



WDHS
STUDENT HANDBOOK
2020 - 2021
HOME OF THE BOBCATS!!

Principal:
Jacob Feldmann

Assistant Principal:
Rich Hatcher

Activities Director:
Tyler Lown

This agenda belongs to:

Name: _____

Grade: _____



WESTERN DUBUQUE COMMUNITY SCHOOL DISTRICT

Strategic Plan

2018 - 2023

VISION

Success for All

MISSION

Empower confident, well-prepared citizens to excel in the 21st century.

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

- Improve student growth and achievement in literacy, math, science, social studies, and twenty-first century skills.
- Provide a safe environment that supports student social, emotional, and behavioral development.
- Create a productive learning environment that utilizes exemplary professional practices.
- Obtain efficient, effective, and equitable use of resources to provide district unity.
- Ensure a satisfying and productive partnership with families and communities.

GUIDING PHILOSOPHY

Better Every Day

REGULAR SCHOOL DAY SCHEDULE

Period 1	8:00 - 8:58
Period 2	9:03 - 10:04
Period 3	10:09 - 11:07
Period 4	11:12 - 12:36
1st lunch 11:07-11:32	Class 11:37-12:36
Class 11:12-11:39	2nd lunch 11:39-12:04
Class 11:12-12:11	Class 12:09-12:36
BOBCAT	3rd lunch 12:11-12:36
Period 5	12:41 - 1:01
Period 6	1:06 - 2:05
	2:10 - 3:09

2 HOUR LATE (10:05) SCHEDULE

Period 1	10:00 - 10:44
Period 2	10:49 - 11:28
Period 4	11:33 - 12:59
1st lunch 11:28-11:55	Class 12:00-12:59
Class 11:33-12:00	2nd lunch 12:00-12:27
Class 11:33-12:32	Class 12:32-12:59
Period 3	3rd lunch 12:32-12:59
Period 5	1:04 - 1:43
Period 6	1:48 - 2:26
	2:31 - 3:09

2 HOUR EARLY (1:09) SCHEDULE

Period 1	8:00 - 8:44
Period 2	8:49 - 9:28
Period 3	9:33 - 10:12
Period 5	10:17 - 10:56
Period 4	11:01 - 12:26
1st lunch 10:56-11:23	Class 11:28-12:26
Class 11:01-11:27	2nd lunch 11:27-11:54
Class 11:01-11:59	Class 11:59-12:26
Period 6	3rd lunch 11:59-12:26
	12:31 - 1:09

3 HOUR EARLY (12:09) SCHEDULE

Period 1 8:00 - 8:32

Period 2 8:37 - 9:04

Period 3 9:09 - 9:36

Period 5 9:41 - 10:08

Period 6 10:13 - 10:40

Period 4 10:45 - 12:09

1st lunch 10:40-11:07 **Class** 11:12-12:09

Class 10:45-11:10 **2nd lunch** 11:10-11:37 **Class** 11:42-12:09

Class 10:45-11:42 **3rd lunch** 11:42-12:09

1 HOUR EARLY (2:09) SCHEDULE

Period 1 8:00 - 8:56

Period 2 9:01 - 9:52

Period 3 9:57 - 10:48

Period 4 10:53 - 12:18

1st lunch 10:48-11:15 **Class** 11:20-12:18

Class 10:53-11:20 **2nd lunch** 11:20-11:47 **Class** 11:52-12:18

Class 10:53-11:51 **3rd lunch** 11:51-12:18

Period 5 12:23 - 1:14

Period 6 1:19 - 2:09

2020-2021 SCHOOL CALENDAR

ACT Scores

Test	2019-2020 Score	Goal	2020-2021 Score
English			
Reading			
Math			
Science			
Composite			

ISASP			
Test	2019 Iowa Assessment % (No 2020 score due to Covid-19)	Goal %	Current Iowa Assessment Score %
Vocabulary			
Reading Comprehension			
Math			
Science			

Student Name _____

Trimester 1					
Date					
Class	Grade	Grade	Grade	Grade	Grade

Trimester 2					
Date					
Class	Grade	Grade	Grade	Grade	Grade

Trimester 3					
Date					
Class	Grade	Grade	Grade	Grade	Grade

Western Dubuque High School would like to welcome you to the 2020-2021 school year. This handbook will provide an organizational tool for your coursework. It is expected that you use this handbook daily. It also 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.

Have a great year!

WDHS School Web page: <http://wdhs.wdbqschools.org>

WDCCS District Web page: www.wdbqschools.org

WESTERN DUBUQUE HIGH SCHOOL CLASSROOM RULES:

1. Respect yourself, others and school property
2. Come to class with a positive attitude
3. Be prepared for every class
4. Use your time wisely

WD VICTORY MARCH

Bobcats fight with winning spirit

Win the game tonight

Fans are cheering – you can hear them

Don't give up the fight - LET'S GO CATS

Show them that you're going to win

Victory's nearing, never give in

Cheer! Cheer! The Bobcats on

Fly the colors of W.D. High!!

GO YOU BOBCATS! FIGHT FOR VICTORY!

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:

English	8
Social Studies	6
*All students need 2 credits of either Cultural Studies or World History, 2 credits of American History, 1 credit of Government and 1 elective	
Mathematics	6
Science	6
P.E.	4
Personal Finance	1
Health/Human Life Science	1
Computer Applications	1
Total Required Credits	33

Electives - 25 (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, Iowa Assessment 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 15th 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 20th 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. As a result, there will be no schedule changes for students unless special circumstances arise. All schedule changes should be made within the first 3 days of the term unless permission is granted from administration.

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.

GRADING SYSTEM

COMMON GRADING SCALE

100% – 93% = A

92% – 90% = A-

89% – 87% = B+

86% – 83% = B

82% – 80% = B-

79% – 77% = C+

76% – 73% = C

72% – 70% = C-

69% – 67% = D+

66% – 63% = D

62% – 60% = D-

Below 60% = F

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 2nd portion of a year-long course may need to “audit” the 1st portion of that course the following year for no credit. Students must have a passing grade in the 1st portion to continue with the 2nd 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

Western Dubuque High School students may enroll in college coursework through a variety of mechanisms, concurrent enrollment, and enrollment in college courses independently as a tuition paying student. Students may enroll in up to a maximum of 23 college credits per year at NICC or any other approved post-secondary school. Students can earn concurrent credit (both high school and college credit) for these courses if approved.

The PICC option is designed to promote rigorous academic or vocational/technical standards by allowing students to enroll part-time in college courses. Students may only enroll in courses that are not taught in the WD School District. Students must notify their counselor of their intent to enroll in a post-secondary enrollment course prior to the start of the semester in which the course will be taken. Students in 11th and 12th grade as well as 9th and 10th grade students identified as talented and gifted are eligible to enroll in these courses. Students are eligible to take these courses at an eligible post-secondary institution if a comparable course is not offered at their school. Successful completion of the course also generates high school credit.

Concurrent enrollment refers to courses delivered through a contractual agreement between Western Dubuque and NICC. These classes are college classes and are usually offered at Western Dubuque High School with WDHS instructors. While it is vital that students understand that these grades will become part of their permanent high school and college transcript,

For students to take any college course, with the exception of some vocational type courses, they shall have demonstrated proficiency in all of the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent administration of the Iowa Assessment. Students are determined to be proficient if they score at or above the 41st percentile in each of these subject areas. If a student is not proficient in one or more content areas of reading, mathematics, and science, they may be qualified through alternative methods as set by the school board.

Any student interested in enrolling in a 5th year college program while remaining a student at Western Dubuque High School needs to submit an application by May 15th 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) 876-3442 ext. 3000.

PROGRESS REPORTS

Progress reports will be generated on the 20th day, 30th day, and 45th 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 20th day but will be for the 30th, 45th, and 60th day grading periods. These will be sent home with students except at the 30th day and end of term. A report card will be given at the 30th day to parents at parent teacher conferences and the report card at the end of the trimester will be mailed home. 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 15th 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.
- g. 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 extra curricular activities are offered. All students are welcome to participate; however, in order 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 Western Dubuque administration, may be allowed on an occasional basis.

ATHLETICS

Cross-Country
Volleyball
Football
Wrestling
Soccer

Track
Tennis
Baseball
Softball

Basketball
Bowling
Golf
Cheerleading

FINE ARTS

Speech
Musical
Color Guard

Band
Play
Choir

Show Choir
Dance/Poms

CLUBS AND ORGANIZATIONS

Art Club
Student Council
Math Club
Tech & Design
Quiz Bowl

FBLA
SODA
Special Olympics
Tri-M
DAYLC

Chess Club
FFA
Partner's Club
Student Life
Back Packing Bobcats

(These activities & organizations are subject to change)

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. 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

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

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 WDHS 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. Headwear - scarves, bandanas, hoods, hats or any other head coverings
2. Clothing that exposes undergarments (bra straps, underwear, gym shorts)
3. Clothing that exposes the midsection or cleavage, tops with straps less than one inch wide.
4. Spaghetti straps, tube tops, halter-tops, backless tops, off-the shoulder tops and one shoulder tops are acceptable only if they are underneath another upper garment.
5. Apparel that advertises or promotes alcohol, tobacco, or illicit drugs, or that displays obscene material, profanity, sexual innuendos, or racial references.
6. Shorts/skirts are appropriate if the tip of the middle finger touches the hem while arms are positioned at sides in normal posture stance.
7. Chains hanging from clothing longer than 3 inches.
8. Pants worn below the waist line
9. Pants in poor repair and holes in them that reveal undergarments.

10. 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 son or daughter, 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 Western Dubuque 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. **“BOBCAT PARKING”** is reserved for students awarded this privilege. This includes the bus drive in the front of the building. 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.

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.

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 high 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, 1st time office referral = student may retrieve device at the end of the day, 2nd offense = student may have device confiscated with parent retrieval, 3rd 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. Western Dubuque 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, Saturday school, in-school or out of school suspension, expulsion or other appropriate disciplinary sanction. 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 school work. 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 previous to 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 are in 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 includes, 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 7 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:

State Code	Definition
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:

State Code	Definition
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.

ANTI-BULLYING/HARASSMENT:

This policy addresses harassment and bullying of the following people, and by the following people: students, employees, and volunteers.

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds.

“Volunteer” means an individual who has regular, significant contact with students.

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

- * Places the student in reasonable fear of harm to the student’s person or property;
- * Has a substantially detrimental effect on the student’s physical or mental health;
- * Has the effect of substantially interfering with the student’s academic performance; or
- * Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

- * Repeated remarks of a demeaning nature;
- * Implied or explicit threats concerning one’s grades, achievements, property, etc.
- * Demeaning jokes, stories, or activities directed at the student; and/or
- * Unreasonable interference with a student’s performance.

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

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

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

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

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

who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

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

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

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop 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.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify Building Principal or designee, the designated investigator. The alternate investigator is At-Risk Coordinator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

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

INVESTIGATION PROCEDURE

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

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal. The investigator will file a written report in the student management system.

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

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

- * Inclusion in the student handbook,
- * Inclusion in the employee handbook,
- * Inclusion in the registration materials,
- * Inclusion on the school or school district's web site,
- * And a copy shall be made to any person at the central administrative office at 310 4th St. SW, Farley, IA 52046.

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 alike 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 alikes 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 alikes 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 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 really 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 30th and 45th 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.

Special education students or students covered by Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

- 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.

- 1) 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.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. 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.

f. 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.

g. 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.

h. A student who is eligible at the close of a trimester is academically eligible until the beginning of the subsequent trimester.

i. 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.

j. 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:

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.

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 time 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

1. 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.

2. 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.)

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 3rd 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 through their teachers 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; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Rick Colpitts, the District's liaison for homeless children and youth, at 563-744-3885 x6004 or rick.colpitts@wdbqschools.org

NON DISCRIMINATION POLICY

It is the policy of the Western Dubuque County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Rick Colpitts, Superintendent, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x6004 or rick.colpitts@wdbqschools.org