

West Central Valley High School
3299 White Pole Road
Stuart, IA 50250

Telephone: 515-523-1313

Fax: 515-523-2765

Web Site: www.wcvwildcats.org

Board of Education

Mike Dickson

Nyle Godwin

Troy Miller

Heather Godwin Pote

Charles Miller

Jeff Dudley

Dustin Foster

Administration

Rusty Shockley, Superintendent

Dru McAnelly, High School Principal

Annie Baldus, K-12 Dean of Students/Activities Director

Meghan King, Counselor

Erin McCulloch, Building Secretary

West Central Valley High School
Dru McAnelly – High School Principal

3299 White Pole Road
Stuart, IA 50250
Phone: (515) 523-1313

Dear West Central Valley Students, Parents, and Guardians,

It is with great excitement and enthusiasm that I introduce myself as the new principal of West Central Valley High School. My name is Dru McAnelly, and I am truly honored to have the opportunity to serve this outstanding school community.

At West Central Valley High School, we are committed to providing a safe, supportive, and challenging educational environment where every student can grow academically, socially, and emotionally.

I believe that education is most successful when schools and families work together in partnership. Rooted in our DREAM vision statement we will also have open lines of communication, mutual respect, and a shared commitment to student success will remain at the heart of everything we do. Together, we will celebrate achievements, overcome challenges, and create new opportunities for every Wildcat to thrive.

As you review this Student and Parent Handbook, I encourage you to become familiar with the policies, expectations, and resources designed to support our students both inside and outside the classroom. This handbook serves as a valuable guide to ensure a productive, positive, and respectful school experience for all.

I am truly excited for the year ahead and eager to get to know each of you. Please feel free to reach out to me at any time with questions, concerns, or ideas. My door is always open, and I welcome your input as we work together to make this school year one of our very best.

Sincerely,

Dru McAnelly- West Central Valley High School Principal

Table of Contents

Mission Statement.....	4
Vision Statement.....	4
Bell Schedules.....	4
West Central Valley High School Faculty and Staff.....	5
Academics.....	6
Heartland AEA.....	6
Online AP Courses.....	6
College Credit Courses.....	6
Drop-Add Deadlines.....	6
Grading Scale.....	6
Mid-term reports.....	6
Make-up work.....	6
Graduation Requirements (Policy No. 505.5).....	7
Graduation Ceremonies.....	7
Early Graduation.....	7
NCAA/NAIA Eligibility.....	7
Semester Tests/Final Projects.....	8
Student Behavior & Student Discipline.....	8
Attendance at Activities.....	8
Sportsmanship.....	8
Cafeteria.....	8
Jurisdictional and Behavioral Expectations.....	8
Discipline Matrix.....	9
Personal Electronic Devices.....	15
Appropriate Use of Internet (605.6).....	16
Harassment (Policy No. 104).....	16
General Information.....	19
Inclement Weather Dismissal.....	19
Announcements.....	19
Emergency Forms.....	19
Student Driving/Parking/Use of Motor Vehicles.....	19
Bus Transportation.....	19
Canine Inspection.....	19
Fee/Fines.....	20
School Sponsored Dances.....	20
E-Hall Passes.....	20
Family Breakfast and Lunch Accounts.....	20
Medication (Policy No. 507.2).....	20
Messages.....	21
Personal Possessions.....	21

Search & Seizure (Policy No. 502.8).....	21
Student Lockers (Policy No. 502.5).....	22
Student Assistance.....	22
Study Hall Expectations.....	22
Weapons (Policy No. 502.6).....	22
Visitors.....	23
Tardiness.....	23
Attendance/Truancy.....	23
Safe+Sound Iowa: School Safety Reporting System.....	24
Athletics/Activities:.....	25
Class Attendance.....	25
Physicals.....	25
School Uniform/Equipment.....	25
Transportation To/From Athletic Events.....	25
Good Conduct Rules & Procedures.....	26
Academic Eligibility for Extracurricular Activities.....	29
Local Eligibility Rules.....	29
Student Initiated, Non-curricular Groups.....	30
Non-Discrimination Notices.....	31

Mission Statement

West Central Valley School District prepares students for success.

Vision Statement

West Central Valley School District encourages students to D.R.E.A.M.

- Dedicated to meet challenges
- Responsible for learning
- Empowered to lead
- Achieve excellence
- Motivated to succeed

Bell Schedules

Regular Schedule

- 1) 8:20 - 9:05
- 2) 9:08 – 9:53
- 3) 9:56 – 10:41
A-10:44-11:08
- 4) 11:11 – 11:55
- 5) 11:58 – 1:06
Lunch A) 11:55 – 12:19 (Class) 12:22 - 1:06
Class) 11:58 – 12:43 (Lunch B) 12:43 – 1:06
- 6) 1:09 - 1:54
- 7) 1:57 - 2:42
- 8) 2:45 - 3:30

1:30 Dismissal Schedule

- 1) 8:20 – 8:53
- 2) 8:56 – 9:29
- 3) 9:32 – 10:05
- 4) 10:08 – 10:45
- 6) 10:48 – 11:21
5A) 11:21 – 11:42 (Lunch) 11:45 – 12:18 (Class)
5B) 11:24 – 11:57 (Class) 11:57 – 12:18 (Lunch)
- 7) 12:21 – 12:54
- 8) 12:57 – 1:30

Pep Rally Schedule

- 1) 8:20 - 9:05
- 2) 9:08 – 9:53
- 3) 9:56 - 10:41
- 4) 10:44 – 11:29
5A) 11:32 - 11:51 (Lunch) 11:54 - 12:39 (Class)
5B) 11:32 – 12:17 (Class) 12:20 – 12:39 (Lunch)
- 6) 12:42 - 1:27
- 7) 1:30 - 2:15
- 8) 2:18 – 3:03
Pep Rally 3:06 – 3:30

2-hour late start Schedule

- 1) 10:20 – 10:53
- 2) 10:56 – 11:29
- 3) 11:32 – 12:05
5A) 12:08 – 12:30 (Lunch) 12:33 – 1:06 (Class)
5B) 12:08 – 12:41 (Class) 12:44 – 1:06 (Lunch)
- 4) 1:09 – 1:42
- 6) 1:45 – 2:18
- 7) 2:21 – 2:54
- 8) 2:57 – 3:30

West Central Valley High School Faculty and Staff

Dru McAnelly	High School Principal
Erin McColloch	Secretary
Ben Adkins	Social Studies
Nancy Bauch	English/Speech/Drama
Mendy Berner	Nurse
Tyler Bleckwehl	Coach
Ethan Cain	Coach
Ethan Calvert	Transportation Director
LeAnna Carson	Special Education
Marcus Claire	Art
Amber Clemens	Math/Coach
Nathan Craig	Coach
David Doely	Industrial Technology
Molly Dolch	Ag Education/FFA
Amy Doud	Computers & Technology
Lindy Dudley	Family and Consumer Science/FCCLA
Tricia Foster	Nutrition Director
William Greenwood	Coach
Dave Hammond	Coach
Sandi Hocamp	Special Education
Nathaniel Huff	Instrumental Music
Kevin Keech	Computers & Technology
Meghan King	Guidance Counselor
Jen Knight	Alternative Program/HS Student Council
Jim Lindsay	Science/Coach
Casey Luberd	Science
Bodhi Mains	Social Studies
Lindsay McIntire	Special Education
Amanda Nims	Director of Teaching & Learning
Irwin Oltmanns	English
Renee Pepper	Spanish
Zoey Perrigo	Fall Play/Spring Musical
Beth Rykhoek	Math
Hilary Sawyers	Dance Team
Jami Sickels	English/ Coach
Leslie Stork	CNA Instructor
Isaac Taylor	PE/Health/Coach
Don Van Winkle	Building and Grounds
Danny Norton	Assistant Building and Grounds
Beth Wilkins	Vocal Music
Elaine Ware	Business Education

Academics

Heartland AEA

Heartland AEA staff will be available to partner with WCV School District staff members to provide the best education possible for your child. These Heartland AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school. If you have any questions and/or concerns about these services, please call (800)362-2720.

Online AP Courses

In order for a student to take an online course, the student must receive prior approval from the HS Principal and guidance counselor.

College Credit Courses

A student may take a college course as long as a comparable course is not offered in the school district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the administration, to a course offered in the school district. WCV High School will be in full compliance with the Senior Year Plus rules set forth by the Iowa Department of Education. Prior to registering for the course, students under age eighteen shall have a parent sign a consent form. Two types of NCC classes: Students physically attend PACE (Postsecondary Accelerated Credit Experience) classes at the college campus. PSEO (Postsecondary Education Enrollment Options) classes are completed via computer from the WCV campus. Students (by law) receive both high school and college credit for both kinds of classes. **All PACE and PSEO classes will be included on their official transcripts and will be tabulated into each student's cumulative GPA.**

Drop-Add Deadlines

Student generated schedule changes are allowed only for valid reasons with counselor and parental consent during the first three days of the beginning of the semester.

Grading Scale

A – 94-100% - 4pts.	A- - 90-93% - 3.67 pts.	B+ - 87-89% - 3.33pts.	B – 83-86% - 3pts
B- - 80-82% - 2.67pts.	C+ - 77-79% - 2.33pts.	C – 73-76% - 2pts.	C- - 70-72% - 1.67pts.
D+ - 67-69% - 1.33pts.	D – 63-66% - 1pt.	D- - 60-62% - 0.67pt.	F – 0-59% - 0pt.

Mid-term reports

Due to the availability of online access for students and parents, mid-term reports will be e-mailed home to all parents who have electronic access and we will physically mail grade reports to those that do not have electronic access. Students will be allowed online access to grades at school.

Make-up work

Students will be allowed one day in addition to the number of days missed to complete all assigned work. All missed work resulting from suspension must be made up in a timely fashion depending on the length of the suspension. Students can request homework to be picked up.

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 the interest and understanding in our program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only delays their own studies, but also interferes with the progress of those students who are regular and prompt in attendance.

Graduation Requirements (Policy No. 505.5)

Students must successfully complete the courses required by the board and the Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that those high school students complete required credits prior to graduation. All students will need 27 units/51 credits to graduate from WCV High School. All students are required to take seven (7) classes per semester. If a student is taking college dual credit classes off WCV campus, they will receive one period for travel. The following credits will be required:

Language Arts	4 units/8 credits	Physical Education	2 units/4 credits****
Science	3 units/6 credits*	Electives	20 credits
Mathematics	3 units/6 credits**	Computers	1 credit
Social Studies	3 units/6 credits***		

*Science units/credits must include Physical Science and Biology

**Math units/credits must include 6 credits of any math course offered

***Social Studies credits must include 3 units/6 credits including 2 credits of American History, 1 credit of Government, and 1 credit of Economics

****Students are required to take 2 units/4 credits of Physical Education

Graduation Ceremonies

Only those students who have completed the graduation requirements can participate in graduation ceremonies. Special education students who have completed the required graduation requirements but plan to continue attending WCV High School may only participate in the graduation ceremony once during their high school career.

Students will be honored at the commencement ceremony for academic accomplishments. Students will be recognized for graduation with honors, valedictorian, salutatorian, and NHS. Two sets of honor cords will signify academic achievement. Students with a cumulative grade point average of 3.0 - 3.449 will be honored with white honor cords while students with cumulative grade point averages above 3.50 will receive purple/white honor cords. The only other honor cords allowed to be worn at graduation will be academic in nature and approved by the administration.

Early Graduation

Students who have completed all of their requirements for graduation may elect to graduate early from school. Early graduates have the opportunity to participate in the graduation ceremony at the end of the school year in which their class would have graduated. Students electing early graduation will not be eligible for any school sponsored activities (including sports, clubs, and other extra or co-curricular activities) with the exception of FFA.

NCAA/NAIA Eligibility

If a student wishes to participate in NCAA or NAIA athletics in college, they must register and be certified. NCAA registration can be done at www.ncaaclearinghouse.net. NAIA registration can be found at www.playnaia.org. Students will need to send a transcript at the time of registration and another following graduation. The NCAA and NAIA reserve all rights in determining student eligibility. A copy of the guidelines is available in the Guidance office.

Semester Tests/Final Projects

Semester tests and/or final projects may be given near the end of the semester. Grading for those tests or projects are up to the discretion of the instructor.

Student Behavior & Student Discipline

Attendance at Activities

Students should stay in the gym while an activity is in progress. They will not loiter in the hallways. Students who leave the building will not be readmitted.

Sportsmanship

All students, staff, and spectators in attendance at West Central Valley Community School events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance is part of this expectation. Inappropriate behaviors are prohibited. What you do and say during the contest reflects on your team, school, and community.

Cafeteria

The school cafeteria is a service provided to students. Therefore students should observe the following rules:

1. Deposit all litter to the wastebasket.
2. Return all trays and utensils to the proper dishwashing area.
3. Leave the table and floor around your place in a clean condition.

Jurisdictional and Behavioral Expectations

Staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office, it is because their behavior is too offensive or persistent to be handled by the teacher. Detentions can be assigned at any time by *any* WCV HS staff member. In-school suspensions and out-of-school suspensions can only be assigned by the principal.

Student misconduct not addressed in this handbook may still be a basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, and may result in discipline up to and including expulsion.

CONDUCT COUNTS

**In this EDUCATIONAL INSTITUTION
these behaviors are **NOT** acceptable:**

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
Penalty - EJECTION
- Throwing articles onto the contest area.
Penalty - EJECTION
- Entering the contest area in protest or celebration.
Penalty - EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
Penalty - EJECTION
- Spectator interference with the event.
Penalty - EJECTION
- Jumping up and down on the bleachers.
Penalty - Warning/EJECTION
- Use of artificial noisemakers, signs or banners.
Penalty - Warning / EJECTION
- Chants or cheers directed at opponents.
Penalty - Warning/EJECTION



Discipline Matrix

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the school
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school

Cumulative offenses will result in progressive consequences.

Accumulated Offenses - Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the Code of Behavior even though any offenses may not warrant such serious corrective action.

Offenses are designated by level of degree of severity:

Level 1: Classroom teachers are encouraged to handle as much of their own discipline as possible. Level 1 events can result in detention. If a detention is assigned, the teacher will contact the parent/guardian.

Level 2: Offenses which primarily affect only the individual student and will usually result in detention or in-school- suspension. Parents/guardians will be contacted.

Level 3: Serious offenses that cause a disruption to the learning environment. Disciplinary action may be detention, in-school suspension, and out-of-school suspension. Parents/guardians will be contacted.

Level 4: Major offenses that will receive the most severe disciplinary actions are out-of-school suspensions and/or an informal hearing which may lead to a recommendation for expulsion from West Central Valley Community School. Parents/guardians will be contacted.

The following rules, definitions, examples, exceptions, and consequences are used as guidelines. WCV CSD Staff has the right to adjust consequences as they deem necessary.

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
<u>Bomb Threat or Attempt to Bomb, Burn, or to Destroy a School Building or Property:</u> Student conduct which may put others in danger will not be permitted. Threatening is forbidden because it violates the law.		L4: Suspension, legal action possible expulsion
<u>Bus Violation:</u> Bus rules and regulations must be followed because they ensure safe transport to and from school and protect the rights of others to a safe bus ride.	Profanity, horseplay, littering, creating loud noises, having glass objects, water pistols and other toys, transporting large objects, tampering with equipment, throwing objects out of the window, putting arms or head out the window, making faces or other gestures to passersby or other drivers in traffic, or refusal to follow the directions of the bus driver and/or supervising adult. There is no eating and/or drinking unless allowed by the bus driver and/or supervising adult.	L2: 1) Detention and parent notification of future consequences 2) Two-week (2) bus suspension 3) Four-week (4) bus suspension 4) Remainder of year bus suspension
<u>Cafeteria Violation:</u> Cafeteria rules must be followed because they ensure safety and protect the rights of others.	No running, cutting in line, throwing food, or leaving trash/trays on the tables or floor.	L1: 1) Staff discipline/Community Service 2) Detention 3) ISS 4) OSS

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
<u>Cars/Vehicles Improper Use:</u> Must be operated in a safe manner in compliance with school rules and state and local laws. Violators are subject to corrective action at school and penalty under law.	Reckless driving, speeding, driving or parking in an unauthorized area.	L3: 1) Warning 2) ISS (1 Day) 3) Parking privileges revoked for 1 week. 4) Parking privileges revoked for 2 weeks & privileges reviewed by administration
<u>Cheating:</u> Violation of Test Procedures or the Appearance of a Violation: Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on any assignment to be graded as work of a single individual because students are responsible for their own learning.	Copying homework, allowing someone else to copy your homework, talking to any student or to the teacher without the teacher's permission, talking or giving the appearance of talking during a test or quiz. All assignments must be the student's own work and not done by other students, friends, parents, brothers, sisters, or anyone else in the family. In the classroom, examples are looking at notes (the student's or anyone else's), writing notes on any body parts (such as your hand). The student's eyes should be on his/her own paper. Testing atmosphere will be maintained throughout the entire testing period, as authorized by the teacher. Students may not talk when others are not finished. Exception: Cooperative learning groups, open-book tests, teamwork.	L1: 1) Teacher discipline, 2) Detention 3) ISS 4) OSS Each time a student is caught cheating or allowing others to cheat, a zero will be given on the assignment or assessment.
<u>Chronic Failure to be Prepared for Class:</u> Failure to have teacher required materials for class.	Materials to be included but not limited to: books, paper, pencil, homework, laptops, planners.	L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Defiance:</u> The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperone, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Refusing to do what the staff person asks you to do. Using profanity, threats, or other forms of verbal abuse towards a staff member. When staff gives student directions, the student is expected to comply.	L3: 1) Detention 2) ISS (1 Day) 3) ISS (3 Days) 4) OSS (5 Days)
<u>Disrespect:</u> The refusal to accept the authority or to carry out the directions of any school staff will not be tolerated because it destroys a safe and orderly environment. School staff means any teacher, substitute, aide, custodian, cafeteria worker, volunteer, chaperone, bus driver, coach, sponsor, guidance counselor, secretary, administrator, or school support staff, such as school psychologist, social worker, and substance abuse prevention specialist.	Making faces, using sarcasm, interfering (butting in) when a teacher is disciplining or reprimanding another student, muttering under your breath, walking away when the teacher or staff person is talking to you, raising your voice when talking to teachers or staff persons, throwing down a book, arguing (asking why), refusing to do what the staff person asks you to do. When staff gives student directions, the student is expected to comply.	L2: 1) Detention 2) ISS 3) OSS (1 Days) 4) OSS (3 Days)
<u>Discrimination:</u> All persons and groups within the school will be treated with dignity and respect because discrimination destroys the	Actions, gestures, statements (spoken or written), dress, or symbols which insult, offend, taunt, or	L3: ISS (3 Days) L4: OSS (3 Days)

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
learning environment. Discrimination on the basis of age, gender, race, color, religion, national origin, disabilities, economic status, personal or physical characteristics, or other characteristics of individuals or groups will not be tolerated.	demean others because of their individual or group differences will not be tolerated.	
<u>Disruption:</u> Instructional time and/or any extracurricular time will not be disrupted by students because disruptions interfere with the learning of others and destroy the continuity of the learning process. This includes classes where there is a substitute.	Blurting out in class without recognition, shouting across the classroom, making unnecessary noise (verbal, non-verbal), muttering under your breath, standing up and wandering around the classroom, students talking with one another without the teacher's permission, playing with toys, or writing notes without permission.	L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Drugs and Other Substances:</u> The possession, use, distribution or attempted distribution of drugs, (illegal, prescription, and/or over-the-counter drugs), alcohol, inhalant intoxicants (including juuls, juul pods, vaping devices), or look-alikes (placebos) on school property, at school functions, or going to and from school is expressly forbidden because they are illegal and their use results in disruptive behavior which destroys the learning environment.	Having any forbidden substances in your vehicle, locker, your pockets, your purse, your backpack, giving any medicine or pills to a friend, passing around any "look alike" substances, "keeping" or holding a forbidden substance in your vehicle, locker, backpack, or pocket for a friend, "forgetting" you had any forbidden substance in your vehicle, pockets or personal belongings. Exception: Coming to the office to take prescription or over-the-counter medicines when you have brought a note from home and given it to the secretary.	L4: Suspension, legal action & possible expulsion
<u>Fighting/Physical Abuse:</u> Physical abuse including fighting is not allowed because it causes an unsafe and disruptive learning environment.	Pushing, tripping, intentionally bumping, slamming someone into lockers, throwing, hitting, kicking, pulling hair, biting, punching.	L4: OSS & possible expulsion
<u>Fire Regulation Violation:</u> Report of false emergencies or tampering with emergency equipment is forbidden because it violates the law and endangers the safety of others.	Pulling fire alarm, false telephone calls, calls to 911, tampering with or activating fire extinguisher.	L4: Suspension, payment of legal fees and legal action.
<u>Forgery:</u> Forgery is not allowed because it destroys the orderly operation of the school and communication with the home.	Falsely and fraudulently making or altering a document. Signing parents'/guardians' name to any document or signing any name to a document that is not your name.	L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Gambling:</u> Gambling is forbidden because it is illegal and it disrupts the learning environment.	Monetary betting: pitching pennies, bets/games for money, playing cards, or rolling of dice for the purpose of winning money.	L3: 1) OSS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days)
<u>Group/Mob Action:</u> Any student who participates in a group/mob action which results in disruption or disturbance at school or school related activity.	Any two or more students with the intent of doing harm to persons, property, or the school environment may be considered a group or mob.	L4: Suspension, legal action
<u>Harassment:</u> Words, gestures, or physical contact which offend, intimidate, threaten, abuse, persecute or demeans anyone are not allowed because they fail to show respect for others and destroy the learning environment. Harassment of students or staff for any reason is prohibited.	Spreading rumors, defaming another person's reputation, bullying, name calling, teasing, and/or spitting. This would include in person and/or online.	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Indecent Exposure:</u> Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the		L4: Suspension, legal action & possible expulsion

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
generally accepted standards of decency in school.		
<u>Indecent Material:</u> Materials that are vulgar, obscene, profane, or offensive are not allowed because they show a lack of respect for others and distract from the educational process.	Possessing or distributing to others posters, pictures, written/printed materials, audio recordings, video recordings, trading cards, and computer-based materials which are vulgar, or obscene. Writing notes or stories in class, cafeteria, or elsewhere on school grounds which are vulgar, obscene, profane, or offensive; passing such notes to other students.	L3: Confiscation, ISS (1 Day) L4: Confiscation, ISS (3 Days)
<u>Lockers:</u> A locker is school property subject to the school search and seizure regulation. Lockers should contain no food/drink.		L2: 1) Warning/Comply with requested change 2) Detention 3) ISS 4) OSS (1 Day)
<u>Lying:</u> Any verbal or written statement of any untruth and/or the misrepresentation of a person, official record, or other document are not allowed because it destroys a safe and orderly learning environment.	Having a friend who poses as your parent or guardian to call the school for an early dismissal or to excuse your absences; telling the bus driver or your teacher you had permission to stay after when in fact you did not; withholding information; giving a teacher or a substitute the wrong information (name, phone number, etc).	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Misuse of Technology:</u> See Acceptable Use Policy	<ul style="list-style-type: none"> • Violating the privacy rights of others. • Using, producing, distributing, or receiving profanity, obscenity, or material which offends, threatens, or degrades others • Copying commercial software in violation of copyright law. • Using technology for financial gain or commercial or illegal activity. • Using technology for product advertisement or political endorsement. • Forwarding personal communications without the author's prior consent. • Using technology in violation of other Rules and Regulations of the Code of Behavior. 	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Obscenity/Profanity:</u> The use of vulgar or indecent language or gesture, including actions or displays of an obscene nature is prohibited because it is offensive, illegal, shows a lack of respect for others and disrupts the learning environment.	Cursing, profanity, obscene gestures.	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Out-of-Bounds/Skipping Class:</u> Not being where you are supposed to be without a pass.	Being in the hallways, bathroom, cafeteria, or in an unauthorized area without a pass.	L2: 1) Detention 2) ISS-Maybe placed on an escort only list. 3) OSS (1 Day) 4) OSS (3 Days)
<u>Physical Assault or Threat on a Staff Member or Student:</u> The threat of or use of force upon a staff member is expressly forbidden.		L4: Suspension, legal action & possible expulsion
<u>Plagiarism (Academic Dishonesty):</u> Students are responsible for giving due recognition of sources from which material is quoted,	Copying material from digital and/or print resources. All sources should be cited properly.	L3: 1) Zero will be given on assignment/Teacher Discipline

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
summarized or paraphrased, as well as to persons from whom assistance has been received.		2) Zero will be given on assignment/ISS (1 Days) 3) Zero will be given on assignment/ISS (3 Days)
<u>Possession of Drink Container/Food:</u> Students shall not have glass bottles or other such breakable containers on school property or at school- related activities. Students should have sealed drink containers. Students will be allowed snacks in class at teachers discretion. Meals are not allowed to be consumed while in class.	Glass/Breakable containers, any container that is not clear. Hydro flask and sealed reusable cups are permitted. Eating fast food in the period after lunch because you didn't have time to eat during lunch is not permitted. .	L2: 1) Warning/Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Public Display of Affection:</u> Public display of affection is not permitted because it distracts from the educational process and shows a lack of respect. It can also be considered a form of sexual harassment.	Kissing, wrapping arms around one another, trapping someone against a locker, inappropriate touching, grabbing, or hugging.	L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS
<u>Sexual Misconduct:</u> Unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.	Student sexual misconduct may include, but not limited to: unwelcome touching victim or when victim is forced to touch another person's body, coerced sexual intercourse, unwelcome sexual propositions, invitations, or other pressure for sex; implied or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.	L4: Suspension, legal action & possible expulsion
<u>Standing By as Others Violate Rules:</u> In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, or other appropriate staff members.	Watching or encouraging others who are breaking school rules.	L2: 1) Detention 2) ISS 3) OSS
<u>Theft - Minor:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts valued at \$50.00 or under. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.	L2: 1) Detention and Restitution 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Theft - Major:</u> Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment.	Thefts valued over \$50.00. Taking an item not belonging to you, finding an item that is not yours and keeping it. If you find something and don't know whose it is, you must turn it into the office.	L4: Restitution, Suspension, legal action & possible expulsion
<u>Tobacco/Nicotine Violation:</u> Possession and use of tobacco/nicotine or tobacco/nicotine products, vaping devices, juuls, juul pods, matches, or lighters is forbidden, school buses, and school property are smoke/tobacco/nicotine-free and tobacco/nicotine products, matches, and lighters endanger the safety and health of others.	Possession and/or use of cigarettes, snuff, cigars, pipes, dip, nicotine, vaping devices, or chewing tobacco to include lockers, personal belongings, and cars parked on school property at any time during school or any school activity.	L3: 1) 2 Days ISS, legal action 2) OSS (5 Days) 3) Refer to accumulated offenses *all possession of nicotine offenses while in school will be referred to the Stuart Police Department
<u>Unauthorized Sales:</u> Unauthorized sales are prohibited because they create disruptions.	Selling candy, gum, drinks, toys, or any other items not approved by the school. Exceptions: Selling items for an authorized school fundraiser during designated times.	L1: 1) Teacher discipline 2) Detention 3) ISS 4) OSS

<u>RULE/DEFINITION</u>	<u>EXAMPLES</u>	<u>CONSEQUENCES</u>
<u>Unsafe Behavior:</u> Unsafe behavior is not allowed because it endangers the safety of others and of the learning environment.	Running in the hall, spitting, pushing, shoving, throwing snowballs, books, or other objects, running alongside the buses, tripping others, horseplay of any kind, or any other action deemed unsafe by school personnel.	L1: 1) Staff discipline 2) Detention 3) ISS 4) OSS
<u>Unsportsmanlike or Inappropriate Behavior at WCV or School-sponsored Activity:</u> Students are expected to comply with the rules established by their schools and with the rules of the sports, clubs, and activities in which they participate.	Refer to Activities guide for Students and Parents	L2: 1) Detention 2) ISS 3) OSS (1 Day) 4) OSS (3 Days)
<u>Vandalism - Minor:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Damage of \$50.00 dollars or less. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.	L3: 1) ISS (1 Day) 2) OSS (3 Days) 3) OSS (5 Days) Any vandalism can result in possible restitution, legal action
<u>Vandalism - Major:</u> Vandalism and destruction of school property and or personal belongings of others is not allowed because it is disrespectful, destroys the school environment, misuses funds, and violates the law.	Damage over \$50.00. Ripping off wall dispensers in restrooms, writing on walls or desks, interfering with plumbing, defacing bulletin boards or other student's work, writing on or tearing pages, or in any other way damaging books.	L4: Restitution, legal action, suspension Any vandalism can result in possible restitution, legal action
<u>Verbal Assault on a Staff Member or Student:</u> The use of obscene or profane language, harassment, or threats on a staff member.		L4: Suspension, legal action & possible expulsion
<u>Weapon, Failure to Report:</u> It shall be the responsibility of the student to notify a teacher or an administrator IMMEDIATELY, if they have reason to believe that there is a weapon in school, on school grounds, on a school bus, at the bus stop, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.		L4: Suspension, legal action & possible expulsion
<u>Weapon Violation:</u> Weapons are forbidden on school property and at school-sponsored functions at home and away because they prevent a safe, non-violent, orderly school environment.	Any type of operable or inoperable weapon, other chemical agents, bullets, fireworks, other explosives, toy weapons, and other weapons or facsimiles. This also includes objects which may commonly be used in the school. Whether designed as a weapon or not, an object may be considered as a weapon if it is used as a weapon or perceived as a weapon.	L4: Suspension, legal action & possible expulsion

Students will not be allowed to possess USB Flash drives in school due to their resemblance to E-cigarettes/Juuls/Vapes.

Personal Electronic Devices

West Central Valley is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their student's educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, earbuds, radios, touch pads etc.

At West Central Valley High School every teacher will have a numbered pocket phone chart where students will store their phones at the beginning of class. If a student refuses to put their cell phone in the numbered slot they will be sent to the office and their phone will stay there for the rest of the school day. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. . Student electronic devices in the possession of the district will be secured in the following methods:

For a student's first violation of these rules, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of the rules, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of the rules refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decision maker on the request.

Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Appropriate Use of Internet (605.6)

Because technology is a vital part of the school district curriculum, the internet will be made available to employees and students. Appropriate and equitable use of the internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student internet records and access records are confidential records treated like other student records. Students' internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography, or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to the standards and acceptable use of internet services as set forth in the internet safety policy, student safety with regard to safety on the internet, appropriate behavior while on online, on social networking websites, and in chat rooms, cyberbullying awareness, and response and compliance with the E-rate requirements of the Children's Internet Protection Act.

Employees and students will be instructed on the appropriate use of the internet. Parents will be required to sign a permission form to allow their students to access the internet. Students will sign a form acknowledging they have read and understand the internet acceptable use policy and regulations, they will comply with the policy and regulations, and they understand the consequences for violation of the policy or regulations.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Harassment (Policy No. 104)

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The West Central Valley Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if

the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation is Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the individual in reasonable fear of harm to the individual's person or property.
 - Has a substantial detrimental effect on the individual's physical or mental health.
 - Has the effect of substantially interfering with the individual's academic or career performance.
 - Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Grievance Procedure

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment. The level one contact person is the Principal, Immediate Supervisor or Personnel Contact Person. This step is informal and optional and may be bypassed by the grievant. Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn't a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national

origin, creed, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue. This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal. The compliance officer is Mr. Rusty Shockley, Superintendent of Schools for West Central Valley CSD. The compliance officer may be contacted at 3299 White Pole Road, Stuart, Iowa or at 515-523-1313 between the hours of 7:00 A.M. and 4:00 P.M.

Suspension

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to ten (10) days at a time. Repeated suspension may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in-school or out-of school.

Expulsion

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

General Information

Inclement Weather Dismissal

If weather conditions are such that we will not have school, Racoon River Valley Radio will be notified. You are to listen to one of the stations for information regarding a change in school starting times or cancellation of classes. Television weather announcements will run on KCCI, WHO, and WOI. We will also send email and text announcements out through the JMC messaging and place information on the district website and social media pages. In the event of inclement weather, the administration will make the determination of whether coaches will be allowed to hold practices.

Announcements

An effort is made to communicate with students regarding important information. Daily announcements are read in the morning and are posted on the office window. Announcements need to be approved by the administration.

Emergency Forms

Parents are required to file an emergency form with the office each year. The form must provide emergency contact information for the parents as well as alternate persons for the school to contact in the event the parents cannot be reached. The emergency form also includes a statement giving the school district permission to release the student to the alternate individual in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Student Driving/Parking/Use of Motor Vehicles

Driving and parking on the school grounds is a privilege for students. Students who drive and park in the high school parking lot shall not loiter in or around their vehicle nor leave school grounds during the school day without permission from the office. This includes lunch periods. Students utilizing driving privileges shall comply with the rules and regulations set forth by the administration. Students are to park in designated areas. 9th-11th grade students are to park in the East parking lot. 12th grade students are allowed to park in the South parking lot. Failure to comply with rules and regulations may result in revocation of driving and parking privileges for a period of time.

Bus Transportation

Any questions regarding bus service should be directed to WCV Transportation Director, Ethan Calvert (515) 789-4480.

Canine Inspection

In cooperation with the Stuart Police Department, and/or other law enforcement agencies, the WCV Community School District may be conducting routine building inspections using a canine unit or “drug dog”. These inspections are done during class time, before school, or after school hours. If information is produced during an

inspection that constitutes reasonable suspicion, the administration will conduct a search within the guidelines of established district policy and Iowa statute.

Fee/Fines

Students will be assigned fines for damaged textbooks, overdue materials from the media center, damage of school property, or general vandalism. The student will have to pay the cost for the replacement of any textbook that is lost or not returned.

School Sponsored Dances

Students are encouraged to participate in West Central Valley High School dances. All dates who are not west Central Valley High School students must be registered in the office or they will be ineligible to attend. Students may bring only one date to a dance. All dates must be 20 years of age or younger and no middle school students (under grade 9) will be allowed to attend. The school has the right to reject any and all dates. Dances must be approved through the principal as well as the sponsoring class faculty representative. Each dance is required to have 6 adult chaperones including high school faculty. All persons in attendance are required to abide by school rules. If a student leaves the dance they are not allowed to return.

E-Hall Passes

E-hall passes will be utilized at the high school. Students must use this system. Failure to use the E-hall pass will result in disciplinary action.

Family Breakfast and Lunch Accounts

Money may be added to your family meal account by sending cash or check to the schools or district office, or by deposit online through jmc by logging into the jmc Parent Online Portal on the schools website.

Medication (Policy No. 507.2)

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A

a written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon

the written approval of the student's parents and prescribing licensed health care professionals regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Messages

Because of the large number of calls received each day and limited secretarial time, we ask that telephone messages to students be limited to emergency situations. ***Parents who have a message for their child are asked to call the office at (515) 523-1313.***

Personal Possessions

West Central Valley High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to leave valuable items at home. It is the recommendation of the high school that students leave expensive items or large sums of cash at home.

Search & Seizure (Policy No. 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school

district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

Student Lockers (Policy No. 502.5)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

Student Assistance

Students may request additional help from teachers before or after school by appointment. The School Counselor's Office is available to facilitate the process of remediation for those students struggling in the classroom.

Study Hall Expectations

The following guidelines will be followed in study hall:

- Students will be assigned seats and are expected to be in those seats at all times.
- Students are expected to be seated, with materials, at the start of study hall.
- The atmosphere must be one of quiet, business-like conditions for students to read or study.
- All Students should have their work materials or a book to read with them.
- The supervisor must approve any talking to another student and/or studying together.
- If a student from the study hall is leaving to see a faculty member, the student must have a pass from that faculty member. The student must secure the pass prior to coming to the study hall. Study hall supervisors will not issue passes to see a teacher.
- Students must use a pass to go to the restroom, and only one student will be allowed to use the restroom at a time. Students are required to use a pass to go to the library.
- The study hall supervisor may establish other guidelines to ensure business-like conditions in the study hall.
- Any student not going to the designated areas stated on a pass, will not be allowed to leave the study hall.

Weapons (Policy No. 502.6)

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

School district facilities are not an appropriate place for weapons or dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Visitors

To ensure the safety of all students we ask that all visitors sign in at the office. Visitors will only be allowed to attend the school day with the permission of the high school principal. Parents/guardians are always welcome at school.

Tardiness

Students are considered tardy to class if they are not in their seat when the tardy bell rings or by the standards set up by the instructor. If another teacher causes the tardiness, the teacher should send a pass to the next class. Tardies will be marked on the student data system. If a student enters a class tardy without a pass, the student should remain in class. The teacher will mark the tardy on the student information system. If there was a legitimate reason for the tardy, the tardy may be removed later by obtaining a pass from the staff member that detained the student. This is not to be done during class period. The following procedure for tardiness will be followed each semester:

1st tardy – warning issued

2nd tardy – 15-minute detention assigned

3rd tardy – 30-minute detention assigned

4th tardy and subsequent - consequences can range from detentions to suspensions

If a student is tardy for a 1st period class, then they must retrieve a pass from the office. The pass will be marked tardy, and the teacher should document it. If the tardy offense is to be excused by a parent, the parent must call on the same day as the offense.

Attendance/Truancy

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities. 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. Students who wish to participate in any extracurricular activities, athletics, and/or fine arts must be in attendance by the start of the third period of the school day, to be eligible to practice

or participate that day in extracurricular activities. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, etc. It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Attendance Policy

Iowa law mandates that any student who has been absent from school for 9 days, in a semester, must receive a letter from the school and the county attorney be notified. A student missing 14 days, in a semester, must have a school engagement meeting to establish an attendance plan. The Iowa law goes on to mandate that any student who is absent for 18 days of school, in a semester, will be referred to the County Attorney's Office.

Absences which are due solely to hospitalization or long-term illness will not be counted towards the day limit if parents provide *immediately* the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count towards the day limit may include, but are not limited to court, religious activities, and school activities with proper documentation.

Parental Concerns

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parents should then contact the principal. Concerns with coaches or activity sponsors should be addressed with the principal or athletic director.

If the parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be obtained from the principal. *Additionally, if you have any questions or concerns you may refer to the [Iowa Department of Education's webpage](#) regarding general steps that may be taken by parents, guardians, and community members.*

Safe+Sound Iowa: School Safety Reporting System

A free anonymous K-12 school safety reporting system is now available to help prevent violence, unlawful possession of weapons, self-harm and other forms of victimization and threatening behaviors in schools across the state. The Safe+Sound Iowa program is available to students, school staff, parents and concerned community members to help identify and provide intervention for students in crisis before they hurt themselves or others. Reports of safety concerns can be made securely and anonymously three ways:

1. Downloading and using the free Safe+Sound Iowa app
2. Going to **SafeandSoundIowa.gov**, or
3. Calling 800-224-6018

Trained dispatchers monitor reports made through Safe+Sound Iowa 24/7 and immediately engage in two-way communication with those raising concerns to ensure the information is vetted. Dispatchers then share information with the appropriate local school safety contact, law enforcement or other community partners so outreach and support can be provided to the student in crisis.

Athletics/Activities:

Class Attendance

Students who wish to participate in any extracurricular activities, athletics, and/or fine arts must be in attendance by the start of the third period of the school day, to be eligible to practice or participate that day in extracurricular activities. Exceptions may be made for students attending off campus college classes, or students that have a pre-arranged absence, such as an orthodontist appointment, etc. Parents are expected to telephone the school office to report a student's absence prior to the end of the first class period on the day of the absence.

Physicals

All students must have physicals each year in order to participate in athletics. These physicals are good for one calendar year.

School Uniform/Equipment

Students who have not turned in school issued uniform/equipment will not be allowed to participate in competitions for the next activity until arrangements have been made with administration for return or payment for equipment.

Transportation To/From Athletic Events

Any student participating in a school-sponsored activity is expected to travel to and from the event in transportation provided by the school. However, the district does recognize that sometimes-extenuating circumstances dictate the need for an athlete/participant to arrive home earlier than the school transportation can provide. Students are to return home on district provided transportation unless parents have specific arrangements to assume responsibility for their child's transportation. Parents may assume that responsibility by choosing one of the following two alternatives:

1. Students are to ride to school events in school sponsored transportation unless given permission by the principal to do otherwise. The parent must personally make the request to the principal and **then** assumes all liability for transportation to the school sponsored event.
2. A student may ride home from an event with another team parent of that same activity or a graduate sibling. All of the following procedures must be followed, or the student is in violation of this policy.
 - a. Parents must send a note to the school office by the day of the event indicating whom their son/daughter will be riding home with (for school records) and a phone call (for confirmation).
 - b. Parents must contact school personally or by a phone call to confirm the arrangements. This must take place before athletes/participants depart towards their destination. The school retains the authority to verify parental permission at any time the district deems such action necessary.
 - c. The school will notify the coach/sponsor who has permission to ride with the team parent before departure. Prearranged team parents must personally contact the coach/ sponsor at the event and sign the appropriate sign out form to confirm that they are transporting the student.

- d. The athlete/participant must absolutely ride home from the activity with the designated team parent. The team parent may not transfer the responsibility to another team parent, student or any other individual under any circumstance.
- e. Violators of this policy will not be able to use portion 2 of this policy for the remainder of the season.
- f. Under extenuating circumstances, the administration can deem exceptions to this policy.

Good Conduct Rules & Procedures

To retain eligibility for participation in WCV High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models for other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule, will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use or purchase of alcoholic beverages, including beer and wine (have the odor of alcohol on one's breath is evidence of use);
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- 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, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawing, video, or depictions of others without permission. Note: this could include group conduct. This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation for a Good Conduct Rule in the previous school, the student shall be ineligible and must complete the ineligibility period.

Violations must be reported within 72 hours of the violation to West Central Valley administrative personnel. Violations observed by a faculty member, WCV administrator, or civil authority will be acted upon immediately

by the administration. The administration may require written, dated, and signed documentation of the violation(s). The administration will notify the parents after substantiating the alleged infraction.

Good Conduct Penalties

Any student found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

FIRST OFFENSE within the student's high school career; ineligible for participation in extracurricular activities for up to four (4) consecutive weeks. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is encouraged to complete a licensed and certified program. Arrangements for the program can be made through the school but must be paid for by the student and his/her family. The student is required to perform and complete five (5) hours of community service that must be approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the five hours may reduce one week of ineligibility.

SECOND OFFENSE within the student's high school career; ineligible for participation in extracurricular activities for up to nine (9) consecutive weeks. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is required to complete a licensed and certified program. Arrangements for the program can be made through the school but must be paid for by the student and his/her family. The student is required to perform and complete 20 hours of community service, approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the 20 hours may reduce two weeks of ineligibility.

THIRD OFFENSE within the student's high school career; ineligible for participation in extracurricular activities for up to 12 calendar months. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student is required to complete a licensed and certified program. Arrangements for the program can be made through the school but must be paid for by the student and his/her family. The student will perform 40 hours of community service approved by the AD or high school principal. This service must be completed prior to being declared eligible. Upon the discretion of an administrative committee, the 40 hours may replace up to one month of ineligibility. The student is required to have a conference with the superintendent, principal, AD and parents to determine guidelines for returning to extracurricular activities.

FOURTH OFFENSE within the student's high school career; permanent suspension from all extracurricular activities for the remainder of their high school career.

ALL SUSPENSIONS: The ineligibility will begin immediately upon declaring a Good Conduct Rule violation. If the student is not participating in an extracurricular activity, ineligibility begins the week of competition in the next activity in which they are participating. The student must complete the full season of the activity for the ineligibility period to count.

- All student's eligibility will start anew on the last day of their eighth-grade academic year.
- Violations will be cumulative beginning on the last day of the students eighth grade academic year and continuing until the completion of the summer season after graduation.
- Transfer students who fail to inform WCV of an on-going good conduct suspension will be considered in violation of WCV's Good Conduct Rule.

- All suspensions involving WCV athletics and activities will be initiated by the AD and/or high school principal or their designee.
- Violations of the Good Conduct Rule will affect the student's ability to earn a letter and/or awards.
- An ineligible student shall attend all practices but may not "suit up" nor perform/participate.
- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- Students who wish to appeal the suspension remain ineligible throughout the proceedings.

GOOD CONDUCT POLICY PROCEDURE FOR INVESTIGATION

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedures will occur: the student will appear before the hearing officer who will inform the student of the nature of the alleged violation. During this hearing, the student has the opportunity to admit or deny the allegations and to provide a defense to or explanation for the alleged offenses. The hearing officer shall then make a finding. If the student is found to have violated the Good Conduct Rule, the student will be suspended from activities and informed of the length of the suspension and the appeal procedure. Whenever a suspension occurs, the parent(s)/guardian(s) shall be notified of the suspension in writing and provide a copy of the suspension and appeal procedures.

APPEAL PROCEDURE

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 three (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 rules or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the 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.

"It is the policy of the West Central Valley CSD not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment, sexual orientation, gender identity, socioeconomic status (for programs) in its educational programs and its employment practices."

All West Central Valley High School students and their parents will sign the good conduct policy agreement at registration acknowledging their understanding and agreement to abide by this policy.

Academic Eligibility for Extracurricular Activities

The West Central Valley CSD and the Board of Education believes that student activities are a vital part of the total educational program and that student activities and academics should go hand in hand in providing for the development of the complete student.

State Law 36.15(2) Scholarship rules are enforced at the end of semester and read as follows:

- 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.
 - 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 the purpose 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. *For WCV students, this is at the end of each semester.*
 - 2) 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 contestant is a contestant for 20 consecutive calendar days.

A student with a disability who has an IEP 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 IEP.

Local Eligibility Rules

To be in good standing and be eligible for extracurricular activities, a WCV student must receive a passing grade in all academic classes with no more than two grades of D+ or below at the end of midterm and the end of 1st and 3rd quarters. Any student receiving a failing grade, or more than two grades of D+ or below at midterm and/or the end of 1st and 3rd quarter, will be declared academically ineligible until they raise their grade to meet the requirements of the WCV Academic Eligibility Policy. It is the responsibility of the student to turn in a progress report of their grades to the office as soon as they have met the requirements to be able to return to participation. Students who are declared ineligible are required to practice. They may not suit, play or perform in contests. Students may travel with the team, be in the dugout, on the bench, or on the sidelines. *Ineligible students will not be dismissed early from classes to travel with the team.* To fulfill eligibility requirements, students must complete the entire season in good standing. If not, the ineligibility will carry over to the next activity.

Students receiving an Incomplete will be allowed to participate until the grade has been finalized.

Student Initiated, Non-curricular Groups

The West Central Valley Community School District believes that it is important for students to learn the meaning and practice of freedom of speech while in school, in order that as future citizens they will appreciate the proper exercise of this vital liberty. In adopting these guidelines, WCV High School does not forgo its authority to maintain an orderly and disciplined school environment and to protect the well-being of students and staff.

WCV High School will have a limited open forum for student-initiated groups which are not school-sponsored wishing to meet to engage in speech, subject to the following restrictions:

- Students will be permitted to meet during non-instructional time of the individual students involved in the meeting, including before school and/or after school. However, no student will be present at a meeting at a time when he or she has a class or is required by school rules to be elsewhere. This includes any time during which the school requires the particular student or all students to be off school property or outside the school building.
- All meetings will be student-initiated and open to all students in the school. All student attendance at a meeting will be voluntary.
- No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct or efficient operation of the school.
- It is understood that these student meetings are not sponsored by the school district. Student-initiated groups which are not school-sponsored shall not use the school's name, mascot, or other sign or symbol that might imply school district sponsorship. The school district is neutral as to the content of these meetings, if the meetings comply with paragraphs 2 and 3.
- School officials or employees may be present at the meetings for monitoring purposes.

If students wish to meet under this policy, they must file a request to meet with the principal which lists the room in which they wish to meet and time during which they will meet, the name of one student who will serve as the contact between the group and the school officials, and if required, the school official or employee, who will present.

The principal will approve a meeting if it meets the requirements of this policy and will notify the student contact person of his/her approval, or if it does not meet the requirements of this policy, his/her reasons for disapproval within 2 days of the submission of the request to meet. Once approved, a student group may continue meeting for the remainder of the school year, unless it subsequently violates this policy. Equal access with respect to such meetings will include access to school publications and bulletin boards/posters, in accordance with school policies.

Non-Discrimination Notices

USDA NOTICE

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley rshockley@wcv.k12.ia.us.

IOWA NOTICE

"It is the policy of the *West Central Valley Community School District* not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the *West Central Valley Community School District*, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-231-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index/html>." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley rshockley@wcv.k12.ia.us.

CTE NOTICE

The West Central Valley School District offers Career and Technical Programs in the service areas of Agriculture Education, Business Education, Family and Consumer Sciences Education, and Industrial Education.

Non-Discrimination Statement

It is the policy of the West Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socio-economic status (for programs) in its education programs and 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 equity coordinator, Mr. Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley rshockley@wcv.k12.ia.us.