

**WEST BRANCH HIGH SCHOOL**  
**STUDENT HANDBOOK 2021-2022**



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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

## **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).

## **NONDISCRIMINATION POLICY**

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## FACULTY AND STAFF

All WBCSD staff use the domain name @west-branch.k12.ia.us as the end of the email address

### TEACHING FACULTY

Michael Anderson (manderson@)	At-Risk/Special Education
Charles "Joe" Betts (cbetts@)	Social Studies
Erin Brown (ebrown@)	Social Studies
Matt Cain (mcain@)	Engin./PLTW/Robotics/Science
Rex Connor (rconnor@)	English Lang. Arts
Lynette Cummings (lcummings@)	Science
Beth Gallagher (egallagher@)	English Lang. Arts
Lennis Hasenbank (lhasenbank@)	Business Education/Yearbook
Ben Holub (bholub@)	El. PE/Health/Girls' Track Coach
Julie Howland (jhowland@)	K-12 TAG
Charles "Joe" Betts (cbetts@)	Social Studies
Karina Krall (kkral@)	English Lang. Arts/Journalism
Molly McCarthy (mmcarthy@)	Art
Abby Noelck (anoelck@)	Spanish/Student Govt.
Samuel Ogilvie (sogilvie@)	Band
Amanda Ohge (aohge@)	Science
Jenni Olson (jolson@)	K-12 Teacher Librarian
Annie Popkes (apopkes@)	Spanish, ELL
Chris Reed (creed@)	Vocal Music
Randy Robertson (rrobertson@)	Industrial Technology
Dawson Ryner (dryner@)	Special Education
Renee Thompson (rthompson@)	Agriculture, FFA Advisor
John Walsh (jwalsh@)	Math
Kristen Westpheling (kwestpheling@)	Math
Jeff Wrede (jwrede@)	PE/Alternative HS
Terri Zumbahlen (tzumbahlen@)	Special Education

### OFFICE

Amy Budreau (abudreau@)	Registrar/Secretary
Doug Cummings (dcummings@)	Technology Director
Ruth Farmer (rfarmer@)	Secretary
Traci Fryauf (tfryauf@)	District Nurse
Pam Harnack (pharnack@)	Registrar
Sara Oswald (soswald@)	Principal
Miranda Schwickerath (mschwickerath@)	Counselor
Jacob Stenberg (jstenberg@)	Activities Director

**STAFF**

Deb Cooper (dcooper@)	Associate
Jodee Culver (jculver@)	Associate
Asminda Diaz (adiaz@)	Custodian
Misti Donovan (mdonovan@)	Library Associate
Margaret Jensen (mjensen@)	Custodian
Ann Pickett (apickett@)	Associate
Michelle Reichert (mreichert@)	Associate
Martie Terhune (mterhune@)	Nutrition Director
Marc Waite (mwaite@)	Associate
Chet Wisniewski (cwisniewski@)	Associate

**ACTIVITY/ATHLETIC COACHES**

Rhonda Berry (rberry@)	Cheerleading
Andy Lapel (alapel@)	Baseball
Chandran Lapel (clapel@)	Softball
Taylor Larson (tlarson@)	Boys' Track Coach
Jason Kern (jkern@)	Boys' Basketball Coach
Trystin Luneckas (tluneckas@)	Volleyball Coach
Ted Miller (tmiller@)	Boys' Soccer
Jan O'Neil (joneil@)	Girls' Golf Coach
Butch Pedersen (bpedersen@)	Football Coach
Randy Sexton (rsexton@)	Boys' Golf Coach
Greg Seydel (gseydel@)	Girls' Soccer
Jake Slocum (jslocum@)	Wrestling
Jarod Tylee (jtylee@)	Girls' Basketball Coach

## ACADEMICS

### 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.

### ADVANCED CREDIT OPTIONS

**1. AP (Advanced Placement)** – Students seeking additional challenges may register for AP Courses. WBHS offers AP courses in:

AP Calculus

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 Sciences, 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.

### GRADES

West Branch CSD uses standards based grading. The purposes of standards based grading are to

- Better communicate what each student knows and is able to do according to state/national content standards
- Separately assess the influence of positive and consistent work habits on student learning.

The definitions of each progress indicator are as follows:

E = Expert: The student has mastered the content/skills and/or demonstrated exemplary work.

S = Solid: The student is on track to mastering the content/skill.

C = Competent: The student work has met minimum expectations for course requirements.

N = Needs Relearning: The student work fails to meet minimum expectations and the student must reassess.

I = Insufficient Evidence: The student work is missing or incomplete.



A student that does not complete the required work for a class due to extenuating circumstances will receive an I (insufficient evidence) on the report card. It is the student's responsibility to see that the work is completed. The work is to be completed within 2 weeks after the end of the quarter.

## **GRADE REPORTS**

Grading periods will be 18 weeks (1 semester) in length. Current grades are available online via the PowerSchool website. Any time parents wish to have additional information on their child's progress, they should contact the teacher or the office with this request. Final semester grades will be used to calculate a student's GPA. At the end of 1st and 3rd quarter, a standards based progress report will be sent home.

**1. GPA (Grade Point Average)** - Students receive quality points for letter grades A through D, with an 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. 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.

**6. Honor Roll** - At the end of each semester, any student enrolled in six or more WBHS courses with a G.P.A. of 3.5 or above will have his/her name included on the semester Honor Roll which is submitted to the West Branch Times.

## **GRADUATION REQUIREMENTS**

*Required Credits for West Branch High School Diploma:*

**English** - 8 credits including:

English 9 (2 credits)

English 10 (2 credits)  
English 11 (2 credits)  
Senior year of English courses (2 credits)

**Mathematics** - 6 credits

**Science** - 6 credits including:

Physical Science (2 credits):  
    Conceptual Chemistry/Conceptual Physics or  
    Chemistry (2 credits)  
Biology (2 credits)  
Earth Science (1 credit)  
Science elective (1 credit)

**Social Studies** - 6 credits including:

American History (2 credits)  
World History (2 credits)  
American Government (1 credit)  
Consumer Economics (1 credit)

**Health** - 1 credit

**Electives** - 27 credits including:

College and Career Planning (1 credit)  
Elective or additional core courses

**Total 54 credits**

## **CREDITS**

Students are required to be enrolled in a minimum of 6 credits per semester plus Physical Education.

## **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 the time of transfer. Regular education students are allowed only three units of credit to be transferred from the Kirkwood High School Program.

## **EARLY GRADUATION REQUIREMENTS**

- The student and parent/legal guardian must meet with the school 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 dates 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 extracurricular activities once they have graduated.
- The early graduate will meet with the school counselor and principal 3 weeks prior to the scheduled date for graduation and begin completing a final check out sheet which will include information about fees, addresses, exit survey, prom, awards, and graduation exercises.
- A student graduating a semester early will be ranked with the class that graduates the following May. A student who graduates a year early will be ranked with that class. Early graduates are encouraged to apply for scholarships for which they are eligible.

### **ALTERNATIVE HIGH SCHOOL DIPLOMA**

Upperclassmen who are not on track for graduation credits may be offered enrollment in the district's alternative high school program. The West Branch Alternative Diploma has reduced elective credit requirements. This may not be used for early graduation.

## **ACADEMIC SUPPORT OPPORTUNITIES**

1. Instructional Support—A 24 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. Guided Studies—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.

## **NATIONAL HONOR SOCIETY**

The purpose of the West Branch High School Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to promote character development in students. Juniors with a grade point average of 3.75 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 Chapter Advisor.

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 \$20.00 chapter dues. All senior members and honorary members will be required to purchase their tassel and honor cords for graduation.

## **ACADEMIC DISHONESTY**

Cheating in any class will result in the teacher notifying the parent/guardian. The student will be required to do an alternative assignment to demonstrate mastery of the content. The teacher may give additional consequences, including failure to meet mastery of standards. Multiple incidents of academic dishonesty will 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:

- Presenting the ideas of others as your own without giving credit to the source (plagiarism)
- Using direct quotations without quotation marks and without giving credit to the source
- Paraphrasing without crediting source
- Participating in a group project that presents plagiarized materials
- Failing to provide adequate citations from materials obtained through electronic research
- Downloading and submitting work from electronic databases without citation
- Submitting materials written by someone else as your own. This includes purchasing a term or research paper.
- Allowing someone to copy or submit one's own work as his or her own
- Copying someone else's exam, graded homework, or laboratory work
- Submitting the same paper in more than one course without the knowledge and approval of the instructors
- Using notes or other materials during a test or exam without authorization
- Not following the guidelines specified by the instructor for a "take-home" test or exam
- Accepting credit for a group project without doing one's share

## **LIBRARY/MEDIA CENTER**

The library has resources to help students complete assignments and projects, and additional resources on subjects studied in class. It also has resources for browsing and enjoyment, such as newspapers, and fiction books. The librarian and library associate are here to help. Ask them for help anytime!



There are 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.

**Please return or renew all library materials as soon as you are done with them. Others may be waiting.**

Fiction and non-fiction 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. Textbooks are checked out for one semester at a time. When books are overdue, an automated email will be sent to your school account.

Grant Wood AEA provides many digital resources in the form of databases. You are welcome to use any of them at any time. Find the databases at GWAEA's website: <https://www.gwaea.org/educators/online-resources> or by linking off the library website: <http://tinyurl.com/wbcslibrary>.

## 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.



## 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 6 credit-earning classes each quarter regardless of the 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 IHSA and IGHS AU 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 the 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, Activities Director and High School Principal agree it is in the best interest of the student and school.

## **SCHOLARSHIP RULE**

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

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

The State of Iowa requires that all students in grades 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 the 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.
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.

## **ACADEMIC ELIGIBILITY**

Students involved in athletics and other activities are expected to maintain passing grades in their courses throughout the term. Students are responsible for meeting with teachers and completing the necessary activities to reach a passing grade. Students who do not make sufficient effort may be deemed ineligible for activity/athletic participation for one week. Parents will be informed of any potential ineligibility.

## **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 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 the 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 displays 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 tenets 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 students 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 principles when reviewing good conduct appeals that are brought before them. Those principles were established in *Brands v. Sheldon Community School District*, 671 F. Supp. 627, 630-631 (N.D. Iowa 1992):

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 a 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 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.**

## 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.

### 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) by 8:30 AM to report excused student absences. Unexcused absences will result in detention time equal to the time absent.

#### 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 Appendix A)
- Job shadows (see pre-arranged absence form Appendix 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 10 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.**

### **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 the 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.

### **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 missed 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.

### **UNEXCUSED ABSENCE CONSEQUENCES**

After **all** unexcused absences, parents will be notified and time missed must be made up before or after school within two weeks of the absence.

### **ASSEMBLIES**

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

## TARDIES

Students are expected to be on time for all classes and to remain in class unless excused. 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.

1. **First Tardy per Quarter:** no consequence/warning
2. **Second Tardy per Quarter:** no consequence/warning
3. **Third Tardy per Quarter:** 30-minute detention
4. **Fourth Tardy or more per Quarter:** 30-minute detention for each tardy

The WBHS staff has the authority to determine the reasonable amount of time for a student to leave the classroom for a task (restroom, office, drink,...) Students who are missing from the classroom for an unreasonable amount of time may be assigned a tardy in PowerSchool. Any student who misses more than ten minutes of 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. The student will be required to make up time missed in detention.



WBHS students should carry a classroom pass anytime they leave the assigned classroom without another adult present.

## LATE ARRIVAL/EARLY RELEASE (PARENT APPROVED RELEASE TIME)

Late arrival/early release is 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. If students need to access the building, they need to check into the office and receive permission. They are released from school by their parents during this time. If students are caught abusing privileges, late arrival/early release will be revoked.

\*Students involved in 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:

Seniors who have completed 40+ graduation credits are eligible for one period of PART for their first semester. Seniors who have completed 44+ graduation credits may be eligible for two periods of PART for their first semester.

For the second semester, seniors who have completed 48+ credits are eligible for one period of PART and those who have completed 50+ credits are eligible for two periods of PART.

Additionally, students must have study hall time available and meet all behavioral expectations to qualify.

- Students will have passed all courses the entire academic year prior to application for late arrival/early release.
- Students will not have had any code of conduct violations the prior academic year.
- Students will not have had excessive unexcused absences the prior academic year.

## BEHAVIOR AND DISCIPLINE PROCEDURES

### 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 or with teacher approval.
6. Clean up after yourself.

### 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 or a dance may not be for the classroom.

- For safety purposes shoes **must** be worn.
- Clothes, hats, or body decoration that display profane, obscene, lewd, or vulgar comments or are intentionally disruptive to classroom learning 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.
- Appropriate hats or hoods may be worn at the discretion of the classroom teacher as long as it does not disrupt the learning environment.
- 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 extracurricular activities should be aware that state sanctioning organizations impose additional restrictions on attire and appearance.

### 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.

## **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.

## **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.

## **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)

## **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.

## **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. Students 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 extracurricular activities will also have a period of ineligibility as described in the activity handbook.

### **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 a reason for just cause. The following rules will apply to the use of the breath analyzer.

1. The breath analyzer will only be used 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. Students will also be referred to the Student Assistance Team.

### **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 the 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.



## **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. In addition to physical damage, any inappropriate messages or graffiti on school or personal property will result in discipline consequences. 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.

## **SENIOR PRANKS**

Senior pranks do NOT excuse violations of regular school rules re: vandalism or criminal trespassing. Students who participate in Senior Pranks will receive consequences appropriate to the severity of the infraction. If students trespass on school property or create extensive damage, they may face criminal charges.

## **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.

## **DETENTIONS**

When a student misbehaves, he/she will face consequences appropriate to the severity of the infraction or the pattern of behavior over time.

**Classroom Detentions:** 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 will supervise his/her own detentions. Failure to serve the staff-assigned detention within five school days will result in a doubled consequence and will be referred to the office detention list.

**Administrative Detentions:** Administrative staff may assign detentions based on tardies, common area infractions or other non-classroom related issues. Additionally, the administrative staff may assign suspensions, arrange parent conferences, specify ineligibility, withdraw students from class, and request other penalties from the school board.

Students must have office 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.

## **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.

## **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.

## **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.

## HEALTH AND SAFETY

### 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.

### 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 will need a pass from your teacher to leave the classroom. The classroom teacher will verify the counselor’s availability at that time. Study hall time should be used for course scheduling and other non-crisis situations. 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 [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us).

## **DISASTER WARNING**

1. Office area: go to the staff restroom.
2. Auditorium: go to the hallway connecting activity commons to lunchroom commons.
3. Activity commons: go to men's and women's restrooms at south end of hallway (women to the women's restroom, men to the men's restroom).
4. Bear Den: go to men's and women's restrooms by the east entrance (women to the women's restroom, men to the men's restroom).
5. Rooms 1310, 1311, 1312: go to the women's locker room (regardless of gender).
6. Rooms 1314, 1316, 1317: go to Life Skills room or special education restroom.
7. Room 1230 and on stage: go to practice rooms and green room changing rooms.
8. Room 1220: go to practice rooms and offices in classroom.
9. Lunchroom commons, Rooms 1217, 1218: go to the commons restrooms (women to the women's restroom, men to the men's restroom).
10. Counseling offices: go to the restrooms at the south end of the activity commons hallway.
11. Locker room: stay in the assigned locker room.
12. MS gym and wrestling room and Rooms 1281, 1290 go to the west locker rooms. (women to the women's locker room, men to the men's locker room).
13. Rooms 1282, 1284: go to the east locker rooms (women to the women's locker room, men to the men's locker room).
14. HS gym and weight room: take cover in the weight room closet or close to the weight room doorway.
15. Staff workroom: remain in the workroom.
16. HS Library, Rooms 2309, 2310, 2311, 2312, 2313: go down the learning stairs and then to the men's locker room.
17. Rooms 2314, 2315, 2325, 2327 and collaboration rooms: go down the southeast staircase and go to the weight room.
18. ACE building: go to the restrooms.



Students: If the town siren would sound when you are going to the bus or when you are on the bus, return to the building immediately and go directly to the nearest restrooms.

### **TEACHERS:**

- Posters are required in each classroom indicating the method of exit for tornado alarms.
- The teacher is the last to leave the classroom.
- Please turn off the light to indicate that the classroom is empty.
- Please close the classroom door.
- Take roll and report absences to the office staff.
- Remain there quietly until the "all clear" signal is sounded or further instructions are given.

## **FIRE/EVACUATION WARNING....FIRE ALARM SIGNAL**

1. Office area, Rooms 1310, 1311, Activity Commons, east side of auditorium: leave by the north exit (main HS entrance)
2. West side of auditorium: leave by the northwest auditorium exit.
3. Rooms 1312, 1314, 1316, 1317, Bear Den: leave by the east exit to the parking lot.
4. HS gym: leave by the nearest exit.
5. HS locker rooms: leave by the southeast exit.
6. Weight room: leave by the south exit.
7. Rooms 1281, 1282, 1284: leave by the ACE exit.
8. MS gym and locker rooms, wrestling room, Room 1290: leave by the south exit to track.
9. Lunchroom commons, counseling offices, Rooms 1217, 1218: leave by the north exit (main MS entrance).
10. Room 1220: leave by north band door exit.
11. Room 1230, auditorium stage: leave by north choir door exit.
12. Staff workroom, HS Library, Rooms 2309, 2310, 2311, 2312, 2313: go down the learning stairs and exit by the north exit (main HS entrance).
13. Rooms 2314, 2315, 2325, 2327 and collaboration rooms: go down the southeast staircase and leave by the southeast exit.
14. ACE building leaves by the northwest exit.



### **TEACHERS:**

- Posters are required in each classroom indicating the method of exit for fire alarms.
- The teacher is the last to leave the classroom.
- Please turn off the light to indicate that the classroom is empty.
- Please close the classroom door.
- Take roll and report absences to the office staff.
- 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.

## **HOMELESS INFORMATION**

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or, who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. The McKinney-Vento Homeless Education Assistant Acts provides rights to children and families in these situations.

If you are aware that a student may be in a homeless situation or need assistance for your own family, please contact Taylor Larson, the West Branch Schools Homeless Liaison at 319-643-5234 or [tlarson@west-branch.k12.ia.us](mailto:tlarson@west-branch.k12.ia.us). Resources and information is also available through the State of Iowa's Homeless Coordinator is Sandra Johnson, Department of Education, Des Moines, Iowa 50319 Work: 515-281-3965

## **SCHOOL CANCELLATIONS AND POSTPONEMENTS**

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, KGYM, KXIC, KZIA, KCKK, KCJJ, KHAK, KDAT and KRNA and TV stations channel 2, 7, and 9 in Iowa City and Cedar Rapids for information. 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 school messenger 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.

## **SCHOOL NURSE INFORMATION**

Health Information: Our school employs the services of a registered nurse. In addition to monitoring the health and safety of our school population, the nurse oversees the following programs: \*Physical exams \*Vision & hearing screening \*Dental Exams \*Immunization records \*Lead Screening \*Writing Individual Health Plans \*Medication Administration \*Medical Referrals \*Insurance Assistance. In the event your child becomes ill or injured at school you will be notified at once. Please be sure that Powerschool has telephone numbers 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's doctor has diagnosed your child with a health issue, please contact the school nurse to see if an Individual Health Plan is needed for accommodations at school.

If your child has a communicable disease, please notify the school nurse so we are aware that others may have been exposed. The state hygienic lab in conjunction with public health will also be in contact with the school nurse to notify of a positive communicable disease and give guidance . Should quarantine be necessary, 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 with known hearing loss in grades 3rd, 4th, 6-12th and who are new to West Branch schools will also be screened. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/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 State of Iowa Vision Screening Certificate per Iowa law. The form can be found on WBCSD website.

Dental Screening: All K and 9th grade students must have a "Certificate of Dental Screening" State of Iowa Certificate form on file per the State of Iowa. The dental screening must have occurred within the prior 6 months of enrollment.

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 should contact the building 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), Hepatitis B, and Varicella (Chicken Pox). All students entering 7th grade must turn in documentation showing Tdap and Meningitis vaccines have been given. 7th grade students will not be allowed to attend the first day of school or subsequent days until an updated immunization record is provided. Iowa law does not allow a 60 day provisional certificate for Tdap and Meningitis vaccines for 7th grade students. All 12th grade students must provide an updated immunization record showing either the Meningitis booster has been received or the first dose was received after the age of sixteen. An immunization record or valid waiver must be provided to the school nurse prior to starting the first day of school. Iowa Immunization certificates are available from the school nurse or your family physician. Parents should also ask their healthcare provider about the times their child should receive booster shots during the school years. A student will not be able to attend 12th grade if a Meningitis vaccine has never been given to the student. If the student has received one dose of Meningitis vaccine but needs a booster, a 60 day provisional certificate may be provided to allow time for vaccine administration. Please call the school nurse with any immunization requirement questions.

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. Prescription 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. The medication release form can be found on the district website.

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 does not have a fever.

Ibuprofen and Tylenol can be sent with a Medication Release Form for students that require these medications short term. Students are not to carry these medications with

them or keep them in their locker. All medication should be kept in the lockbox in the school 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.

Head 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. The district will put out notices several times throughout the year as a reminder to complete the lice checks weekly.

## STUDENT LIFE

### 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 and smart watches must not disrupt the learning environment. Classrooms have a phone home for students to store cell phones and smart watches during class time if needed.** Cell phones may be used before school, after school,



passing times, IS, 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. Classroom teachers have the authority to require students to leave cell phones in the classroom when leaving the room.**

Students are not to use personal listening devices in classrooms or study halls unless the instructor has granted permission for students to do so. This would include the use of air pods or other headphones/earbuds.

Consequences for unauthorized use:

1st Offense: The phone/device will be placed in teacher custody and the incident will be reported to the office.

2nd Offense: The phone/device will be brought to the high school office until the end of the day.

3rd Offense: The phone/device will be 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.

### 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. Parents may provide blanket permission within the electronic registration for in-district field trips. Any out-of-district field trip requires an additional individual permission slip.

### 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.

### **LUNCH PROCEDURES**

Seniors are eligible for Open Campus lunch privileges with parent and administrative permission (see form Appendix J). All 9th-11th grade 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).

### **SCHOOL PERMITS**

Students who have completed driver education, participate in a school-sponsored activity but do not have a 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 the administration to go over school board provisions. (see criteria for minor special license form Appendix H)

### **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 overrule the decision of the principal, in writing, within five school days after the meeting.

### **SILVER CORD**

Students may earn a Silver Cord to be worn on their gown at graduation, which indicates 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.

## **STUDENT PARKING**

Certain areas have been designated for handicapped drivers, school buses, and emergency vehicles. Students’ cars are to be parked only in undesignated parking areas. Any student parked in a designated parking area 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 for lunch, 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).

## **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 the 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.

## **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**

***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 - PART (Parent Approved Release Time)

**Seniors** who have completed 40+ graduation credits are eligible for one period of PART for their first semester. Seniors who have completed 44+ graduation credits may be eligible for two periods of PART for their first semester. For the second semester, seniors who have completed 48+ credits are eligible for one period of PART and those who have completed 50+ credits are eligible for two periods of PART. Additionally, students must have study hall time available and meet all behavioral expectations to 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 called in permission, 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 students 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

### 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 - Silver Cord**

**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:**

- 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:

\_\_\_\_\_

\_\_\_\_\_

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: Miranda Schwickerath, School Counselor and Silver Cord  
Coordinator 319-643-7216; mschwickerath@west-branch.k12.ia.us.

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

### **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 website,
- (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)

### **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 - Search and Seizure**

### **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, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, vape, 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.

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Adoption Date: December 15, 1998

Review Date: March 19, 2012; December 18, 2014; January 12, 2015; January 21, 2019

2021-2022

Revision Date: January 12, 2009; January 21, 2019

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).

## Appendix G - School Permit

### 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 8th grade.
3. Complete 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 completion of 8<sup>th</sup> grade.
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 activity 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
3. 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.
4. Students may stop for gas only if it is on the designated route or for school approved purposes only.
5. Students may not drop off or pick up others 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.
6. 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 occur. Students must maintain academic eligibility for activities at all times.
7. 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.
4. Parent(s) will be notified of violations.
5. 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 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 - Bullying Complaint Form

### 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): Age Physical Attribute Sex Disability Physical/Mental Ability Sexual Orientation Familial Status Political Belief Socio-economic Background Gender Identity Political Party Preference Other – Please Specify: Marital Status Race/Color National Origin/Ethnic Background/Ancestry 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**

### **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

## Appendix J - Open Campus Lunch

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

West Branch High School will allow qualifying Seniors to have **Open Campus Lunch**.

The following are expectations governing Open Campus:

- Only Seniors are eligible.
- Written parent/guardian permission must be on file before a student is allowed to leave.
- Students are able to drive vehicles during these times.
- Students must return to school on time.

The administration has the authority to take away the privilege if an individual does not follow the expectations.

**There will be 30 minutes available for lunch.**

<b>Mon/Tues/Thurs/Fri</b>	<b>Mon/Tues/Thurs/Fri</b>
1st Lunch: 12:00 - 12:30	2nd Lunch: 12:45 - 1:15

<b>Wed</b>	<b>Wed</b>
1st Lunch: 11:48 - 12:19	2nd Lunch: 12:26 - 12:56

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

My student has permission to leave the high school building during the lunch period. The school is not expected to assume any responsibility or liability for the student while gone from the building during lunch open campus.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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