

# ***Cascade Jr/Sr High School***



## ***STUDENT HANDBOOK 2022 – 2023***

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***Principal  
Ryan Fritz***

***Asst. Principal/Activities  
Adam Kedley***

***This agenda belongs to:***

**Name:** \_\_\_\_\_



# CASCADE JUNIOR/SENIOR HIGH SCHOOL

## Strategic Plan

2018 - 2023

### VISION

**Success for All**

### MISSION

**Guide our school's culture from good to great by making a commitment to a positive climate and community.**

### CORE VALUES

#### **All Children Can Learn**

Engaging instruction and assessment accommodate a variety of learning styles and aptitudes.

#### **Accountability and Responsibility**

Learning is a shared responsibility among families, students, and staff.

#### **Continuous Improvement**

A commitment to open communication, continual feedback, and specific, attainable, and data-driven goals increase achievement.

#### **Challenging and Rigorous Curriculum**

Curricula and instruction are based on sound research, high expectations, and innovative learning environments.

#### **Visionary Leadership**

Leadership sets and communicates direction while modeling collaboration, fostering motivation, and sharing responsibility.

#### **Safe Environment**

A healthy and safe learning environment encourages relationship building and supports positive self-concept and acceptance.

### GOALS

- By the year 2023, Cascade Jr./Sr. High School will be at the Exceptional ranking based on the Iowa School Report Card.

### GUIDING PHILOSOPHY

**Better Every Day**

# Regular Bell Schedule

<u>Period</u>	<u>Class Times</u>
Period 1	8:05 – 9:02
Period 2	9:07 – 10:04
Cougar Time	10:09 – 10:29
Period 3	10:34 – 11:31
Period 4 (Lunch)	11:36 – 1:05 A Lunch: 11:31 – 11:58 B Lunch: 11:59 – 12:37 <i>7<sup>th</sup>: 11:59 – 12:26</i> <i>6<sup>th</sup>: 12:04 – 12:31</i> <i>8<sup>th</sup>: 12:10 – 12:37</i> C Lunch: 12:38 – 1:05
Period 5	1:10 - 2:07
Period 6	2:12 - 3:09

# Wednesday Early Release

## Bell Schedule

<u>Period</u>	<u>Class Times</u>
Period 1	8:05 – 8:56
Period 2	9:01 – 9:51
Period 3	9:56 – 10:46
Period 4 (Lunch)	10:51 – 12:20 A Lunch: 10:46 – 11:13 B Lunch: 11:14 – 11:52 <i>7<sup>th</sup>: 11:14 – 11:41</i> <i>6<sup>th</sup>: 11:19 – 11:46</i> <i>8<sup>th</sup>: 11:25 -11:52</i> C Lunch: 11:53 – 12:20
Period 5	12:25 – 1:15
Period 6	1:20 – 2:09

## 2 Hour Late Start Bell Schedule

<u>Period</u>	<u>Class Times</u>
<b>Period 1</b>	<b>10:05 – 10:45</b>
<b>Period 2</b>	<b>10:50 – 11:28</b>
<b>Period 4 (Lunch)</b>	<b>11:33 – 1:04</b> A Lunch: 11:28 – 11:57 B Lunch: 11:58 – 12:36 <i>7<sup>th</sup>: 11:58 – 12:25</i> <i>6<sup>th</sup>: 12:03 – 12:30</i> <i>8<sup>th</sup>: 12:09 – 12:36</i> C Lunch: 12:37 – 1:04
<b>Period 3</b>	<b>1:09 – 1:47</b>
<b>Period 5</b>	<b>1:52 – 2:30</b>
<b>Period 6</b>	<b>2:35 - 3:09</b>

# 2 Hour Early Release Bell Schedule

<u>Period</u>	<u>Class Times</u>
<b>Period 1</b>	<b>8:05 – 8:43</b>
<b>Period 2</b>	<b>8:48 – 9:26</b>
<b>Period 3</b>	<b>9:31 – 10:07</b>
<b>Period 5</b>	<b>10:12 – 10:50</b>
<b>Period 4 (Lunch)</b>	<b>10:55 – 12:24</b> A Lunch: 10:50 – 11:17 B Lunch: 11:18 – 11:56 <i>7<sup>th</sup>: 11:18 – 11:45</i> <i>6<sup>th</sup>: 11:23 – 11:50</i> <i>8<sup>th</sup>: 11:29 – 11:56</i> C Lunch: 11:57 – 12:24
<b>Period 6</b>	<b>12:29 - 1:09</b>

# WDCSD 2022-2023 School Calendar

Approved 3/14/2022



**Start Dates:**  
 Grades K-12  
 Preschool

Aug. 23  
 Aug. 24

**End Date: (anticipated)**

May 19

**Calendar Legend:**

- T End of Trimester
- NO SCHOOL, Vacation or Holiday
- Teacher Comp Days = see note below  
 1 hour early dismissal AND  
 teachers work 60 minutes  
 exchange

**Note:** Parent Teacher Conferences will be scheduled by each school prior to the beginning of the year.

**Weather Make-up Days:**

April 6, April 10, then end of school year

**High School Graduation Date:**

May 21

Student Instructional hours - 1,115 hours (1080 minimum)

7 Teacher Comp Days: November 11, November 14, February 17, February 20, May 25, May 26, May 30. (2 Comp Days for PT Conferences, 5 Comp Days for extra hours)

August					Stdnt	Tchr	Date	Event
M	T	W	Th	F	Days	Days		
8	9	10	11	12	0	0	Aug. 15-19	NO SCHOOL, Teacher In-service and Clerical
15	16	17	18	19	0	5	Aug. 18	6th and 9th grade orientation
22	23	24	25	26	4	4	Aug. 22	No School, Non Contract Day
29	30	31			3	3	Aug. 23	Students' First Day (Grades K-12); Iowa Code
<b>September</b>					7	12	Aug. 24	Preschool First Day
			1	2	2	2		
5	6	7	8	9	4	4	Sept. 5	NO SCHOOL, Labor Day
12	13	14	15	16	5	5		
19	20	21	22	23	5	5		
26	27	28	29	30	5	5		
<b>October</b>					28	33		
3	4	5	6	7	5	5		
10	11	12	13	14	5	5		
17	18	19	20	21	5	5		
24	25	26	27	28	5	5		
31					1	1		
<b>November</b>					49	54		
	1	2	3	4	4	4	Nov. 9	End Trimester (56 days)
7	8	T	10	11	3	5	Nov. 10	No School Teacher Clerical
14	15	16	17	18	4	5	Nov. 11-14	NO SCHOOL, End of Trimester, Teacher Comp
21	22	23	24	25	2	2	Nov. 23-25	NO SCHOOL, Thanksgiving Holiday
28	29	30			3	3		
<b>December</b>					65	73		
			1	2	2	2		
5	6	7	8	9	5	5		
12	13	14	15	16	5	5		
19	20	21	22	23	4	4		
26	27	28	29	30	0	0	Dec. 23-30	NO SCHOOL, Winter Break
<b>January</b>					81	89		
2	3	4	5	6	4	4	Jan. 2	NO SCHOOL, Winter Break
9	10	11	12	13	5	5		
16	17	18	19	20	4	4	Jan. 16	NO SCHOOL, Martin Luther King, Jr. Day
23	24	25	26	27	5	5		
30	31				2	2		
<b>February</b>					101	109		
		1	2	3	3	3		
6	7	8	9	10	5	5	Feb. 15	End Trimester (56 days)
13	14	T	16	17	3	5	Feb. 16	NO SCHOOL, Teacher Clerical
20	21	22	23	24	4	5	Feb. 17-20	NO SCHOOL, End of Trimester, Teacher Comp
27	28				2	2		
<b>March</b>					118	129		
		1	2	3	3	3		
6	7	8	9	10	5	5		
13	14	15	16	17	5	5		
20	21	22	23	24	5	5		
27	28	29	30	31	5	5		
<b>April</b>					141	152		
3	4	5	6	7	3	3	Apr. 6-10	NO SCHOOL
10	11	12	13	14	4	4		
17	18	19	20	21	5	5		
24	25	26	27	28	5	5		
<b>May</b>					158	169		
1	2	3	4	5	5	5	May 19	End Trimester (61 days)
8	9	10	11	12	5	5	May 21	Graduation at CHS & WDHS
15	16	17	18	T	5	5	May 22-24	NO SCHOOL, Teacher Clerical & In-service
22	23	24	25	26	0	5	May 25-30	NO SCHOOL, Teacher Comp Days
29	30	31			0	1		
<b>June</b>					1,121	190		
			1	2	0	0		
5	6	7	8	9	0	0		

Cascade Jr/Sr High School would like to welcome you to the 2022-2023 school year. This handbook will provide an organizational tool for your coursework. It is expected that you use this handbook as it contains important information that will be useful to you throughout the school year. Please take the time to read and understand this publication very carefully.

## **Cascade Jr/Sr High School Building Values:**

<b>Empathy</b>	Putting yourself in others' shoes and understanding how they feel.
<b>Growth</b>	Working for continual self- improvement at a personalized pace.
<b>Respect</b>	Having self-worth while accepting other's beliefs, values, opinions, and identities.
<b>Responsibility</b>	Being dependable, making good choices, and taking accountability for your actions.
<b>Pride</b>	Finding individual value within the collective school community.

## **Cascade Cougar Fight Song!**

Go Cougars, we're number one!  
Loaded with spirit – that's how it's done.  
We'll fight hard until we win,  
Cougars are on the prowl again,  
Cheer for the Cougars – GO! Fight! WIN!  
Let's do it Cougars, Victory again!  
Show that spirit – stomp your feet  
The Cougars cannot be beat RAH! RAH! RAH!  
**V I C T O R Y**  
Shout the Cougar Battle Cry!



## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS**

**All students are required to complete a common core of classes in the following areas:**

**The following credits are necessary for students graduating:**

<b>English</b>	<b>8</b>
<b>Social Studies</b>	<b>6 (7 for class of 2025 and beyond)</b>
<i>*All students 2 credits of American History and 1 credit of US Government</i>	
<b>Mathematics</b>	<b>6</b>
<b>Science</b>	<b>6</b>
<b>P.E.</b>	<b>4</b>
<b>Personal Finance</b>	<b>1</b>
<b>Health</b>	<b>1</b>
<b>Total Required Credits</b>	<b>32 (33 for class of 2025 and beyond)</b>

**Electives (11<sup>th</sup> & 12<sup>th</sup> Grade) - 25 (58 Total Credits)**

**Electives († Class of 2025 and beyond) – 24 (58 Total Credits)**

Students should choose elective courses that support their Career Pathway, or area they wish to pursue at the post-secondary level.

It is required that all students be enrolled in a minimum of 5 classes each trimester of attendance. However, seniors may take a minimum of 4 classes with parental permission, providing they meet certain guidelines, which may relate to GPA, ISASP and ACT scores, attendance, and discipline. The principal at his/her discretion may modify this requirement because of scheduling difficulties or other extenuating circumstances.

### **INFORMATION ON INSTRUCTIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

### **REGISTRATION**

The professional school counselors, with input from classroom teachers, supervise the registration process. Once student registration is complete, school officials then hire staff and order supplies based on registration numbers. For this reason, students are expected to follow the schedule given them in the spring and, only in extenuating circumstances, will they be allowed to add or drop classes.

### **SCHEDULE CHANGE POLICIES**

#### **Unacceptable Schedule Changes:**

- To be in the same class as friends

- The student prefers a different class period
- The student prefers a different teacher

**Acceptable Schedule Changes:**

- Misplacement/Change of career plans
- Special placement
- Crisis intervention

**Dropping a High School course:**

Students may drop a high school course within the first 15 school days of the term with a “W” on their transcript upon approval of administration. After the 15<sup>th</sup> day, the student may receive a “WF” on their transcript.

**Dropping a College course:**

Students may drop a College course within the first 20 school days of the term with a “W” on their transcript upon approval of administration. After the 20<sup>th</sup> day, the student may receive a “WF” on their transcript.

**Schedule Changes:**

Our goal is for students to have their schedules well in advance of the beginning of each term. All schedule changes should be made within the first 3 days of the term unless permission is granted from administration. All students will attend the first day of the term and then can fill out a schedule change request form.

**WF – Withdrawal Fail:**

“WF” during the middle of a term is not allowed without a lengthy mediation process involving parents, teachers, the student, administrators, and the counselor.

**Common Grading Scale**

	93% - 100% = A	90% - 92% = A-
87% - 89% = B+	83% - 86% = B	80% - 89% = B-
77% - 79% = C+	73% - 76% = C	70% - 72% = C-
67% - 69% = D+	63% - 66% = D	60% - 62% = D-
F = Below 60%		

Our system uses A, B, C, D, F, P, I, W, WF, Cr, and N with + and -. Report cards will be issued three (3) times a year. Only the end of term grades are recorded on the permanent record.

The following outline is an interpretation of the grades:

- A = Excellent; given for exceptional work
- B = Very Good; given for above average work
- C = Given for average work
- D = Lowest passing mark; if possible, work should improve
- F = No Credit; parent should confer with teacher and counselor
- P = Pass
- I = Incomplete; work must be made up in 10 days
- W = Withdrawal
- AW = Administrative Withdrawal
- WF = Withdrawal Failure

- Cr = Credit (Not included in GPA)
- N = No grade is assigned

**\* Incompletes must be made up within a reasonable amount of time.** Incomplete grades must have administrative and teacher approval.

Students who fail the 2<sup>nd</sup> portion of a year-long course may need to “audit” the 1<sup>st</sup> portion of that course the following year for no credit. Students must have a passing grade in the 1<sup>st</sup> portion to continue with the 2<sup>nd</sup> portion which would be for credit.

## **ACADEMIC AWARDS**

Students will earn academic awards for outstanding achievement in their program of study. Guidelines for these awards follow.

1. The student must achieve a grade point average of 3.0 or better for all 3 terms during one academic year.
2. Any grade below a straight “C” will disqualify the student for that grading period, even though he/she may have achieved a grade point average for that grading period of 3.0 or better.
3. Students earning an academic patch or star will receive this award at the beginning of the following school year at an all-school assembly. Seniors will have their recognition in the spring.
4. A student must be enrolled in a minimum of 5 academic subjects per term (4 for seniors) to be eligible for an academic award for a specific term unless permission is granted by the principal.
5. Seniors who have achieved High Honor Roll each of their grading periods (excluding the last term of the senior year) will earn an academic award for their achievement. Any grade below a straight “C” will disqualify the student for that grading period, even though he/she has achieved a grade point average for that grading period of 3.0 or better.

## **HONOR ROLL**

The Honor Roll is published at the end of each term. Students who earn a 3.300 to 4.000 grade point average are listed with High Honors. Students who earn a 3.000 to 3.299 grade point average are listed with Honors.

## **COLLEGE CREDIT OPTIONS**

*Students at Cascade Jr/Sr High School have the opportunity to earn college credit during their high school years through several options.*

### **Senior Year Plus**

Western Dubuque Community School District offers two types of post-secondary enrollment courses: PSEO and Concurrent courses. Students may enroll in these courses at other sites, such as Northeast Iowa Community College (NICC) or Kirkwood. To enroll in such a class, students may need to adjust their schedule to accommodate the college’s schedule. This option is open to eleventh and twelfth grade students or to ninth or tenth grade students identified as “talented and gifted.” Students may not enroll in courses that are comparable to high school offerings. Students are limited to part-time enrollment, and they may be required to earn a certain score on the Accuplacer test or be required to complete a high school pre-requisite prior to enrolling in the college course.

The Western Dubuque Community School District reimburses the post-secondary institution up to \$250 for every student enrolled in each post-secondary enrollment options course. This amount is used to pay for tuition, textbooks, and other course fees. Western Dubuque Community School District can, in turn, receive supplemental weight for each student enrolled. Students must notify their counselor of their intent to enroll in a post-secondary enrollment course prior to the start of the term in which the course will be taken. Students can earn dual credit (both high school and college credit) for these courses if approved.

### **Advanced Placement (AP®)**

Advanced Placement (AP®) courses are rigorous college prep courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit.

### **Concurrent Enrollment**

The concurrent enrollment program promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

This option allows students to earn college credit through courses taught at NICC, Kirkwood, Cascade Jr/Sr High School or Cascade High School by WDCSD staff members meeting the qualifications set by the post-secondary institution. Students in these courses can earn dual credit (both high school and college credit) upon successful completion of the course. Western Dubuque School District reimburses the post-secondary institution approximately \$75 per course. All current courses that are contracted in the curriculum guide will be identified as such with the title of "Concurrent Enrollment" following the course title.

### **Articulated Courses**

Articulated courses are courses from Western Dubuque Community Schools that have aligned their curriculum with courses from a post-secondary institution such as NICC or Kirkwood. Although no college credit is given, if the course has been articulated they would then be able to attend the cooperating post-secondary school after high school is completed and waive that course and continue with the desired program upon successful completion of at least one term. Each post-secondary institution handles articulated courses a little differently, so you should contact the institution of your choice with more questions. This provides a financial savings for the student when they attend the cooperating institution after high school. WDCSD is continuously working to articulate with other institutions such as NICC and Kirkwood. All current courses that are articulated in the curriculum guide will be identified as such with the title of "articulated" following the course title.

### **Who Can Take College Credit Courses?**

Students who have met the requirements of both the school district and the post-secondary institution can take college credit courses. For the college, students must meet any placement test score requirements and any pre-requisite course requirements. At the school district level, students must be proficient in the areas of Reading Comprehension, Mathematics Concepts and Problem Solving and Analysis of Science Materials. ISASP and ACT scores will be used to determine proficiency. If a student is NOT proficient in one or more areas, alternative assessments may be used.

Any student interested in enrolling in a 5<sup>th</sup> year college program while remaining a student at Cascade Jr/Sr High School needs to submit an application by May 15<sup>th</sup> of their junior year.

### **PARENT & STUDENT PORTAL**

Parents & students may access student's grades and attendance electronically at any time via the parent/student portal at <http://wdhs.wdbqschools.org/> A username and password can be obtained by calling the office at (563) 744-3885 ext. 6030.

### **PROGRESS REPORTS**

Progress reports will be generated on the 20<sup>th</sup> day, 30<sup>th</sup> day, and 45<sup>th</sup> day of each term indicating the grades in all of the courses in which a student is enrolled. Academic eligibility will not be considered on the 20<sup>th</sup> day but will be for the 30<sup>th</sup>, 45<sup>th</sup>, and 60<sup>th</sup> day grading periods. These will be sent home with students except at the 30<sup>th</sup> day and end of term. A report card will be given at the 30<sup>th</sup> day to parents at parent teacher conferences and the report card at the end of the trimester is available on the student/parent portal. Trimester grade reports indicate the grade the student has earned for each of the classes in which he/she is enrolled. These grades are the only grades that will become part of the student's permanent record. Thirty days prior to graduation, the school will notify parents/guardians of seniors if their student is in danger of not graduating.

### **STUDENT DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15<sup>th</sup> to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

### **STUDENT RECORDS**

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

**1) Access to Records**

- a. The parent or legal guardian of a student will have access to these records upon written request to the School Board secretary.
- b. The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.
- c. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
- d. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

**2) Release of Information Outside the School**

- a. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies the parents that the record will be sent automatically.
- b. Student records may be released to official education and other government agencies only if allowed by state or federal law.
- c. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
- d. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student in advance.
- e. Student records may be shared with juvenile justice agencies. This information is shared without prior parental consent. The agreement is a public document available for inspection.

**3) Hearing Procedures**

- a. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.

- b. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
- c. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
- d. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual of their choice at their own expense.
- e. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
- f. The parents may appeal the hearing officer's decision to the superintendent within ten days if the superintendent does not have a direct interest in the outcome of the hearing.

The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.

## **ACTIVITIES AND ORGANIZATIONS**

A wide variety of extracurricular activities are offered. All students are welcome to participate; however, to do so, they must be in good standing academically and behaviorally. (See Good Conduct Code)

### **FAMILY NIGHT**

School activities will not be scheduled on Wednesday nights beyond 5:45 p.m. Significant events, beyond the control of Cascade Jr/Sr High School administration, may be allowed on an occasional basis. Below, are the current activities offered at CJSHS:

<b>Athletics</b>		<b>Clubs/Organizations</b>		<b>Fine Arts</b>	
Football	Wrestling	Art Club	FBLA	Speech	Musical
Volleyball	Track	FCCLA	FFA	Color Guard	Band
Cross-Country	Cheerleading	Std. Council	DAYLC	Play	Choir
Basketball	Softball	Expanding Horizons		Dance	
Soccer	Golf				
Baseball					

## **STUDENT SERVICES**

### **SCHOOL COUNSELING SERVICES**

Professional school counselors and support staff such as substance abuse, mental health counselors, and the Area Education Agency staff will provide assistance to students who are experiencing problems at home, in school, or with their personal relationships. In addition, they coordinate testing, new-student orientation, class scheduling and the collection and distribution of educational and occupational information.

### **SCHOOL HEALTH SERVICES**

## **EMERGENCY INFORMATION**

Emergency information is kept on file for each school-aged child. Parents/guardians need to update the information at registration. **Parents/guardians are asked to keep all offices updated during the school year regarding changes in emergency contact information, home address, and home/work phone numbers.** Changes in emergency information may also be made via e-mail to Mary Boge at [mary.boge@wdbqschools.org](mailto:mary.boge@wdbqschools.org)

For students taking medication during the school day, Medication Permission Forms should be completed at registration and given to the school nurse or secretary **before** the first day of classes.

## **ABSENCES**

**Parents/guardians are asked to notify the school by 9:00 AM if your child is absent.** Messages may be left 24 hours a day. Because of safety concerns, phone calls will be made to parents of all absent students not called in by a parent.

## **ILLNESS**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <101 degrees), without the aid of fever reducing medications, before returning to school. Parents will be notified, and students sent home with any of the following: fever over 101°, vomiting, diarrhea, body rash of unknown origin, untreated impetigo, or untreated ringworm. Please report all communicable diseases to the school nurse. Following directives issued by the State Department of Health, she will advise you on when your child may return to school.

## **INJURY**

In cases of injury at school, every attempt will be made to notify the parents as soon as possible and they will be involved in the decision of whether a student needs further assessment by a healthcare provider. If it is apparent to school personnel that an injury needs immediate medical care EMS may be contacted upon the discretion of the involved school personnel and parents will be notified as soon as possible. When in doubt concerning urgency, we will consider it urgent and contact the healthcare provider or the ambulance.

## **PHYSICAL EXAMS/SPORTS PARTICIPATION**

Students desiring to participate in athletic activities or enrolling in pre-kindergarten or kindergarten shall have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. Athletic physicals and concussion forms for participation in 7-12 sports are due on or before the first day of practice. Forms are available in all school offices and at registration.

There is a risk of being injured that is inherent in all sports. That risk of injury may be severe, including the risk of fractures, brain injuries, paralysis or even death. In addition, all parents must sign a student's participation and parental form (available at the schools) before their son/daughter will be able to participate.

## **SCREENING**

Vision screening is conducted annually for students in grades Kindergarten through 5 and in 7th grade. Hearing screening is conducted for students in grades pre-kindergarten, kindergarten, 1st, 2nd & 7th. Students in other grades with previous known losses, new students and some special education students also are checked. If you do NOT want your child to be screened for vision or hearing, it is your responsibility to notify the school nurse or principal in writing before the screening takes place. Screening for height, weight, and body mass index will also be conducted.



You will be notified if your child does not satisfactorily pass a screening test. Again, if you do not wish your child to participate in height/weight/body mass index screenings, parent or guardian must notify either the school nurse or principal in writing at the beginning of each school year. If we do not hear from you, this is considered your consent for participation.

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secured area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. These students may possess and self-administer the required medication provided an annual self-administration of medication form is completed and on file in the health office.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container, which is labeled by the pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

A limited selection of over-the-counter medications will be available and administered as needed for students in PreK-12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in PreK-6 grades. An administration log of over-the-counter medication will be maintained at each school. Emergency protocol for medication-related reactions will be in place.

### **REQUIRED DENTAL SCREENING & BLOOD LEAD TEST**

#### ***(from Iowa Dept. of Public Health)***

Parents are reminded back-to-school preparations include two health screenings required by law. Iowa law requires that newly enrolled children have received a blood lead test and a screening for dental disease.

Parents of children entering the ninth grade must show their children have received a screening for dental disease. For those in ninth grade who do not return dental forms as requested, a dental screening may be done by a health care professional. For these individuals, a written consent form will be sent home for parental signature prior to the screening.

No child will be prevented from attending school without proof of blood lead testing and dental screenings. If families have difficulty meeting the requirements, IDPH and local public health will provide assistance to children and schools to ensure that the necessary dental and lead screenings are obtained. IDPH encourages parents of children entering kindergarten or ninth grade to contact their health provider to check their child's records and make appointments for check-ups if necessary.

For more information on dental screenings visit:

[www.idph.state.ia.us/hpcdp/oral\\_health\\_school\\_screening.asp](http://www.idph.state.ia.us/hpcdp/oral_health_school_screening.asp)

To learn more about childhood lead poisoning prevention and testing call 800-972-2026 or visit:

[www.idph.state.ia.us/eh/lead\\_poisoning\\_prevention.asp](http://www.idph.state.ia.us/eh/lead_poisoning_prevention.asp)

## **VACCINATION REQUIREMENTS**

The Iowa Department of Public Health has made changes to the Iowa Immunization Law for the start of 2017-18 school year. This change requires Meningococcal (A,C,W,Y) vaccine for all students enrolling in 7th and 12 grades in addition to previous vaccination requirements

For students entering 7th grade (born after September 15, 2004), they will be required to have one dose of meningococcal vaccine (after the age of 10) to enter school. For students entering 12th grade (born after September 15, 1999), they will be required to have two doses of meningococcal vaccine to enter school, or one dose if received when the student was 16 years of age or older.

## **PARENT CONTACT REGARDING HEALTH ISSUES**

Periodically parents question what criteria are used to notify parents that their child was in the health office during the course of the school day. As most of you are aware, we do not have full-time coverage in the health office. Not every child that comes to the health office is seen by the school nurse and students often come to the health office to rest with minor headaches, stomachaches and to take ice packs for bumps and bruises. When it is apparent a child has a **significant** health problem, every attempt will be made to contact a parent/guardian, but you will **not** be called each time your child is in the health office.

A significant health problem would include the following situations but not limited to:

- A child who is vomiting
- A child with recurrent diarrhea stools
- A child with a fever 101 or higher
- A child with difficulty breathing
- A child sustaining an injury or other illness that may require medical attention
- A child with a health concern that does not allow them to perform in the classroom similar to their peers per teacher report

When permissible, students will be playing outside during recess and physical education classes, and we encourage students to engage in all types of activities. Exercise and a break from class have been proven of benefit for children in many ways both physically and mentally. Similar to outdoor play at home, during school hours children also experience minor bumps, bruises, and

scrapes while playing and parents will not be notified of every incident. In most cases we will try our best to contact you if your child experiences a significant bump on the head or face. In the event your child has special health care considerations, this will be taken into account and staff will be instructed on proper procedure via a written Healthcare Plan.

Please understand that with the number of students visiting the health office in a given day it is impossible to contact every parent and may cause problems for some to be repeatedly contacted while at work. We also have non-medical personnel working with students who cannot be expected to make medical decisions so often it is a judgment call.

The health and safety of children when attending school is our primary concern and we will do everything possible to keep this a priority. Together we will continue to work to make Western Dubuque Schools a healthy and safe learning environment for all.

### **IMMUNIZATIONS**

The Iowa Immunization Law states for any child to attend public or private school in Iowa, or to be home schooled, he/she must be fully immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, rubeola, chicken pox, hepatitis B, and other immunizations.

Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt.

### **BLOOD PRESSURE**

Blood pressure screenings will be performed one time in the high school grades, with appropriate follow-up.

### **FOOD SERVICE**

Parents are reminded that we operate a closed campus during the lunch period. Students are NOT to leave the school grounds to obtain a meal during the provided lunch periods. Nutritious breakfasts and lunches are available to all students. The District uses the Lunch Cashier system for meal service accounting. This system is based on family meal accounts. Each family has a meal account. Checks or cash may be received at and entered into the system at any Western Dubuque School or pay online at <http://w-dubuque.revtrak.net/tek9.asp>. Parents can write one check for the entire family and send it to school with one child.

Each student will be assigned an ID number, which he/she will use in all transactions for meal service through all the years he/she attends WD schools. Payments for meals, milk, entrees, and a la carte selections are deducted from the family account by presentation of the student's ID number. With the Lunch Cashier System, parents can choose how their family account monies are to be spent. They can notify the school if their student is to have meals only, or if the student can have meals and a la carte items both deducted from their account.

Students may not charge extra food nor a la carte items when the family account is negative. When the family account is negative \$5 per student on the account, the student will receive an Alternative Meal at no extra charge. For example, in a family with 3 students, when the balance is -\$15, an alternative meal will be offered in place of the regular hot lunch meal

### **LIBRARY-MEDIA CENTER**

Our CJSHS Library Media Center is open for students and faculty research, reading, and quiet study from 7:45 a.m. to 3:15 p.m. The library houses over 10,000 bound volumes, subscribes to numerous magazines, and maintains an extensive collection of printed and computerized resources. In addition to the usual reference and student-service programs, the Center offers computerized on-line data researching.

## **GENERAL INFORMATION:**

### **AGENDAS**

Students are to have their agenda/handbook with them at all times. In addition to providing useful information, the agenda contains passes that must be signed by members of the faculty, staff, or administration in allowing students to leave the classroom in order to go to the restroom, Library-Media Center, or other areas of the building. Students may not borrow an agenda pass from another student; a lost agenda must be replaced with a new one purchased in the main office.

### **APPAREL**

ANY CLOTHING DEEMED DISRUPTIVE TO THE EDUCATIONAL PROCESS BY TEACHERS OR THE ADMINISTRATION IS PROHIBITED. The School Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The School Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying offensive/obscene material, profanity, gang symbols, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. The following items will **NOT** be considered appropriate attire for students in grades 7-12 for students in the Western Dubuque Community School District.

1. Clothing attire, including headwear, must be worn in an appropriate manner, which is not disruptive to others learning and person identification is possible.
2. Clothing that exposes undergarments or undergarment area.
3. Bottoms must reach the thigh at all times
4. Apparel that advertises or promotes alcohol, tobacco, or illicit drugs, or that displays obscene/prejudicial material, profanity, sexual innuendos.
5. Chains hanging from clothing longer than 3 inches.
6. Footwear needs to be worn at all times. Athletic footwear is required for all physical education classes.

**RATIONALE:** A student dress code is an important characteristic toward establishing an academic environment. As a parent you need to know this policy. Not only will this impact the clothes you purchase for your child, but it will also provide more guidance to students and parents about what constitutes appropriate attire for school. Students will be expected to abide by these expectations. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to

school. While the primary responsibility for appearance rests with the students and with their parents, the administration will reserve the right to make the final decision concerning appropriateness of school clothing/jewelry/hair.

### **PARKING RULES AND REGULATIONS**

The regulations listed below are issued to promote safety and order in regard to parking and driving at Cascade Jr/Sr High School. It should be clearly understood that failure to comply with these regulations may lead to loss of the driving privilege, fines or suspension from school. Serious driving violations will be reported to local authorities. Parking is on a first come first serve basis. Students may park in any parking lot except the teacher lot (south end) or behind the school. Students are not allowed in their vehicles during school hours unless they are leaving school property with an approved early dismissal, on a work study program, or unless they have permission from a staff member. Cars must be parked in spaces clearly marked for parking. **"NO PARKING"**, **"VISITOR"** and **"RESERVED"** parking must be avoided at all times. Parking tickets are given out at the discretion of school administration. Inappropriate and reckless driving will not be tolerated at any time. Students observed driving in this manner will be reported to local authorities. Students are expected to obey traffic laws at all times. Board Policy 714.1 outlines unauthorized vehicles to include, but not be limited to, snowmobiles, go-carts, golf-carts, all-terrain vehicles, and John Deere Gators (or similar).

### **BICYCLES/MOPEDS**

Riding a bicycle/moped to and from school is a privilege - not a right. Students who fail to follow the rules set by the administration will have the privilege of bike/moped riding removed and may be subject to additional discipline. Bicycles and Mopeds must be parked in the bike rack.

### **SKATEBOARDS**

There are to be no skateboards used on school ground including sidewalks and parking lots.

### **BOOK BAGS**

Students may not bring book bags, backpacks, or items of a similar nature to the classroom, library, athletic event or to the lunchroom. Students should only bring their computer bag to class.

### **DAMAGED BOOKS/PROPERTY**

Students who lose or damage books or other school property may be charged a fine up to the amount needed to replace the item.

### **LOST AND FOUND**

Articles found in the building or on the grounds should be turned in to the Main Office. The school is not responsible for lost or stolen items.

### **PUBLICATIONS**

Students shall be free to express themselves in school-sponsored publications and/or social media outlets except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere, or infringe on the rights

of others. Within these guidelines, advisors and student staff shall maintain professional standards accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications. Staff will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications and journalism when choosing which information to publish in school sponsored publications.

## **EMERGENCY PROCEDURES**

The school conducts fire and tornado drills periodically as well as crisis drills. Students must take these drills seriously and cooperate fully with the directives of teachers, administrators, and other authorities. During a fire drill, students must exit the building with their class and report to the designated area. During a tornado drill, students must report with their class to the area designated in the school's emergency plan. Students may not return to their classroom or study hall until directed to do so.

In the event of a crisis situation (e.g., hazardous materials or terrorist threat), the school will implement planned emergency procedures designed to safeguard the welfare of all persons in the building.

## **PARENT PLAN IN TIME OF CRISIS**

Each of these plans is explained and practiced each year so everyone knows what steps to take. State law requires schools to hold fire and tornado drills twice a semester. Practice drills allow staff to know what steps to take if a situation of this magnitude should develop. Each of these plans was developed in conjunction with the local and county law enforcement agencies, emergency management and local fire and EMT personnel.

A plan for parents is also an important component to these crisis situations where their children may be involved. The first priority of school personnel will be accounting for all children and staff in the building. Once the situation has become safe and secure, the school may be evacuated to a primary evacuation site. Another count will be taken to ensure that everyone is safe. From this point buses may transport to a location where parents may pick their child up. The location of this pick-up point may be given by the local radio/television. Parents will NOT be allowed to pick children up anywhere, but this designated pick up area. Students will be allowed to pick up vehicles parked in the school lot only after clearance from law enforcement.

Parents will be asked to NOT call school because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to work with law enforcement as they work to secure the building and move children and staff to a safe place.

Our hope is that we never will have the need to implement any one of these plans but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations

## **ELECTRONIC EQUIPMENT**

Students may not use electronic equipment such as CD players, iPods, cell phones, etc. during instructional time throughout the day without express permission from the instructor. The entire school day is classified as instructional time with the exception of passing times and lunch.

Students will have access to personal electronics while not in a classroom setting. Once a student enters a classroom the expectation is that each student will put his/her personal electronics away. Students will be able to utilize personal electronics during class only when directed by a staff member. Any unauthorized recording and/or taking of pictures is prohibited according to the Student Handbook. The following are the personal technology acceptable use expectations:

Testing Environment	Personal electronics are “silenced” and not visible
Classroom Use	When a student enters a classroom, all personal electronics are put away. Teachers may request student use based on their discretion.
Hallways	If utilizing electronic devices, be courteous of others Wear headphones while listening to music and shall not be disruptive to others
Cafeteria	Use is permitted at all times throughout the school day Wear headphones while listening to music and shall not be disruptive to others
Office (Counseling, Guidance, etc.)	When a student enters a classroom/office/locker room, all non-school issued electronics are put away
Library	To respect the learning environment, talking on personal electronics is not allowed Silent use is permitted at all times throughout the day Wear headphones while listening to music and shall not be disruptive to others
Locker Rooms/Restrooms	When a student enters a locker room/restroom, all personal electronics are put away. Privacy is an expectation
Resiliency Rooms	Turn in electronic device after completing the sign-in process
Personal Situations	In the event of an important personal situation speak with staff prior to class. Make staff aware of the situation, develop a common understanding of expectations, and handle the situation according to determined plan.

### **Outcomes/Consequences**

1. Classroom staff may determine classroom expectations and consequences; these expectations will be posted and shared with students
2. When electronic device use results in student or device being brought to the office it may result in the confiscation of the device and a referral to school administration. In these situations, the electronic device may be confiscated and returned to a parent and/or

guardian. (Example, 1<sup>st</sup> time office referral = student may retrieve device at the end of the day, 2<sup>nd</sup> offense = student may have device confiscated with parent retrieval, 3<sup>rd</sup> offense referral = parent retrieval and disciplinary action may be taken)

\*Note\* Any student who refuses to provide personal electronics to the adult will have violated the Student Handbook policy and be subject to discipline (ex. Insubordination).

### **LEAVING SCHOOL GROUNDS – No Open Campus for Lunch**

Students may not leave the school grounds during the school day except for class trips or other approved school functions. Any student leaving school grounds must have administrative permission and must sign out of the office...use main office only!

### **LOCKERS/DESKS**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It will be the responsibility of students to keep their assigned lockers clean and undamaged. The school district is not responsible for lost or stolen items.

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

Please keep your lockers locked. Valuables should not be kept in lockers. Cascade Jr/Sr High School is NOT responsible for lost or stolen items. Students are expected to use their own lockers and to keep them neat. Students should NOT store books or property in any locker but their own.

### **SCHOOL CANCELLATIONS/EARLY DISMISSALS**

Western Dubuque School District web-site page will post notifications as they develop. WD Schools will utilize auto-caller, auto-text messages, and email messages if you are signed up for these communications. Local broadcast stations will announce school cancellation or early dismissal due to inclement weather.

### **SCHOOL FEE WAIVERS**

A student whose family falls within one of the following categories will qualify for free and reduced meals and is eligible to have his/her student fees waived or partially waived: meets income guidelines, participates in the Family Investment Program (FIP) or the Supplemental Nutrition Assistance Program (SNAP), is a foster child, homeless, a migrant and/or a runaway. A student whose family is experiencing temporary financial difficulty may be eligible for temporary waiver of student fees. Parents/guardians or students who believe they may qualify for temporary waiver of fees should contact the principal or other office personnel at registration time for a waiver form. This waiver does not carry over from year to year and must be requested annually.

### **TRIPS**

Students who participate in school-sponsored trips must travel with the group unless they have special permission to travel with a parent/guardian or another party. The parent/guardian must make the request in person to an administrator or the activity sponsor, whose decision is final. When students are assigned to a bus for a school-sponsored trip, they may not change buses without the activity sponsor's or teacher's permission.



## **ATTENDANCE POLICY:**

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. The habit of good attendance established early is one which helps a person be successful throughout their lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to detention, in-school or out of school suspension, expulsion or other appropriate disciplinary sanction. At the discretion of school administration, excusals (doctor notes etc.) may be required for the determination of an excused or unexcused absence. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator/counselor.

Homework/class assignments are an integral process of the student's educational program. Students are expected to hand in their homework when the teacher so specifies. The district recommends that teachers permit students who have been absent to hand in homework after the specified date for at least partial credit within two times the number of days after the assigned time. The teacher makes the final judgment for credit to be awarded.

Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

School work missed because of excused absences must be made up within two times the number of days absent, not to exceed 10 days. This provision covers assignments given during a student's absence, not assignments given before the student's absence which will be due upon the student's return and not subject to a time extension unless subsequently agreed to by the instructor and student. The time allowed for make-up work may be extended at the discretion of

the classroom teacher. Teachers shall not have attendance or grading practices that conflict with this provision.

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.

The administration and counseling staff will make reasonable efforts to advise and counsel and may impose discipline upon any student after an unexcused absence. Such advice, discipline and counseling include, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, late arrival or early dismissal. If a student accumulates 6 unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. Consecutive unexcused absence for consideration of dropping a class or classes will be considered as one infraction for removal from the class. Parents must have an opportunity to work with the school in correcting the student's absence behavior before a class is dropped.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. If a student is removed from the class and loses credit for unexcused absences, that fact shall be recorded in the student's record as an AW [administrative withdrawal].

A student who loses credit due to unexcused absences may be assigned to supervised study hall or for the period(s) in which the course(s) meet or the student may be reassigned to another class or location.

School personnel, parents and students may refer to appropriate board policies for more information including the appeal process, applicable policies include: 501.9, 501.10, and 501.10RI.

## **TARDIES**

Students are expected to report to class on time. A tardy is defined as not being present in the classroom when the bell rings and within first 15 minutes of class. Reporting to class after 15 minutes will be considered an unresolved absence. After a student has recorded a third unexcused tardy for a given class in a trimester, the student may be assigned a detention. Each time they receive 3 more tardies, they may be assigned to a detention, or other disciplinary action determined by administration. Students who are tardy in reporting to school are to report to the office for a tardy pass.

## **DISCIPLINE POLICY:**

Students should conduct themselves in an appropriate manner during class, in the cafeteria and hallways, on school grounds, and during school-sponsored trips and activities. They should show respect and consideration for all people at all times. The goal is to create an environment where teaching and learning are the highest priority. Cooperation between students, teachers, administrators, and support staff is essential in order to accomplish our goal. The following rules

and procedures are established to help ensure the highest quality educational experience for everyone involved.

### **Disciplinary Actions:**

Students who are involved in inappropriate behavior are subject to certain disciplinary actions. Depending on the behavior, one or more of the following actions may be taken. Student misconduct may also result in suspension, which may result in the loss of the privilege to participate in after-school activities. When a special education student engages in misconduct, which could result in suspension or expulsion, Cascade Jr/Sr High School will follow state and federal law. Potential outcomes due to unexpected behavior are as follows:

### **Administrator Notes**

A school administrator will note and document the misconduct.

### **Administrator Conference**

A meeting with a school administrator and the student on how the student should behave.

### **Parent/Guardian Involvement**

A meeting, telephone call, letter, or other form of communication to the parents/guardians outlining the events, behaviors, etc. to which their student was involved.

### **Detention**

The detention room is located on-site. Students serving detention at this center will be required to stay before or after school for a defined period of time. Lunch detention may also be assigned in various situations where a student will eat their lunch in an assigned location. Cell phones are to be turned into the office while serving detention.

### **Resiliency Room Assignment**

The intervention center is located in the building facility and is monitored at all times by district staff. Students at this center will not be counted absent from classes missed. Teachers will provide assignments and the completion of the assignments will be monitored by center personnel. Center personnel will explore behaviors that resulted in the student's assignment there. Student must complete all stages of Resiliency Room's action plan before returning to general ed. setting determined by center personnel. This may require student to attend multiple days in Resiliency Room. Students in the Resiliency Room will be expected to complete all coursework.

### **Out of School Suspension**

The temporary removal of the student from school. Students on out-of-school suspension shall be counted as excused absence from classes missed due to the suspension. Time will be given to make up work missed during the suspension.

### **Intervention Program**

A program, with parental support, to which the student could be provided support from an outside community agency.

### **Student Contract**

An agreement between the student, parent/guardian, and school officials regarding the expected behavior of the student. The contract will also include consequences should the contract be broken.

## **Board Action**

The student will be dismissed from school by the Board of Education. This action is the most severe punishment that may be imposed by a school

A student who, in the opinion of school administration, has committed an act not listed below will be subject to the discretionary authority of the school administration to levy discipline. Any student who attempts to commit an act of misconduct or knowingly assists another student in committing an act of misconduct may be subject to disciplinary action. Up to the discretion of the Western Dubuque School District Administration, the School Resource Officer (S.R.O.) may be called for support and/or criminal complaints.

## **Classroom Managed Behaviors:**

<b><u>State Code</u></b>	<b><u>Definition</u></b>
Disrespect (8)	Student delivers socially rude or dismissive messages to adults or students.
Disruption (9)	Student engages in behavior causing an interruption in a class or activity including, but not limited to, loud talk, yelling, noise making, horseplay, or out-of-seat behavior.
Dress Code (10)	Student wear clothing which does not fit within the dress code guidelines practiced by the school.
Inappropriate Language (1)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (low intensity)
Non-compliance (7)	Student engages in refusal to follow directions or talks back to staff (low intensity).
Property Misuse (24)	Student engages in activity which results in damage, destruction, or the misuse of property. (low intensity)
Tardy (27)	Student is less than 15 minutes late to class.
Other (33)	Low intensity behavior in a category not listed.

## **Administratively Managed Behaviors:**

<b><u>State Code</u></b>	<b><u>Definition</u></b>
Abusive Language (1)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (high intensity)
Alcohol (2)	Student is in possession of or is using alcohol
Bullying (5)	Student delivers direct, indirect, or technology-based unwanted, aggressive behavior which involved a power imbalance and is repeated
Combustibles (6)	Student is in possession of substances which are readily capable of causing bodily harm and/or property damage. Includes, but is not limited to, matches, lighters, etc.
Defiance (7)	Student engages in refusal to follow directions or talks back to staff (high intensity).
Drugs (11)	Student is in possession of, using, or under the influence of illicit or illegal drugs
Fighting (21-23)	Student engages in or instigates a physical fight.
Harassment (14)	Student delivers direct, indirect, or technology based unwanted, aggressive behavior that involves a power imbalance and is related to race, color, natural origin, sex, or disability.

Plagiarism (12)	Student signs a person's name without permission or claims someone else's work as their own.
Inappropriate Location (16)	Student is in an area outside of school boundaries as defined by school personnel
Insubordination (7)	Student engages in refusal to follow directions or talks back to staff (medium intensity).
Other (33)	High intensity behavior in a category not listed.
Physical Aggression (19-20)	Student engages in actions involving serious physical contact including, but not limited to, hitting, punching, kicking, etc.)
Property Damage (24)	Student participated in an activity that results in damage, destruction, or misuse of property. (High Intensity)
Skip Class (25)	Student leaves or misses class without permission
Technology Violation (28)	Student engages in inappropriate use of cell phone, pager, music/video players, camera, or other electronic devices.
Theft (29)	Student is responsible for possessing or passing on someone else's property
Tobacco (30)	Student is in possession of or is using tobacco or related products
Threat (4)	Communication of a verifiable threat through any means to endanger students and/or staff en masse
Truancy (31)	Student receives an unexcused absence for ½ day or more
Weapon (32)	Student is in possession of knives, guns (real or look-a-like), or other objects readily capable of causing bodily harm.

A teacher may request that a student who continually creates a problem that disturbs the class be removed permanently from the class. This will result in a WF (Withdraw Failure) on the report card. School discipline is the guidance of conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e., this maintains a scholarly, orderly atmosphere needed to achieve maximum educational benefits for all pupils.

**DUE PROCESS** is automatically afforded to each student regardless of the severity of the offense. This includes:

1. An informal/formal investigation of the allegations.
2. Written and oral notice to the student of the allegations against him/her and an opportunity to respond.
3. In cases where suspension or Board Action is contemplated, further legal procedures will be followed.

Students who cause a substantial disruption to the learning environment including, but not limited to, false fire alarm are subject to disciplinary action including suspension, expulsion, and code-of-conduct violation.

### **SAFE & EFFECTIVE USE OF SECLUSION & RESTRAINT**

State law (Chapter 103) forbids school employees from using corporal punishment against any student. 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 limits school employees' abilities to restrain or confine and detain any student. If a child is restrained or confined 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 web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **ANTI-BULLYING/HARASSMENT:**

Western Dubuque Community School District (WDCSD) 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 WDCSD School Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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, the individual should:
  - Tell a teacher, counselor or principal; and
  - 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.

Any individual who believes they have been harassed or bullied should follow the district complaint procedures, and the complaint will be investigated. For additional questions, please contact your building principal or Vicky Coyle, At-Risk Coordinator, at 563-744-3885 x 6040 or [vicky.coyle@wdbqschools.org](mailto:vicky.coyle@wdbqschools.org).

## **FIGHTING**

Students who are involved in a fight are subject to a disciplinary penalty which may include suspension or a recommendation for expulsion for the remainder of the semester.

### **Refusing to Retaliate:**

Students who refuse to retaliate (fight back) will not be subject to disciplinary penalties. They should report the incident immediately to an administrator or teacher.

### **Instigating a Fight:**

Students who instigate fights but are not actively involved will be subject to disciplinary penalty. Instigating a fight is defined as carrying rumors, encouraging others to fight, and carrying information back and forth between individuals who are subsequently involved in a fight.

**AT THE DISCRETION OF THE ADMINISTRATOR, LEGAL CHARGES AGAINST PARTIES INVOLVED IN A FIGHT MAY BE PURSUED.**

## **WEAPONS**

The School 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 alike. Weapons and other dangerous objects and look alike 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.

In striving to maintain a safe working and learning environment, the district strictly forbids all employees, parents and visitors – with the exception of law enforcement officials and veterans for special ceremonies – to possess a weapon in school buildings or on school grounds, at school activities, on school buses or school vehicles, or in any vehicle entering upon or departing from school premises, properties, or events.

An employee, parent, or visitor who possesses a weapon or firearm in violation of this policy shall face police investigation and may face criminal charges. Employees will be subject to district investigation, and dismissal, as well as any further action needed to protect students, staff and others.

Parents of students found to possess weapons or dangerous objects or look alike on school property will be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school, or knowingly possessing firearms at school, will be expelled for not less than one year and will be referred to law enforcement authorities. The superintendent has 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, but is not limited to any weapon which is designed to expel a projectile by the action of an explosive, 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 will be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look alike for educational purposes. Such a display will 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.

## **ILLEGAL ITEMS FOUND IN SCHOOL OR IN THE STUDENT'S POSSESSION**

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/ devices including vapes and electronic nicotine delivery systems. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the student may be reported to law enforcement officials.

***NOTE:*** Students must be given annual notification about the prohibition regarding alcohol, tobacco, and drugs to comply with the new state law.

The School Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol.
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions.
- A statement that students may be required to successfully complete an appropriate rehabilitation program.
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students.
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

### **PLAGIARISM POLICY**

*Webster's New Collegiate Dictionary* defines plagiarism in the following way: "to steal and pass off" (the ideas and words of another) as one's own; to use (a created production) without crediting the source; to commit literary theft" (898). According to the *MLA Handbook for Writers Research Papers*, plagiarism "involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (66). Thus, the act of plagiarism becomes a theft compounded by a lie because your teacher assumes that the words placed under your name, unless properly cited, are your own. Obviously, taking an article or parts of an article and passing it off as your own thoughts and words is plagiarism. In the case of plagiarized work or other forms of cheating, the teacher has the prerogative to assign a zero, reduce the grade, or to reissue the assignment to the student for a passing grade. A conference may be part of the procedure for reassigning such papers or projects. Included in a conference could be parents, student, teacher, counselor, and an administrator.

### **GOOD SPORTSMANSHIP POLICY**

A primary goal of the Western Dubuque School District activity program is to teach good sportsmanship to students. Good sportsmanship is the overt display of the concepts of fair play, respect for others, ethical behavior, and personal integrity. Good sportsmanship is good citizenship. The concepts associated with sportsmanship are to be taught, modeled, expected, and reinforced in the classroom, on the playground, and in all activity programs within the district.



Any spectator, adult or student, who violates the good sportsmanship policy will be warned and/or suspended from attending any home or away event where their respective school is participating.

## **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

See Western Dubuque County Community School District Transportation Handbook

## **EXTRA-CURRICULAR ELIGIBILITY**

### **STUDENT ACTIVITY ACADEMIC ELIGIBILITY (9-12)**

**STUDENT ACTIVITY** is defined as any school-sponsored activity, which is either an extension of the student's regular classroom course of study or independent of classroom activity.

**PUBLIC EVENT** is defined as any contest, event or situation under school sponsorship or sanction in which the student or the student's work might reasonably come within the view of the general public or student body during participation or in which the student represents the school or district.

To be eligible for an activity, students participating must:

1. Be enrolled or dual-enrolled in school.
2. Not have any failing grades at the 30<sup>th</sup> and 45<sup>th</sup> day grading periods. A student who does not meet this criteria will be ineligible for at least the first week following that grading period. The ineligibility begins on the third day after grades are due in the office to allow for parental notification and grade accuracy checks. Thereafter when the student raises those grades to meet policy criteria, they will become eligible.
3. Not have any failing trimester grades. A student who does not meet this criteria will be ineligible according to the State of Iowa rules for academic eligibility.
4. Be under 20 years of age to be eligible for athletics, music, or speech activities.
5. Be enrolled in high school for 12 trimesters or less to be eligible in athletics, music or speech activities.
6. Have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
7. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.
  - a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
  - b. All contestants must be under 20 years of age.
  - c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a subject must meet the requirements of 281 – Chapter 12. Coursework for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
8. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring

interscholastic athletic contests and competitions in which the student is a contestant and for a period of thirty consecutive calendar days after that event.

1. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of 12 consecutive trimesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
2. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
3. A student is academically eligible upon entering the ninth grade. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
4. A student who is eligible at the close of a trimester is academically eligible until the beginning of the subsequent trimester.
5. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
6. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school. A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

### **GOOD CONDUCT ELIGIBILITY RULES**

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

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

Students who fail to abide by this policy may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

The "Good Conduct Rule" of the Western Dubuque Community Schools applies to all students in school organizations and inter-school affairs and follows recommendations of the Unified Activities Council of the state association that controls boys' and girls' athletics, music, and speech activities. The recommendations are as follows:

1. Any junior high, middle school, or high school student whose habits both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.
2. Any junior high, middle school, or high school student who is found guilty, or admits to breaking the law (not to include minor traffic offenses or petty offenses) or is placed on official or unofficial probation status, whether it be voluntary or not, will be ineligible to participate in any of the Activity Group events until the local administration reinstates the student to eligibility.

### **GOOD CONDUCT RULE APPLICATIONS**

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, or look-a-like products/devices including vapes and electronic nicotine delivery systems, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing, or harassment;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period ineligibility at that school transfers to a Western Dubuque County Community School, will not be eligible for interscholastic competition at any Western Dubuque County Community School, until the full period of ineligibility has been completed. Once that period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Western Dubuque County Community Schools as far as any Good Conduct Rule is concerned.

### **ACTIVITY ELIGIBILITY SANCTIONS**

The school will issue sanctions against any student who participates in any activity program if found guilty of violating the Good Conduct Rule under the following situations or when reasonable evidence of violation of the Good Conduct Code exists:

- When observed by a school staff member.

- When notified by the law authorities that a student involved in activities has been charged by a law officer of an offense.
- When a student turns himself or herself in.

## **APPEALS**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **GOOD CONDUCT RULE TIME FRAME**

The Good Conduct Rule covers twelve months during activity seasons, between activity seasons and during the summer months.

- When a student incurs a first violation of the Good Conduct Rule, they are then subject to a twelve-month period of time in determining infractions of a second and third offense. If the student did not have a second or third offense of the Good Conduct Policy during the twelve calendar months after the first offense, then the policy requires that the administrator start counting the next offense as a first offense. This policy begins on the first school day of seventh grade and continues through grade twelve or graduation for each student enrolled in any Western Dubuque County Community School District school; grades 7-8 will adhere to the Junior High Policy, and upon entering grades 9-12 each student will begin anew with the High School Policy.
- If the student is found guilty of a violation of the Good Conduct Policy as defined above, charged by a law officer, or admits to a violation of the Good Conduct Policy, he or she will be ineligible to participate or be recognized in any activity group/individual events until the local school administration reinstates the student to eligibility. The following procedures must be followed.

## **FIRST OFFENSE:**

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session may include one parent/guardian, the student, and the coach/moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for the next four (4) consecutive competitive weeks, commencing with the first missed public performance.
3. The student shall serve eight (8) hours of school or community service at times other than regular school hours or practice hours.
4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.

5. The student will agree to follow the recommendation of the abuse counselor for further evaluation if requested. Failure to do this will result in six (6) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibility will carry over to their next activity of the present year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Student must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities.)

**\*NOTE:** If the 2<sup>nd</sup> offense occurs before the completion of the 1<sup>st</sup> offense requirements, the 2<sup>nd</sup> offense requirements are added on to the 1<sup>st</sup> offense.

### **SECOND OFFENSE:**

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session may include one parent/guardian, the student, and the coach/moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for eight (8) consecutive competitive weeks, commencing with the first missed public performance.
3. Eighteen (18) hours of school or community service shall be served at times other than regular school hours or practice hours.
4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.
5. The student will agree to follow the recommendation of the drug abuse counselor for further evaluation if requested. Failure to do this will result in twelve (12) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibilities will carry over to their next activity of the present school year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Students must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities).

### **THIRD OFFENSE:**

1. A third violation during a twelve-month time from the first infraction shall make the student ineligible the next fifty-two (52) consecutive competitive weeks after the 3<sup>rd</sup> incident.

### **REDUCTION IN PENALTY:**

Admission Prior to Determination for a First/Second Offense: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 48 hours of the offense, the student's penalty may be reduced by two (2) weeks for a first violation and four (4) weeks for a second violation. There is no reduction for a third violation.

*\*Competitive Week is defined as a 7-calendar day period, commencing with the first missed public performance. Example: First public performance is on a Thursday, the student would miss all*

*public performances that occur that Thursday, Friday, Saturday, Sunday, Monday, Tuesday, and Wednesday. The student would then regain eligibility on the following Thursday morning.*

## **INTERNET USAGE:**

### **INTERNET ACCESS: APPROPRIATE USE POLICY**

Students will be able to access the Internet at school and must abide by the District Appropriate Technology Use Policy unless the parent notifies administration. Refer to school board policy 605.6R1

## **STUDENT ABUSE INVESTIGATORS**

Refer to school board policy 402.2, 402.3:

The Western Dubuque student abuse investigators are:

Mrs. Sheila Knapp - Drexler Middle School (563-744-3371) and Matt Breitbach – Western Dubuque High School (563-876-3442)

Please contact these people if you believe that an employee of Western Dubuque has abused a student. If parents or other members of the community have abused any children, you should contact the Department of Human Services. Teachers of Western Dubuque are mandatory reporters of child abuse.

## **COMPLAINTS AND GRIEVANCES**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

A copy of the policy and procedures is located in each attendance center. People who want to file a grievance may receive a copy of the procedures from the district office in Farley, Iowa.

## **HOMELESS CHILDREN**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent.–Chapter 22 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 who lacks a 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.
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 or train station, or similar setting.
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.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Dan Butler, the District’s liaison for homeless children and youth, at 563-744-3885 x6004 or [dan.butler@wdbgschools.org](mailto:dan.butler@wdbgschools.org)

## **LAPTOP STUDENT/PARENT GUIDE**

### **Laptop Overview**

The student assigned laptop, charger, and carrying case are the property of Western Dubuque Community School District and can be requested back at any time. The district-issued device purpose is to assist with students access of required instructional resources offered by their teachers. This device is an educational tool for educational use only. Student laptops are intended for use at school each day and are required to be taken to classes. Teachers/administrators will have the final say as to the time and method of laptop use in their classrooms/buildings. Western Dubuque Community School District retains sole right of possession and ownership of all computer devices and accessories utilized for the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this document will result in disciplinary action, including but not limited to confiscation of any and all devices lent to students, as well as any other disciplinary action deemed appropriate by Western Dubuque Community School District.

### **Laptop Use and Care**

Students are responsible for the laptops they have been assigned. Students will receive their assigned laptop during the start of the school year. Each device will be inventoried and tracked using Western Dubuque Community School Districts software. Students will receive the same computer year after year to maintain user responsibility and quality of their assigned laptop. All 9th grade students will receive a new laptop each year. Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specially advised not to do so by their teacher.

Student-lead helpdesk support for student assigned laptops will be available for Western Dubuque High School and Cascade Jr/Sr High School. Students and their assigned laptops will be required to report any, and all damages or repair needed to the student-lead helpdesk. Student helpdesk or administrative staff will determine the repair needed and if a loaner laptop should be issued. Loaner laptops assume all aspects and policies of the student’s originally issued device. Do not take district owned laptops to an outside repair service area for any type of maintenance.

### **Transporting Laptop**

1. Make sure no items are on the keyboard and then close the laptop lid before moving the laptop
2. Store the laptop in the provided carrying case to help protect when transporting
3. Do not overload the carrying case with other items. This could put pressure on the screen causing it to crack.
4. Do not transport the laptop with the power cord plugged into the laptop
5. Do not leave your computer on when transporting it in the case
6. Do not put any amount of weight on top of the case with the laptop inside
7. It is recommended to store the laptop in a secure location at school.
  - Lockers with a lock
  - Classrooms that are being supervised and/or locked
8. Under no circumstances should the laptop be left unattended unless it is properly secured.
9. If an unattended laptop is found, notify a staff member immediately.

### **Care for Laptop**

1. Do not eat or drink while using the laptop
2. Clean the screen with a soft, dry microfiber cloth or anti-static cloth
3. Clean the keyboard and outer surface with a damp, soft microfiber cloth
4. Never spray any liquid directly on the laptop
5. When not using the laptop for extended periods of time, shut the laptop off instead of letting it go to sleep
6. When using the laptop, keep it on a flat, solid surface
7. Take care when inserting power cord or USB devices to avoid damaging the laptop ports
8. Do not expose the laptop to extreme temperatures or direct sunlight for extended periods of time. This includes leaving it inside of a vehicle.
9. Laptops must have the Western Dubuque Community School District asset tag label bar code on it at all times. These labels must not be removed or altered in any way. If the tags are removed or defaced, disciplinary action will result, along with a fine being assessed.
10. Never attempt to repair the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Report any damage or technical issue to the student helpdesk as soon as possible.

### **Repairing Laptop**

1. Student laptops in need of repair must contact the buildings student run helpdesk
2. Loaner laptops may be issued to students when they leave their school issued laptop for repair.
3. Loaner laptops may be taken home
4. Students are responsible for any damage to or loss of loaned laptop
5. Helpdesk will contact students when their laptop is repaired and ready for pick up
6. Students are responsible to back-up or store their own data. Students are encouraged to save their data to OneDrive.

### **Returning Student Assigned Laptop**

End of the Year: At the end of each school year, students will be expected to turn in their assigned laptops back to Western Dubuque Community School District. Failure to turn the laptop in could



result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

Transferring/Withdrawing: Students who transfer or withdraw from Western Dubuque Community School District must turn in their assigned laptop on their last day of attendance. Failure to turn the laptop in could result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

### **Internet Privileges, Privacy and Acceptable Use**

Use of the districted assigned laptop and any Western Dubuque Community School network is a privilege, not a right. At school, students will have access to the internet through the school network. When not at school, students can access the internet if they have internet access available to them in their home or other locations. Western Dubuque School District will not provide students with Internet access outside of school property. Each assigned laptop has a content filter in place when students access the internet. Therefore, sites that are deemed harmful or un-educational will be blocked. This content filter is in place and monitoring each user regardless of what internet it is connected to. All levels of Internet access described above adhere to the Children's Internet Protection Act (CIPA) which was a law enacted by U.S Congress in 2000.

No technology protective measure is 100% effective in protecting students from material that is potentially harmful. Western Dubuque School District will perform a best effort case in employing technology protection measures.

Western Dubuque Community School District reserves the right to monitor and log the use of its technology and networks by users and examine user files and materials, as necessary. Western Dubuque Community School District reserves the right to collect and/or inspect the laptop at any time, including via electronic remote access. There is no reasonable expectation of privacy while using Western Dubuque Community School Districts laptops, networks, or other technologies.

By logging into the assigned laptop, you are agreeing to follow the Western Dubuque School District Acceptable Use Policy (605.6), Acceptable Use Regulation and Internet Safety Policy (605.6R1) and Student Internet Access Agreement (605.6E1).

### **Right to Waive Access to Laptop Outside of School Hours**

Parents/Legal Guardians have the right to waive their child's access to the laptop outside of school hours by submitting an online form. A record of the form will be kept on file. The student will still have access to the laptop while at school but will not be allowed to take the laptop offsite for any reason. This laptop must be checked in and out each school day for this student. The decision to either waive the right to access or to participate in access to the laptop can be made at any time during the school year.

### **USE OF RECORDING DEVICES ON SCHOOL PROPERTY**

The use of non-district owned recording device on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

## **PUBLIC COMPLAINTS**

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- a) Matters should first be addressed to the teacher or employee.
- b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final. Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education.

## **NON-DISCRIMINATION POLICY**

*Pursuant to Title IX and other applicable state and federal laws, it is the policy of the Western Dubuque County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and activities and its employment practices, including applicants for employment.*

*The District has grievance procedures for processing and resolving discrimination complaints, including formal and informal Title IX sex discrimination and sexual harassment complaints, and will respond to complaints accordingly. Discrimination employment grievances that do not fall under Title IX should be directed to Dan Butler, Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x6004, [dan.butler@wdbqschools.org](mailto:dan.butler@wdbqschools.org). Grievances related to this policy for employment matters that fall under Title IX and grievances for any program/student matters should be directed to Vicky Coyle, Title IX and Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6040, [vicky.coyle@wdbqschools.org](mailto:vicky.coyle@wdbqschools.org). If you have any questions related to this policy, please contact Vicky Coyle. Title IX inquires may also be referred to the U.S. Department of Education, attn. Assistant Secretary, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202, 800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov).*

