduct periodic and random inspections. Dogs will not be used to search a student's person.

The above rules attempt to protect the safety and the rights of all of our students. Yet, these rules still reserve the right for the Board to issue random searches when they feel it necessary. They still give the administration the latitude to be firm and fair to those who chose to disrupt our educational process. Yet, these rules reserve the right of the Board to authorize random inspections when they feel it appropriate.

Adoption Date: January 15, 2001

Review Date: January 12, 2009

Revision Date: January 12, 2009

STUDENTS - Series 500

502 Student Behavior and Discipline

502.2 Student Suspension

The Iowa Code gives the Board of Education the power to suspend students and the authority to confer this power on members of the professional staff.

In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct. Out-of-school suspension may be imposed when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school.

The principal of each school building may temporarily suspend a student for a period not to exceed five days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the rights of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the students if he/she denies the charges.
4. Be given the opportunity to explain the situation.

The superintendent may extend the suspension upon the principal's request, for a total of no more than ten days. The president of the board shall be advised in writing of all short-term and extended suspensions. Written notice of the suspension and the reasons therefore shall be sent to the student's parents.

Readmission of the student after short-term suspension will be done by the building principal. Readmission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the board for expulsion.

The informal hearing should be attended by the superintendent, the principal, the student, the parents and any other persons deemed appropriate by the superintendent or requested by the parent or the student.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension:

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Adoption Date: January 24, 1983

Review Date: November 10, 2008

Revision Date: November 15, 1993

Legal Reference: Iowa Code Sections 279.9; 282.4; 282.5.
Court Cases: U.S. Supreme Court, Goss v. Lopez (1975).
U.S. Supreme Court, Wood v. Strickland (1975).

Cross Reference: 500 Statement of Guiding Principles (Student Rights and Responsibilities) 502.3 Student Expulsion

502 Student Behavior and Discipline

502.3 Student Expulsion

Students shall conduct themselves in accordance with board policy, "Student Conduct". Students who fail to abide by policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense.

When a student is recommended for expulsion by the board, the school shall provide:

1. Written notice to the student and his/her parents of the alleged misconduct. This notice shall contain:
 - (a) specific rule violated
 - (b) alleged misconduct
 - (c) time, date, place of the hearing
 - (d) notification of the right of representation.
2. The opportunity for the student and parents to examine documents presented as evidence against the student.
3. The student the opportunity to cross-examine witnesses against him/her, especially if the credibility of those witnesses is at issue, and only if the witnesses are under no danger by being present at the hearing.
4. The student the right to present witnesses on his/her own behalf.

The hearing shall be recorded and the decision of the Board of Education shall be explicitly outlined in writing.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the

- student's handicap and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
 4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
 5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

Adoption Date: December 9, 1991

Review Date: November 10, 2008

Revision Date:

Legal References: Iowa Code Sections 282.4; 282.5; 28A
Court Cases: U.S. Supreme Court, Goss v. Lopez, 1
975 U.S. Supreme Court, Wood v. Strickland, 1975
Southeast Warren Comm. Sch. Dist. v. Dept. of Public
Instruction. 285 N.W. 2d 173.

Cross References: 500 Statement of Guiding Principles (Student Rights and
Responsibilities)
502.2 Student Suspension
502.1 Student Conduct

STUDENTS - Series 500

502 Student Behavior and Discipline

502.9 Weapons

The students, faculty and staff of the West Branch Community School District have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools and the activities to which they send their children are safe. Schools and patrons cannot be safe if a student brings, possesses or uses an instrument as a dangerous weapon. Thus, any student who brings, possesses, buys, sells, uses or threatens to use a dangerous weapon shall be guilty of misconduct and shall be subject to discipline up to and including expulsion. In addition, any student who illegally possesses, buys, sells, uses or threatens to use a dangerous weapon off school premises may be subject to disciplinary action under the school's Good Conduct Rule.

School district facilities, school district premises and school district sponsored activities are not appropriate places for dangerous weapons of any kind. Dangerous weapons or any instruments used as weapons shall be taken from students and others who bring them onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Definition of dangerous weapons:

"A "dangerous weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other and which, which so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife or knife having a blade exceeding five inches in length." (Iowa Code Section 702.7)

In addition to the definition set forth above, dangerous weapons, or any instruments used as weapons in the schools, include any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous weapons therefore include, but are not limited to, clubs, nunchakus, brass knuckles, knives or butterfly knives (longer than three inches), stun guns, BB guns, bow and arrows, toy guns or look-a-like guns used or displayed as real guns, unloaded guns and bullets.

Disciplinary action for students who bring, possess, or use squirt guns, toy guns and other toys that imitate weapons and that are not used to intimidate, coerce, scare or threaten a student but whose presence causes disruption to the school environment or present a threat to the safety of students will follow Board Policy 502.1 Student Conduct.

The Board believes dangerous weapons on school district premises, in school district facilities or at school district sponsored functions cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property or within the jurisdiction of the school district.

Parents/guardians of a student found to bring or possess an unauthorized dangerous weapon or any instrument used as a weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to the police, and the student will be subject to disciplinary action.

Any student who brings a firearm to school or who possesses a firearm shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis: For purposes of this portion of this policy, the term "firearm" includes the following:

1. Any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of any explosive (gun);
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas;
 - (a) bomb,
 - (b) grenade,
 - (c) rocket having a propellant charge of more than four ounces,
 - (d) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (e) mine, or
 - (f) similar device; Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
 - (g) Any combination of parts, either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Weapons under the control of law enforcement employees shall be exempt from this policy. The principal may authorize other persons to display dangerous weapons for educational purposes. Such a display shall also be exempt from this policy.

Adoption Date: November 14, 1994
 Review Date: November 10, 2008
 Revision Date: January 15, 2001
 Legal References: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
 Iowa Code S279.8; 724 (1993).
 Cross Reference: 502 Student Discipline
 504 Student Health & Safety Regulations
 502.1 Student Conduct

503 Student Activities

STUDENTS - Series 500

503.3 Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal.

Official school publications include student publications or broadcasts, including newspapers, yearbooks, literary magazines, television, radio or cable television programs produced in curricular and co-curricular journalism or journalism-related activities sponsored by the school district and distributed to the student body either free or for a fee.

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

Official school publications are free from prior restraint by school district employees or officials except as provided by law. Exceptions are as follows:

No student shall express, publish or distribute in an official school publication material which is:

- a. obscene;
- b. libelous;
- c. slanderous; or
- d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the educational program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.

Responsibilities of students are as follows:

1. Students writing or editing official school publications shall assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of this policy and the law.

2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students shall strive to achieve professional standards of grammar, usage, punctuation and spelling, for clarity and accuracy of official school publications.
4. All publications & broadcasts must identify the author and/or editor publisher.

Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech.

Official student publications may be distributed in a reasonable manner on or off school premises. Nonschool-sponsored publications and broadcasts must be submitted to the principal for review prior to distribution. The administration may prohibit the distribution of nonschool-sponsored publications and broadcasts by applying the same standards listed above. The principal may designate the time, place and manner of distribution for all student publications and broadcasts, school-sponsored or otherwise.

Persons, other than students, who believe they have been aggrieved by student expression in a student produced official school publication shall follow the grievance procedure outlined in board policy 1003.3. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.7.

Date of Adoption: December 9, 1991

Review Date: January 12, 2009

Revision Date:

Legal Reference: Hazelwood School District v. Kuhlmeier, 108 S.Ct. 562 (1988).
Iowa Code S280.22 (1989). F

Cross Reference: 502.7 Student Grievances & Appeals
500 Statement of Guiding Principles for Students
503 Student Activities
1002.5 Citizens' Concerns about School Personnel

STUDENTS - Series 500**505 Miscellaneous School - Related Matters****505.6 Student Records**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level. Parents of an eligible student shall be provided access to the student records only when the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents, may not access the student records.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records. Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents of the eligible student of the decision in writing.

If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student shall be informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA special education personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid.
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district may destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records maybe needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedure for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

Adoption Date:	January 15, 2001
Review Date:	March 9, 2009
Revision Date:	April 9, 2001
Legal Reference:	20 U.S.C. Section 1232g, 1415 (1994). 34 C.F.R. Pt. 99, 300.560-.574 (1999) Iowa: Code Section 22; 279.9B, 280.24 .25, 622.10 (2001). 281 I.A.C. 12.3(6); 41.20 I980 Op. Att'y Gen. 720,825.
Cross Reference:	501 Student Attendance 504 Student Health and Well-Being 602.6 Special Education 805.1 Care, Maintenance and Disposal of School District Records 1001.7 Public Examination of School District Records