

WEST MARSHALL

High School Handbook



2025-2026

**WEST MARSHALL
HIGH SCHOOL**
Student Handbook 2025-2026

OUR MISSION

Preparing all students today for the challenges of tomorrow.

District Web Page: <https://www.wmcsd.org>

**WEST MARSHALL COMMUNITY SCHOOLS
TELEPHONE DIRECTORY**

Superintendent's Office	641-483-2660
High School Office	641-483-2136
High School Fax	641-483-2172
Middle School Office	641-483-2165
Elementary School Office	641-483-2671
Bus Garage	641-483-2684

WEST MARSHALL EXPECTATIONS

All students of West Marshall High School are expected to:

- Show dignity and respect for all.
- Demonstrate zero tolerance for harassment.
- Use school-appropriate language.
- Be positive and supportive.
- Bring necessary materials.
- Help maintain the building and all school equipment and materials.
- Do their best at all times.
- Follow the specific guidelines set forth by individual instructors.

DISTRICT NONDISCRIMINATION POLICY

The West Marshall Community School District does not discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental, or marital status (for programs). The West Marshall Community School District offers career and technical education programs in the following service areas:

- Human Services
- Business, Finance, Market, and Management
- Arts, Communications, and Information Systems
- Applied Sciences (Agriculture), Technology, Engineering, and Manufacturing (Industrial Technology

If you have a question or complaint related to this policy, or for information about the district's grievance procedures, please contact Bob Tollefson, 605 3rd Street NW, State Center, IA 50247, or by phone: 641-483-2165 or email: btollefson@wmcsd.org or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov.

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of West Marshall Community School District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), and actual or potential family, parental, or marital status (for programs). If you have a question or complaint related to this policy, or for information about the district's grievance procedures, please contact Bob Tollefson, 605 3rd Street NW, State Center, IA 50247, or by phone: 641-483-2165 or email: btollefson@wmcsd.org or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: (800) 877-8339, Email: OCR.Denver@ed.gov.

ANNUAL NOTICES

<https://wmcsd.org/district/annual-notices/>

WEST MARSHALL HIGH SCHOOL STAFF

ADMINISTRATORS

Jacy Large, Superintendent, Elementary Principal
Jake Randall, 6-12 Principal

BOARD OF EDUCATION

Bob Ranson, President	April Coulter, Vice-President
Erick Eggers	Bryan Hilleman
Clint Hilleman	Rod Honeck
Nathan White	

HIGH SCHOOL STAFF

Megan Toyne, Administrative Assistant
McKenna Grunhovd, District Nurse
Tarah Bowles, Food Service Director
Pauline Buck, Food Service
Denise Mustaine, Food Service
Stacey Ray, Food Service
Patti Davis, Food Service
Doug Gerke, Maintenance
Kenny Diggins, Maintenance
Connie Kroger, Night Custodian
Timmie Page, Night Custodian

Activities Director: Allix Nicholson

Guidance Counselor: Patti Edler

Ag Science: Jason Carolan
Claire Woodworth

Art: Lori Sogge

Band: Spencer Marsh

Choir: Tyler Mullikin

Business: Erika Wolfe

Family Consumer Science: Tiffany Speake

Health: Megan Gonzalez

Industrial Tech: Sean Chesler

Language Arts: Jamie Dee
Tammy Trusheim

Library: Andrea Tollefson

Math: Lonnie Ferguson
Hannah Thompson

Physical Education: Cody Hackett

Science: Ryan Carroll
Brett Nicholson

Social Studies: Colleen Davis
Amy Jo Wertzberger

Spanish: Jo Jordan

Special Education Services: Cynthia Hilleman
Malaina Gerke

TAG Coordinator: Megan Gonzalez

Paraprofessionals: Karen Green, Elke Mehmen, Vicki Messina, Connie Weuve

Positive Environment & Outcomes for Our Students:

Our mission at West Marshall High School is to continue to build an environment focused on learning that supports positive relationships while encouraging students to be actively involved in all that West Marshall has to offer. To be an outstanding school the support from multiple facets across our communities is key. We will work as a school to help our students learn to demonstrate respect, responsibility, and support while putting forth great effort and working hard to achieve all they are capable of. At West Marshall, we truly believe we have a culture focused on understanding that our kids are a key factor in making a difference and we must guide them positively to do so.

Setting the Standard - Be the Best Version of You:

As we enter a new school year, I want to express to you that my deepest desire is to ensure that each of you has a very successful school year. I am honored and feel privileged to be your principal. For all students returning to West Marshall, welcome back! For those new to our district, I welcome you into a great learning community focused on helping you become the best version of yourself each and every day.

At West Marshall we are proud to set high expectations for our students—and ourselves. This year, we are placing a clear focus on setting ambitious goals, striving for excellence, and putting in the hard work necessary to meet and exceed those goals. Whether it's in the classroom, on the athletic field, in the arts, or in service to our community, we believe that every student has the potential to achieve great things through determination, discipline, and support.

Success does not come without effort. We will challenge our students to think critically, take ownership of their learning, and push beyond their comfort zones. Our staff is committed to helping each student develop the skills, mindset, and character needed to rise to those challenges. We will work together—students, families, and educators—to create an environment where high standards are the norm, and hard work is celebrated.

Students, this is your opportunity to set the tone for the year. Be bold, be curious, and be committed. Your effort and attitude will determine your path. Families, your involvement and encouragement play a critical role in this process. Let's work together to make this school year a time of achievement, growth, and pride.

With excitement and high expectations, here's to a great year at West Marshall—a place where excellence is expected, and every student is encouraged to rise to the challenge.

We welcome the 2025-2026 school year.

Mr. Jake Randall

West Marshall 6-12 Principal

jrandall@wmcsd.org / 641-483-2136

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WEST MARSHALL SCHOOL SONG

(Tune: Go U Northwestern)

Go, you West Marshall! Break right through that line.
With our colors flying, we will cheer you all the time.
Rah! Rah! Rah!

Go, you West Marshall! Fight for victory.
Spread far the fame of our fair name.
Go, West Marshall! Win that game

Daily Time and Schedules

The West Marshall High School students' program is scheduled within an eight period day. Fifth period is set up to accommodate two lunch breaks along with an advisory each day. Alternative schedules may be used to accommodate early release days or possible late start.

REGULAR SCHEDULE

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:00	8:46
2	8:49	9:35
3	9:38	10:24
4	10:27	11:12
Advisory	11:15	11:37
5A	11:39	12:24
2nd Lunch	12:26	12:51
1st Lunch	11:39	12:24
5B	12:06	12:51
6	12:51	1:37
7	1:40	2:26
8	2:29	3:15

Absence from School

It shall be the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. This may be done by calling the High School office at 641-483-2136. The building principal may request evidence or written verification of the student's reason for absence and reserves the right to accept or reject any excuse for a student being absent from class.

Chronic Absenteeism and Truancy Policy (State Law) 501.9R1

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via U.S. mail, electronic mail, electronic message or in person delivery that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, in conjunction with set school calendar approved annual by the board of education, unless their absences have been excused by the principal (administration) for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to notify the school office via phone or email to report a student's absence by the day prior to a planned absence or the morning of an unplanned absence. While an excused absence is recognized by the school district, the absence may not be exempt from the state's criteria in relation to chronic absenteeism and therefore could still lead to truancy based on the total absences incurred by the student.

Students who are absent will make up the work missed and may receive full credit for the missed schoolwork. Students are responsible for initiating procedure with teachers to complete work missed. School work missed because of absences should be made up within two days upon their return to school. The time allowed for make-up work may be extended at the discretion of the classroom teacher. A student who meets the criteria for chronic absenteeism/truancy may lose the privilege to participate in any extracurricular school activities.

The administration and guidance staff will make reasonable efforts to advise and counsel, and may impose discipline upon any student approaching 7 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, loss of the privilege to enroll in senior career academies, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, or early dismissal.

Tardies

Teachers will document all tardies on JMC and also complete a discipline referral submitted to the office when a detention is assigned due to tardiness. The discipline referral will be sent home electronically to families and the student.

Students arriving late to 1st period should report to the office before going to class.

The consequences for tardiness per class period, applied on a semester basis, as follows:

- 1st and 2nd tardy: warning
- 3rd tardy: 30 minute detention
- 4th tardy: 30 minute detention
- All subsequent tardies: 60 minutes detention

Detentions

All detentions will be served with the staff member who assigned the detention before or after school Monday through Friday.

1. The teachers will complete a referral on JMC and a notice will be sent home electronically to families.
2. Detention time must be served within three days the detention is received unless otherwise agreed upon with the principal or teacher.

If the detention is not served, the teacher will report to the principal, and the principal will assign the doubled detention time. If the doubled detention is not served additional consequences will be assigned including but not limited to in-school suspension or Saturday School. Parents will also be contacted.

Reassessment Policy / Opportunity

Students will have the opportunity to reassess assigned tasks in high school courses as they see fit. Students will have one-week from the time the assigned task is returned to them to meet with the staff member, complete any additional learning necessary to reassess, and then create a plan with the classroom teacher on when they can complete the reassessment for full credit. Opportunities may be extended for reassessment past the one-week deadline at the discretion of the teacher. Final Reassessments should be completed within a two-week period.

College Visits

Students will be allowed a total of two college visit days to be used during their junior or senior year. Students are to meet with the guidance counselor and secure the necessary forms and signatures before the visit. The required forms are to be turned into the guidance office at least one day prior to the planned visit. A college visit form must be signed by a college representative and returned to the school after the visit. Failure to follow this procedure will result in the student earning an absence that may be unexcused.

Senior Release Policy

Senior release is a privilege and is subject to revocation at any time. Seniors who are not passing all classes throughout the course of the school year, or do not meet student expectations may have their open campus revoked for a period of time.

- Seniors must be at school through 6th period unless they have a college class or career academy that is attended at the university or community college. Approval may be granted for other student situations at the principal's discretion.
- Students cannot return to school unless they are involved in athletics or school activities. If students are returning, they must meet school expectations.
- Failure to comply may result in a loss of senior release – and a full schedule.

Reporting or Returning to School after 8:00 a.m.

Students coming or returning to school after the normal start time must sign the check-in sheet in the high school office before going to class. Late arrival to school without permission will result in a tardy recording by the office.

Leaving School During the School Day/Going to the Parking Lot

If parents want their student to leave school during the school day for other than school-related reasons, they must send a note to the principal's office stating the reason or call the office prior to the requested early dismissal. We will not allow students calling or texting their parents from their cell phone as an appropriate method to leave school. Students will not be allowed to go to the parking lot for any reason.

Students leaving school before the normal dismissal time must have permission from the principal or his/her designee. Students who have been authorized to leave early should sign the checkout sheet in the principal's office prior to leaving the building. If a student leaves school without permission from the principal or his/her designee, the student may earn an unexcused absence and serve consequences as per the student handbook.

Accident Reports

Students should report any accident to the teacher regardless of its nature. The supervising teacher should complete all accident reports. Parents should contact the school if the student is taken to a doctor and provide the name and address of the physician.

Activity Free Night

There will be no student activities (school related or non-school related) scheduled on Wednesday night beyond 6:30 p.m. or on Sunday before 1:00 p.m. during the school calendar year. Exceptions will be granted only with approval by the superintendent or with board approval. Students will be permitted to participate in state and conference events on Wednesday nights.

Assemblies

Self-discipline is expected during all assemblies. Treat those who perform with the same respect that you would like to receive if you were performing. Assemblies are a privilege, and students should behave accordingly.

Student Cell Phone Policy - Use of Personal Electronic Devices (New State Law)

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. 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 this policy. For purposes of this policy, instructional time is defined as the time from the beginning of class bell through the end of class bell, and includes all lunch and recess periods.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

Students violating this policy will have the following consequences:

- 1st Violation: Staff will assign a warning and remind students of classroom expectations with cell phones and future consequences for policy violations.
- 2nd Violation: Device will be confiscated and taken to the office, and returned to the student at the end of the day.
- 3rd violation: Device will be confiscated, phone call or email home, and a 30-minute detention. The phone will be returned at the end of the day. Staff will complete a JMC referral to communicate policy violations and consequences with families.
- 4th violation: Device will be confiscated, phone call or email home, and a 60-minute detention. The phone will be returned at the end of the day. Staff will complete a JMC referral to communicate policy violations and consequences with families. Other arrangements may be made between parent and administration.

***Any additional violation may result in further consequences up to and including detention or suspension.**

Referrals to the Office

It shall be within the discretion of the person in charge of the classroom to remove a student for a single offense or series of offenses, depending on the nature of the offense and the circumstances surrounding it. When a student is removed from the classroom, he/she should report directly to the building principal's office. The administration reserves the right to modify the consequences for office referrals, pending the severity of an offense.

- **1st Referral:** The student will receive a 30-minute detention. The teacher will be required to complete a JMC referral to communicate the inappropriate behavior. This will create an electronic correspondence via email with families.
- **2nd Referral from the same class:** The student will receive an automatic 60-minute detention. The teacher will be required to complete a JMC referral to communicate with the parent to discuss the inappropriate behavior. This will create an electronic correspondence via email with families.
- **3rd Referral from the same class:** The student will receive an automatic 60-minute detention. A meeting will be held between the student, parent, teacher, and principal to discuss the inappropriate behavior.
- **Subsequent Referrals from the same class:** The consequence is at the discretion of school administration, but may include: in-school suspension, out of school suspension, Saturday school, or removal from the class resulting in a failing grade for the semester.

Behavior Contracts

Teachers and administrators have traditionally used detentions and suspensions as a means of changing students' inappropriate behavior. For most students, this is an effective means to a desired end; however, for a small minority of students, this method does not seem to work, as evidenced by their earning a disproportionate number of detentions and/or suspensions. In this case, a student who earns a disproportionate number of detentions, behavior-related or otherwise, will have a meeting scheduled with the parent/guardian and principal at which point a behavior contract containing alternative consequences will be presented.

Driving and Parking Policy

Driving on school grounds is a privilege, and this privilege can be suspended any time a student violates driving laws, parking regulations or any of the driving rules set forth by the school. At all times, students are expected to drive safely and responsibly while on school property. Examples of irresponsible driving include squealing tires, excessive speed, and reckless or dangerous driving.

Students are expected to park their vehicles responsibly. Vehicles must not be parked in the east drive or circle, on the lawn or on the sidewalk at any time unless pre-approved by the administration (e.g., a home football game). On days when school is in session, all

student vehicles will be parked in the east parking lot when on school grounds. This will be in effect until 3:30 p.m. The south and west parking areas are reserved for faculty, staff, parents, visitors and delivery people who visit the school on a daily basis.

Any type of violation in regards to student driving, parking or inappropriate use of a vehicle could result in detention, suspension or loss of driving privileges, at the discretion of the principal. Pending the severity of an offense, the principal may adjust consequences accordingly, which may include referral to the police. Students will be required to obtain a parking tag sticker from the office for each vehicle they may drive to school. This sticker should be applied to the rear window of the student vehicle..

Transportation to the Middle School and Annex

Students are not allowed to transport themselves or others by any means to the middle school (for art classes) or the annex (for industrial arts classes) unless they receive prior permission from the principal or his/her designee. A shuttle bus will transport students to all classes at the middle school and annex, including 1st period. Students with a 1st period class at the middle school or annex should board the shuttle bus on the south side of the school by 8:00 AM. In the instances when a student is not in school at the beginning of the day (e.g., returning from an appointment), the student is expected to come to the high school and sign-in; transportation will then be provided to the middle school or annex. Violation of this policy may result in the following actions at the discretion of the principal.

- **1st violation: 30-minute detention**
- **2nd violation: 60 minutes of detention**
- **3rd violation: Suspension or removal from the class resulting in an F on the student transcript**

Early Dismissal

When it is necessary for school officials to dismiss school early as a result of inclement weather or other emergency conditions, practice sessions related to extra-curricular activities are not permitted, unless approved by administration. As soon as all students have exited the building, it will be secured. If a game/contest is scheduled for a day when school is dismissed for inclement weather, the decision to play the game or participate in the contest will be determined by the administrators from all schools involved.

Academic Eligibility

The Board of Directors of the West Marshall Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at or away from school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in school-sponsored activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

The following activities are covered by the Board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, state contests and performances for cheerleading, FFA, National Honor Society, student council, or any other activity where the student represents the school district outside of the classroom. This also includes managers and statisticians. To be academically eligible for an activity, participating students must -

- be enrolled or dual-enrolled in school;
- have earned passing grades in all classes the previous semester;
- be under 20 years of age (for athletics, music, or speech activities);
- be enrolled in high school for eight or fewer semesters (for athletics, music, or speech activities);
- not have been a member of or trained with a college squad, participated in a college contest, or engaged in that sport professionally (for students in athletics);
- have met all transfer requirements if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Fine Arts (Non-Athletic) Participants:

Adopted with guidance from policies set forth by the by the Iowa High School Music Association (IHSMA) - If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any evaluative or competitive event which occur outside of the regularly scheduled school day within a period of 20 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. Periods of ineligibility served for the same infraction in other activities will count toward serving this period.

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

Extra-Curricular (Athletic) Participants:

Adopted with guidance from policies set forth by the Iowa High School Athletic Association (IAHSAA) & Iowa Girls High School Athletic Union (IGHSAU) - 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. Eligibility will be determined based on reported grades at the end of first and second semester. The period of ineligibility will begin with the first school day following the day grades are issued by the school district, unless a specific date is provided by the IAHSAA or IGHSAU. Periods of ineligibility served for the same infraction in

other activities will count toward serving this period. Students that serve an ineligibility period must have both started the sports season and ended the sports season recognized by the department of education in which they intend to serve their 20 days ineligibility period. Students may not serve their consequence of 20 days by entering a sport mid-season or exiting a sport, quitting, or being removed after the 20 days.

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

Good Conduct Rule

To retain eligibility for participation in extracurricular activities in grades 7-12 in the West Marshall Community School District, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year. Students who represent the school in an activity are expected to serve as positive role models to other students and to members of the community.

A student is alleged to have violated any of the rules mentioned in this policy if s/he:

- is observed by one or more licensed teachers or administrators employed by the West Marshall C.S.D.;
- is observed by one or more certified coaches or activity sponsors employed by the West Marshall C.S.D.;
- is charged by law enforcement official;
- admits to violating any of the standards;
- is found, by a preponderance of evidence, to have violated any of the standards;
- is engaging in any behavior, in or out of school, that is not considered to represent West Marshall as a school of high character and moral behavior. The coach, athletic director, and administration will handle any violation of this behavior. Consequences may occur in the sport that the violation occurred. For a more detailed description refer to the West Marshall Board Policy under Student Conduct Section, Code No. 503.1 paragraph #2.

Prior to the determination of a violation of the Good Conduct Rule, the principal will hold a meeting at which the student shall be confronted with the allegation and given an opportunity to tell his/her side. Any student who is then found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco/nicotine products, vaping products, or look-a-like items regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- possession, use, or purchase of illegal drugs or drug paraphernalia;
- unauthorized possession, use, or purchase of otherwise lawful drugs or products (e.g., "huffing" paint);
- engaging in any act that results in an arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.
- engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members. Hazing is defined by Iowa law as "intentionally or recklessly engaging in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school."
- is engaging in any behavior, in or out of school that is not considered to represent West Marshall as a school of high character and moral behavior.

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

The sponsor of an extracurricular activity may establish and make known rules of conduct and regulations in addition to those stated in this policy for the students participating in the activity. Those rules of conduct shall be approved by the building principal, shall be in writing, and shall be given to each student prior to his/her membership or involvement in the activity.

West Marshall does not allow the use of e-cigarettes or "look-a-likes" in addition to actual substances. The use of these products is against board policy.

Consequences/Penalties

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- **1st violation:** Game/meet/performance penalty equivalent to one-fourth of the season's varsity game dates (rounded down) and anything that falls in between, with a minimum performance penalty of one. This does not include scrimmages. The student will sit out for an appropriate duration of time during the first season they participate in, in which they are eligible. If they decide to start a sport they have not participated in in the past, they must finish the season in good standings with the coach based on attendance, participation, etc. in order for the ineligibility requirements to have been met.
- **2nd violation*:** Game/meet/performance penalty equivalent to one-half of the season's varsity game dates (rounded up) and anything that falls in between, with a minimum performance penalty of two. This does not include scrimmages. If they decide

to start a sport they have not participated in in the past, they must finish the season in good standings with the coach based on attendance, participation, etc. in order for the ineligibility requirements to have been met.

- **3rd or subsequent violation*:** One calendar year of ineligibility from the time of the violation. This does not include scrimmages.

*A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule will be required to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or parent/guardian's expense. This facility must be pre-approved by the principal or his/her designee before the initial evaluation. The student must agree to waive confidentiality to allow the facility to report back to the principal or designee regarding recommendations for treatment or follow-up care. Eligibility will be reinstated as soon as the game/meet/performance consequence has been satisfied, as long as the student also completes the treatment program recommended by the substance abuse facility. If the student does not make a good faith effort to complete the treatment program, as determined by the principal or designee, the student will be declared ineligible until s/he completes the treatment program in full.

All violations of the Good Conduct Rule are cumulative in grades 7-8 and grades 9-12 for the purpose of determining the appropriate consequence(s). (For example -- If a student's 1st violation is for possession of a tobacco product, then s/he will serve the 1st violation consequence. If the same student then violates the Good Conduct Rule with possession of alcohol, this is considered the student's 2nd violation of the Good Conduct Rule, and the 2nd violation consequence will apply.) For record keeping purposes, students entering the 9th grade will be given a clean record of violations. However, students who are ineligible at the conclusion of their 8th grade year will still be required to satisfy their consequence via high school extracurricular activities.

Additional information regarding penalties:

- If the period of time between a violation and the start of an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- The period of ineligibility attaches immediately upon the finding of a violation if the student is currently engaged in an extracurricular activity and, if not completed during the current activity, is carried over to the time the student next seeks to go out for an activity or contest. Game/meet/performance consequences that are carried over from one activity to another will be prorated by the principal.
- If a student violates the Good Conduct Rule while currently engaged in an extracurricular activity and chooses to drop out of the activity prior to completion of the ineligibility period, the full penalty will attach when the student next seeks to go out for an activity or contest, subject to the twelve-month limitation above.
- If a student violates the Good Conduct Rule while not currently engaged in an extracurricular activity, the penalty will carry over to the time the student next seeks to go out for an activity or contest. If the student chooses to drop out of this activity after the completion of the ineligibility period but prior to the completion of the activity, then the full penalty will attach when the student next seeks to go out for an activity or contest, subject to the twelve-month limitation above. In other words, if a student satisfies any portion of an ineligibility period during an activity, that student must remain an active member in good standing through the completion of the activity to satisfy the ineligibility requirement.
- For students involved in both athletics and fine arts or multiple fine arts activities if the ineligibility period cannot be satisfied within athletics or fine arts activities without an overlap of public performances, then the number of public performance dates for which the student will be ineligible will be the greater of the two; however, all public performances will count toward that total.
- An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate.
- If a violation occurs during an ineligibility period for a prior offense, consequences will be served consecutively rather than concurrently.
- Good conduct policy violations can also be attached to school activities including dances and non-academic field trips and/or outings.

Reduction in Penalty

If a student completes a clean calendar year after a violation, the student's next violation will be reduced by one. For example, if a student has his/her second violation on January 1 and does not commit another violation until January 2 of the following year, it will be treated as a second violation. This level reduction is only available to high school students and may only be used one time in a student's high school career.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequence (e.g., detention, suspension from school) for the violation. If the violation occurred while on school grounds or at a school event or activity off school grounds, then additional consequences will apply as per the student handbook.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent in writing within three (3) days of being notified of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, s/he may appeal to the local school board by filing a written appeal with the board secretary at least twenty-four (24) hours prior to the next board meeting. The review of 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 appeal to the school board are limited to the following: the student believes s/he did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and contested violation deleted from the student's record.

Expulsion

The Board of Directors may expel a student by a majority affirmative vote. An expulsion will be based on grounds of immorality, violation of rules and regulations adopted by the Board, any violation of state laws or when the presence of the student is considered detrimental to other students or detrimental to the purposes for which school is conducted. Any administrator may initiate the original recommendation for expulsion and shall have the authority to immediately suspend said student from class attendance until such time as the Board conducts a special hearing concerning the expulsion.

Extracurricular Activities

Extracurricular activities shall be defined as all school-sponsored and/or school-approved activities outside of the regular classroom and laboratory assignments. Students have the opportunity to participate in a variety of extra-curricular activities assuming they are in good academic standing and do not have good conduct violations. Activities available include but are not limited to; football, volleyball, cross country, basketball, wrestling, jazz band, jazz choir, track, golf, soccer, softball, baseball, cheerleading, drama/speech, student council, FFA, and FCCLA. Other extra-curricular activities may become available through various additions including sharing agreements with other districts.

In order to be in compliance with West Marshall Board of Education Policies 503.5 and 504.7, IHSA and IGHS AU policies, all students in grades 9-12 participating in interscholastic sports in the West Marshall School District must show proof of insurance by completing the Parental Insurance Waiver Form and watch an athletic safety film. Each year a student will be required to have an athletic physical and fill out an emergency information card.

Multiple Activity Conflicts

From time to time a student may have a conflict between two activities that they are involved in. In effort to mediate these conflicts, and provide guidance to our students and staff, some activities will take precedence based on their priority with state organizations. If a competition is a state level competition it is a priority over all other events. If a competition is a district level competition it will take precedence over all other events, except state level competitions. If the competition is a generic varsity competition it will take precedence over any scrimmages or practices. When a student has competing competitions that are similar in their priority every effort will be made for the student to participate in both, but in the event that cannot happen coaches and the activities director or school administration will work to determine participation in order to prevent students from being caught between programs.

Fines and Care of School Property

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

Students will be required to reimburse the school for any costs incurred by the school district on behalf of the student if students fail to fulfill their commitment (e.g., music contest registration fees).

Emergency Drills

We are required to conduct emergency drills throughout the school year. Teachers will teach the procedures to students and the expectations to follow during a drill/emergency. Emergency procedures and exit areas are posted in all rooms.

- Tornado Drill
- Fire Drill
- Lockdown Drill
- Active Shooter Drill
- Evacuation Drill

Freedom of Expression

Under the Constitution, all individuals have freedom of expression. However, since student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or cause a material and substantial disruption in the orderly operation of the school. The administration has the right to determine the time, place and manner in which the expression be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

From time to time, social issues impact student lives and they are motivated to participate in student walkouts. West Marshall supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests come with consequences. West Marshall does not initiate or endorse student led walkouts. Students who choose to participate in a walkout will be marked unexcused and consequences will be applied to the existing attendance or discipline policy.

Fundraising & Activity Funds

Students may raise funds for school-sponsored events with prior permission of the administration. Fundraising by students for events other than school-sponsored activities is not allowed. The building principal should be notified of any intent to conduct fundraising activities.

Student activity funds are the property of the Board of Education. Said expenditures from the student activity fund will rest finally with the Board. The principal and superintendent will handle expenditures on a day-to-day basis.

Schedule Changes

Students will not be permitted to change their schedule without permission from the guidance counselor. Parent/guardian signatures are required when making schedule changes. Schedule changes will be granted during the first four (4) days of the semester. **Any changes after this must be approved by the principal.** Students dropping a subject after the first four (4) days could receive a failing grade in that subject for the semester at the discretion of the principal.

Grading Procedures

Semester grades go on a student's transcript and determine whether or not credit has been earned for a course. To calculate semester grades, teachers will use a continuous grading system throughout the semester. Progress reports for communicating student academic progress are readily available on JMC throughout the grading semester.

Academic grades will be applied on the following scale(s):

TRADITIONAL GRADING **Concurrent Enrollment Courses**

<u>Percent</u>	<u>Letter</u>	<u>GPA</u>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

STANDARDS REFERENCED GRADING

<u>Conversion</u>	<u>Letter</u>	<u>GPA</u>
3.5-4.0	A+	4.00
3.0-3.49	A	4.00
2.5-2.99	B	3.00
2.0-2.49	C	2.00
1.50-1.99	D	1.00
0-1.49	F	0.00

The above scale will be used in SRG designated courses. Courses, grading policies, rationale, and other SRG related information can be found in the SRG Handbook.

Graduation Requirements

High school students must earn forty-eight (48) credits to graduate.

Each regular academic subject, including band and chorus, successfully completed for a full semester carries one (1) credit. The following constitutes the course requirements for all students.

Core Requirements

Language Arts – Eight (8) credits are required.

Math – Eight (8) credits are required.

Science – Six (6) credits are required within one year each of Physical Science and Biology.

Social Studies – Six (6) credits are required.

Non-Core Requirements

Computer – One (1) credit is required. Credit can be earned through Computer Applications and any other approved computer class offered during a given school year.

Health – One (1) credit in Health is required.

Career-Technical Education – Two (2) credits are required. Students can choose one class from the following CTE areas to meet their CTE requirement: Industrial Technology, Family and Consumer Science, Business, or Agriculture. The requirement must be met prior to graduation. This credit will not include the Computer Application requirement.

Human Growth and Development – The school district provides students with instruction in human growth and development. Parents may review the curriculum prior to its use and have their child excused from instruction if they desire. Parents should contact the principal if they wish to review the curriculum or excuse their child from this instruction.

Physical Education – One-eighth credit is earned for each successfully completed semester of physical education. All students are required to enroll in physical education unless excused by a physician, or a parent or guardian makes a formal request for excusal due to a religious purpose. Students may also be exempt from the physical education requirement if the student is enrolled in a full academic schedule, as determined by school administration.

Number of Subjects Required Each Semester

Each student must enroll in six (6) subjects each semester. Students who wish to take concurrent enrollment classes offered in an online format will have the first class scheduled into their class schedule, provided they have enrolled in six classes each semester. A student may take a second online class, but it will not be part of their regular schedule. The principal has discretion about any alterations to this policy.

Job Shadows

It is encouraged that students who are juniors should complete one (1) Job Shadow between the periods of March of their junior year until March of their senior year. The guidance counselor must approve job shadows with the appropriate paperwork obtained and signed by the appropriate parties involved. Job shadows may be done over the summer, but with approval by guidance counselor. Students may use a day of school to fulfill job-shadowing requirements, but only one day will be excused. Students must job shadow individually, not with another person or in a group situation unless approved by the guidance counselor.

College Classes & Advanced Placement Classes

All college classes will count towards a student's GPA and academic eligibility. Advanced Placement classes may be offered and any course work online or otherwise will be graded and counted towards a student's GPA. Students will not receive a scaled grade or additional weighting regarding the GPA scale.

Online Coursework

West Marshall CSD has not been authorized by the Iowa Department of Education to offer a high school diploma earned through online course work. Administration may approve student access to online content & course work on a limited, short-term basis when deemed relevant. The principal has discretion about any requests to enroll in online course work through West Marshall High School.

Early Graduation

A student who plans to graduate at the end of the first semester of his/her senior year shall notify the guidance counselor during the second semester of his/her junior year. The counselor will schedule a conference for the purpose of determining the academic requirements needed to do this. After the conference, the student may petition the principal requesting early graduation. This petition should be completed with the guidance counselor, and receive parent signatures for verification. It shall be submitted to the principal before the end of June during the summer leading into the year the graduation request would take place. Depending on the time the request is received, the administration will submit requests to the school board in June, July, or August prior to the start of the school year.

Semester Graduates

A student who graduates at semester will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in prom and commencement ceremonies. Those individuals will be ineligible for any PSEO or concurrent enrollment courses.

Three-Year Graduate

A student who chooses to graduate a full year early will be designated as a junior for the first semester of their third year, and at the start of second semester will be classified as a senior. They will be eligible for all senior awards, and will graduate as part of their new class. Once finished students will forfeit their right to PSEO or concurrent enrollment courses, and will not be eligible to participate in any high school activities such as dances in the year after their graduation.

Participation in Graduation Ceremony

Students participating in the graduation ceremony at West Marshall Community Schools must meet graduation requirements. The principal will forward a list of candidates eligible for graduation to the Board after the first semester. Students who are in jeopardy of not graduating will be informed prior to the list of candidates being forwarded to the Board. The principal will validate the list after final grades are submitted. If a student does not meet the general requirements for graduation, they will not be allowed to participate in the

graduation ceremony and will not have their name listed in the graduation program. The student will not receive a diploma until they meet the general requirements. General requirements include earning the credit requirements as well as meeting all discipline obligations.

Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam/quiz; or submits as his or her own work essays, reports, drawings or other products prepared by another person; or knowingly assists another student in such acts. This includes but is not limited to: using artificial intelligences to complete assignments/assessments, cheating with another student(s) and plagiarism. Instances of academic dishonesty ultimately affect all students and the entire school district by devaluing the work produced legitimately by students. Such behavior is unacceptable to the school district and students found guilty of academic dishonesty face penalties that may include detention, loss of credit and/or suspension. Students found to have repeat offenses of academic dishonesty may have consequences that include suspension from participating in extracurricular activities including competitions and practices, similar to consequences found under the Code of Conduct Policy for West Marshall. Each instance of academic dishonesty will be communicated to the High School Principal and a determination for consequences will be administered to the student, documented on JMC, and communicated with families.

Picking Up Homework at School

In an effort to expedite the retrieval of homework for a student who is ill, we ask that parents call the building secretary in the morning requesting student's assignments. Parents will be able to pick up the assignments in the principal's office at the end of the school day.

Guidance and Counseling

Guidance and counseling services are provided through the office of the full-time counselor. These services will assist students with their personal, educational and career development. The program will be designed to coordinate with the education program and to involve school district personnel.

Harassment Policy

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

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include, suspension or expulsion. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Students Inclusion in the student handbook;
- Inclusion on the school district's website, and
- A copy shall be made to any person at the central administrative office at 601 3rd Street NW, State Center, Iowa.

Legal References: 20 U.S.C. §§ 1221-1234i (2010), 29 U.S.C. § 794 (2010), 42 U.S.C. §§ 2000d-2000d-7 (2010), 42 U.S.C. §§ 12001 *et seq.* (2006), Iowa Code §§ 216.9; 280.28, 280.3; 729A.1 (2011), 281 I.A.C. 12.3(13), Title IX Section 106.31, Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 502, 503, 506

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

Honors and Awards

To qualify for any postsecondary scholarship and valedictorian and salutatorian recognition at West Marshall High School, a student must have attended West Marshall High School for at least one semester and a state approved private or public school for a total of eight semesters unless the student qualifies for and accepts early graduation according to the West Marshall policy.

The top two students in the graduating class, as determined by cumulative GPA, are awarded Valedictorian and Salutatorian honors, respectively, at commencement. Graduating students with a 3.5 or above cumulative GPA will be recognized as honor students at commencement exercises.

Academic Letters

Academic letters are awarded to all students who have two consecutive semesters with a 3.4 grade point average (GPA) or above for each semester and no academic grade below a 2.0. The first time a student qualifies, he/she will receive an academic letter and a chevron. A chevron is awarded for each additional two consecutive semesters with a 3.4 GPA. A star is awarded for each semester with a 4.0 GPA.

Honor Roll

Honor roll will be determined each semester for high school students. Students who obtain a grade of "A" in all academic subjects will be designated "A" Honor Roll. Students who qualify for the "B" Honor Roll shall obtain a 3.0 grade point average in academic subjects.

Perfect and Exemplary Attendance

Perfect attendance certificates are given to students who do not miss a single period of class throughout the school year. Exemplary attendance certificates are given to students who have no more than one absence in any given period throughout the school year.

President's Award for Educational Excellence

This award is given to seniors who have a minimum 3.5 G.P.A. and who score at the advanced proficient level on the math or reading components of the ISASP test, and the 85th percentile on math or reading on the ACT test.

Students-of-the-Month

Faculty in Agricultural Education, Art, Business, English, Family & Consumer Science, Industrial Arts, Math, Music, Physical Education, Science, Social Studies, and Spanish will recognize students who have demonstrated a marked improvement in competency and/or attitude during the previous month.

Trojan Triple Crown Award

This award is given to students who satisfy an academic criterion (minimum 3.0 G.P.A. and no F's), an attendance criteria (4 or fewer absences in every class) and a behavior criteria (no disciplinary notices of any kind during the school year).

White Cord Award

Students who wish to attain the right to wear the White Cords at graduation must complete 100 hours of community service. Additionally, 5 to 10 of those hours must be completed through school designated volunteer opportunities.

Hours will be submitted one year at a time for more accurate record keeping. Once past the deadline the student may not submit for those hours in future years. For example, a freshman who completes thirty hours of service must submit those hours by the determined deadline date. If he or she does not, the hours cannot be claimed at a later time.

Insurance

Students participating in extracurricular athletics must have health and accident insurance. Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student and is a contract between the student and the insurance company – not between the student and the school district. If interested, call the superintendent's office for more information.

Interference in School

Students may not possess laser lights, toys and other disruptive items on school grounds or at school activities. These items will be confiscated and may be returned at a later date. Students will receive appropriate disciplinary consequences.

Jurisdictional Statement

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property within the jurisdiction of the school district, while at a school event, while on school-owned and/or school-operated buses or vehicles or chartered buses while attending or engaged in school activities, and while away from school grounds if misconduct directly affects the orderly and efficient management and welfare of the school district.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least five (5) days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

Video Camera / Recording

The West Marshall School District utilizes video cameras on its school property and on some of the buses. Since the cameras are not hidden, students should know that they are being recorded. Video surveillance, as a preventative measure, has been shown to enhance the management of problem behavior.

Lockers and Padlocks

All lockers in the school building are the property of the West Marshall Community School District and remain school property even though they are temporarily assigned to students. Students are to use lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities and outerwear clothing. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

Be advised that lockers will be subject to inspection at any time throughout the school year for cleanliness, missing school property and evidence of vandalism. The school reserves the right to investigate the contents of any locker if it is deemed necessary. The lockers are school property and the school administration not only has the right but also has the responsibility to safeguard and inspect all school property. Additionally, the district reserves the right to conduct a maintenance inspection without prior notice. Student lockers may be searched in compliance with Board policy regulating search and seizure.

Students may bring a padlock to use on academic lockers but must provide the office with a key or the combination.

Physical Removal and Restraint

The purpose of this policy is to give permission and authority to any school employee to physically remove a student from a classroom, school facilities or grounds when it has been deemed necessary in handling disciplinary matters. Reasonable physical force should be commensurate with the circumstances of the situation. In some cases, it may be necessary to have law enforcement authorities become involved in the situation.

Physical restraint is considered an act of controlling the actions of students when the students' actions may inflict harm to themselves or others and is not considered physical punishment. School employees are allowed to use whatever reasonable means of physical restraint are appropriate to prevent students from harming themselves or others.

Lunchroom and Cafeteria Guidelines

1. No crowding or attempting to get ahead of the line.
2. Students are not allowed to order food from outside businesses during school.
3. All students should eat in the cafeteria. This applies whether you bring your own lunch or purchase a school lunch.
4. At all times, students should remain in the cafeteria. With the lunchroom supervisor's permission, students may either:
 - a. occupy the outdoor area immediately east of the cafeteria, weather permitting. Students may enter/exit using the four doors in the cafeteria
 - b. play basketball in the gym during inclement weather. This does not include congregating in the hallways in or around the gym.
2. At all times, students should remain in an area where they can be readily observed by a lunchroom supervisor.
3. Students should use the restrooms by the superintendent's office; however, students are not to congregate outside of the superintendent's office.
4. Students should not go to the office or into the academic area, locker rooms or parking lot without permission from a lunchroom supervisor.
5. Students are not to leave the school property during the lunch period without proper authorization from the principal or his/her designee.

1st violation: The student will receive a warning.

2nd violation: The student will eat lunch in the principal's office for a day.

3rd violation: The student will eat lunch in the principal's office for two days.

Medical Release of Information

In order for students to learn and have a healthy, safe environment in school, the school must have information and directions concerning health needs or problems. If there are special health concerns which require a response from the school, a Parental Consent to Release Information form must be signed. Parents' permission to release information to West Marshall schools allows dialogue which enables the school nurse and school to participate and carry out treatments outlined by a doctor or health care agency. All information will be kept confidential and will be shared with only those persons directly involved with the needs of the student.

Iowa law requires students enrolling in 9th grade to have a dental screening. The screening must occur no earlier than 1 year prior to enrollment and later than four months after enrollment. The screenings can only be performed by dentists or dental hygienists.

The Iowa Department of Public Health requires immunizations for students enrolled, or attempting to enroll in an Iowa elementary or secondary public school. Iowa law requires that every child must have a completed immunization record on file at the school by the first day of school. If immunizations are in process, the child is enrolled in school on a provisional basis. The law allows for 60 days for completion. At the end of 60 days, students will not be allowed to attend school until immunizations have been completed. All immunization records are audited by the Marshall County Health Department.

In addition, the Iowa Department of Education has released updated guidelines for the 2025-26 school year which can be found [HERE](https://educate.iowa.gov/pk-12/student-supports/specialized-support/student-health-services/requirements) or <https://educate.iowa.gov/pk-12/student-supports/specialized-support/student-health-services/requirements>

Iowa law requires that every graduating student will be given their permanent immunization certificates. These are very important documents that will be needed for college or employment and should be permanently retained. The school does not retain a copy of these records.

Publications

Students may author a publication as part of their instructional curriculum under the supervision of a certified employee and the principal. Student publications must be responsible and shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Prior to final printing and distribution, the publication must be sent to the principal to be reviewed. Articles that do not meet these standards will be rewritten or removed. Non-school sponsored publications, whether written by students or not, are also subject to these standards. The principal has the authority to designate the time, place, and manner of distribution of all student publications, including non-school sponsored publications.

Career Academy / Concurrent Enrolled Classes

Students in grades 11 and 12 have the opportunity to enroll part-time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A 9th or 10th grade student who is identified as a gifted and talented student, according to the school district's criteria and procedures, may also participate in post-secondary, concurrent or career academy courses.

Administrative rule 281-22.6 requires the pupil, if over 18 years of age, or the pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work.

Students will not be required to remain at school on days and at times their post secondary classes are not meeting. However, to maintain this release privilege, students are required to satisfy the criteria listed in the Senior Release Policy.

Public Affection

The development of social skills and appropriateness is an important part of one's education. In addition to the daily contacts between students, the school will provide various social events throughout the school year. The showing of affection should be limited to hand holding while at school. Embracing, kissing, fondling, etc. by students are not acceptable behaviors at school.

Numerous violations could result in detention or suspension and/or parental meetings at the discretion of the principal.

National Honor Society

Junior and senior students who are academically eligible will be considered for membership in the West Marshall Chapter of the National Honor Society. The process for selection of members is outlined below:

Section 1. The selection of members to this chapter of the National Honor Society shall be made by a faculty council appointed by the principal. Selection and induction of members shall occur during the first semester of each school year.

Section 2. The Chapter Advisor shall inform all candidates of their eligibility and shall provide each one with a student activity information sheet. Candidates will be given at least seven days to complete the student activity information sheet and return it to the Chapter Advisor. The Chapter Advisor shall make copies available to faculty members who wish to review them.

Section 3. All high school faculty members will be given the opportunity to rate the candidates on a scale of 1-10 (low to high) in the area of character. Faculty members will be encouraged to read the student activity information sheets and only rate those candidates they know well.

Section 4. The Chapter Advisor shall compile the scores and provide the faculty council with the information including teacher scores, referral data, student essays, as well as, student information sheets.. No one outside the faculty council will be entitled to see or to know the information gathered from the faculty evaluation sheets.

Section 5. The faculty council will convene and select those candidates deemed worthy of membership. The Chapter Advisor shall be a non-voting member of the faculty council. All proceedings from the faculty council meeting(s) will be confidential.

Section 6. The Chapter Advisor shall notify all candidates in writing regarding their selection or non-selection.

Section 7. At the students' request, the Chapter Advisor will provide non-selected students with general advice regarding weak areas in their candidacy, but no detailed information from the faculty council meetings will be shared.

Section 8. The principal shall receive all cases of appeal in non-selection matters.

Section 9. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership into this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

PROHIBITED STUDENT BEHAVIORS AND DISCIPLINE CODES

1. Possession of tobacco/nicotine products

- **Clarification:** Possession of tobacco, nicotine, vape, or other look-a-like products in any form while attending school or school-related activities or on school property by West Marshall students is strictly prohibited.
- **Disciplinary Action:** In all violations, tobacco products will be confiscated and parents will be notified. If the student is under 21 years of age, then the student will be referred to the police.
 - 1st violation: Student will be suspended either in-school or out of school.
 - Subsequent violations will result in suspension.

2. Possession or use of alcohol and drugs

- **Clarification:** The Board prohibits the distribution, manufacture, possession, use or being under the influence of beer, wine or alcohol, other drug or controlled substance as defined by Iowa Code Chapter 124, or any "look-a-like" substance that appears as such while attending school or school-related activities or on school property by West Marshall students.
- **Disciplinary Action:**
 - Parental notification
 - Referral to police
 - Suspension or recommendation for expulsion.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the Board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including possible suspension or expulsion.

3. Student Felony Charges

- If a student is charged with a felony, they will immediately be removed and barred from any other activity or sport for that calendar year (365 days) or until they are cleared of charges. If a student pleads guilty to the original charge, pleads guilty to a lesser charge stemming from the original felony charge, or is found guilty following adjudication and/or conviction, the consequence will remain for that calendar year (365 days).

4. Respect for the rights of others -- insubordination, profanity, bigotry, show of intolerance toward others and sexual harassment

- **Clarifications:**
 - Insubordination is the failure to comply with a reasonable request or instruction given by school personnel.
 - Profanity, racial slurs and name-calling are not acceptable behavior.
 - Loud and boisterous conduct, show of intolerance towards others which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disturbing class or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions.
 - Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any form of sexual harassment should be reported immediately to the principal.
- **Disciplinary Action:** Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

5. Disruptive behavior

- **Clarifications:** Any behavior that disturbs the orderly and disciplined atmosphere of the school.
 - Examples of disruptive behavior shall include, but not be limited to, shouting, yelling, disturbing other classmates, and getting out of seats without permission.
- **Disciplinary Action:** Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, and removal from class(es) for the remainder of the school year.

6. Destructive behavior

- **Clarification:** Any behavior which results in vandalism, damage to and/or destruction of school or personal property.
- **Disciplinary Action:** Depending upon the severity of the destruction, the disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, restitution to the school and/or individual(s), and referral to police.

7. Violent behavior

- **Clarification:** Any behavior that involves threats/verbal abuse, unnecessary force, fighting, and physical abuse toward another person or school personnel while attending school or a school related activity both on or off school property.
- **Disciplinary Action:** Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

8. Possession, sale or use of dangerous objects

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes **will be taken from students and others** who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons, dangerous objects or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students **will be subject to disciplinary action** including suspension or expulsion. Students bringing firearms to school or knowingly possessing firearms at school will be suspended

from school up to one year. The superintendent has the authority to recommend this expulsion to be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

9. Theft

- Clarification: The taking of school property or property of another without proper permission is prohibited.
- Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, recommendation for expulsion, restitution to the school and/or individual(s), and referral to police.

10. Transmission or Capture of Images or Recording

- Clarification: The use of smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at all times. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law.
- Disciplinary Action: Students will be disciplined for any use of technology devices in school locker rooms or restrooms. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Search and Seizure

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under circumstances deemed necessary to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on school premises.

Periodic unannounced inspections of student lockers are permissible to check for cleanliness, vandalism and proper use. Drug dogs may be used for unannounced inspection of school property including school vehicles parked on school grounds and personal items brought to school by students including bags. Students will not be present during a search conducted by drug dogs for safety reasons.

All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

School Bus Policies

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation. Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Student Conduct on School Transportation Regulation

- Students are under the authority of the bus driver.
- The bus driver has the same authority on the bus that a teacher has in the classroom.
- Students who misbehave on the bus may have the privilege of riding the bus taken away from them. Students who harass young students will be subject to the loss of their bus privileges.
- The bus driver has the authority to assign seats on the school bus.

- Students are to be on time at school bus stops and at school loading areas. Bus drivers will not sound the horn or wait for the students who are not in sight at a bus stop.
- Students must cross in front of the bus.
- Upon entering the bus, students must go directly to a seat and remain seated until they are ready to leave the bus.
- Students will not be allowed to get off the bus at a place other than their assigned point of pickup unless a written notice from the parents is first given to the building principal for approval and the building principal notifies the driver. However, the only stops a driver will make are the ones listed on their route schedules.
- Students who change buses or do not ride regular route buses will not be permitted to ride a route bus unless a permit is secured from the principal's office or transportation director.
- Students shall converse in normal tones. Loud or vulgar language is prohibited.
- Students shall not open or close the bus windows without the permission of the driver.
- Students shall not extend their hands, arms, feet, or head through the bus windows.
- Students shall refrain from crowding or pushing.
- Students shall be courteous to the driver and passersby.
- Roughhousing on the bus is prohibited.
- Students will not throw objects in the bus or out the windows.
- No smoking will be allowed on the bus or on school property.
- No eating or drinking will be allowed on the bus without permission of the driver.
- Students should not put feet on the seats, damage or mark upholstery in any manner.
- No pets, firearms, explosives, knives, or glass containers are allowed on the bus.
- The Good Conduct Policy is in effect.

Student Appeal Procedure/Due Process

Students who are involved in a disciplinary matter may appeal a decision rendered by the principal as outlined below.

- **Level I: Reconsideration of the principal's decision:** A student may request the principal to reconsider his/her decision. This request must be in writing and made within one (1) day of the principal's decision. The principal shall respond in writing to the request for reconsideration within three (3) days.
- **Level II: Appeal of the principal's decision:** A student may appeal the decision of the principal to the superintendent. This appeal must be in writing and made within five (5) days of the principal's written decision. The superintendent shall respond in writing to the student's appeal within five (5) days. The decision of the superintendent shall be final regarding all routine disciplinary matters and suspensions of fewer than ten (10) days. The reference to days indicates school days, not calendar days.

Suspension

The School Board has delegated to the building principal the authority to suspend a student from school for a temporary period not to exceed ten (10) days upon violation of rules and regulations established by the Board or when student conduct varies radically from the conduct necessary to maintain a proper educational environment for other students.

- In-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. Under the premise that extracurricular activities are an extension of the school day, students who are suspended in-school may attend an extracurricular rehearsal/performance or practice/game but may not participate.
- Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. When deemed necessary, the principal may establish a parental conference as a prerequisite for readmission of the student.
- Off-site suspension means the student is removed from the school environment, which includes school classes and activities. Students may be referred to a behavioral center for a period of time, or the student can be monitored with West Marshall staff at an alternate location.

Student Dress

In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Upon entering the building and exiting the building, students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, makeup shall be safe, appropriate and not disrupt or interfere with the educational process. Administrators will determine the appropriateness of student dress. Dress that is disruptive, distracting, revealing, or interferes with the student's education will not be acceptable.

General Clothing/Accessories

- Footwear must be worn at all times. Athletic footwear shall be worn for P.E.
- Attire should be appropriate, clean and non-disruptive
- The following items are inappropriate:
 - Slippers and sleepwear
 - Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses unless prior arrangements are made with the principal for medical or religious reasons.
 - Spiked jewelry, clothing, and accessories
 - Sheer or transparent clothing

- Dog chains or dog collars
- Clothing or jewelry that is vulgar, profane, lewd, or racially or sexually suggestive
- Clothing or accessories that advertise, glorify or symbolize any illegal substance, alcohol, or tobacco
- Clothing or accessories with gang insignia or symbols
- Exposed undergarments
- Oversized clothing including sagging
- Anything that promotes violence

Pants, Shorts, Skirts, and Dresses

- Pants, shorts, skirts, and dresses shall cover the student appropriately.
- Slits, splits, cuts, and holes in clothing shall not reveal the body inappropriately.

Long Coats

- Long coats and/or trench coats are to be kept in their lockers after arriving at school

Tops

- Necklines shall be modest, not revealing, and shall not allow cleavage to show.
- Clothing shall cover the mid section and the back at all times, including when the student is standing and/or sitting.
- The following tops are inappropriate
 - Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts – these types of shirts may be worn over a shirt with sleeves
 - Tops that reveal lingerie or where the width of the strap is less than two inches
 - Strapless tops, one strap tops, spaghetti strap tops
 - Belly shirts

Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities include, but are not limited to: field days, field trips, and athletic, physical education, cheerleading, and band activities. Administrators may also declare certain school days as “theme” days and suspend portions of the dress code at their discretion.

The principal will make the final determination as to what constitutes appropriate attire. For all violations, students inappropriately dressed may be required to change their clothing. Students who refuse to change inappropriate clothing, may face disciplinary consequences including but not limited to in-school suspension.

Student Records

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached the age of eighteen. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student, who is defined by the Internal Revenue Code as a dependent student, may be provided access without the written permission of the student.

Parents and eligible students shall have a right to access the student's records upon request without necessary delay and in no instance more than forty-five (45) days after the request is made. Parents and eligible students have the right to a local hearing with the superintendent to challenge information in the education records. If the records are not amended, parents and eligible students shall have a right to have a qualifying statement added to the records.

This policy shall be published annually in the student handbook and in the district newsletter. Such publication will be considered notification for parents and eligible students.

Directory Information

The following information may be released to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by the first day of school to the building principal. The objection needs to be renewed annually.

Name, Address, Telephone Listing, Email Address, Date And Place Of Birth, Major Field Of Study, Participation In Officially Recognized Activities And Sports, Weight And Height Of Members Of Athletic Teams, Dates Of Attendance, Degrees And Awards Received, The Most Recent Previous School Or Institution Attended By The Student, Photograph And Likeness And Other Similar Information.

School Nurse

If a student is feeling ill during school hours and the nurse is in the building, the student will be evaluated by the school nurse to determine an appropriate plan of action. If it is determined that the student needs to go home, the nurse will contact their parent/guardian for transportation arrangements.

If a student is feeling ill during school hours and the nurse is not in the building, the student will report to the office to be evaluated. The nurse may be consulted as necessary to determine an appropriate plan of action. If it is determined that the student needs to go home, the office staff or nurse will contact their parent/guardian for transportation arrangements.

If a student is feeling ill and has an attendance contract, the school nurse will be consulted before sending the student home. If the school

nurse is not available, the administration and/or Truancy Officer will be contacted to determine an appropriate course of action.

If a student does not follow these guidelines and leaves school without being evaluated, the absence will be unexcused as determined by the administration.

School Dances

Students are expected to meet all expectations for school while attending any school dance. The district has the right to conduct reasonable searches based on reasonable suspicion for any students suspected of violating school expectations. West Marshall students may bring a non-West Marshall student to a school-sanctioned dance under the following conditions –

- The school has notification prior to the event in accordance with school directed timelines.
- The student is in good standing either at their school or in their community including with local law enforcement.
- The student is not older than 19 years of age on the day of the dance.
 - Photo identification required for entrance into the dance.

Student Health

In the event of illness or injury to a student, emergency first aid will be given. Every attempt will be made to contact the parent/guardian prior to the student being taken home, to a doctor's office or hospital. Fees of the doctor and/or hospital will be the responsibility of the family. Students believed to have a communicable disease that may endanger the health of others will not be allowed to attend school or school activities until released by a physician. Students may be excused from school or school activities upon the written recommendation of a physician.

Visitation by Guests

Students from other schools, graduates and other guests are allowed to visit school only with prior approval of the principal.

Foreign Exchange Students

Foreign Exchange students have been and will continue to be part of West Marshall High School. In order for a foreign exchange student to be admitted to school at West Marshall the request must be formally made prior to August 1 prior to the school year in which they will be in attendance. Any deviation from the deadline must receive approval from school administration. All foreign exchange students will be registered as 11th grade students, and will not partake in graduation. Approved service providers for exchange programs include, but are not limited to, EF Exchange and ISE Student Exchange, both recognized by the US Department of State. Other organizations may be considered at the discretion of school administration.

Student Transfers - Open Enrollment Eligibility

Open enrollment requests and impact on extracurricular eligibility will be handled on a case by case basis by the West Marshall Board of Education. A Parent/Guardian requesting a student's 90 day ineligibility period to be waived must complete an "ineligibility transfer waiver and submit this to school administration" prior to consideration for board action to be held in closed session.

The board will review indicators listed below to help make the best decision for each individual student request:

Will the student seek an athletic advantage?

- *Request may be granted if no athletic advantage will occur (currently or has never played varsity sports)*

Note: Considerations as to why 90 days were to be waived

- *Legal hardship on the student gaining access to education curriculum services*
- *Student never lived in district (attended A, moved to house in B and utilizes open enroll to attend C)—B grants based on no attendance in district even though that is district of residence)*
- *Other as determined by the board as "case-by-case"*

If approved, WMCSd will send an email to the receiving school district to include: a Board of Education approval letter, minutes of a Board meeting, student transfer evaluation form. Additionally, communication will be sent to the Iowa Girls High School Athletic Union and/or Iowa Boys Athletic Association for final verification of each district's approval.

Travel for Out of Town Events

A student is required to ride school transportation to an activity in order to compete or participate unless prior approval by the administration is granted. Students arriving at any activity by means other than those authorized by the school are ineligible for that activity and will not be allowed to participate.

A parent may sign off his/her student in the presence of the coach/sponsor at the event. A parent may give permission for his/her student to ride home with another specified adult, if the following occurs:

1. The school is contacted by the parent on the day of the event.
2. A written note from the parent is given to the coach/sponsor before the event.
3. The student is "signed off" on site by the specified adult.

Waiver for Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP),

Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship may obtain a waiver form in the superintendent's office or at registration. This waiver must be completed annually.

Weather Related Announcements

In cases of severe weather, superintendent decides the weather threatens the safety of students and employees, he/she will notify through means or District Wide Alert social media, text messaging/email, radio/TV station, KCCI- TV 8, WHO-TV 13, Local 5 News, and KDAO/KFJB/KXIA 101.1, to broadcast school closing announcements. Parents/guardians will be notified through JMC and our district-wide school messaging system in addition to the above.