

# WEST BRANCH HIGH SCHOOL STUDENT HANDBOOK

2018-2019



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## **WBCSD VISION**

A Future Focused Community of Learners

## **WBCSD MISSION**

Preparing Students to Live and Learn with Passion and Purpose

## **WBCSD DESTINATION**

All Students will be Career and College Ready

## **WBCSD DISTRICT BELIEFS**

1. A quality school system is responsive and accountable; and requires fair treatment, honesty and respect.
2. Learning and teaching are the responsibilities of every individual in the community.
3. All students are valued and important.
4. All students are able to learn.
5. It is important to have positive relationships among students, staff and parents because it is a critical role in meeting the learning needs of all students.

## **WBHS VALUES**

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.

## **WBHS PURPOSE STATEMENT**

As a staff, we are committed to providing rigorous and relevant instruction 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.

## **EQUAL EDUCATION OPPORTUNITY POLICY**

It is the policy of the West Branch Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Jess Burger, Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211, [jburger@west-branch.k12.ia.us](mailto:jburger@west-branch.k12.ia.us).

## **HEARING SCREENING**

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

## **NONDISCRIMINATION POLICY**

The West Branch Community School District offers career and technical programs in the following areas of study:

Agricultural Business & Management  
Construction Trades  
Health Services/Allied Health/Health Sciences, General  
Business Education (new, replacing Family & Consumer Science)

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**FACULTY AND STAFF**

Anderson, Michael	5-12 At Risk
Bucknell, Shannon	Principal
Budreau, Amy	Library Associate
Cain, Matt	Project Lead the Way, Engineering/Science, Robotics
Culver, Jodee	Associate
Cummings, Doug	Technology Coordinator
Cummings, Lynette	Physical Science
Diaz, Maria	Custodian
Farmer, Ruth	Secretary
Fortune, Michelle	Student Services
Frank, Jack	Instrumental Music
Franklin, Jamie	Associate
Franzoni, Kristy	School Counselor
Fryauf, Traci	District Nurse
Gallagher, Elizabeth	English
Gaster, Kevin	Social Studies
Goodale, Jackie	Cook
Harnack, Pam	Registrar
Hasenbank, Lennis	Business Education
Holub, Ben	HS Girls Track Coach/Elem. PE/ Health
Howland, Julie	K-12 TAG
Krall, Karina	English/Journalism
Kroymann, Marsha	Student Services
Krumwiede, Cody	Social Studies/Wrestling Coach
Larson, Taylor	Boys' Track Coach
Martinez, Blanca	Custodian
McCarthy-Hill, Molly	Art
Meyer, Candace	Associate
Noelck, Abby	Spanish, Student Government Sponsor
Olson, Jennifer	Media Specialist/Football Cheerleading Coach
O'Neil, Jan	1st Grade Teacher/Girls' Golf Coach
Pedersen, Butch	Football Coach
Pedersen, Susan	Cook
Popkes, Annie	Spanish, ELL
Reed, Chris	Vocal Music
Reichert, Michelle	Associate
Robertson, Randy	Industrial Technology
Saad, Connor	English
Sexton, Randy	3rd Grade Teacher/Boys' Golf Coach
Seydel, Greg	Soccer Coach
Slemmons, Trent	Life Science, Project Lead the Way
Stenberg, Jacob	Activities Director
Stepanek, Sandra	Associate
Strope, Kelsey	Math, NHS Sponsor
Tylee, Jarod	Girls' Basketball Coach
Thompson, Renee	Agriculture, FFA Sponsor
Waite, Marc	Associate
Walsh, John	Math/Volleyball Coach
Wrede, Jeff	PE

## I. ACADEMICS

### I.A. - ACADEMIC LETTER

An academic chenille “WB” letter with the word “academic” inscribed on the front is awarded for any junior with a 3.50 cumulative GPA after their junior year and any senior with a 3.30 cumulative GPA after the first semester of their senior year. A scholarship pin is awarded for seniors with a 3.80 cumulative GPA after the 1st semester of their senior year.

### I.B. - ADVANCED CREDIT OPTIONS

**1. AP (Advanced Placement)** – Students seeking additional challenges may register for AP Courses. WBHS offers AP courses in Chemistry II, Macroeconomics, and Microeconomics. Other options could be taken online through the counseling office. AP testing takes place each May and is coordinated by the District TAG Coordinator. College credits *may* be awarded for certain scores on AP tests, variable by college/university.

**2. Concurrent Enrollment**—Juniors and seniors will have the opportunity to enroll in concurrent enrollment courses in the Social Science, English, Art, and Communication areas. Students must be proficient in all three state-tested areas and meet Kirkwood Community College placement test scores to be eligible for these courses.

**3. Post Secondary Enrollment Options Act** – Juniors, Seniors, and identified TAG students in grades 9 and 10 may be eligible for Post Secondary courses. 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 per semester. Grades received in these courses will become part of the students’ permanent transcript. See the counselor for more information.

### I.C. - 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 standards.
3. Proficiency on 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.

As a service to parents and students, the district provides information on a secure website that allows individuals to track their progress. Parents or students having questions regarding grade reports should contact the specific teacher for more detailed information.

**1. GPA (Grade Point Average)** - Students receive quality points for letter grades A through 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. GPAs are recalculated at the end of each semester.

**2. Transcripts** of student’s courses and grades are maintained in the office.

**3. 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.

**4. 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.

**5. Pass/Fail** - Students will have the option of taking **NON-REQUIRED** courses P/F. Students 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. Forms are available in the office. This option applies *at any time during the first five weeks or until midterm reports are completed.*



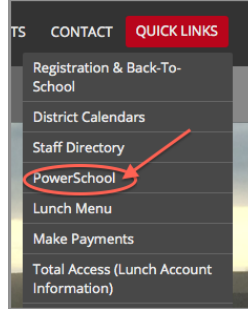
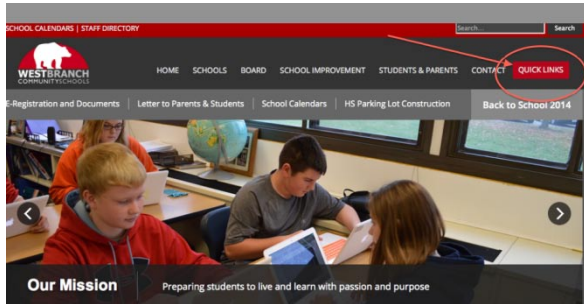
**A Parent's/Student's Guide to PowerSchool – WBHS** (updated 9-20-2016)

Let's get started!

1. First, go to the **PowerSchool student/guardian website:**

<http://ps-westbranch.gwaea.org/public/>

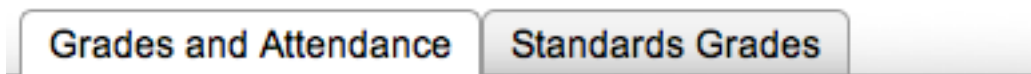
You can also access the website through our district website [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us) and click on the PowerSchool link under Quick Links.



2. This will take you to the **Parent/Student login:**

This is the same username and password you use for registration. If you need help with your login information, please contact the main office.

3. You will have the option to select **Grades and Attendance** tab or the **Standards** tab.



4. Let's look at **Grades and Attendance** first.

You will see the Quick Lookup Page for your student. This provides attendance and current course information for each course.

Exp	Last Week					This Week					Course	S1	S2	Y1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F					Q1	16-17	Q1	16-17
1(A-B)											Entrepreneurship Carter, Michelle - Rm: 32	--	--	--	0	0	0	0
2(A-B)											Spanish 2 Noelck, Abby - Rm: 27	--	--	--	0	0	0	0
3(A-B)											Chemistry I Cummings, Lynette - Rm: 17	--	--	--	0	0	0	0
IS(A-B)											Instructional Support Cain, Matthew - Rm: 33	--	--	--	0	0	0	0
IS(A-B)											Teacher Access Howland, Julie A	--	--	--	0	0	0	0
4(A)											Study Hall Gill, Gaige Michael - Rm: 19	--	--	--	0	0	0	0
4(B)											Study Hall Gill, Gaige Michael	--	--	--	0	0	0	0
5(A-B)											Algebra II Walsh, John - Rm: 28	--	--	--	0	0	0	0
6(A-B)											English 10 McCarthy-Hill, Molly - Rm: 23	--	--	--	0	0	0	0
7(A-B)											World History Gill, Gaige Michael - Rm: 18	--	--	--	0	0	0	0
8(A-B)											Prin of Engineering (PLTW) Cain, Matthew - Rm: 33	--	--	--	0	0	0	0

**NOTE: Anything that is blue is a link to more information.**

5. By clicking on the **blue teacher's name**, you will be taken to your personal email program to send an email to the selected teacher.

6. By clicking on the **blue --** under the grading period, you will be taken to the course score detail page that shows daily scores, missing work, and additional information about each course.

Due Date	Category	Assignment	Standard	Score	%	Codes
08/20/2014	Assessment	Summer Reading Journal		--/0		
			Production and Distribution of Writing			E
08/20/2014	Collected	Signed Syllabus		--/0		
08/27/2014	Assessment	Song Lyric Anno		--/0		
			Craft & Struct			E
09/05/2014	Assessment	Compare & Contrast Poster		--/0		
			Integration of Knowledge & Ideas			S
09/08/2014	Assessment	Compare & Contrast Presentation				
			Presentation of Knowledge and Ideas			E
09/23/2014	Assessment	Ender's Game - Unwritten Letter				
			Key Ideas & Details			S
09/25/2014	Assessment	Chapter 11 Quiz - Ender's Game		--/0		
			Key Ideas & Details			E
10/10/2014	Collected	Ender's Game Study Guide		--/0		
10/13/2014	Assessment	Ender's Game Hero Margin Planner		--/0		

**NOTE: Anything that is blue is a link to more information.**

7. **Assignment Name:**

Teacher	Arlen, Carrie
Course	Reading 7
Assignment name	King Arthur Questions
Description	Before beginning Freak the Mighty, students build some background knowledge on King Arthur by watching a short video and completing some questions.

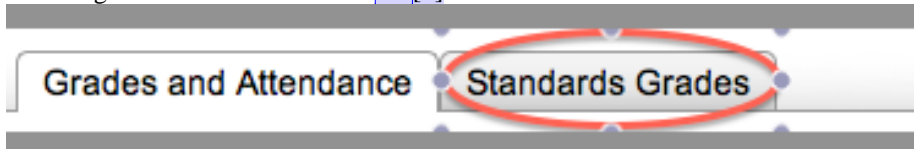
8. **Score Comment:** (click on dashes before 0 – if there is a comment, your cursor will turn into a hand)

**View Score Comment**

Teacher	Keeney, Clare
Course	English 11
Assignment Name	Compare & Contrast Presentation
Date Due	09/08/2014
Comment	Excellent work! Speaking in front of the class is no easy task and you were great. Your presentation was organized, concise and clear. You also spoke naturally, hardly using your poster at all. You also delivered with confidence and connected with your audience. Keep up the great work!

[Close](#)

9. Let's go back to the **Standards tab**[1].



[Show Completed Classes](#)

English 11 (Keeney, Clare) Q1 S1		
<a href="#">Key Ideas &amp; Details</a>	--	E
<a href="#">Craft &amp; Structure</a>	E	E
Integration of Knowledge & Ideas S S		
<a href="#">Production and Distribution of Writing</a>	E	E
<a href="#">Presentation of Knowledge and Ideas</a>	E	E
Pre-Calculus 1 (Walsh, John) Q1 S1		
<a href="#">Algebra: Creating Equations</a>	E	E
<a href="#">Algebra: Reasoning with Equations &amp; Inequalities</a>	E	E
<a href="#">Geometry: Expressing Geometric Properties with Equations</a>	E	E
<a href="#">Stats &amp; Prob: Interpreting Categorical &amp; Quantitative Data</a>	E	E
Social Science (Carter, Kevin) Q1 S1		

**NOTE: Anything that is blue is a link to more information.**

This screen will show you the current standard score for each course. This is the information that will show up on a report card at the end of each quarter. This final standard score is calculated using the Mean (Average) for assignment scores.

Name: MS/HS Standards Performance Scale  
 Type: Alpha Scale [New](#)

Grade/Label	Description	Cut-off	Grade Value
E	Expert	90	100
S	Solid	80	85
C	Competent	70	75
N	Needs Relearning	10	45
I	Insufficient Evidence	0	0

Cut-Off is the final calculated percentage that the student must meet or exceed to receive that Grade/Label as a final grade.  
 Grade Value is the percentage used for calculations when this Grade is entered as an assignment score.

10. If you click on the blue standard name, you will receive **additional information about that standard.**

A final grade for each class can be calculated by looking at the Standards Grades tab. A point total is given for each proficiency level.

Expert(E)	=	100
Solid(S)	=	85
Competent(C)	=	75

Needs Improvement = 45  
 Incomplete = 0

The grade is calculated by averaging the point total given for each standard mark. The grading scale that will be used is the following:

A = 90 - 100 percent  
 B = 80 - 89 percent  
 C = 70 - 79 percent

Below 70% is failing grade.

English 11 (Keeney, Clare)		Q1	S1	
Key Ideas & Details	--	E		= 100 points
Craft & Structure	E	E		= 100 points
Integration of Knowledge & Ideas	S	S		= 85 points
Production and Distribution of Writing	E	E		= 100 points
Presentation of Knowledge and Ideas	E	E		= 100 points

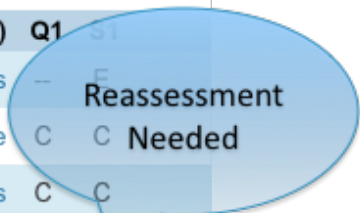
Total = 485

485 points/ 5 Standards = 97% (A)

The grade for this class would be an A.

If a student has one or more final standard mark(s) of Need Rerearning (N) or Insufficient Evidence (I) the student is failing this class. To meet the requirements of each class, students must be Competent (C) or better for all final standard marks for a class. The example below indicates that the students needs to reassess in one of the standards.

English 11 (Keeney, Clare)		Q1	S1
Key Ideas & Details	--	E	
Craft & Structure	C	C	
Integration of Knowledge & Ideas	C	C	
Production and Distribution of Writing	N	N	
Presentation of Knowledge and Ideas	S	S	



Final semester grades will be used to calculate a student's GPA. At the end of 1st and 3rd quarter, a progress report will be sent home.

If you have any questions/concerns, please contact Ms. Harnack, Mrs. Franzoni, or Mr. Bucknell at 319-643-7216.

## I.D. - GRADUATION REQUIREMENTS

### *Required Credits for West Branch High School Diploma:*

English	8 credits – English 9, 10, 11, and English 12 or Composition I and II
Social Studies	6 credits – American History, Global History, Social Science, Government, and Economics
Mathematics	6 credits
Science	6 credits – Biology, Chemistry, and Physics OR Earth Science, Biology, and three electives
PE	0 credits – All students must take PE every semester all four years unless pre-approved waiver is completed in compliance with the Healthy Kids Act
Career & College	
Readiness/4 yr Plan	1 credit
Health	1 credit
Electives	26 credits
<b>TOTAL</b>	<b>54 credits</b>

**1. Credits/Carnegie Units** –Students typically earn credits toward graduation based on the Carnegie Unit (120 hours of instruction = 1 Unit or 2 Credits). Students are required to be enrolled in a minimum of 6 credits per semesters plus Physical Education.

**2. 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.

### **3. 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 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.

- g. 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.
- h. Early graduates are encouraged to apply for scholarships for which they are eligible.

### **I.E. - 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 with a grade point average of 3.6 or above and sophomores with a 3.9 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.

### **I.F. – ACADEMIC DISHONESTY**

Cheating in any class will result in the teacher notifying the parent/guardian. No credit will be given for the assignment/test/project. The teacher may have additional consequences. Multiple incidents of academic dishonesty could become a Code of Conduct violation. Continued violations will result in the student being assigned consequences from administration. Academic Dishonesty includes (but is not limited to) the following examples:

1. presenting the ideas of others as your own without giving credit to the source
2. using direct quotations without quotation marks and without giving credit to the source
3. paraphrasing without crediting source
4. participating in a group project that presents plagiarized materials
5. failing to provide adequate citations from materials obtained through electronic research
6. downloading and submitting work from electronic databases without citation
7. submitting materials written by someone else as your own. This includes purchasing a term or research paper.
8. allowing someone to copy or submit one's own work as his or her own
9. copying someone else's exam, graded homework, or laboratory work
10. submitting the same paper in more than one course without the knowledge and approval of the instructors
11. using notes or other materials during a test or exam without authorization
12. not following the guidelines specified by the instructor for a "take-home" test or exam
13. accepting credit for a group project without doing one's share

## II. 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. Students involved in co-curricular activities are a representative of WBHS and must conduct themselves in a manner that is held to higher standards.

### II.A. - ELIGIBILITY

Activities are any school sponsored co-curricular programs in which students compete, perform or participate. To be eligible for activities, a student must:

1. Enroll in at least 4 credit-earning classes each quarter regardless of number of credits required for graduation.
2. Pass all classes each final grading period. Correspondence courses will not count toward regaining eligibility.
3. Have a physical exam form, insurance waiver form, Health & Injury Information Card and Heads Up: Concussions in High School form filled out in the building office for athletics.
4. Have a District Activities Handbook and Team Rules parent acknowledgement form signed by student and parent filed in the building office.
5. Not have been declared ineligible because of a violation of the code of conduct.
6. Meet the residency requirements of the respective state organizations.
7. Meet the IHSAA and IHSGAU requirements for playing on a non-school team stating that the athlete must have written permission from the Principal in order to participate on an outside school team during the sports season that is in progress.
8. Students must attend class. A student must be present at school at the beginning of period 5 or have a w/o a medical or legal appointment or a pre-arranged absence approved by administration will be ineligible for after school participation regardless of class schedule. If students are continually missing class the day of or after competitions or activities, this may result in suspension from activity. Unexcused absences will result in extra-curricular non-participation that day. The student should see the principal for disposition of each instance of unexcused absence.
9. An athlete dropped from a squad for disciplinary reasons or quitting a squad is ineligible for any other sport until the playing schedule of the squad from which he/she was dismissed or quit is completed unless both coaches, Athletic Director and High School Principal agree it is in the best interest of the student and school.



## **II.B. - SCHOLARSHIP RULE**

The State of Iowa requires that all students in grade 9 through 12 who participate in athletics must:

1. Receive credit in at least 4 subjects at all times.
2. Pass all classes at the end of a grading period or be ineligible for 30 consecutive calendar days for the next sport in which he/she is participates. This includes all classes taken for dual credit such as Kirkwood and other post-secondary courses, as well as AP and other on-line coursework.
3. At WBHS this Scholarship Rule shall also apply to students who participate in the following high school extra-curricular activities: plays, musicals, dance team, robotics, cheerleading, student government, competitive speech & debate, NHS & FFA. It does not apply to co-curricular activities that are required for classes such as band, choir, newspaper and yearbook; nor does it apply to social events like dances.
4. Unless a student's IEP or 504 Plan stipulates otherwise, all approved incompletes are to be treated as an "F." All students will remain ineligible until the final grade is in the office.

The West Branch Community School District requires that all students in grade 9 through 12 who participate in athletics must:

1. Students are not allowed to join a team or group after two weeks of the official legal practice start date to meet State of Iowa scholarship rule.
2. An academic ineligible student who is participating in their "next sport" must attend 90% of all practices and games, be a positive contributor to that team (as deemed by that sport's coach) and adhere to Code of Conduct rules and policies to have the 30 day suspension removed.

## **II.C. – ACADEMIC ELIGIBILITY**

Students involved in athletics and other activities are expected to maintain passing grades in their courses throughout the term. Students who are not passing courses may remain eligible for activity/athletic participation if they attend required instructional support periods during the school day in order to improve their academics. Students are notified each week if they are failing a course and are required to pick up their notice in the office. Students are responsible for meeting with teachers and providing documentation to the office of their meetings. Students who do not provide this documentation to the office will be deemed ineligible for activity/athletic participation for one week. Notification of failing grades will also be emailed to staff, students, and parents (or mailed through the post office in the absence of a valid email address) each week.

## **II.D. - CODE OF CONDUCT**

**Student Good Conduct Rule:** Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

**Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.** Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or

unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performing groups, drama productions, speech contests, FFA, National Honor Society, all extracurricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), cheerleading, color-guard, prom, or any other activity where the student represents the school outside the classroom.

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

The administration reserves the right to suspend students from extracurricular activities/clubs for up to 1 week, during the (intake) or investigation process.

Any student who, after a being provided due process, is found to have violated the school's Good Conduct Code / Code of Conduct Rule will be deemed ineligible for a period of time, as described below. Due process consists of being told the basis of the allegation, presented with any evidence supporting the allegation, and having an opportunity to present student's response and version of the facts.

**Impermissible Conduct:** Students may be disciplined under the Good Conduct Rule for conduct that violates community standards with respect to the unacceptable, immoral, or inappropriate behavior, including, but not limited to those in the following list.

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person (such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission);
3. Extortion, intimidation or coercion;

4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
10. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
11. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
12. Possession, use or being under the influence of alcoholic beverages;
13. Use, possession, and/or transmission of tobacco or imitation substances;
14. Profanity;
15. Possession of pornographic/obscene literature, items or materials;
16. Student dress which is suggestive, advertises or condones illegal activity or in some way disrupts the educational process;
17. Failure to abide by corrective measures for previous acts of misconduct;
18. Harassment in any form of another person;
19. Conduct which discriminates against others based upon an individual's sexual orientation and gender identity, race, national origin, religion or disability;
20. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the Internet; or
21. Inappropriate sexual conduct including harassment, indecent exposure, and unwanted display/s of affection.
22. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

For serious violations (such as assaults, bullying, weapons violations, threatening messages or acts against the school, classmates, or staff, or drugs/alcohol on campus) may be grounds for increasing Code of Conduct penalties.

Basic tenants of assaultive or unacceptable behaviors include:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

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

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct.

The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student. The administration only needs a "preponderance of evidence" to enact Code of Conduct penalties. The school board may agree to review an administrative decision, upon request.

Iowa Department of Education / Case Law Rulings Regarding School / Board

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/review-good-conduct-policies-october-2017-school-leader>

NOTES: Under Iowa Code section 279.8, a local school board "shall make rules for its own government and that of the . . . pupils, and for the care of the school house, grounds, and property of the school corporation, and shall aid in the enforcement of the rules, and require the performance of duties imposed by laws and rules." Inherent in this law is the school board's authority to adopt and enforce a Good Conduct Policy. In *Bunger v. Iowa High School Athletic Association*, 197 N.W. 2d 555, 564 (Iowa 1972), the Iowa Supreme Court ruled that schools and school districts may govern out of school conduct of its students who participate in extracurricular activities because those student are leaders who are looked up to and other students emulate. Those students also represent the school and depict the character of the school. *Id.*

The State Board of Education follows several principals when reviewing good conduct appeals that are brought before them. Those principals were established in *Brands v. Sheldon Community School District*, 671 F. Supp. 627, 630-631 (N.D. Iowa 972):

Those principles are as follows:

1. A secondary student has no “right” to participate in interscholastic athletics or other extracurricular activities.
2. Since there is no right to participate, the amount of due process owed to a student in such cases is minimal. Due process requires only two elements: 1) the student must be told what he is accused of; and 2) the student must be given an opportunity to tell his side of the story.
3. In order for a student to be disciplined under a school’s good conduct policy there need only be “some evidence” that a student violated the policy. *Id.* Due process does not require courtroom evidence standards. “Some evidence” is less than preponderance of evidence and far from beyond a reasonable doubt.

**If a student finds him/herself in the presence of alcohol unknowingly, and he or she does not want to be in violation of the good conduct code, the student's options are:**

1. Leave immediately. Call a parent, a trusted adult, or a coach/sponsor to get help or a ride immediately. Be honest with the adult who you speak with and they can contact the school as needed. An *intention* to leave is not a defense, nor is being the "designated driver." A designated driver is acceptable if they never enter the premise and remain in the vehicle at all times (away from the alcohol/drugs).
2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband/substances to leave the party and take the drugs/alcohol with them.

**Rumors:** If the administration or staff notes a substantial rumor of a student violation of this code, the student involved will meet with the coach/sponsor. The following steps will be taken:

1. Students and parents/guardians will be notified of the rumor and the investigation.
2. Informed of the student rights and consequences of such a violation.
3. Allowed the opportunity to respond.

**Police Involvement:** In accordance with board policy 505.05 - Interviews of Students by Outside Agencies.

Requests to interview students from law enforcement officers or other persons are made through the principal's office. Upon receiving a request, it is the responsibility of the principal or the principal’s designee to determine whether the request will be granted. If prior notification is not practical or is not permitted by law, notification will be made as soon thereafter as possible and legally permitted.

1. Incidents happening at school or on school grounds: in-school support or requested support, actions, communications can happen at school and should be timed to happen outside of class (passing times) when possible. Timed calls made to parents by the school/principal.

2. Incidents happening out of school or not on school grounds: investigation, follow-up, communications, citation(s) will be completed outside of the school's instructional hours. Parents will be notified by the police in advance.

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

Students will not be taken from school without the consent of the principal and/or without proper warrant. Police may notify the school of a violation(s) that could be reviewed for a Code of Conduct violation.

**NOTE:**

1. Students may be interviewed during the school day by a student's parents/guardians, school district officials and employees.
2. Students in elementary grades may only be allowed to meet with other persons with the prior verbal or written permission of the building principal and a parent/legal guardian.

**Penalties:** Any student who, after being provided due process regarding the allegation, is found to have violated the Student Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

1. **First Offense in the Student's High School Career:** Declared ineligible from 30% of all activities that the student is currently involved in during the scheduled season. Scrimmages/non-season contests and/or performances that are not officially recognized by the IGHSAU, IHSAA, and IHSMA do not count. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity.
2. **Second Offense in the Student's High School Career:** Declared ineligible from 60% of all scheduled activities. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity. (Applies if second offense occurs within a twelve (12) month period after a first offense)
3. **Third and all subsequent offenses in the Student's High School Career:** Declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility. (Applies if third offense occurs within a twelve (12) month period after second offense).

Ineligibility will affect ALL activities during the violation if student is involved in multiple activities. If a student is involved in multiple activities during the season, once penalty for one of the activities that a student is currently involved in is served, the student is then eligible for the other activities).

*Example:* If a student is in "Activity A" **and** "Activity B" and receives a penalty of 30% of the scheduled activities; if the student has sat out of 30% of "Activity A" games but has only missed

10% of "Activity B" during that time period due to scheduling, the student would be eligible once the 30% of one activity is done.

**Penalties and Students Participating in Multiple Activities:** In situations where a Code of Conduct penalty happens near the end of an activity the penalty will be applied equitably to remaining dates for the current activities the student is out for with the remaining percentage(s) of the penalty applied to their next activity(s). (*Example:* Student out for Basketball and Jazz Band)

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the period of ineligibility is not started or completed during the current activity, it begins or is carried over into the next activity or contest. However, if the period of time between a violation and the next activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach to the student's next activity, subject to the 12-month limitation above.

If a student violates the Student Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the first penalty.

### **Reduction in Penalty:**

- 1. Admission Prior to Determination:** If a student comes forward to an administrator to admit (self-report) a violation of the Student Good Conduct Rule prior to a finding of guilt by the administration within 24 hours of the violation, the student's penalty may be reduced by 10% for a first or second violation. In addition, to receive the reduction in penalty, students must complete 15 hours of activity service to be supervised by the coach/sponsor of the activity involved in prior to being reinstated.
- 2. Evaluation and Treatment:** A student who has a second violation of the alcohol or drug provision of the Student Good Conduct Rule may elect to seek evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced.
- 3. Items 1 and 2 of this section may not be combined.**

**Violations Occurring During Ineligibility:** If a student is ineligible at the time of a violation of the Student Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility.

*Example:* A student who is academically ineligible for a quarter [or "semester"] is found

to have been in possession of tobacco, a Student Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches.

*Example:* A student violates the Student Good Conduct Rule and is ruled ineligible for 30% of extracurricular activities. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

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

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

**Appeals:** Any student who is found by the administration to have violated the Student Good Conduct Rule may initiate a review, in writing, within 3 business (school) days of being advised of the violation. The superintendent's decision is final. A parent/s has a right to a statutory right of appeal to the Department of Education.

**The superintendent will keep the school board informed of these situations as necessary.**

### III. ATTENDANCE

Iowa Code section 299.1A specifies that children between the age of six and sixteen, as of September 15, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction. The #1 indicator for student success and improvement is good and consistent attendance.

#### III.A. - ABSENCES

Three types of absences are recorded in the office: Excused, Pre-Arranged, and Unexcused. Students who are unexcused are considered **truant** (staying away from school without a reasonable excuse or permission). Parents/guardians are to call the high school office (643-7216) between 7:30 and 8:30 AM to report excused student absences.

**1. Excused absences include:**

- Illness or medical release time
- Funerals
- Family emergencies
- Legal responsibilities
- Other circumstances approved by administration

**2. Pre-Arranged absences include:**

- Field trips (complete online general permission form during registration; students complete pre-arranged absence form A)



- Job shadows (see pre-arranged absence form A)
- College/career visits (see pre-arranged absence form Appendix A)
- Family vacations (though please attempt to coordinate extended vacations with school holidays if at all possible, see pre-arranged absence form Appendix A)
- Weddings (see pre-arranged absence form Appendix A)
- Other foreseen absences approved by administration

**3. Unexcused absences include:**

- Skipping class
- Leaving school without permission
- Missing class for more than 5 minutes
- Any other instance when school authorities do not know where students are during normal school hours
- Missing school for an illness **if parents do not call the main office within 48 hours of the absence.**
- **NOTE: Administration has final say in determining whether or not an absence is considered excused or unexcused.**

### **III.B. - ABSENCES AND ACTIVITY PARTICIPATION**

A student who is not in attendance at the beginning of 5th hour school class time without a medical or legal appointment or a pre-arranged absence approved by administration will be ineligible for activity participation, including practice or competitions. Students who continually miss class the day of or the day after a competition or activities may be suspended from the activity.

### **III.C. - MAKE-UP WORK PROCEDURES**

1. *Excused absences:* See each teacher for make-up work.
2. *Pre-arranged absences:* Discuss make-up work with each teacher when completing the pre-absence form (see Appendix A).
3. *Unexcused absences:* Make-up work and time must be completed before students may return to activity involvement, field trips, and/or late arrival/early release; work and/or time not made up with each teacher within two weeks of the unexcused absence becomes an in-school suspension. Time missed in the final month of school must be made up prior to the end of the school year.

### **III.D. – UNEXCUSED ABSENCE CONSEQUENCES**

1. After **all** unexcused absences, parents will be notified and time must be made up before or after school or during lunch time in the office two weeks of the absence.

### **III.E. - 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 as they disrupt instruction. Habitual lateness demonstrates a lack of preparedness for the workplace and, as such, is a serious deficiency. (See Appendix D for the Classroom Tardy Record) Students arriving late to a class from another teacher must have an approved pass from the sending teacher in order to be received as an excused tardy. Students who arrive to class without a pass from another teacher are considered unexcused tardy and will be subject to the following consequences by class period

(to re-start at each 9-week quarter):

1. **First Tardy:** no consequence/warning
2. **Second Tardy:** no consequence/warning
3. **Third Tardy:** 30-minute detention to be served with the teacher
4. **Fourth Tardy:** 1 hour detention to be served with administration
5. **Fifth Tardy:** 1 hour detention to be served with administration and an administrative conference with parents.
6. **Sixth Tardy:** Further administrative action to include (but not limited to) in-school suspension, ineligibility for activities/athletics, etc.

Any student who is more than five minutes late to class without a pass from the office or another teacher will be counted as an unexcused absence (truancy) and will be referred to the office for further truancy consequences.

## IV. BEHAVIOR AND DISCIPLINE PROCEDURES

*Take care of yourself.  
Take care of others.  
Take care of this place.*

### IV.A. - 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.

### IV.B. - BULLYING/HARASSMENT

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 Appendix G for board policy)

#### **IV.C. - 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.

#### **IV.D. - 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.

#### **IV.E. - OFFENSIVE LANGUAGE**

Offensive/vulgar language and profanity will not be tolerated. 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.

#### **IV.F. - 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.

#### **IV.G. - DRESS GUIDELINES**

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.

- 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 or hoods are not to be worn inside the building while classes are scheduled. While hooded sweatshirts may be worn, the hood should not cover the head during class hours. Students who do not abide by this rule will have their hats confiscated.

- 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/back/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. 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.

#### **IV.H. - SUSPENSIONS**

**1. In-School:** Most suspensions will be the in-school variety. Students will be assigned to a study carrel in the main office.

**2. 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.

#### **IV.I. - ADDITIONAL DISCIPLINARY CONSEQUENCES**

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, referral to local law enforcement, or expulsion. Parents will be notified whenever students are referred to the office for discipline. The administration will ensure that students receive due process.

#### **IV.J. – THEFT**

It is illegal to steal personal or school property or to have in your possession stolen property. It is also illegal to remove school property from the premises without permission from appropriate school personnel. Students referred to an administrator for violation of this policy will be assigned consequences. Students are encouraged to leave electronics, money and other hard to trace/high demand items at home.

#### **IV.K. - VANDALISM**

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.

#### **IV.L. - 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.

#### **IV.M. – PUBLIC DISPLAYS OF AFFECTION**

Students are to refrain from public displays of affection on school grounds during school hours or at school-sponsored activities. Parents will be contacted in the case of continued violations of this policy.

#### **IV.N. - DETENTIONS**

Students must have a detention time made up before they can attend the following school sponsored events:

1. Homecoming Dance
2. Dance Marathon
3. Prom
4. Commencement Ceremony

Detention time does carry over from one year to the next. Students will be informed at the end of the year if they have any time carrying over to the next school year.

### **V. MISCELLANEOUS**

#### **V.A. - ASSEMBLIES**

All students are required to attend any all-school assemblies.

#### **V.B. - BEAR EXPERIENCE**

**Description:** the BEAR Experience is an after-school opportunity for students to improve their competency for final Standard Marks in their classes. This instructor driven program will give each discipline area a priority day for students to gain or show additional understanding through re-teaching or re-assessing a standard.

**Priority Days:** the BEAR Experience will be broken down into two different after school experiences. Teachers from those classes will be assigned to the library during their priority days to help students. The time will be from 3:25 PM to 4:00 PM on Mondays and Thursdays of each week. Priority days will be the following:

<u>MONDAY</u>	<u>THURSDAY</u>
Math	Language Arts
Science	Social Studies
PLTW	World Language
Industrial Tech	ART/PE
Choir	Band

**How students are selected:** students will be selected to the BEAR Experience by having a final standard competency rating of either a Needs Improvement or Insufficient Evidence. Students will be notified on or before noon on Fridays through a PowerSchool report that they have either an “N” or an “I” as a final standard mark in any of their classes. Students will have until the time of the after school learning opportunity to change their competency rating. Students will need to show Ms. Carter in the library a signed Standards Report that they received on Friday to be removed from the after school “the BEAR Experience”.

**When do students have to report to the BEAR Experience:**

Notice 1 of an “N” or an “I” in any class.....Students are notified that they are on the list the first time.

Notice 2 of an “N” or an “I” in any class.....Students are required to attend the BE session.

Notice 3 of an “N” or an “I” in any class.....Students are required to attend the BE session and a letter is sent home.

Notice 4 & beyond with an “N” or an “I” in any class.....Students are required to attend the BE session and are ineligible to compete in any extra-curricular activities until the standards have met a competent level.

**What happens:**

1. Students who do not report to the BEAR Experience when required will miss the next scheduled activity.
2. Students who are not currently in an activity will serve two lunch detentions for each required session missed.
3. Students who are in Notice 1 through Notice 3 may still practice and compete in events if they attend their required tBE sessions.
4. Students who have received Notice 4 and more will not compete in an extra-curricular activity until all “N’s” and “I’s” have been changed to at least a Competent level.

**V.C. - 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 Student Assistance Team.

## **V.D. - CHILD ABUSE**

“Child” means any person under the age of 18. “Abuse” means harm or threatened harm occurring through:

1. 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.
2. 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.
3. 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.

## **V.E. - 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.

## **V.F. - ELECTRONIC 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. The first unauthorized use of a cell phone or personal listening device will result in a classroom penalty and will be reported to the office. The second violation will result in the phone/device being brought to the high school office until the end of the day. The third and subsequent violations will result in the phone/device being brought to the high school office until a parent/guardian comes to claim it. Students refusing to turn over the phone/device in question will be referred to administration for insubordination.



## **V.G. - DISASTER DRILL**

### **WARNING.....Intercom Signal**

1. Persons in the office & rooms 10, 11, 12, & 13 go to the west wall Room 10(copier room).
2. Persons in Room 14, 15 and 25 go to the teacher's lounge.
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, 23, and 24 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.**

## **V.H. - 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.**

## **V.I. - 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. Please take the time to visit the counseling website at [west-branch.k12.ia.us](http://west-branch.k12.ia.us).

## **V.J. – ACADEMIC SUPPORT OPPORTUNITIES**

1. Instructional Support—A 30 minute time period is built into the daily schedule for instructional support for all students. This is time for meeting with teachers and tutors for extra help in a course or to reassess in a course. All students must be present for

instructional support.

2. Study Hall—All students who are not enrolled in a class during a period are assigned to a study hall with an adult supervisor in the library/media center.
3. Learning Strategies—a study-support course taught by a teacher. 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 (pass/fail) for successful completion of the course.

## **V.K. - LIBRARY/MEDIA CENTER**

The Library has materials to help complete assignments and projects, and materials on subjects studied in class or additional areas of interest. 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. Ask them for help anytime!

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 is not available, the media specialist may be able to get it from another source. Ask his/her help. The library staff will also take requests for new materials.

## **V.L. - 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. Never store valuable items or large amounts of money in school lockers.

Students are required to have their locker checked by a staff member at the end of the school

year. If a student does not clean out their locker they may be assessed a \$10 cleaning fee.

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 will be conducted in the presence of another adult witness, when feasible. (See Appendix G)

Students who do not want to use these school lockers, may notify the main office and that locker may be assigned to a different student.

### **V.M. - LOST AND FOUND**

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

### **V.N. – LATE ARRIVAL/EARLY RELEASE (PARENT APPROVED RELEASE TIME)**

Late arrival/early release a privilege available only to seniors who have earned it. Late arrival/early release will be granted for late arrival (open periods at the start of the day) or early release (open periods at the end of the day). Late arrival/early release will not be granted for study hall periods in the middle of the day.

Seniors may request late arrival/early release at the beginning of each grading period. If students are approved for late arrival/early release, they are expected to leave the building. They are released from school by their parent during this time. **LATE ARRIVAL/EARLY RELEASE IS NOT A TIME TO WANDER THE BUILDING OR HANG OUT IN THE HALLWAY.** If students are caught abusing privileges, late arrival/early release will be revoked. \*Students involved in after early bird PE or school activities who have late arrival/early release are still expected to leave the building during their open period.

Students may earn late arrival/early release by consistently meeting the expectations for self-discipline. Expectations for late arrival/early release 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 late arrival/early release.
  - c. Junior students will have shown growth on 2 out of the 3 Iowa Assessment 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 late arrival/early release.
  - 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. Late arrival/early release students are responsible to follow the same rules as all other students whenever they are in the building.

## V.O. – LUNCH PROCEDURES

WBHS does not have an open campus lunch policy. Therefore, all students must remain on campus during the lunch period. Any students with extenuating circumstances must have such circumstances approved by administration (parental contact and/or appropriate medical documentation may be required).

## V.P. - SILVER CORD

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 Counseling Office. All hours for seniors must be turned in prior to Awards Night on an announced deadline. (See Appendix E)

**Documentation:** In order to be accepted, hour confirmation forms must be legible and accurately completed. This includes a description of the activity, the actual clock time worked, supervisor signature, and supervisor contact information. The counselor will record hours onto a Google Spreadsheet for each student, but students should also maintain copies of their own hour sheets. Parents may NOT sign as a supervisor unless previously arranged. Hours must be turned in within SIX MONTHS of the activity.

### What Counts:

- Volunteer work at church, scouting, 4-H or other non-school club.
- Special events on school premises sponsored by local charities or businesses (ex: DeGowin blood drives, Hospice, Crisis Center, etc.) with principal approval.
- Staff-supervised voluntary tutoring of other students for which credit is not earned.
- Staff-supervised voluntary service performed as a member of a school group/club/organization *that is not a required activity for the membership* – must have principal approval (ex: a show choir member volunteers to help at the elementary show choir camp could earn volunteer hours if approved by the director and principal).
- Only twenty hours may be used toward Booster activities or any sporting events activities (ex: scorekeeping, coaching, concessions, etc. for West Branch schools, Iowa Rockets, etc.).
- Practicum hours during the school day **not** taken for credit (per approval by the principal and sponsor teacher).

### What Does NOT Count:

- Court-ordered community service hours.
- Internships, Job Shadows, or Practicum 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.
- Any work done for the West Branch Community School District (includes elementary, middle school, high school, Central Office, custodial, concessions, etc.) unless the student has prior approval.
- Unsupervised hours.
- 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 (direct pay or individual fundraising).

**Recording of Time:** Sheets 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 recording their own hours and keeping copies of their forms.

**Final Decisions:** The high school principal makes final decisions about eligible volunteer activities after consulting with the counselor, supervisor and student.

## **V.Q. - SCHOOL CANCELLATIONS AND POSTPONEMENTS**

It may be necessary for school to be dismissed early or cancelled because of weather conditions or other emergencies. If this becomes necessary notice will be broadcast over radio stations KCRG, KZIA, KHAK, KDAT, KRNA & KCKK in Cedar Rapids, KXIC, KCJJ, & KKRQ and in Iowa City and television stations KGAN, KGYM and KCRG in Cedar Rapids and KWWL in Waterloo. Faculty, parents and students are asked to check the district website [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us) for alerts. The district also uses an automated system to notify parents/guardians of school cancellations or postponements which is updated through PowerSchool. It is the responsibility of the parent to keep the school updated with current contact numbers. If a parent wishes to receive text alerts, they will need to have their cell phone numbers in PowerSchool as well as text JOIN to 56360.

When it is necessary to cancel or dismiss school due to weather or other causes notice will be broadcast over the school messenger system as well as 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 information.

## **V.R. - SCHOOL NURSE INFORMATION**

### Health Information

Our school employs the services of a registered nurse. Besides looking after the health of our school population, the nurse oversees the following programs:

- \*Physical exams
- \*Vision & hearing tests
- \*Immunization records

In the event your child becomes ill or injured at school you will be notified at once. Please be sure that the school has a telephone number to reach you at both work and home. If neither parent can be reached, the school will contact the emergency numbers listed in Powerschool. If your student has a fever of 100 degrees or higher, policy requires them to remain home until they are fever free without medication for 24 hours.

If your child has a communicable disease, we would appreciate it if you would notify the school nurse so she is aware that others may have been exposed. Also, you will be able to arrange for your child's studies to be continued during the convalescent period.

### Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in kindergarten, 1st, 2nd and 5th grade. Students in the preschool with IEP's will also be screened. Students in grades 3rd, 4th, 6-12th and who are new to West Branch schools and students with a known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians who do not want their child's hearing tested should notify the school nurse in writing at the beginning of the year.

#### Vision Screening

All students entering kindergarten and 3<sup>rd</sup> grade must turn in a vision screening form.

#### Human Development Curriculum

Parents can request human growth and development curriculum materials to review prior to their use in the classroom. After review if there is still concern, the parent needs to contact the principal.

#### Immunizations

Iowa law requires that children enrolled in school must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (German measles) and Varicella (Chicken Pox). Iowa Immunization certificates are available from the school nurse or your family physician. Parents should also ask their doctor or healthcare provider about the times their child should receive booster shots during the school years. Students entering 7th grade are required to have a Tdap vaccine for enrollment.

#### Lead Screening

Proof of a lead screening for each student entering kindergarten will be confirmed with the Department of Public Health. The lead screening result should be written on the physical form for entrance into kindergarten.

#### Medication

If your child requires medication to be given during the school day, please complete the district's "Medication Release Form" found on our website. Include written instructions from the doctor and parent indicating what the medication is, the amount to be given, when it is to be given, and over what time period. State law mandates that no school personnel, including the school nurse, may administer medication without these written instructions signed by both the doctor and parent. Medications are required to be in the labeled prescription bottle. No medication will be administered that is not in a labeled prescription bottle i.e a ziplock baggie, envelope etc. There is an attached form on the appendices section of this handbook to complete when your child will need to take any medication at school.

If your child requires over the counter medication during the school day please complete the same "Medication Release Form". Please give specific instructions for dosage, time to be given and duration. It is preferred that over the counter medication such as cold or cough medication be given prior to arrival at school if it is determined that the student is healthy enough to attend school and do not have a fever.

Ibuprofen and Tylenol can be sent with a Medication Release Form for students that suffer from frequent headaches. Students are not to carry these medications with them or keep them in their

locker. All medication should be kept in the lock box in the office. These medications should also be in their original container and labeled with your child's name. There is a section in Powerschool registration to approve administration of Ibuprofen/Tylenol at school.

### Lice

According to public health and the CDC, head lice can be present throughout the school year at any given school or time. Head lice is spread through head to head contact and can be picked up during any activity that their hair/head comes in contact with someone with live lice. We ask that you check your children for head lice several times per week. A thorough check takes approximately 15 minutes paying close attention to the base of the neck and above the ears. If live lice are found, please complete treatment before returning your child to school. We put out reminders several times throughout the year as a reminder to complete the lice checks.

### **V.S. - SCHOOL 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 to school. The student and parent schedule a meeting with administration to go over school board provisions. (see criteria for minor special license form Appendix H)

### **V.T. - 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 and have their car towed.

**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 early release 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 Appendix G).

### **V.U. - 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.

## **V.V. - TRANSPORTATION**

### **1. 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.

### **2. PEP BUSES** - In order to ensure the safety of all students, the following procedures will be enforced for all pep bus trips.

- a. Buses will leave from and return to school grounds.
- b. Only those high school students who have tickets will be allowed to ride the bus. Younger students do not ride unless accompanied by parents.
- c. Reselling of tickets is not permitted. Only students on the original list may ride the pep bus.
- d. Do not board the bus until the driver and/or chaperone is present.
- e. Attendance will be taken.
- f. On arrival at destination leave the bus and do not return to the bus until it is time to go home.
- g. Students who ride to an event will be expected to return home on the bus unless their parent has personally talked to the bus driver.
- h. Exceptions to these rules are to be made only by the appropriate principal.
- i. All school rules apply when attending a school sponsored activity.
- j. All activity transportation rules must be followed while in all school vehicles.

## **V.W. - FIELD TRIPS**

Students are required to have an approved field trip form on file in the office with parent signatures to participate in any school field trips. This blanket permission form is made available electronically during registration time.

## **V.X. - VISITORS**

Students may have a guest during regular school hours. Permission must be granted by the Administration 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 government, FFA, or other school organization may sponsor group visits. These will be approved at least one week in advance between the advisor and the Administration.

**Appendix A**

***PRE-ARRANGED ABSENCE FORM***

\_\_\_\_\_ has completed the assigned make  
up work for the listed classes which gives him/her permission to attend  
\_\_\_\_\_ on \_\_\_\_\_  
Date

Take this sheet to each instructor of your classes and have it signed after you have turned in all materials and completed all work.

Class:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Appendix B**

**Late Arrival/Early Release (PARENT APPROVED RELEASE TIME):**

**Seniors** who are on track to graduate, who have one mod of study hall and who meet all behavioral expectations qualify.

**Late Arrival/Early Release** –During 1<sup>st</sup> or 8<sup>th</sup> mod study hall or 1st and 2nd or 7th and 8th mods seniors 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 has met with administration (either at a large group meeting or individually), then that student may leave the school building during his or her study halls without going through the normal check out procedures. Late arrival/early release student may stay in the building to work with teachers by appointment, but they are not free to wander the building or grounds. Those who violate any of the terms of the late arrival/ early release agreement will be returned to **study hall**. Late arrival/early release 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*
- *Is not leaving the building and not reporting to study hall*

Please note that students with early bird classes or after school activities before or after their Late Arrival/Early Release time are still required to leave the building during their open period.

***I am prepared to accept these responsibilities and privileges that Late Arrival/Early Release carries.***

\_\_\_\_\_ *Student Signature*

***I, as a parent, am willing for my son/daughter to participate in the Late Arrival/Early Release 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*

## Appendix C

### ATHLETE PARENT ACKNOWLEDGEMENT

I, \_\_\_\_\_, am the parent/legal guardian of

\_\_\_\_\_ (student). I have read the attached Athletic Rules and Regulations and understand their terms. I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury.

Because of the risks of injury when participating in sports, I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, and agree to obey such instructions.

I, the undersigned parent/guardian consent to the participation of my student in athletics and do release the West Branch Community School District, its officers and employees, when exercising due care, from liability for injury suffered by the named student when playing or practicing to play/participate.

**Appendix D**

**West Branch High School  
Silver Cord Hour Confirmation Form**

*Use one form for each organization served*

**Student Name** \_\_\_\_\_ **Class of** \_\_\_\_\_

By signing this form, I am testifying to the amount of time that the above student has volunteered for (organization name) \_\_\_\_\_.

Supervisor Signature: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**ONE-TIME SERVICE:**

- Date of service: \_\_\_\_\_
- Clock time of service: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.
- Total number of hours (rounded to nearest 0.25 hour): \_\_\_\_\_.
- Type of service performed:  
\_\_\_\_\_

**ONGOING SERVICE:**

<b>Date of service</b>	<b>Clock time of service</b>	<b>Total hours (to nearest 0.25)</b>	<b>Type of service</b>

West Branch High School thanks you for your cooperation  
and for allowing our students to serve and learn from you.  
If you have any concerns or feedback you would like to share, please contact:  
Kristy Franzoni, School Counselor and Silver Cord Coordinator  
319-643-7216; kfranzoni@west-branch.k12.ia.us.

*Want to post or search for other volunteer opportunities?  
Visit the Silver Cord Information site to view or post your opportunity to the virtual "bulletin board."  
[www.tinyurl.com/WBHSCounseling](http://www.tinyurl.com/WBHSCounseling) click on "Silver Cord Information"*

## Silver Cord Program Information and Guidelines

### Definition of Program:

Students may earn a Silver Service Cord to be worn on their gown at graduation, which indicates at least 100 hours of volunteer service during their enrollment at West Branch High School.

### Volunteer Information:

Information regarding volunteer opportunities is available on the Counseling Website under the Silver Cord Information tab. Volunteer opportunities will be posted to the “bulletin board” on the website and a link to the bulletin board will be provided in the daily bulletin that is emailed to students and parents. Accrued hours are documented on a Google Spreadsheet and tracked by the school counselor. All hours for seniors must be turned in prior to Awards Night on an announced deadline.

### Documentation:

In order to be accepted, hour confirmation forms must be legible and accurately completed. This includes a description of the activity, the actual clock time worked, supervisor signature, and supervisor contact information. The counselor will record hours onto a Google Spreadsheet for each student, but students should also maintain copies of their own hour sheets. Parents may NOT sign as a supervisor unless previously arranged. Hours must be turned in within SIX MONTHS of the activity.

### What Counts:

- Volunteer work at church, scouting, 4-H or other non-school club.
- Special events on school premises sponsored by local charities or businesses (ex: DeGowin blood drives, Hospice, Crisis Center, etc.) with principal approval.
- Staff-supervised voluntary tutoring of other students for which credit is not earned.
- Staff-supervised voluntary service performed as a member of a school group/club/organization *that is not a required activity for the membership* – must have principal approval (ex: a show choir member volunteers to help at the elementary show choir camp could earn volunteer hours if approved by the director and principal).
- Practicum hours during the school day **not** taken for credit (per approval by the principal and sponsor teacher).

### What Does NOT Count:

- Court-ordered community service hours.
- Internships, Job Shadows, or Practicum 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.
- Any work done for the West Branch Community School District (includes elementary, middle school, high school, Central Office, custodial, concessions, etc.) unless the student has prior approval.
- Unsupervised hours or 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 w/an established group.
- Any work done for pay (direct pay or individual fundraising).

### Recording of Time:

Sheets 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 recording their own hours and keeping copies of their forms.

### Final Decisions:

The high school principal makes final decisions about eligible volunteer activities after consulting with the counselor, supervisor and student.

## **Appendix E**

### **EDUCATIONAL PHILOSOPHY - Series 100**

#### **105 Anti-Bullying/Anti-Harassment Policy**

The West Branch Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is 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.
- “Volunteer” means an individual who has regular, significant contact with students.

## **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or the Superintendent's designee – Principals (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

## **Decision**

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 and 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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

### **Publication of Policy**

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) copy shall be made to any person at the central administrative office at 148 N. Oliphant St., West Branch, IA 52358

Adoption Date: September 18, 2008

Review Date: October 11, 2010  
November 11, 2013  
June 8, 2015  
May 9, 2016  
July 11, 2016  
July 16, 2018

Revision Date: May 11, 2015  
July 11, 2016  
July 16, 2018

Legal References: 20 U.S.C. §§ 1221-1234i.  
29 U.S.C. § 794.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 12101 *et. seq.*  
Iowa Code §§ 216.9; 280.28; 280.3.  
281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References: 104 Non-Discrimination  
500 Student Rights and Responsibilities  
502 Student Discipline  
505.06 Student Records

### **Board Policy 105.E1**

ANTI-BULLYING/ANTI-HARASSMENT COMPLAINT FORM - attached at end of handbook

## **Board Policy 105.R1**

### **ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**

The West Branch Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is 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.
- “Volunteer” means an individual who has regular, significant contact with students.

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably

become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or Superintendent's designee - Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

*The investigation may include, but is not limited to the following:*

- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

### **Decision**

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and 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.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to

such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may 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.

## **Appendix F**

### **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 and other vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. 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: March 19, 2012  
December 18, 2014  
January 12, 2015

Revision Date: January 12, 2009

2018-19

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).

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## Appendix G

### West Branch Community Schools Criteria for Minors Special License

#### **Requirements to obtain a minor's special license:**

1. Be 14.5 years old.
2. Complete 8<sup>th</sup> Grade
  3. The student must have completed an approved driver education program.
  4. Hold an instructional permit and clean driving record for six consecutive months.
5. Be in good academic standing.
  6. The parent(s) and student must meet in person with the high school principal (administrative designee) for West Branch administrative approval. For incoming freshmen, this must happen after August 1<sup>st</sup>.
  7. The student must register the vehicle(s) the student will be driving to the school and inform the school of any changes.
8. The student must have no record of unexcused absences from class.
  9. The student must have passed all subjects the quarter immediately preceding the minor's special license.
  10. The student must have no activities code violations prior to the request for the minor's special license.

#### **Restrictions to maintain a minor's special license:**

1. Obtain, complete and abide by the restrictions as stated in the Iowa DOT Affidavit for School License.
2. The student must abide by all the traffic laws in Iowa  
The student must use the most direct designated route to and from school and home. "School" refers to the building or site of attendance only. Students may stop for gas only if it is on the designated route or for school approved purposes only. Students may not drop or pick up others off at the elementary/middle school. Students may have one additional passenger that does not live in their household, but may not stop to pick them up or drop them off.
3. The student may only drive between the hours of 5:00 a.m. and 10:00 p.m. and on school or days when school sponsored activities occurs. Student must maintain academic eligibility for activities at all times.
4. The student must have no record of unexcused absences involving the use of a school permit.

**Criteria for Minor’s Special License:**

Enforcement

1. West Branch Police Department will be provided with names, birth dates, and makes/models of vehicles driven by students with Minor Special Licenses.
2. A sticker will be placed on the vehicle driven by a student on a school permit.
3. WBHS and law enforcement officials will exchange information. Parent(s) will be notified of violations.
4. WBHS will not issue any warnings. The first time a student violates any restriction and / or DOT regulation or law, the school district will withdraw permission for the student to possess a special minor’s license. The school district will notify the Iowa Department of Transportation of this decision.
  - a. **First offense:** Your license will be suspended for 30 days and you must pay a fee to reinstate your minor school license.
  - b. **Second offense:** Your license will be revoked for 30 days and you must pay a fee to reinstate to an instruction permit for six months before you are eligible for a minor school license.

The above criteria are to provide for a safer more secure driving environment in relation to school. The rules will be strictly enforced and the notion that driving is a privilege and not a right will be continually emphasized.

I know and understand this criterion and will abide by all expectations.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Make/Model of Vehicle

\_\_\_\_\_  
Year/Color of Vehicle

For additional information about a Minor’s Special License please go to [www.idot.gov](http://www.idot.gov) or call 1-800-832-1121.



**Appendix H**

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
 \_\_\_\_\_  
 \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix I**

**Medication Release Form**

West Branch Community School District needs your written instructions before a child can receive any medication at school including over the counter medication. Any medication given at school will be administered by the school nurse or appropriate personnel who have taken a medication administration exam.

All medication must be in the original labeled container. If the medication is prescribed by a physician, the pharmacy label must be on the container with the students name, physician's name, medication name, dosage, and time to be administered.

Date \_\_\_\_\_ Name of child \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_

Length of time child will be taking medication at school \_\_\_\_\_

Purpose of medication \_\_\_\_\_

Any special instructions \_\_\_\_\_

This information may be made available to appropriate personnel: Yes/No

Doctor's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

School Nurse's Signature \_\_\_\_\_