



WEST CENTRAL Jr/Sr High School

HOME OF THE BLUE DEVILS



STUDENT CENTERED, FUTURE FOCUSED

<https://www.w-central.k12.ia.us/>



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Letter from the Principal

A Welcome To All Blue Devils,

The goal of the handbook is communication of school policies, procedures, and expectations. Proactively addressing our collaborative approach with the handbook will help us function in an effective, efficient manner throughout the entire school year. Please take time with your students to discuss the key content provided in this document and develop habits where students will be mentally and physically at their best when they enter the school building.

Together we can aim to meet our district vision, mission, and goals for our students. We all have responsibilities to execute in order to provide a safe, positive, enriching learning environment.

West Central focuses on a safe environment for students. We will teach, reinforce, and expect all Blue Devils to be KIND, RESPECTFUL, AND RESPONSIBLE.

We WILL have a great school year!!

Matthew Molumby

6-12 Principal

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, or regulations of the school district. In this handbook, the word "parent" also means "guardian" unless otherwise stated.

Provisions contained in this handbook and school policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. Not all rules/regulations are stated in this book. Please keep in mind that individual teachers also have their own rules and regulations that students are expected to follow.



2023-2024 District Calendar

West Central-2023-2024 School Calendar – Aug. 23 Start

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester 84/533.0
 Second Semester 92/584.0
TOTAL DAYS/HRs 176/1117.0
 Regular Day 6.5 hours
 1:10 Early Dismissal 4.5 Hours
 2:10 Early Dismissal 5.5 Hours

CALENDAR LEGEND

- Begin/End
- Conferences
- Early Out 1:10
- PD Days
- Holidays/Vacation
- Teacher Days*

Does not include Professional Development days/hours.

HOLIDAYS:

- Labor Day September 4
- Thanksgiving Day November 23
- Christmas Day December 25
- New Year's Day January 1
- MLK Day January 15
- Good Friday March 29
- Memorial Day May 27

Professional Development Days

- Aug. 18
- Aug. 21
- Oct. 6
- Jan. 12
- Mar. 1
- Apr. 12

Other Teacher Days

- Aug. 17-New Teacher Day
- Feb. 2-TQC (Optional PD)
- Aug. 22 or May 23-Teacher Work Day

The following days are reserved for make-up days:

1. January 15
2. April 2
3. March 28

All other make-up days will be made up at the end of the year.

Note: In-service Days may be classified as Career Development and/or Professional Development depending on the content of the activities being performed.

					Stu d. Day s	Stud Hrs	Tch r Day s
August 2023							
M	T	W	Th	F			
14	15	16	17	18	0	0	1
21	22	23	24	25	3	19.5	5
28	29	30	31		7	45.5	9
September 2023							
				1	8	52.0	10
4	5	6	7	8	12	78.0	15
11	12	13	14	15	17	108.5	20
18	19	20	21	22	22	141.0	25
25	26	27	28	29	27	171.5	30
October 2023							
2	3	4	5	6	31	197.5	35
9	10	11	12	13	36	228.0	40
16	17	18	19	20	41	259.5	45
23	24	25	26	27	46	292.0	50
30	31				48	305.0	52
November 2023							
		1	2	3	51	324.5	55
6	7	8	9	10	56	357.0	60
13	14	15	16	17	61	387.5	65
20	21	22	23	24	64	406.0	69
27	28	29	30		68	432.0	73
December 2023							
				1	69	438.5	74
4	5	6	7	8	74	471.0	79
11	12	13	14	15	79	501.5	84
18	19	20	21	22	84	533.0	89
25	26	27	28	29	84	533.0	90
January 2024							
1	2	3	4	5	88	559.0	95
8	9	10	11	12	92	585.0	100
15	16	17	18	19	96	609.0	104
22	23	24	25	26	101	641.5	109
29	30	31			104	661.0	112
February 2024							
			1	2	105	667.5	114
5	6	7	8	9	110	700.0	119
12	13	14	15	16	115	730.5	124
19	20	21	22	23	120	761.0	129
26	27	28	29		124	787.0	133
March 2024							
				1	124	787.0	134
4	5	6	7	8	129	817.5	139
11	12	13	14	15	134	849.0	144
18	19	20	21	22	139	881.5	149
25	26	27	28	29	142	901.0	152
April 2024							
1	2	3	4	5	145	920.5	155
8	9	10	11	12	149	946.5	160
15	16	17	18	19	154	977.0	165
22	23	24	25	26	159	1009.5	170
29	30				161	1022.5	172
May 2024							
		1	2	3	164	1042.0	175
6	7	8	9	10	169	1074.5	180
13	14	15	16	17	174	1105.0	185
20	21	22	23	24	176	1117.0	188
27	28	29	30	31	176	1117.0	189
June 2024							
3	4	5	6	7			
10	11	12	13	14			

- Aug. 17 New Teacher Orientation
- Aug. 18 PD Day
- Aug. 21 PD Day/Open House
- Aug. 22 Optional Work Day/End Year
- Aug. 23 Begin 1st Semester
- Sept. 4 Labor Day (No School)
- Sept. 15 1:10 Dismissal/PLC
- Sept. 26/28 P/T Conferences 2:10 Dismissal
- Sept. 29 No School/Teacher Comp Day
- Oct. 6 No School/PD
- Oct. 13 1:10 Dismissal/PLC
- Oct. 20 2:10 Dismissal/End Qtr 1
- Nov. 17 1:10 Dismissal/PLC
- Nov. 22 2:10 Dismissal
- Nov. 23-24 Thanksgiving Break
- Dec. 15 1:10 Dismissal/PLC
- Dec. 22 2:10 Dismissal/End Qtr 2/Sem 1
- Dec. 25-29 Winter Break
- Jan. 1 Winter Break
- Jan. 2 Begin Qtr 3/Sem 2
- Jan. 12 No School/PD
- Jan. 15 MLK Day (No School)
- Jan. 19 1:10 Dismissal/PLC
- Feb. 2 No School/PD (TQC)
- Feb. 16 1:10 Dismissal/PLC
- Feb. 20/22 P/T Conferences 2:10 Dismissal
- Feb. 23 No School/Teacher Comp Day
- Mar. 1 No School/PD
- Mar. 8 1:10 Dismissal/PLC
- Mar. 15 2:10 Dismissal/End Qtr 3
- Mar. 28-Apr 2 Spring Break
- Apr. 12 No School/PD
- Apr. 19 1:10 Dismissal/PLC
- May 17 1:10 Dismissal/PLC
- May 19 Graduation @ 3pm
- May 21 2:10 Dismissal/End Qtr4/Sem2
- May 22 Optional Work Day/Begin Year
- May 27 Memorial Day



Secondary Staff (6-12 Grades)

Name	Position	Email Address	Phone
Matthew Molumby	6-12 Principal	mmolumby@wc.k12.ia.us	125
Alyssa Cobie-Nuss	Counselor/At-Risk	acobienuss@wc.k12.ia.us	137
Lois Tyler	Secretary	lt Tyler@wc.k12.ia.us	101
Renae Streittmatter	Secretary	rstreittmatter@wc.k12.ia.us	100
Steve Milder	Guidance	smilder@wc.k12.ia.us	127
Bonnie West	School Nurse	bwest@wc.k12.ia.us	151
Bailey Bergman	8-12 Science	bbergman@wc.k12.ia.us	113
Julie George	Science/TAG	jgeorge@wc.k12.ia.us	113
Emma McRobie-Bishop	6-8/English/Lang.	emcrobiebishop@wc.k12.ia.us	112
Kacey Hadden	6-8/Math/Technology	khadden@wc.k12.ia.us	110
Crystal Elliot	6-8/Science/S.Studies	celliot@wc.k12.ia.us	115
Tricia Wells	9-12 Math	twells@wc.k12.ia.us	108
Brad Wild	9-12 Social Studies	bwild@wc.k12.ia.us	126
Elaine VandeVorde	9-12 English	evandevorde@wc.k12.ia.us	117
Deana Forsyth	Special Ed	dschlitter@wc.k12.ia.us	111
Emily Nelson	Special Ed	enelson@wc.k12.ia.us	120
Stacy Fink	Music	sfink@wc.k12.ia.us	130
Todd Walter	Band	twalter@wc.k12.ia.us	130
Jamie Vargason	Art	jvargason@wc.k12.ia.us	106
Micah Ruroden	Physical Education	mruroden@wc.k12.ia.us	123
Robin Fliehler	Business	rfliehler@wc.k12.ia.us	122
Tyus Adkins	FCS/Health	tadkins@wc.k12.ia.us	123
Rachel Martin	Spanish	rmartin@wc.k12.ia.us	123
Ashley Mattke	Industrial Tech	amattke@wc.k12.ia.us	129
Mike Heinemeyer	Technology Director	mheinemeyer@wc.k12.ia.us	118
Galen Kelly	Custodian	gkelly@wc.k12.ia.us	
Tammy Richards	Head Food & Nutr.	trichards@wc.k12.ia.us	105



Student Centered, Future Focused

Vision Statement

Student Centered, Future Focused

Mission Statement

The **mission** of West Central Community School District is to engage each and every student through collaborative relationships, exceptional teaching and personalized learning experiences that will result in confident graduates who will be successful in their chosen path.

Goals

- Develop skills of communication in reading, writing, speaking, listening, and calculations
- Learn how to respect and get along with people with whom we work and live, who think and act differently, and who come from different cultures.
- Understand skills needed to be successful in a family situation, a job, and in the community
- Practice and understand the ideas of a healthy lifestyle
- Develop skills in using technology
- Develop skills to be a life-long learner
- Continue pre K-12 post secondary Career Education program to gain information for making job and career choices.

This foundation will include:

- learning as a life-long skill
- maximum academic achievement
- appreciation of the arts
- vocational and career preparation
- respect for self and others
- appreciation of human relations
- performing as responsible citizens

Student Responsibilities

RESPECT THE RIGHTS OF OTHERS TO STUDY AND LEARN.

Students come to school for an education. An individual may decide not to take advantage of opportunity. However, no one has the right to interfere with the education of others.



Student Centered, Future Focused

ATTEND SCHOOL DAILY UNLESS ILL OR LEGALLY EXCUSED.

Students are required by Iowa law to attend school. They have the responsibility to take advantage of every opportunity they have to learn so they can function effectively in society.

BE ON TIME FOR ALL CLASSES.

Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

COMPLETE ALL IN-CLASS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES.

The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Since everything that must be learned cannot be accomplished during the school day, there will be homework. It is the student's responsibility to get homework or make-up work for absences. Remember, education is not an eight-hour day job, but an on-going process that never stops.

COME TO CLASS WITH NECESSARY BOOKS AND MATERIALS.

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work.

RESPECT PUBLIC PROPERTY AND CAREFULLY USE AND RETURN ALL MATERIAL AND EQUIPMENT.

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible student behavior in the area will provide the same opportunities for those students who follow.

OBEY ALL SCHOOL RULES

Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules so they and others have the proper environment in which to learn.

VOLUNTEER INFORMATION AND COOPERATE WITH SCHOOL STAFF IN DISCIPLINARY CASES.

Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff are the obligations of a good citizen.

SEE THAT SCHOOL CORRESPONDENCE TO PARENT REACHES HOME.

Education requires a partnership between the home and the school. For a partnership to work, those involved must know what is happening - good or bad. Sometimes students are asked to be



the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards.

Community Expectations for WCCSD

Cognitive

- Students will possess the ability to transition from Kindergarten through grade 12 and on to higher education
- Each student will reach maximum potential in reading, writing, math and science. Through maintenance of high expectations and frequent monitoring of progress
- The district will offer accelerated classes to challenge students in all subjects, starting at the Junior High level.
- Students will develop an appreciation of learning as a life-long skill
- All students will demonstrate effective written and oral communication skills and the ability to express selves with peers, adults, employers and through public speaking
- All students will be provided a computer knowledge base from K-12 and become familiar with other technology
- All students will demonstrate possession of entry level skills for employability
- All students will experience and develop an appreciation for the fine arts
- All students will demonstrate an appreciation for human relations and interactions
- All students will demonstrate knowledge of the effects of drugs/alcohol

Affective

- School will prepare students for a happy and productive life
- School will prepare students to become quality citizens and reinforce moral values
- School will provide for cultural appreciation and understanding
- School will establish an appreciation of differences among all students
- Students will demonstrate self-esteem through good emotional and intellectual success
- Students will demonstrate responsibility for self, their actions and one's own feelings
- Students will demonstrate generosity and giving of themselves to help others

Staff

- Provide a highly trained, effective and motivational staff
- Train personnel to be a caring staff to help prevent drop outs/early leaving of school
- Provide strong instructional leadership and maintain a safe learning environment with adequate discipline
- Provide a nurturing environment for all children



Community

- Parental involvement as an integral component in the education process
- Reach out to parents by providing them with skills training as part of lifelong learning
- Encourage volunteers and develop community partnerships
- Reach each child at the earliest possible stage

Jr-Sr High School Daily Schedule

Regular school hours are from 8:15-3:15. Students may enter the building at 7:30; breakfast is available from 7:45-8:15. Due to safety reasons, students should not be on school grounds or in the school building before 7:30 a.m. or after 3:30 p.m. unless they are under the supervision of an employee or activity sponsor. The gym and weight room are OFF LIMITS to unsupervised activities.

Regular Bell Schedule

1st	8:15-9:07
2nd	9:10-9:50
3rd	9:53-10:33
4th	10:37-11:17
5th	11:20-12:00 JH Lunch
Lunch	12:03-12:33 JH 5th Hour
6th	12:36-1:16
7th	1:19-1:59
8th	2:02-2:42
9th	2:45-3:15

Breakfast and Lunch

Both breakfast and lunch are offered to all students attending school. You may deposit funds into your child's meal account at any time. Please send a check or cash with your child or drop it off in the office. You will be able to check your balances in JMC. This will help you manage your account and avoid a negative balance. The office will begin notifying parents of account balances that will run out in approximately 5 days' time. You will be notified by email or a letter sent home when this takes place. The hot lunch secretary will also notify you by note or phone call when your balance is running low or is negative. Board policy prohibits students from "charging"



lunches. If your account balance falls to a negative \$5.00 balance, your child(ren) will automatically receive an alternative lunch and will receive no afternoon milk/juice until the account represents a positive balance.

Parents are encouraged to send healthy items for sack lunches. Students wishing to bring cold lunch will have to place money in their lunch account if they wish to have school milk or juice with their lunch. Students who bring their lunch must eat it in the cafeteria. Items such as soda and meals/food purchased at fast food restaurants are generally not allowed in the school cafeterias unless specific permission has been granted by the campus principal.

The noon hour is closed, which means all students are required to stay at school for lunch. Parents are always welcome to eat lunch at school with their child. Adult single tickets are available in the main office.

Driving to School

In order to insure maximum student safety the following regulations are in effect:

1. Driving a vehicle to school is a privilege - not a right. It is vitally important that students drive in a safe and proper manner. Careless driving may result in the student's loss of this privilege.
2. Students are to park only in the northwest parking lot.
3. Students parking cars on grass or blocking a driveway may be towed at the parent's/guardian's expense.
4. Students are not allowed to sit in, drive, or ride in or on trucks, cars, motorcycles, mopeds or bicycles during the school day, except in the case of emergency, work-study or tutor where approval is granted by the principal.
5. Students are not permitted to be in the parking lot area during the school day without permission from the office.
6. Students are to drive cautiously and defensively (10 miles per hour limit) while on the school grounds.
7. Student trucks, cars, mopeds, and motorcycles are to use extra caution and allow buses the right of way when they leave.
8. Students are not to park in the designated fire lane, handicapped parking areas or teacher parking.
9. Students are not to park behind the school building during school hours.
10. Students are requested to park their vehicles in an orderly fashion. Parking vehicles so as to block the lot for others' use will be cause for towing at the owner's expense.
11. Students must ride school provided transportation to and back for school activities they participate in. If it is necessary to drive, students must get administration approval. Parents or guardians may take their child home after an event if they sign the student out with the coach or sponsor following the activity.



12. A Motor Vehicle Registration form should be filled out for each vehicle the student is planning to drive to school. Students will be provided a parking tag that should be visibly displayed in the vehicle.

Walking Home

Walking in the street is an unnecessary risk. It is important that students walking home or downtown after school use the sidewalks. A 4-way stop sign is located on main street by the bank for your safety in crossing the highway.

Field Trips

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school sponsored activities or trips.

Attendance

Attendance Policy Statement

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. There is a strong correlation between good attendance and successful completion of school. Chronic absence — missing 10 percent or more of school days due to absence for any reason—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school. Students are expected to attend classes in a timely manner, on a daily basis allowing staff to do the best possible job educating students entrusted to them. A successful educational program requires a collaboration between parents, students, and staff to achieve this basic expectation. When excessive absences occur, we do not seek to place blame but to work together to problem solve and create a plan that works for each student and family to make attendance a priority.



Attendance required by law

A child who has reached the age of six and has not yet turned 16 by September 15 of the current school year is of compulsory attendance age. State law requires every person having custody of a school-aged child to send the child to a public school for the full time school is in session. Normally this is 180 days, or the equivalent as approved by the Superintendent of Public Instruction. Schools are required to report attendance data to the state and explain absences above moderate levels, therefore we will proactively have conversations about students who are showing gaps in attendance.

Attendance Procedures

When a student is going to be absent, parents are requested to telephone the school office (not just the classroom teacher) between 7:15 and 8:15 a.m. If necessary a voice message may be left prior to 7:15 a.m. If notification is not received, the office will attempt to contact the parents, first at home and then at their emergency number. If after two days no communication is received, the absence will be considered unexcused. When a student is more than 10 minutes late for class, he/she will be counted absent for that class period.

Parents can access their student's attendance records through online access to JMC. Contact the main office for more information. Parents or guardians are also informed of the student's attendance through the report cards at the end of each quarter.

Students who wish to participate in school-sponsored activities must attend school one half-day the day of the activity unless permission has been given by the principal for the student to be absent. A doctor's appointment for illness is not an exemption to this rule.

As per Iowa code, the principal/designee will make the final determination as to whether or not an absence is excused, not the parent/guardian.

Excused absences include, but are not limited to:

1. Personal illness (doctor excuses may be required)
2. Professional appointments that cannot be made other than during school (doctor and dental appointments)
3. Funerals, death, or serious illness in the family
4. Religious events
5. Family situation that constitutes an unusual need for absence
6. Other absences as approved by building principal

Any absence from school, including a tardy, which is not approved by the school principal, shall



be considered unexcused. Parents will be contacted regarding unexcused absences.

Following all absences, a written excuse, dated and signed by the parent/guardian, must be sent to school for our records. Thank you in advance for your help with this matter.

Response to Student Absence

If a high school student has missed more than 10 days per semester, regardless of reason, he/she may lose credit in his or her classes unless the time is made up. Classes meeting less than 5 days a week (i.e. PE) will be figured proportionally (classes meeting twice a week cannot have more than 4 absences per semester, classes meeting 3 times a week cannot have more than 6 absences per semester). It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

Notices of poor attendance will be sent home after the 3rd, 6th and 9th unexcused absence from school per semester. Habitual absences will be entered on a student's record and the student will be sent to the principal for further disciplinary action which can include detentions and in-school suspensions.

Following the third unexcused absence to school in any one semester, the student will be required to attend guided study hall for one week. Upon a sixth violation, a conference with a school administrator and at-risk coordinator will be required. The goal will be to create a plan that addresses the lost learning time. After the ninth violation, a conference with parents/guardians, the student, and administrator will be held to discuss the possibility of being dropped from the class with zero credit.

An appropriate amount of make-up work (as determined by the individual teacher) shall be assigned and completed for each absence. Students have the number of days missed plus one to make up missing work unless other arrangements are made with the individual instructor. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Tiered Systems of Support for Attendance

West Central School will support students and their families in regards to attendance within a three tiered MTSS framework.

Tier 1: Universal Supports – Universal supports are provided to all students throughout the year to raise awareness about the vital role strong attendance plays in student achievement. This will include clear, concise, and consistent communication about schedules and expectations, predictable routines related to attendance, accurate attendance recording and data monitoring, an engaging school climate, positive relationships with students and families, and individualized



communication regarding absences to identify and address common barriers to attendance.

Tier 2: Early Intervention – Tier 2 interventions are provided to support students whose attendance is on a trajectory for concern. Students who missed 10% or more of school during the prior school year (18 days or more in a 180 day school year) will receive Tier 2 supports early the following school year. This includes **all absences, regardless of reason**, as research shows that missing 10% of school is an early warning sign that a student is off track. During the school year, tier 2 supports will be activated when a student has had **4 absences in a quarter**, as this is roughly **10% of the number of days of school in a quarter**. Intervention strategies may include, but are not limited to: *referral to the Student Assistance Team, conference with student, meeting with parents/guardians, and an individualized attendance plan.*

Tier 3: Intensive Intervention – Tier 3 supports are provided to students who demonstrate severe chronic absenteeism. This is determined as missing 20% or more days of school. Students who missed 20% or more in the previous school year will be provided tier 3 interventions at the start of the following year. During the current school year, tier 3 interventions are activated when students have missed **9 days of school in a quarter, or 20% of school days, regardless of reason**, or when a student's attendance has not improved even with tier 2 interventions. Support at the intensive intervention tier includes: intensive outreach to locate student and family to assess the situation, home visits, coordinated case management with multiple systems including child welfare, mental health, health, housing, and transportation. Support from the Fayette County Attorney will be requested.

Tardiness

A student is considered tardy when entering the classroom after the bell rings. Students who are more than ten minutes tardy to a class will be considered absent for that class period. The school decides if a tardy is excused or unexcused.

Following the third unexcused tardy in any one semester of the year, one detention with the classroom teacher will be required. Fourth and fifth violations will result in additional detentions and parent contact by the classroom teacher. Upon a sixth violation, a conference among the school administrator, at-risk coordinator, the student and the parent/guardian/caretaker will be required. Multiple detentions for tardies will result in further disciplinary action, such as in-school suspension.

Three tardies will count as one full day of absence from school. For this reason, procedures for responding to frequent tardies will follow the tiered systems of support for absences outlined above.



Students arriving late/leaving early

Students will not be excused from school unless the request is made by the parents/guardians. Students should only be released to parents or legal guardians unless specifically indicated otherwise in writing or by phone.

If your child needs to be dismissed during the day (doctor, dentist appointments, etc.) please send a note, dated and signed, with your child, or phone the information into the office. If you need to take your child out of school unexpectedly during the day, please come to the office, and ask the secretary to send for him/her. For our students' protection, they are not allowed to leave without checking out through the school office.

A sign-in sheet will be located in the office. Students coming to school late will sign-in with their full name and record the time they arrived at school. The sign-out sheet will be used to indicate the time students leave school.

College Visits

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, they may be excused for two days, to visit college campuses. Juniors may be excused for one day. Such visits require the permission of the guidance counselor and a note signed by the student's parents. COLLEGE VISITS MUST BE PRE-APPROVED.

Open Campus

Open campus is a privilege for senior students in which they may arrive late to or leave early from school. Qualified students must submit an open campus form to the office and obtain principal approval prior to the start of the school year.

To qualify students must:

- Be on track to graduate.
- Carry a 2.5 GPA and with no report F, D-, D, or D+ from previous term, at mid-term, or other grading periods.
- Meet with the principal and counselor to describe and document personalized requests, schedules, and expectations.
- Complete a parent signed waiver to leave the building.
- Exhibit responsible behavior by being free of disciplinary actions, by quarter, resulting in a detention, suspension or similar.
- Have evidence of community service efforts, employment, partnership, and learning.



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- Have open periods longer than 50 minutes. Students may not have open campus privileges for 9th hour only.

Privileges will be immediately revoked if a student does not meet building academic or behavior expectations outlined in the handbook.

Communication

Email

Email, which is paperless and efficient, will be a main form of communication with families at West Central on an individual, class, or building level. All families will be encouraged to supply the school with an email address and frequently check emails. Families can contact the office to receive daily announcements and other information that comes from the community and area agencies. If families do not have an email, the school will make contact via mail or phone.

Newsletters

A district newsletter will be published monthly. It has important information from all school attendance centers as well as from the Superintendent's Office. It can be viewed on our website <https://www.w-central.k12.ia.us/>. If you would like a mailed copy please call the school office at 563-637-2283 to request one.

Open House and Conferences

The school will hold an open house and conferences in the fall and spring to keep the communication on-going. It is extremely important that you attend in order to discuss the growth of your student and any interests or concerns.

West Central Website

Please check the West Central Community School District website at <https://www.w-central.k12.ia.us/> for activities calendar, master calendar, board minutes, and any other important announcements or information.

School Cancellations and Closing Communication

School cancellations caused by weather conditions or other emergencies will be announced as early as possible through JMC and Facebook. If you are not receiving text messages through



JMC please contact the office. Announcements are also made one these local TV and radio stations:

Radio: KOEL 950 AM

Television: KWWL Channel 7 and KCRG Channel 9

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or rescheduled. The superintendent determines whether to hold extracurricular activities or practices.

Charter students attending off campus sites will do the same as determined by the West Central School when school is canceled or starting late because of weather.

Academics

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving disciplinary punishments at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Requirements:

COMPUTER LITERACY	1 Credit 1 Semester	Keyboarding or a course in computer science (HS or college level).
FINE ARTS	1 Credit 1 Semester	Band or Choir or Art
LANGUAGE ARTS	8 Credits 8 Semesters	Must include: <ul style="list-style-type: none"> ● 2 semesters of English 9, ● 2 semesters of English 10, & ● 1 semester of Speech, Mass Media Contemporary Literature, or college Public Speaking, Communication Skills, Workplace Communication
MATHEMATICS	6 Credits 6 Semesters	Must include: 2 Semesters of Pre-Algebra, Algebra I, or Geometry
FINANCIAL LITERACY	1 Credit 1 Semester	Life Skills, General Business II, Consumer Economics, or a college Finance or Microeconomics course
PHYSICAL EDUCATION	2 Credits 8 Semesters	1/4 credit per semester—may be waived for sports participation or a full academic class load.
SCIENCE	6 Credits	Must include:



	6 Semesters	<ul style="list-style-type: none"> ● 2 Semesters of Physical Science, ● 2 Semesters of Environmental Science[^], ● 2 Semesters of Biology [^]
SOCIAL STUDIES	7 Credits 7 Semesters	Must include: <ul style="list-style-type: none"> ● 2 semesters of American History, ● 2 semesters of a world-related course, & ● 1 semester of American Government
ELECTIVES	16 Credits 16 Semesters	You will need more electives if any of your PE credits were waived.
<u>TOTAL CREDITS REQUIRED FOR GRADUATION</u>	48 CREDITS	[^] - 1 semester of college would be accepted. You still still need total Credits

Early Graduation

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation as outlined in Board Policy.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Registration & Enrollment

Registration for classes is held in the spring for the following school year. Information will be presented to the students by the guidance counselor. All courses are available to students of either gender unless they are closed due to the number enrolled. Students are encouraged to visit with the counselor, teachers, or principal regarding their schedules, vocational preparation, or school requirements. Once classes are in session, students will have only a short time (approximately one week) to make class changes. This includes all areas of course work.

Withdraw & Transfer

Should it become necessary for a student to withdraw or transfer from this school, they must checkout with the Superintendent's Office and inform the Superintendent of their date of departure. A checkout sheet will need to be completed and all bills paid before final clearance.

Grading Scale

Grade Scale:

A	100-93
A-	92-90
B+	89-87



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B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

Report Cards & Reports of Student Progress

Report cards for all students are issued at the end of each nine-week grading period. The final report cards can be picked up in the main office the week following the end of the school year.

Students will receive mid-quarter grade reports at the end of the fifth week of each nine weeks, at which time they will obtain their current grade from each teacher. Any student with a "D" or "F" will have a copy of their mid-term sent home. Parents may request additional reports at the end of the third and seventh week. These reports will be mailed or held in the principal's office for pick-up.

Sponsors or coaches may not adopt a standard for participation in an extracurricular activity that is more stringent or in conflict with board policy or board approval rules.

Honor Roll

A "B" honor roll will be established for each nine-week grading period and for each semester. Scholastic grades will be used and will be averaged. However, any student receiving a grade below a C- will not be considered for the honor roll. A special note will be made for students who receive all "A's".

Scholastic Letters

Scholastic letters and patches reward exemplary classroom achievements. These will be awarded in the fall of each year. Guidelines for qualifying for academic letters are as follows:

1. Academic grades to be used will be the semester grade only.
2. No academic grades lower than a B- will be accepted toward the awards.

Patches will be awarded as follows:



1. To freshmen following the completion of two (2) semesters of qualifying grades.
2. To sophomores following the completion of four (4) successive semesters of qualifying grades.

Letters will be awarded as follows:

1. To sophomores following the completion of four (4) semesters of qualifying grades.
2. To juniors and seniors following the completion of four (4) successive semesters of qualifying grades.

Chevrons to be awarded for each two (2) successive semesters of qualifying work after a letter is earned.

Standardized State Assessments

Students are given standardized tests, such as the Iowa Statewide Assessment of Student Progress (ISASP), annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

Textbooks

Textbooks are the property of the school district and are furnished on a rental basis. Students will be required to pay for books that are lost or unnecessarily damaged. Charges are as follows: book lost - cost of replacement; books damaged - prorated fee.

Services

Counseling

All students K-12 have access to a licensed professional school counselor. School counselors design and deliver school counseling programs that improve student outcomes. School counselors work to maximize student success, promoting access and equity for all students. An integral part of the total education system, school counselors help students form healthy goals, mindsets and behaviors. With the aid of a school counselor, students learn to develop effective collaboration and cooperation skills, to practice perseverance, to develop time management and study skills, and to learn self-motivation and self-direction habits. School counselors are also vital resources in helping students plan for postsecondary options (higher education, military, work force). West Central has two school counselors: Steve Milder and Alyssa Cobie-Nuss.

School counselors may deliver services to students in the following ways:

- individual student academic planning and goal setting



- school counseling classroom lessons based on student success standards
- short-term counseling to students
- crisis response
- referrals for long-term support
- collaboration with families/teachers/ administrators/ community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges
- acting as a systems change agent to improve equity and access, achievement and opportunities for all students

Health Services

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious injury, the school will attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, to another person as directed by the parents. The student must sign out and see the principal or superintendent before leaving.

The school district is not responsible for treating medical emergencies, but employees may administer emergency or minor first aid. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment. Avoid accidents - observe "safety first" rules in the building, on the grounds, and going to and from school.

Media Center (Library)

The main purpose of the media center is to promote literacy and information-seeking skills. With printed materials and modern technology, students are given unlimited opportunities to research and explore.

Students are encouraged to check out materials from the media center. The number of items allowed to check out and the frequency of checkout times vary by grade level. Students may be charged for late, damaged or lost items.

Special Services

The following services are offered by Keystone AEA: Speech therapy; physical therapy; hearing clinician; psychological services; social worker; special ed vocational guidance; gifted and talented; communication consultant. If you are concerned about your child please communicate



with your child's teacher first. Always feel free to reach out to the principal as well if there are any questions about services.

Activities/Athletics

Athletic Physicals

Students participating in athletics are required to provide a school district physical examination form and concussion form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of physical examinations makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

National Honor Society

To be considered as a candidate for the West Central Chapter of the National Honor Society, a student must have a minimum cumulative grade point average of 3.5 after five or seven semesters of high school.

Each student who qualifies academically is then asked by the N.H.S. adviser to complete an application form listing the activities he/she is presently, or has been active, in during high school. Both in- and outside-of school activities are to be included, and any leadership roles he/she has had in these activities, as well. Each candidate is also asked to make a brief personal statement concerning the National Honor Society.

Upon receiving the student application forms, the N.H.S. adviser distributes the responses to the faculty for further evaluation in the areas of character, service and leadership. Faculty ballots are returned to the N.H.S. adviser and tabulated. A rotating faculty committee of five then makes the final decision to consider whether an individual student will be inducted into the organization or not. If a Junior is not voted in and his/her grade point remains at 3.5 or higher, he/she will again be eligible for membership the following year.

Questions concerning selection, induction, membership responsibilities, and/or disciplining members should be directed to West Central's National Honor Society adviser.



School Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

Sportsmanship & School Spirit

Students representing West Central Schools as extracurricular participants or supporters are reminded that their conduct reflects upon the school, its students, and staff. Students who demonstrate poor sportsmanship as determined by a staff member or administrator will be subject to discipline. This policy is in force whether the incident takes place on West Central Schools' property or at an event hosted by another district or institution.

"School Spirit" is a positive attitude of individuals that contributes to the improvement of the total school program. It is based upon a large number of interests and appreciation within each individual, and involves such things as self-improvement, cooperation, and encouragement of one another. "Blue Pride" has always been an important part of West Central Spirit - Be a part of it. Spirit and Pride relate to spectators as well as participants. Actions such as smoking, offensive language, drinking, etc. at various events reflect upon you, your school, and your classmates.

School Song:

On West Central, On West Central

You are best of all,

Many happy days are spent here

That we'll all recall

RAH RAH RAH

For our colors blue and white

You will hear our cry

and we will fight, fight, fight

West Central High

Student Expectations

PBIS (Positive Behavior Interventions and Supports)



Positive Behavioral Interventions and Supports (PBIS) is an approach schools use to promote school safety and positive behavior. With PBIS, schools teach students about behavior expectations and strategies. The focus of PBIS is prevention, not punishment.

PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. Everyone learns what's considered appropriate behavior and they use a common language to talk about it.

West Central teaches/reviews expectations at each location at the beginning of every year as well as after winter break.

Please click [here](#) to review the expectation posters for different locations at the school.

Behavior Expectations

Schoolwide Expectations: Be Kind, Be Respectful, and Be Responsible.

Staff follow the behavior matrix outlining unexpected behaviors and possible consequences. Level 1 and 2 behaviors will be submitted into JMC as an office referral by a staff member. Please click [here](#) if you would like to learn more about the specific behavior matrix.

Cell Phones/Electronic Policy

- No cell phones should be seen or heard in class or anywhere else in the building while classes are in session unless allowed by the teacher for academic purposes.
- All students upon entering any classroom for a class or 9th hour will place their cell phones in the designated cell phone holders in one area of the room. This is non-negotiable. Any student found to be in violation of this policy during class will receive a detention on the grounds of noncompliance. The only student allowed to remove the phone from the holder is the student who owns the phone.
- If a cell phone is seen or heard by a staff member, a single warning will be issued for the year, it will then subsequently be taken away and brought to the office for repeated offenses.
- Cell phones will be allowed at lunch and in the halls between classes for both middle and high school students (between the bells).
- During independent work time, students may gain permission from teachers to utilize earbuds or headphones through a laptop for music purposes as long as students remain focused on academic activities. Teachers can refuse to allow students to listen to music.
- Students who need to make a call during class time need to get permission from administration/office staff. If you are experiencing a family emergency and expecting a phone call, notify administration/office staff in order to get permission to answer a call during class.



- For those college classes that end during high school class time, once you leave the room to go to study hall, the phone needs to be put away. Once you arrive in the study hall, the phone goes in the holder.
- Those college students that have 7th and 8th hour free cannot use their cell phones in the building. You must be in the study hall if you are here. Study halls are considered classes and cell phones may not be used in them.
- Using another student's phone will also result in the loss of their own cell phone for the remainder of the day. Both students will be assigned a warning or detention.
- When a phone is taken, it will be collected and held in the office for the remainder of the day. Students will be responsible for obtaining their phone at the end of the day.
- Following the 3rd offense, any subsequent infractions will result in the student being required to place their phone in the office for 5 full school days in a row.

Dress Code

What students wear to school and how they fix their hair is the responsibility of students and parents. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. We encourage students to dress in clothing comfortable for learning and that is compatible with a safe, focused learning environment for all. Our intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, tobacco products, sexual or racial references, or swearing) cannot be worn at school. Clothing also causing damage or required maintenance to school property may not be worn. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate. Any clothing that causes or can reasonably be forecast to cause a material and substantial disruption to the orderly school environment, or that interferes with the rights of others are not allowed

- Head and face must be free of hat, cap, hood, etc. when entering the building
- Shirt tops must overlap bottoms
- No underclothing may show
- No suggestive or inappropriate logos (e.g. cigarettes, alcohol, language etc.)
- No oversized muscle shirts
- No open backs or halter tops
- Straps must be wide enough to keep the top portion of tanks high and unrevealing

Students may wear appropriate masks if it pertains to the health and mitigation of spread of an infectious disease/virus and as dictated by public health officials.



Students will not be allowed to attend class in inappropriate dress. Teachers will request students to change inappropriate clothes. Students will be asked to cover or remove the inappropriate or offensive item or message, or may be sent home to change. Refusal to comply will subject the student to disciplinary sanctions.

Internet Use

The internet provides users the opportunity to access information that is current and of use in the pursuit of academic excellence. However, use of the internet also carries with it the potential to encounter information inappropriate for student use. For this reason, and to enhance equal opportunity for access, we ask that the following rules be observed:

- Parents must annually grant permission to their student to use the internet by completing the prescribed form.
- Students shall access the internet only under the supervision of a teacher or administrator.
- Priority will be given for internet use as follows:
 - Teachers with school related business.
 - Students with passes and school related business.
 - Students' general use without a pass, with study hall monitor permission.
 - Students who wish to email.
 - Faculty who wish to email.
- Students shall not intentionally access or download any text file or picture that is obscene, libelous, indecent, vulgar, or lewd; advertises any product or services not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that content or its distribution will cause material and substantial disruption of the proper and orderly operation of the school and school activities, or cause the commission of unlawful acts or violation of lawful school regulations.
- Penalties for accessing restricted items on the internet are:
 - First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of one (1) week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent(s) and a copy provided to the building principal.
 - Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of two (2) weeks.
 - Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for or for the balance of the school year.



Lockers

Students are not to have any liquids, other than water, in their locker, and you are required to have a pass to go to your locker during class periods. Students are expected to keep their books, coats and valuables in their lockers. Students can take valuables to the office for safe keeping. Students are discouraged from bringing money or other valuables to school. Students are not allowed to take book bags and coats to the classroom. Students can bring a sweatshirt to wear to class if they are cold. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. Nothing is to be on the outside of the locker doors. Exceptions may be made by the principal in the case of spirit signs or other school-wide decoration. Students are responsible for paying for damages to their locker. Locks for lockers are not to be jammed. **DO NOT LEAVE MONEY OR OTHER VALUABLES IN YOUR LOCKERS. THE SCHOOL IS NOT RESPONSIBLE FOR THEFTS!**

Plagiarism & Cheating

All students are expected to do their own work. Cheating or plagiarism can result in a failing grade or failure for the class. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

Phone Use

Students are to use the telephone in the office, but with permission only. Calls are to be business only, and students will usually be asked to explain the nature of the call. In general, messages will be received on incoming calls. Students will be called from class to the telephone only in case of an emergency. Other than emergency calls, students will be given the message at the end of class.

Relationships

Public display of affection is considered inappropriate. This means "HANDS OFF". Teachers have been instructed to break up affectionate displays and parents will be notified if students persist in such behavior. Detentions will be given if conduct is inappropriate.

Searches

Students and parents are hereby notified that inspections/searches may occur without prior notice periodically throughout the school year. Students, their personal property (including cell phones and vehicles on school property), and school owned lockers and desks may be searched or inspected. This includes random searches conducted periodically throughout the school year. The Fayette County Sheriff's Office may conduct searches on school property with the aid of a certified canine. Searches of student property may be conducted when the principal or their



designee has a reasonable cause to believe that the student may be carrying, possessing, using or distributing items or materials that violate district policy, are illegal, and/or may cause harm to self or others. Parent involvement will be requested should a more intensive search be warranted.

School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Good Conduct Policy

The following activities are covered by the board's policy in these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, co-curricular clubs, (e.g., Boomerang, Spanish Club), all honorary and elected offices (Homecoming King/Queen/court, student government officers or representatives), state contests and performances for cheerleading and drill team, Academic Decathlon, or any other activity where the student represents the school outside the classroom. The only exception is for class activities that are graded.

Any student who is reported by a staff member, a law official, the student's parents or legal guardian, or admits to, or at a judicial or administrative proceeding, is found by substantial evidence to have:

- Item 1. Possessed, used, or purchased tobacco products, regardless of the student's age;
- Item 2. Possessed, used, or purchased alcoholic beverages, including beer and wine ("used" includes having the odor of alcohol on one's breath);
- Item 3. Possessed, used, or purchased illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs.
- Item 4. Stealing, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of this school is in violation of the Good Conduct Policy.

The due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Good Conduct Policy. re: due process as follows: "charged with violating the Good Conduct Policy. (Notice of what you are accused of doing and an opportunity to tell your side or explain your behavior).

Any student who represents West Central High School in any of its extra-curricular or co-curricular activities is expected to lead the way in abiding by the school's conduct code. Students that are not out for activities are also subject to the Good Conduct Rule.



That code is as follows:

- A. Students will not use, possess or be involved with alcoholic beverages.
- B. Students will not use, possess or be involved with a controlled substance, as defined by the Code of Iowa, without a legal prescription.
- C. Students will not use, possess or be involved with tobacco in any form.
- D. Students will not break the laws of the community, state or federal government (except for local curfew or minor traffic violations).
- E. Students will not seriously or continually violate school rules. Students removed from class due to behavior will not be allowed to participate in any extra-curricular or co-curricular activities that day.
- F. Students will dress appropriately as determined by school policy and/or coaches, directors or sponsors.

Should a student break any of the above and fall under one of the following criteria, they will be considered in violation of the Code of Conduct.

- A. If a student is observed by a school official or staff member in any of these activities.
- B. If a student admits to law enforcement agents or school officials to be involved in any of them.
- C. If a student has been referred to juvenile court.
- D. The Fayette County Sheriff Department or any county/community/state Police Forces or any other law enforcement agency assigns community service projects in lieu of referral to juvenile court.

The school's due process procedure will be afforded to any student making such a request to the principal or his/her designee within five (5) school days of being informed of a violation of this code.

If a student is found to have committed an offense that is not consistent with the standards of conduct expected of students representing West Central School District as stated in the above policy, he or she shall be subject to the following consequences:

Disciplinary Ineligibility

(All athletics, All Co-Curricular/Extra-Curricular Activities, cheerleaders, grades 7-12). The following is an example of activities, which is not an inclusive list of all activities this might impact: Prom, Dances, Musical/Plays, Athletic Contests, and State Sponsored Competitions for Speech, Music, Etc.

- A. First offense: The length of ineligibility shall be one-third of the athletic contests that occur during the sports season.

Total Number of Athletic Number of Athletic Contests



Contests per Sports Season:	To be missed:
8 through 10	3
11 through 13	4
14 through 16	5
17 through 19	6
20 through 22	7
23 through 25	8
26 through 28 or more	9

If less than one-third of the athletic contests remain at the time of the violation, the ineligibility shall carry over into the next sports season in which the student athlete participates.

- B. Second offense: The length of ineligibility shall be $\frac{1}{2}$ of the athletic contests that occur during the sports season.
- C. Third offense: One calendar year.
- D. To resume eligibility after a 2nd offense, it is mandatory that the student must be referred to a substance abuse prevention specialist (school's option) at the family's cost (if applicable).
- E. The number of athletic contests lost may be reduced by half if the student accurately discloses their participation in the alleged offense to the proper school authorities within 48 hours of the offense. The student does not have the ability to self-report their violation if it occurred on school grounds, during school activities, or while using district transportation. Proper authority is defined as the Superintendent of Schools, Pk-12 Principal, Athletic Director, Head Coach for the Sport they are participating in at the time of the infraction.
- F. Students will be required to attend all practices, events, and team activities during the period of ineligibility and must end the season in good standing with their coach or advisor or the period of ineligibility carries over to the next activity the student participates in.
- G. Students found in violation of the Code of Conduct may not register for a new activity after the state/district mandated start date to avoid penalty at a later time from another activity.
- H. Students in multiple activities will serve their suspension concurrently. No student will participate in one activity and be suspended in another.
- I. The Code of Conduct is in force 12 months a year. All violations are cumulative. July 1st through June 30 is used to determine a timeframe of a school year for this policy.



- J. The Good Conduct for students will be executed by the PK-12 Principal or their designee.

Disciplinary Ineligibility (Non-athletic, extra-curricular and co-curricular activities)

- A. First offense: The student may not participate in any non-athletic extra-curricular or co-curricular activity for a total of six (6) calendar weeks after the student admits involvement or the due process procedure has been completed.

Participation in co-curricular, non-competitive events outside the school day that are required by regular classes are permitted. If ratings, awards, etc. are given the event IS a competition and participation is not allowed. In this case, an alternate assignment where the student may earn full credit will be assigned in place of the event.

- B. Second offense: The student may not participate in any non-athletic extracurricular or co-curricular activity for a total of (10) calendar weeks after the student admits involvement or the due process procedure has been completed.

Participation in co-curricular, non-competitive events outside the school day that are required by regular classes are permitted. If ratings, awards, etc. are given the event IS a competition and participation is not allowed. In this case, an alternate assignment where the student may earn full credit will be assigned in place of the event.

- C. Third offense: One calendar year.
- D. To resume eligibility after a 2nd offense, it is mandatory that the student must be referred to a substance abuse prevention specialist (school's option) at the family's cost.
- E. If the student admits to his or her involvement in the improper activity to school officials within 48 hours of the offense the penalty may be reduced to four (4) calendar weeks or one major event (1st Offense) or eight (8) calendar weeks or two major events (2nd Offense) whichever occurs first.
- F. Students must attend practices during the period of ineligibility and must end the season in good standing with the coach or advisor.
- G. If the student complies with D and E (above) and if the student is not out for a sport or activity for an extended period of time, the period of ineligibility will be 8 calendar weeks. (i.e. a student violates the code in November but does not participate in an activity until spring).

Students Removed From Activities While Participating or Observing:

Students that are removed from an activity while participating, in any capacity, will serve a one-game suspension beyond those imposed by the state governing bodies, ie IGHS AU, etc.



If a student is removed from an activity due to behavior or actions determined to be detrimental to the district, while observing the activity will be removed and not able to attend/participate in any activity, unless graded, for one activity.

Student Due Process

In the event that a student receives a “Good Conduct Violation” consequence, the student is afforded due process. After the student has been provided a letter describing the infraction, the consequence, and duration of the consequence they may appeal during the following time-frame.

From the receipt of the letter at the violation meeting with parent/student they can appeal to the Superintendent of Schools within five (5) calendar days. The appeal must be in writing, and signed, being submitted to the Office by the end of business on the fifth (5) calendar day of the finding by the principal. Emails or phone calls will not suffice, as a means to request an appeal. The superintendent will have 10 school days to review the findings of the investigation and render a letter to the student and parent(s).

The student will have five (5) calendar days from the receipt of the Superintendent’s findings to submit a written letter of appeal to the School Board Secretary or designee. The Board President will be notified and schedule a board meeting to hear the appeal, or the Board President can wait until the next regularly scheduled board meeting.

During the appeal process, the consequence for the infraction will remain in place until such time, the consequence is overturned on appeal. If the consequence is expired and has been executed, no appeal will be heard.

Health and Safety

School personnel are here to assist students with illness, medical needs, or injuries. It is required that all parents complete an Emergency Medical Referral card for each of their children. This will tell us how to contact you or another responsible and agreeable adult if your child becomes ill or is injured at school. Please list health problems, including allergies to foods, medicine and insect bites/stings. Please notify the school if your address, home phone, business phone or emergency phone number changes during the school year. Every attempt will be made to notify parents in case of an emergency.

Communicable & Infectious Diseases

Students having a communicable or infectious disease may attend school as long as they do not harm themselves or risk transmission of the disease to others. If there is a question about whether a student should continue to attend class, the student shall not attend class or participate



in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to mumps, measles, chicken pox, and head lice.

Immunizations:

Students must be immunized against –

- Rubella (measles)
- Haemophilus Influenzae type B
- Rubella (German measles)
- Hepatitis B
- Poliomyelitis
- Varicella
- Diphtheria/Tetanus/Pertussi

According to Iowa law, you must have your child immunized and present a completed immunization card for school files before they may be enrolled.

Medications

If your child needs to take medicine at school, a parent or guardian must bring it to the Main Office. Please send a note including the child's name, the dosage, and time of day to be taken and expected duration of treatment. **By law, we cannot dispense medication unless it's in the original, labeled container.** Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school.

Screening

During the school year, the school district sponsors health screening for hearing. Students are automatically screened unless the parent submits a note asking their student to be excused from the screening. The grade levels included in the screening are determined annually.

Lice

Head lice infestation is a recurring problem in schools. Although not life threatening, head lice is a nuisance. The school's head lice policy shall be aimed at reducing the stigma associated with head lice problems and reducing the number of days missed by the student. If a student is diagnosed with head lice she/he will be allowed to complete the school day. At the end of the day, the student will receive a copy of instructions reflecting the most recent medical suggestions for head lice treatment and a treatment kit, which includes a special comb. Parents are



responsible for eradicating head lice on their children. If absenteeism exceeds two (2) days, the school may refer the case to Palmer Community Health Department for assistance.

Drills

Two fire and tornado drills are held each semester. Students will also participate in school safety drills such as lockdown with warning and lockdown with intruder.

Emergency Information

When you register your child, you will be asked to fill out a form indicating your home phone, work phone, and an emergency phone number of a neighbor or a relative living in the immediate area that you designate as an emergency contact (i.e. who could be in charge of your child in case you cannot be reached). Please be sure that the person indicated as the emergency contact is aware that his/her numbers are being given to the school for this purpose. If this emergency contact number changes during the school year, notify the school secretary immediately. If a life-threatening emergency exists and no one can be reached, the school personnel will call an ambulance.

Other Emergencies

In the case of an unforeseen emergency, (i.e. power outage, bomb threat) an emergency plan will be implemented and parents will be contacted as soon as possible.

Technology

Internet access is available to students and teachers in the West Central buildings. Internet accessibility is to support research and education in schools. Use of the internet is a privilege, not a right, and inappropriate use may result in disciplinary action. The West Central School District has a firewall and filtering system in place that will monitor and log Internet activity, as well as block unacceptable websites but the school district cannot guarantee that a student will not be able access objectionable material on the Internet. Proper use of the Internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents, and employees of the school district. You will be asked to sign a permission form at registration time so that your child(ren) can use the Internet.

1:1 Chromebook Technology Agreement

Technology Vision Statement



The vision of the West Central CSD is for technology to be a seamless, transparent part of the educational environment, a tool that's used to enhance a student's ability to learn. Graduates of the West Central CSD will be able to successfully adapt to an ever-changing global society by being able to select the appropriate technology for the task and apply it.

Receiving Your Chromebook:

Chromebooks will be distributed prior to the beginning of the semester. *Parents and students must sign and return the 1:1 Chromebook Agreement before the Chromebook can be issued to their child.*

Training:

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of the School District of West Central will be required to return their Chromebook and accessories. If a Chromebook and/or accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian may be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated school person. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.



- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from falls or abusive handling. Carrying the Chromebook in the issued padded sleeve or case in a backpack or bookbag is acceptable provided the backpack or bookbag is handled with care.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessible. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of The West Central CSD.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow West Central's Acceptable Use Policy



Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the West Central School District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on a USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.



Protecting & Storing Your Chromebook:

Chromebooks will be labeled in the manner specified by the school in the following ways:

- Record of serial number and West Central CSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Repeated offenses for leaving a Chromebook in an unsupervised location may result in disciplinary action.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.



If a Chromebook becomes defective (at no fault of the student) after the initial warranty expires, The West Central CSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Intentional Misuse or Abuse

The West Central CSD will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support

Mr. Heinemeyer will be the first point of contact for repair of the Chromebooks. Services provided by Mr. Heinemeyer include:

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

1:1 Day Use Policy/Procedures

Day Use Policy is limited to those students whose parents deny the issuance of a Chromebook to their child for a variety of reasons OR if a student has lost the use of an individual Chromebook.

Students who work within the parameters of the Day Use Policy are still required to complete all assignments issued by his/her teacher. They may complete these on-line at home using a home device or they may complete them in a pencil-paper format. Individual directives on assignments will be given by the classroom teacher.

Students should go before school to their teacher and check out a Chromebook each day. They must return their Chromebook to the teacher prior to them leaving the school for the day-regular dismissal time or whenever they leave. While this may seem an inconvenience, we do not have the luxury of having extra Chromebooks in each classroom.



Day Use Chromebooks will be marked via their protective cases for identification. Students are still responsible for the care of this Chromebook. Parents are responsible for any damage to the Chromebook during day use and may be subject to a repair fee. A student may lose the use of a Chromebook at the discretion of the administration.

Chromebook Policy

Student Pledge

- I will take good care of my Chromebook
- I will never leave my Chromebook unattended or in an unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it appropriately.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the West Central School District.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and accessories in good working condition at the end of each school year.
- I agree to transport my Chromebook at all times in an approved protective case.

1:1 Chromebook Agreement

The following information must be filled out completely prior to the District distributing a Chromebook to your child. Failure to complete the following information may delay your Chromebook being issued. One form per child must be filled out.

Parents/Guardians,

Please initial each of the following:



_____ I have read and discussed the 1:1 Handbook with my child. I understand that my child's failure to follow the information and expectations outlined in this document may result in disciplinary or financial consequences.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Student

_____ I have read and understood the Handbook. I understand that my failure to follow the information and expectations outlined in this document may result in disciplinary or financial consequences.

Student Printed Name _____

Student Signature _____ Date _____

These are the following fees that will be assessed for the following reasons:

Missing bag/case	\$27
Missing charger	\$25
Damaged Chromebook battery pack	\$45
Keyboard assembly	\$45
New screen	\$85
Chromebook replacement	\$260

- When a student forgets a chromebook or charger one will be charged to them until it is returned.
- Consideration between intentional, or perceived intentional damage, to be assessed individually from verified accidental damage.



District Notification and Policies

Anti-Bullying/Harassment Policy

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

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

- Places the student in reasonable fear of harm to the student’s person or property;



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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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



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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. **The Level 1 Investigator** or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

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



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- Inclusion on the school or school district’s website,
- and a copy shall be made to any person at the central administrative office at (305 Pember Street, Maynard, Ia, 50655)

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

Cross References: 403.6 Harassment
 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

Approved: July 18, 2022 Reviewed: July 14, 2022

Revised: August, 2022

Code No. 104.E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of reporter: _____

Position of reporter: _____

Date of report: _____

Name of alleged harasser/bully: _____

Date and place of incident(s): _____

Description of incident: _____



Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

Code No. 104.E2

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Date and place of incident(s): _____

Description of incident witnessed: _____

Any other information: _____



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

Signature: _____ Date: _____

Anti-Bullying/Harassment Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 1. tell a teacher, counselor or principal; and
 2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.



COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify **The Building Principal**, or the designated **level one investigator, Steve Milder**. If a case warrants a level two investigation, the **level two investigator is the Fayette County Sheriff's Office** will be contacted. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions. The investigator will provide a copy of the findings of the investigation to the superintendent.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS



If the investigator is a witness to the incident, the alternate investigator shall investigate.

Child Abuse

Chapter 102 Regulations Requirement

The West Central Community Board has adopted a procedure for investigating allegations of alleged abuse of students by school employees. Any alleged abuse situation should be reported to the Superintendent.

Dual Enrollment

Home schooled or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent.

Educational Equity

It is the policy of the West Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. The West Central Community School District shall provide educational programs, activities or employment policies based on individual interests, values, abilities and potential. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Rob Busch, Superintendent of Schools

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men. One of the objectives of the curriculum is to reduce stereotyping and eliminate bias or harassment on the basis of sex, race, ethnicity, religion, and disability.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review



his/her child's educational records; 2) make copies of those records; 3) receive a list of individuals who have access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to a report on the grounds it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

Free and Reduced Lunch

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Parents or students who believe they may qualify for a fee waiver should contact Beth Weepie, Board Secretary/Business Manager, for a waiver form by the end of the second week of school. This waiver does not carry over from year to year and must be completed annually.

Children from families whose income is at or below the levels established by the federal government are eligible for both free or reduced breakfasts and lunches. Students who receive free or reduced lunches may choose to bring a sack lunch; however, milk to go with this sack lunch is not covered by this program and must be paid for in cash. Milk for milk breaks must also be paid for in cash and is not covered by this program, either. Applications for free or reduced lunch eligibility are at all school offices. If you have questions regarding this program, please call the Superintendent's Office.

Homelessness

Iowa law provides a free public education to all qualifying children, including those who might be temporarily homeless. West Central Community School stands ready to provide education services to all qualifying children currently residing in our district.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;



Student Centered, Future Focused

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, train station , or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

If you have information regarding qualified children not currently enrolled, please contact Matthew Molumby, 6-12 Principal.

If you are the parent/guardian of a homeless child, please contact our school. We are committed to providing a quality education to all children.

Hazardous Materials

West Central is in compliance on: **ASBESTOS - RADON - LEAD**

The management plan that has been followed may be viewed in the superintendent's office at any time during business hours.

Asbestos: all the asbestos in our building is encapsulated or has been removed. The Iowa Hazardous Chemical Risk "Right to Know" Act was passed by the legislature in 1984 and is currently in Chapter 455D, Code of Iowa. Chapter 110, 120, 130, and 140 of the rules are used to implement this code.

Lead: All buildings accessible drinking water sources have been tested for levels of lead and were found to be below the level found to be hazardous.

Chemicals: All chemicals contained within the buildings are listed in the "Right to Know" book in the superintendent's office. Warning and informational signs are prominently displayed in areas containing chemicals.

Management Plan: The management plan that has been followed may be reviewed in the superintendent's office at any time during business hours.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent.



Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal in the office.

Interviews by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. 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. Students will not be taken from school without the consent of the principal and without proper warrant.

Legal Status of Students

If a student's legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. The school district may require copies of legal documents which evidence such changes.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or



confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Possession of Illegal Items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances and possessing or using tobacco, tobacco products or look-a-like substances. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

Release of Student Records

As a parent, you have access to your child's school records. School Board policy also makes the records of students 18 years old or older available to parents.

School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, board policies limit information that can be given to people outside the district without emancipated students' parental permission. West Central policies on access to student records and other parent and student rights comply with the Family Education Rights and Privacy Act of 1974. Procedure for reviewing records and a summary of other parent rights are available in the school's office.

Residency Requirements

Students must reside within the boundaries of the West Central School District to qualify as resident students. They must reside with parents or guardians. Students who do not meet this criterion may be admitted by paying tuition or by meeting the conditions of the open enrollment law. Contact the Superintendent's Office if you have any questions

Section 504 of the Rehabilitation Act

Prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who has a record of such an impairment; or has a physical or mental impairment which substantially limits one or more major life activities including such activities as caring for one's self, performing manual



tasks, seeing, hearing, speaking, breathing, learning, and working; is regarded as having such an impairment.

Under the Act, the West Central School District has specific responsibilities which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, she/he has a right to a hearing with an impartial hearing officer

If there are any questions, please feel free to contact Steve Milder, Section 504 Coordinator for the West Central Community School District, P.O. Box 54, Maynard, Iowa 50655, or call (563) 637-2283 between the hours of 7:30 AM and 3:30 PM.

Teacher Qualifications

Parents in the West Central Community School District have the right to information regarding their child's teachers' qualifications, state licensure requirements for the grade level and content areas taught, current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Superintendent's Office by calling 563.637.2283.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.



Vandalism

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board of Directors to seek all legal redress against persons found to have committed such acts.

Full restitution for the damage caused will be sought from such persons, or in the case of minors, from their parents – under the state law of Iowa.

Weapons

Code No. 502.6

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, spring, or compressed air, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the



responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Improving America’s Schools Act of 1994, P.L. 103-382.

McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Iowa Code §§ 279.8; 724 (1995).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved: Reviewed Revised

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved: Reviewed Revised