WEST BRANCH HIGH SCHOOL

STUDENT HANDBOOK 2026-2027

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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

ANNUAL NOTICE OF NONDISCRIMINATION

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

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

It is the policy of the West Branch Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, 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, Kelly Pizana, Elementary Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211 kpizana@west-branch.k12.ia.us.

FACULTY AND STAFF

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

TEACHING FACULTY

Christina Baggett (cbaggett@)	Special Education
Erin Brown (ebrown@)	Social Studies
Matt Cain (mcain@)	Engin./PLTW/Robotics/Science
Rex Connor (rconnor@)	English Lang. Arts
Jodee Culver (jculver@)	Math
Austin Curtiss (acurtiss@)	Science
Kathy Dix (kdix@)	Science
Jamie Flanegan (jflanegan@)	Band
Beth Gallagher (egallagher@)	English Lang. Arts
Lennis Hasenbank (lhasenbank@)	Business Education/Yearbook
Kara Heick (kheick@)	English Lang. Arts/Journalism
Julie Howland (jhowland@)	K-12 TAG
Joyann Maske (jmaske@)	Special Education
Grant Meth (gmeth@)	PE/Adapted PE
Abby Noelck (anoelck@)	Spanish/Student Govt.
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
Ryan Shelman (rshelman@)	Guided Studies/PE
Jessica Taylor (jtaylor@)	Instructional Coach
Renee Thompson (rthompson@)	Agriculture, FFA Advisor
Colby Vos (cvos@)	Social Studies
John Walsh (jwalsh@)	Math
Kristen Westpheling (kwestpheling@)	Instructional Coach

OFFICE

Amy Budreau (abudreau@)	Registrar/Secretary
Doug Cummings (dcummings@)	Technology Director
Ruth Farmer (rfarmer@)	Secretary
Heidi Terzano-Borovic (hterzanoborovic@)	School Nurse
Sara Oswald (soswald@)	Principal
Miranda Sharp (msharp@)	School Counselor
Carrie Viel (cviel@)	Act. Director/Student Success Coord.

CLASSIFIED STAFF

Jodi Byrd (jbyrd@)	Associate
Deb Cooper (dcooper@)	Associate
Jennifer Long (jlong@)	Associate
Ann Pickett (apickett@)	Associate
Nathan Royer (nroyer@)	Associate
Kelly Staker (kstaker@)	Associate
Heather Syring (hsyring@)	Associate
Amanda Urmie (aurmie@)	Associate
Paula Villhauer (pvillhauer@)	Associate
Tom Abel (tabel@)	Custodian
Vanessa Cassabaum (vcassabaum@)	Custodian
Carolyn Pauley (cpauley@)	Custodian
Alex Estrada (aestrada@)	Custodian
Shane Eversoll (seversoll@)	Custodian
Misti Donovan (mdonovan@)	Library
Jillian Hubble (jhubble@)	Kitchen staff
Deb Miller (dmiller@)	Cook

ACTIVITY/ATHLETIC COACHES

Eric Alvarez (ealvarez@)	Baseball
	Girls' Soccer
Leah Coates (lcoates@)	Volleyball
Brian Driscoll (bdriscoll@)	Girls' Wrestling
Kaleb Duwa (kduwa@)	Boys' Basketball
Jordan Ellyson (jellyson@)	Cheerleading
Amanda Froese (afroese@)	Volleyball
Jose Gongora (jogongora@)	Boys' Soccer
Matt Hughes (mhughes@)	Football
Taylor Larson (tlarson@)	Boys' Track
Ryan Shelman (rshelman@)	Girls' Basketball
Angie Miller (amiller@)	Girls Golf
Randy Sexton (rsexton@)	Boys' Golf
Eric Stenberg (estenberg@)	Softball
Kobe Simon (ksimon@)	Wrestling

ACADEMICS

ACADEMIC LETTER

An academic chenille “WB” letter with the word “academic” inscribed on the front is awarded to seniors who have obtained a cumulative GPA of 3.3 after seven semesters. An academic pin is earned if they have a cumulative GPA of 3.8 after seven semesters.

ACADEMIC MEDALS

Students can earn an Academic Medal to be worn at graduation by meeting the following criteria with a semester grade of a B or above:

Math, Science, Social Studies, English: complete all required courses and two elective credits

Music: Complete four years of band OR vocal music

World Language: complete four years

ADVANCED CREDIT OPTIONS

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

AP Calculus

AP Chemistry

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—Students may be able to enroll in concurrent enrollment courses while in high school. Students must be proficient in ELA and Math on the ISASP tests and meet Kirkwood CC GPA requirements.

FINALS

West Branch High School requires graded semester finals for all academic classes. Attendance is required or the student will fail the course regardless of current academic standing. Any absence must be approved by the principal and arrangements must be made for completing the assessments. Exceptions: resource, learning strategies, PE.

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.

STANDARD SCORES TO TRADITIONAL LETTER GRADES

Grade Point averages are calculated at the end of each semester. Cumulative GPAs are used on college applications and for class rank. Note that GPAs displayed on PowerSchool are cumulative GPAs.

West Branch High School GPA Scale

Grade	Grade Point
A	4.0
B	3.0
C	2.0
D	1.0
F	0

*A "D" is only given for Kirkwood Community College classes.

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 or Astronomy (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.

SEAL OF BILITERACY

The Iowa Seal of Biliteracy is an award given by a district to recognize students who have attained proficiency in two or more languages, one of which is English, by high school graduation. The district will notify the Iowa Department of Education of the names of the students who qualify for the seal based on language proficiency scores on an approved world language assessment. Additionally, the student must demonstrate proficiency in English as measured on an approved assessment. Additional details can be found at https://educateiowa.gov/biliteracy-seal.

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 receive a 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
- Submitting AI generated work that does not present your own ideas

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. Non-fiction books are housed in the middle school library and can be requested by asking the librarian or the library associate. The librarian and library associate are here to help. Ask them for help anytime!

There are no daily overdue fines. If material(s) 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 email account.

Grant Wood AEA provides many digital resources in the form of databases. You are welcome to use any of them at any time. To log into all GWAEA databases, follow this link: https://clever.com and use your school gmail account. This SSO provides access to all materials. You can also find databases and/or suggested websites by following links available on 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 IHSAA and IGHSAU 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 for at least 50% of their scheduled day or have a medical or legal appointment. If the school activity requires an early dismissal, the dismissal time would mark the end of the scheduled day. Students without 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 20 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 is 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, BPA, Skills USA & FFA. The consequences for these non-athletic activities will be established by the organization. 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 activities director 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, 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 972):

Those principles are as follows:

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

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

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

Rumors

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

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

Police Involvement

In accordance with board policy 505.05 - Interviews of Students by Outside Agencies. Requests to interview students from law enforcement officers or other persons are made through the principal's office. Upon receiving a request, it is the responsibility of the principal or the principal's designee to determine whether the request will be granted. If prior notification is not practical or is not permitted by law, notification will be made as soon thereafter as possible and legally permitted.

1. Incidents happening at school or on school grounds: in-school support or requested support, actions, communications can happen at school and should be timed to happen outside of class (passing times) when possible. Timed calls made to parents by the school/principal.
2. Incidents happening out of school or not on school grounds: investigation, follow-up, communications, citation(s) will be completed outside of the school's instructional hours. Parents will be notified by the police in advance.

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

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

NOTE:

1. Students may be interviewed during the school day by a student's parents/guardians, school district officials and employees.

2. Students in elementary grades may only be allowed to meet with other persons with the prior verbal or written permission of the building principal and a parent/legal guardian.

Penalties

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

1. **First Offense in the Student's High School Career:** Declared ineligible from 30% of all activities that the student is currently involved in during the scheduled season. Scrimmages/non-season contests and/or performances 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 a penalty for one of the activities that a student is currently involved in is served, the student is then eligible for the other activities). If the penalty (30%,60%) does not come out to an amount of scheduled games that ends in zero. The total number of games/events will be rounded up to the nearest half. For example 30% of 8 scheduled football games is 2.4 games which would be rounded up to 2.5. If track has 12 regularly scheduled track meets, 30% of that is 3.6 which would round up to 4.

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. We understand that absences are necessary for routine appointments such as orthodontics or mental health appointments. Because of this, both schools and parents need to work diligently together to minimize unnecessary absences as attendance at school is critical to your student's educational success.

Parents/guardians are to call the high school office (643-7216) by 8:30 AM to report excused student absences.

Senate File 2435 defines chronic absenteeism and truancy and outlines required intervention measures schools must take in response to absenteeism. Chronic absenteeism is defined as any absence from school for more than 10% of the grading period, or semester.

All of the following absences count toward the total number of absences, regardless of whether they are excused or unexcused by a parent:

Medical: Appointment, illness

Family Excused: Vacation, car trouble, college visits, attending a school activity as a spectator

The following absences DO NOT COUNT toward the total number of absences:

In-school suspension, out-of-school suspension, field trips, participating in a school extracurricular activity, job shadow or internship arranged by the school, hospitalization, serious illness, or religious exemptions

Calculating Absences:

Percent	Days per semester
10%	10 days per semester
15%	15 days per semester
20%	20 days per semester

10% Notification: When a student has been absent for 10% of a semester, the school is required to notify the County Attorney and the parent/guardian.

15% Meeting and Plan: When a student has been absent for 15% of a semester, the school is required to notify the County Attorney; hold a school engagement meeting with student, parent, and school official; and conduct weekly check-ins.

20% Truancy and Civil Enforcement: When a student has been absent for 20% of a semester, the school is required to notify the County Attorney, who will proceed with decisions regarding civil enforcement of compulsory education laws.

***Any student who misses more than twenty minutes of class without a pass from the office or another teacher will be counted as an unexcused absence.

NOTE: Administration has final say in determining whether or not an absence is considered excused or unexcused.

ABSENCES AND ACTIVITY PARTICIPATION

Students must be in attendance for more than 50% of their regularly scheduled day in order to be eligible for activity participation, including practice or competitions. If absent more than 50% of the student's schedule; the student must present a medical excuse, legal appointment or a pre-arranged absence approved by the administration in order to be eligible for activity participation. 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 and FIELD TRIPS

All students are required to attend all-school assemblies and class field trips.

J TERM

All students are required to attend J Term. If you have not been approved for an off-campus internship, you are required to report to on-campus courses.

HALL PASSES

Students are expected to complete the hall pass signout sheet anytime they are leaving an assigned classroom/area with teacher permission.

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 twenty 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.

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 and accessories that advertise prohibited substances are not to be used.
- Clothing and accessories that are disruptive to classroom learning are prohibited. This includes dog collars, leashes, and chains.
- Appropriate hats or hoods may be worn at the discretion of the classroom teacher as long as it does not disrupt the learning environment.
- Undergarments must cover the parts they are expected to cover.
- Undergarments are not expected to be seen.
- 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. 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.

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 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 E 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 vapes, 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. Administration may use a wand detector if there is reasonable suspicion. 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/DANGEROUS OBJECTS
Pocket knives, lighters, and other potentially dangerous objects should not cause a disruption to the learning environment. If they are being displayed or used inappropriately, the student will be asked to turn in their item to the office.

Possession or use of any dangerous weapon or object used as a weapon will result in a three to ten day out-of-school suspension. An expulsion hearing may also result. Any verbal or written threats, including social media, may also result in a suspension. 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.

Detentions: School staff may assign detentions based on tardies, common area infractions, classroom disruptions 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 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. The administration will ensure that students receive due process.

LINKS TO DISTRICT BEHAVIOR DEFINITIONS MATRIX AND PROGRESSIVE DISCIPLINE POLICIES

WBCSD Behavior Definitions Matrix

WBCSD Progressive Discipline Policy 502.14 and 502.14R1

HEALTH AND SAFETY

CHILD ABUSE

Abuse Investigation Procedures

It is the policy of the West Branch Community School District that school employees shall not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the West Branch Community Schools District to respond promptly to allegations of abuse by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The West Branch Community School District has appointed a level-one investigator and alternate investigators and has arranged for a trained, experienced professional to serve as the level-two investigator. The investigators are:

Level-One Investigator – Iowa Department of Health and Human Services: 1-800-362-2178

Level-Two Investigator –West Branch Police Chief 319-643-2222

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.

SEVERE WEATHER WARNING - Stay Together as a Class if Possible



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.
4. Bear Den: go to men's and women's restrooms by the east entrance .
5. Rooms 1310, 1311, 1312: go to the women's locker room.
6. Rooms 1314, 1316, 1317: go to the 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 lunchroom commons restrooms.
10. Counseling offices: go to the food pantry or to the restrooms next to MS Gym
11. Locker room: stay in the locker room.
12. MS gym and wrestling room: go to the west men's locker room.
13. Rooms 1281, 1290: go to the west women's locker room.
14. Rooms 1282, 1284: go to the east locker rooms**.**
15. HS gym and weight room: take cover in the weight room closet or close to the weight room west doorway.
16. Staff workroom: remain in the workroom.
17. HS Library, Rooms 2309, 2310, 2311, 2312, 2313: go down the learning stairs and then to the men's HS locker room.
18. Rooms 2314, 2315, 2325, 2327 and collaboration rooms: go down the southeast staircase and go to the weight room.
19. 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 and lock the classroom door.
- Stay together as a class if possible.
- 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



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. Room 1290: leave by the Ag classroom door.
9. MS gym and locker rooms, wrestling room: leave by the south exit to track.
10. Lunchroom commons, counseling offices, Rooms 1217, 1218: leave by the north exit (main MS entrance).
11. Room 1220: leave by north band door exit.
12. Room 1230, auditorium stage: leave by north choir door exit.
13. Staff workroom, HS Library, Rooms 2309, 2310, 2311, 2312, 2313: go down the learning stairs and exit by the north exit (main HS entrance).
14. Rooms 2314, 2315, 2325, 2327 and collaboration rooms: go down the southeast staircase and leave by the southeast exit.
15. 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 and lock 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.

RESTROOM/LOCKER ROOM CLEARANCES:

- 2nd Floor: Walsh and Culver
- 1st Floor East RR: Duwa and Reynolds
- South Activities Commons: Cain and Schwickerath
- South (near MS Gym): Larson and Budreau
- HS Boys’ Locker Room: Meth
- HS Girls’ Locker Room: Meth

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 Jamie Johnson, the West Branch Schools Homeless Liaison at 319-643-5234 or jjohnson@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, KCCK, 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 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 and a paraprofessional health assistant. 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. In the event your child becomes ill or injured at school you will be notified. 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. Please keep your email and phone numbers updated 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 student has vomited and is complaining of abdominal pain they should be 24 hours vomit free before returning to school. If your student has a health complaint that in the nurse's judgment is of concern for the child's or other's health you will be notified and they will need to be picked up from school.

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 Emergency Medicines, such as a rescue inhaler for Asthma or EpiPen for Allergies, please contact the school nurse for the appropriate paperwork. Emergency medicine should be housed in the nurse's office for safety purposes. A form can also be signed by the parent and physician stating the student is ok to carry and self-administer their inhalers.

If your child has a communicable disease (examples: COVID, Influenza, Hand Foot Mouth etc.), 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. 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 3rd 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 for 9th Grade is valid up to one year prior to enrollment to 4 months after enrollment date.

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, a medical waiver signed by a licensed medical physician or a religious waiver 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, a medical waiver signed by a licensed medical physician or a religious waiver 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 or a waiver is on file. 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 or waiver completion. 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”. Over the counter medication should be in the original package/bottle. 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 medications with them or keep them in their locker. All medication should be kept in the lockbox in the school nurse’s office unless the Medication Release Form has been signed by a physician & parent stating a student can self carry and self administer the particular medication. Over the counter 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 and rescue Naloxone at school. If your child is taking PRN or “as needed” medications continuously or in abundance a doctor’s note will be required per nurse discretion.

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 if a known case is present. 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. It is recommended that all families periodically check for head lice throughout the course of the year.

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 Phone/Personal Devices Expectations:
Students should silence their phone/mobile devices/earbuds. Please place the phone away in a backpack, phone home, or other designated area according to classroom teacher preference prior to the bell ringing at the beginning of the class period. Phones may not be in the student's pocket or on their desk. The phone must remain put away for the entire class period. Smartwatches may be worn but may not be used for communication during instructional time.

Study halls, Guided Studies, and Instructional Support (IS) are considered instructional time and will be phone free.

If the classroom teacher/supervisor sees a phone in a student's possession, he/she will ask the student to place the phone in a designated bin in the classroom and will notify the office. Office staff will then collect the phone and store it in the office until the end of the day.

- First Offense: Student may pickup their phone at the end of the day.
- Second Offense: Parent must pickup the phone.
- Third Offense: Parent and student are required to meet with the administration to create an individualized plan. Student must leave the phone in the office for the entire school day for one week (five days).
- Fourth Offense (and beyond) Student must leave the phone in the office for two weeks, three weeks, etc.

Cell phones with cameras and other personal electronic devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of personal electronic devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

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
All high school students must remain on campus during the lunch period. Seniors who maintain attendance and academic expectations may earn the privilege of having an open campus lunch. 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 G)

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 in May. (See Appendix D)

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

___ has informed teachers for the listed classes which gives him/her permission to attend _____ on (date) _____.

Take this sheet to each instructor of your classes to inform them of your anticipated absence.

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 1st or 8th 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	Total hours (to nearest 0.25)	Type of service

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, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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 regulation, 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.

Retaliation Prohibited
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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in

violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual's person or property.
  2. Has a substantial detrimental effect on the individual's physical or mental health.
  3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, 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.

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) _____

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July 11, 2016
March 9, 2020
August 14, 2023

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 2*et. seq*.
Iowa Code §§ 216.9; 280.3, .28.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 104 Equal Educational Opportunity
502 Student Discipline
505.06 Student Records

Board Policy 105.R1

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at www.west-branch.k12.ia.us/anti-bullying-anti-harassment-forms. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment 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.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

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

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *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 as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. 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.

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.

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):

_____

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: _____

West Branch High School Bullying/Intimidation/Aggression

******Administration reserves the right to adjust consequences based on the severity of the incident.***

Definition: A person is bullied/intimidated when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. There is not an equal balance of power.

Circle the Offense	First Offense	Second Offense	Third Offense
Put-downs: Name calling, insults, taunts that hurt others' feelings **Social exclusion:** Spreading rumors, telling others not to be friends with someone, etc. **Cyberbullying** involving the above offenses.	● Verbal intervention ● Document for future reference	● Verbal intervention ● Phone call to parent	● Verbal intervention ● Intervention team (parent, staff, student) meets to develop individual plan to change behavior
Mild physical aggression: Pushing, slapping, grabbing, etc.	● Verbal intervention ● Phone call to parent ● Document for future reference	● Verbal intervention ● Phone call to parent ● Detention	● Verbal intervention ● Intervention team (parent, staff, student) meets to develop individual plan to change behavior
Serious physical aggression: Punching, kicking, any behavior that could injure others **Threats of violence:** Verbal or written intimidation or threats to harm others **Harassment:** Racial, ethnic, gender, sexual, etc.	● Verbal intervention ● Phone call to parent ● Office referral ● Detention or one day suspension	● Verbal intervention ● Phone call to parent ● Office referral ● 2 day suspension	● Verbal intervention ● Intervention team (parent, staff, student) meets to develop individual plan to change behavior ● 3 day suspension or expulsion

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 is 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, will not create a protected student area and will not give rise to an expectation of privacy with respect to 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/nicotine, 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 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 is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Adoption Date:
December 15, 1998

Review Date:
March 19, 2012
December 18, 2014
January 12, 2015
January 21, 2019
January 11, 2021

Revision Date:
January 12, 2009
January 21, 2019
January 11, 2021

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
281 I.A.C. 12.3(6).

Appendix G - School Permit

West Branch Community Schools Criteria for Special Minor's Restricted License (updated July 1, 2024) https://iowadot.gov/mvd/driverslicense/under-18

What Can I Do With This License?

You can drive *without* adult supervision, using the **most direct route**, **one hour before and after the following:**

- **School-sponsored activities** at your school of enrollment.
- Extracurricular activities held at a location within 25 miles of your home. (i.e. XC at City High)
- **Your job or to complete farm-related work** if you live or work on a farm in Iowa. The driving distance between your start and end point must be 25 miles or less.

You may also:

- **Stop for fuel at the closest gas station on your route.**
- **Drive at any time *with* adult supervision.** The adult must have a valid driver's license and be one of the following:
    - Parent, guardian, or custodian.
    - Immediate family member at least 21 years old.
    - Driver education instructor.
    - Someone at least 25 years old with written permission from your parent or guardian.

What Can't I Do With This License?

- **Use any electronic communication or entertainment device while driving.** This doesn't apply to equipment permanently installed in your vehicle.
- **Carry more passengers than the number of seat belts in your vehicle**, even when driving with adult supervision.
- **Drive *without* adult supervision:**
    - To your job or to complete farm-related work **at a location more than 25 miles from your starting point.**
    - To an extracurricular activity held at a location **more than 25 miles from your home.**
    - **With more than one minor passenger who is not a relative.** A relative means a brother, sister, step-brother, step-sister, or another minor living in your home.
- **Drop off a sibling at a location other than the school you're enrolled in.**
- **Drive to a school or school activity as a spectator at a school where you are not enrolled.**
- **Drive a commercial motor vehicle, a vehicle requiring a class D chauffeur's license, a vehicle with more than two axles, a vehicle towing another vehicle, or a motorcycle (unless you have motorcycle privileges).**

Enforcement
West Branch Police Department will be provided with names, birth dates, and makes/models of vehicles driven by students with Special Minor's Restricted Licenses.

Your license will be suspended for three months if you:

- Cause or contribute to a crash.
- Violate a restriction of your license.
- Receive a citation for any traffic violation (excluding parking violations).

Each violation will result in the following:

- The requirement to maintain a clean driving record for six months before upgrading to the next level will start over after you have reinstated your driving privileges.
- You will have to wait an additional three months after your 16th birthday to become eligible to apply for the next level (intermediate 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.

For additional information about a Minor's Special License please go to www.idot.gov or call 1-800-832-1121.

Appendix I - Medication Release Form

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION OR SPECIAL HEALTH SERVICES TO STUDENTS

_____ ____/____/____
Student's Name (Last), (First) (Middle) Birthday

_____ ____/____/____
School Date

School medications and special health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer prescription medication and/or provide special health services listed. Electronic signatures meet the requirement of written signatures.
- The prescribed medication is in the original, labeled container as dispensed.
- The prescription medication label contains the student's name, name of the medication, the medication dosage, time(s) to administer, route to administer, and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

_____ _____ _____ _____
Prescribed Medication Dosage Route Time at school

Special Health Services and instructions, in indicated:

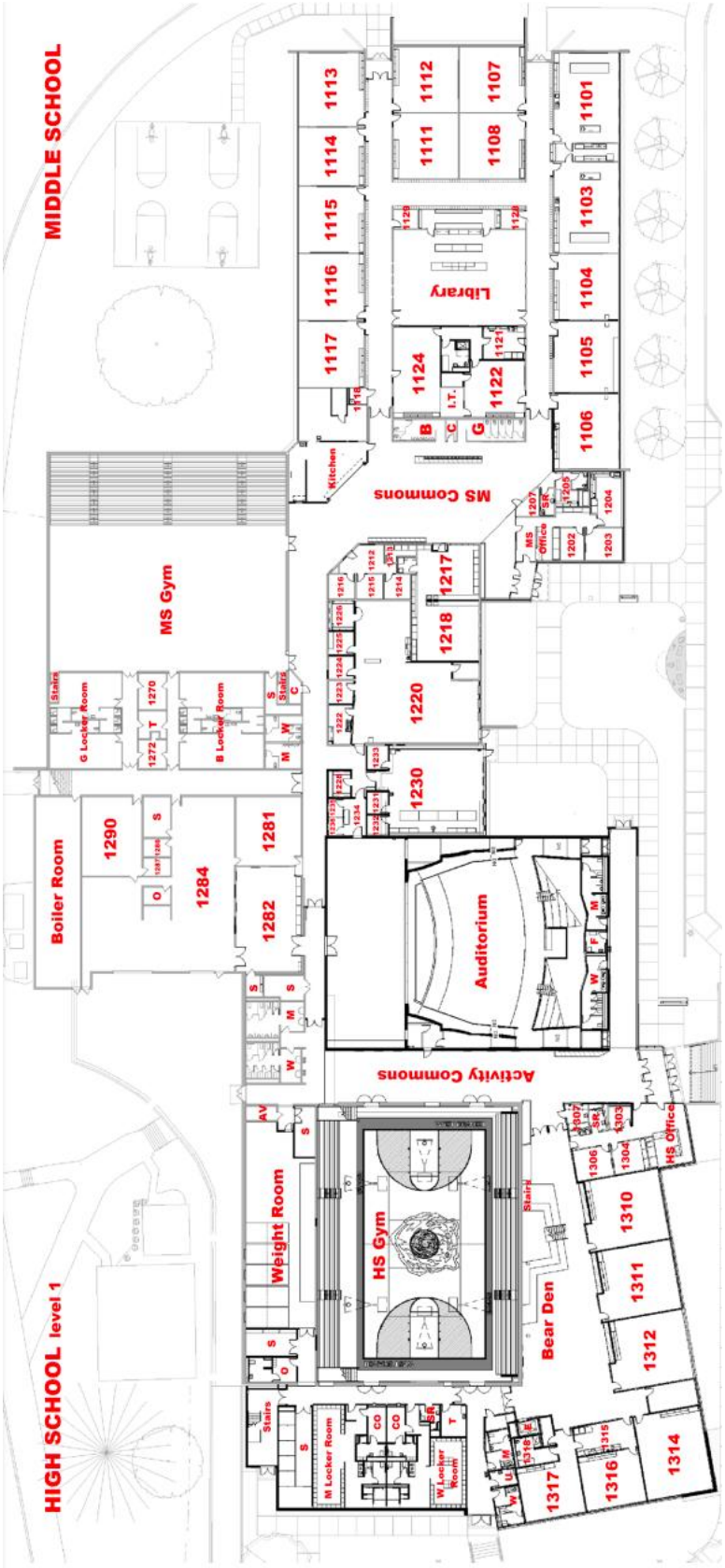
_____
_____
_____

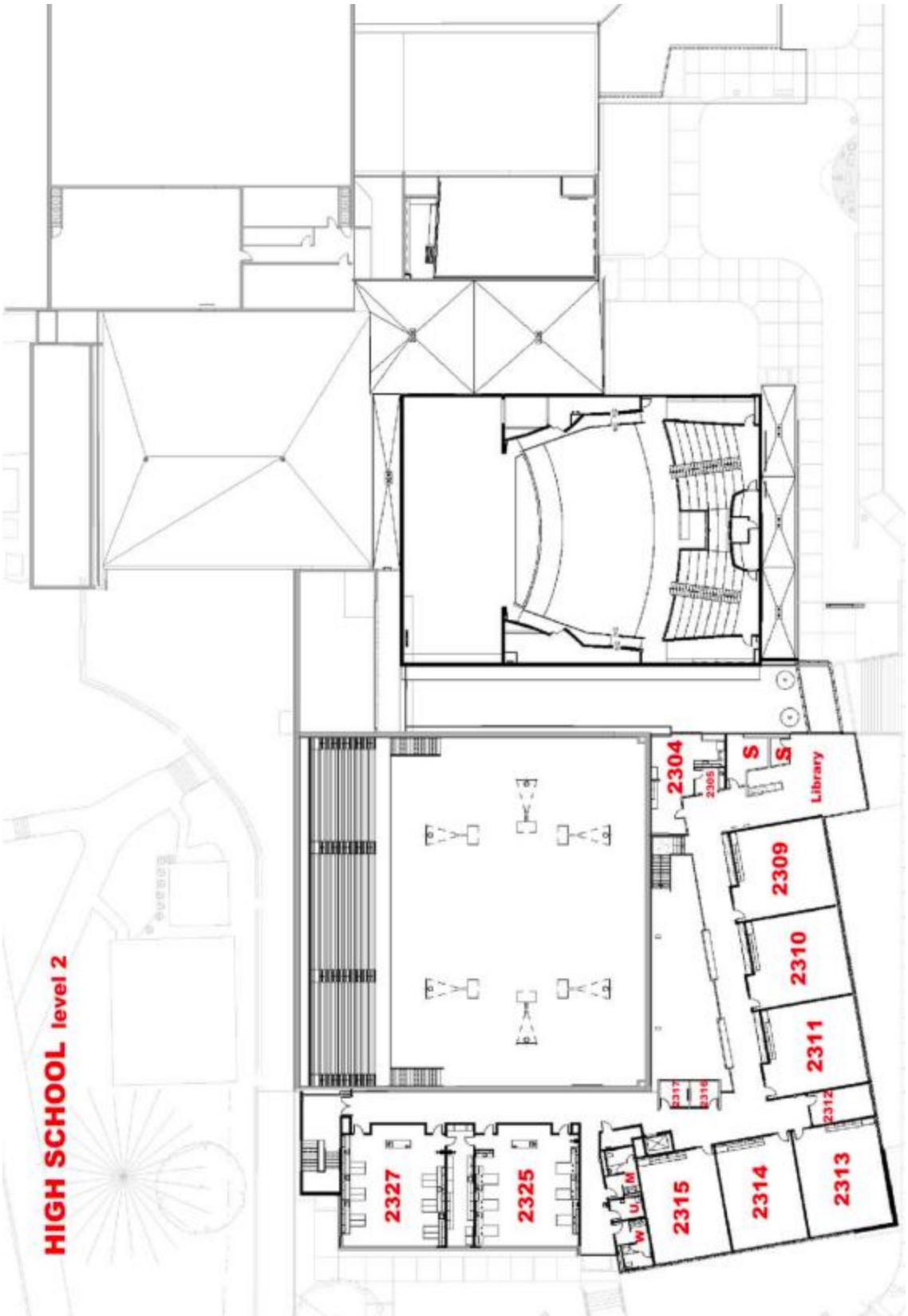
____/____/____
Discontinue/Re-Evaluate/Follow-up Date for Prescribed Medication or Special Health Services listed

_____ ____/____/____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

_____ ____/____/____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian address Home phone


MIDDLE SCHOOL
HIGH SCHOOL level 1
Library
MS Commons
MS Gym
Auditorium
Activity Commons
HS Gym
Weight Room
Bear Den
Boiler Room
Kitchen
HS Office
MS Office
1101
1103
1104
1105
1106
1107
1108
1111
1112
1113
1114
1115
1116
1117
1122
1124
1217
1218
1220
1230
1281
1282
1284
1290
1310
1311
1312
1314
1316
1317


HIGH SCHOOL level 2
2304
2305
S
S
Library
2309
2310
2311
2312
2313
2314
2315
2316
2317
2325
2327
M
U
M
W