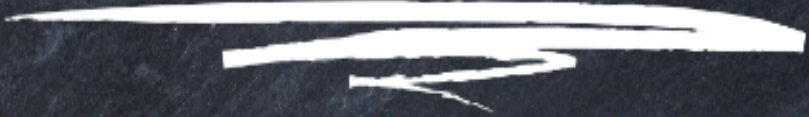


WESTWOOD CSD

FAMILY AND STUDENT HANDBOOK



2024-2025

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[DISTRICT STAFF](#)

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WELCOME TO WESTWOOD!

Welcome to the 2024-2025 school year at Westwood Community School. The administration, Board of Education, teachers, and support staff share a commitment to educational excellence for every child at Westwood.

Working together with all of you, we can build upon this meaningful commitment of support for our students in this new school year. We hope this handbook will give you information that will help you understand the procedures, policies, and goals which are necessary for orderly function of the school. With this thought in mind, we expect all students and their guardians to be thoroughly familiar with the contents of this handbook.

Mission Statement

The mission of the Westwood Community School District is to provide the environment and curriculum necessary to allow each student to achieve his/her fullest potential.

Philosophy of the Westwood Community Schools

The purpose of the Westwood Community School is to provide opportunities for each person to become a secure, self-reliant individual who recognizes the significance of his/her own life ability to contribute to the lives of others. Personalized programs must be developed which identify and accommodate the person's abilities, interests, needs, and creative potential. The dignity, worth, and uniqueness of each individual and his/her heritage will be preserved.

In the practical application of this philosophy, opportunities shall be provided for each individual to:

1. Develop physical, mental and emotional health.
2. Develop a positive set of values and responsibility for personal behavior.
3. Develop respect for other's rights, opinions, property, and values.
4. Develop the ability to communicate ideas and feelings.
5. Develop awareness of self-worth and promote participation in family and society.
6. Develop skills for effective participation in society and in the democratic process.
7. Develop ability to use leisure time effectively.
8. Develop foundations and motivation for continued lifelong learning.
9. Develop awareness, understanding, sensitivity, and respect of the environment.
10. Develop capabilities to function in the real world.

Westwood Outcomes

1. Students should be able to communicate effectively (read, write, speak, listen)
2. Students should be able to apply technology competently.
3. Students should be able to utilize problem solving and decision-making skills.

4. Students should be able to exhibit good citizenship by acting responsibly for the public good.
5. Students should be able to work together in a group.
6. Students should be self-directed learners.

Westwood Long Range Goals

1. All students will be proficient in reading comprehension.
2. All students will be proficient in mathematics.
3. All students will be proficient in science.
4. All students will feel safe and connected at school.

Invitation to Parents

Parents are welcome at school and should feel free to ask for a conference with teachers, principal, or counselor at any time.

Parents, we also want to invite you to visit your child's classroom. You are welcome, but we would like you to abide by the following procedures so that your visit will be most beneficial and cause the least disruption to the classroom:

1. Please send a note to the teacher or call the day before you wish to visit.
2. Leave small children at home.
3. At the time of your visit, stop in the office first and inform the secretary that you are in the building and where you will be visiting.
4. Use the visit as a time to observe your child. Plan an outside-of-class time conference if you wish to discuss your student's progress.
5. Plan your visit for no more than 30 minutes. Remember that students do sometimes behave differently in front of visitors.
6. Your visit will mean a lot to your child just to know that you care enough to see him/her in the school setting.
7. Visits are discouraged the first and last two weeks of the school year.
8. Guests of students other than parents are not allowed to visit classrooms because of the legal liabilities and responsibilities involved. Office staff will immediately direct visitors, and vendors who enter the school building to the appropriate room after signing in as a guest.

Attendance Policy

It is the education philosophy of the Westwood Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Westwood Community School District expect that students shall be in attendance at scheduled classes and activities. Students are expected to be punctual and present for all classes, study halls and assembly programs. If a student is absent, parents will need to verify the reason for this absence with either a note or phone call to the office by 8:30 a.m. If a student is late to school, they must check in with the office.

Iowa's definition of a student absence is adapted from the U.S. Department of Education and in accordance with the Office for Civil Rights' guidance:

- **Student Absence** as a student is absent if they are not physically on school grounds or are not participating in an expected and school-directed activity under the direction, supervision or instructional guidance of educational staff at an approved off-grounds location for at least half the school day.

The Iowa Department of Education developed the following definitions and guidelines in regards to attendance:

- **Chronic Absenteeism** as missing 10% of school days or hours in a grading period
- **Truancy** as missing 20% of school days or hours in a grading period
- When a student becomes chronically absent, the school district must notify the county attorney and send a notice to parents on their child's absences and the policies associated with more absences.

A child who has reached the age of six and is under seventeen years of age by September 15th is of compulsory attendance age. All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent/guardian and student have filed for competent private instruction (home schooling) by August 26th or within 14 days of removal from school. Any child who fails to attend school without a reasonable excuse for the absence shall be defined as truant. Verification of the absence may be requested by the administration in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused. The principal will refer a student with excessive unverified absences to the County Attorney.

Students are allowed a maximum of 8 absences per grading period (semester). Students who are absent from their assigned class or class activity for reasons other than those listed as excused or exempt are considered truant based on the State definitions. Acts of truancy may result in denial of academic credit or grade level/course retention, and/or placement in an alternative education program.

Parents/Guardians will be notified of their student(s) absences using the following guideline.

- 3 Absences per grading period (semester)
 - Notification letter home to parent/guardian for all absences
- 6 Absences per grading period (semester)
 - Notification letter for all absences with Level 1 Meeting
 - A phone call to parent/guardian regarding absences that are classified as unexcused/nonexempt for the grading period that will identify barriers to attendance and develop interventions to improve the student's attendance.
- 10 Absences per grading period (semester) = Considered Chronically Absent

- Notification letter for all absences sent to parent/guardian with Level 2 Meeting AND county attorney
- Attendance meeting regarding unexcused/nonexempt absences with building attendance team to develop an Attendance Action Plan that establishes interventions to improve attendance.
- 13 Absences per grading period (semester) = 15% of Unexcused/Nonexempt absences for the grading period
 - Notification letter for all absences sent to parent/guardian AND county attorney
 - Requires a Family Engagement meeting regarding unexcused/nonexempt absences to review the current Attendance Action Plan.
 - This meeting must include the child, their parent/guardian, and a school official.
 - Refusal to attend requires notification to the County Attorney for Level 3 Mediation Meeting
- 16+ Absences per grading period (semester) = 20% of unexcused/nonexempt absences for the grading period
 - Considered truant by the Federal and Iowa Departments of Education
 - Certified Letter home to parent/guardian to schedule a meeting with building administration and superintendent
 - Notification to County Attorney for Level 4 Court Date
 - Open enrolled students may be required to enroll back in their home district

Truancy:

Students who accumulate 20% or more of unexcused/nonexempt absences during a grading period (semester) are considered truant. Students reaching 20%, may be denied academic credit or grade level or course retention, and/or placement in alternative learning opportunities.

Parents refusing to verify absences or attend scheduled School Engagement Meetings will be referred to the County Attorney per Iowa Law regarding Chronic Absenteeism.

**** School Activities/Field Trips/College Visits approved through the School Counselor / Medically homebound but completing school work are not considered absences**

The following are examples of Excused Absences, but still count towards Chronic Absenteeism but **NOT** Truancy based on Federal and State Guidelines:

- Illness (Doctor's note required after 3 days or 3 consecutive days)
- Dental and medical appointments (Doctor's note required)
- Funeral
- Required court appearance
- Absences to attend a religious service or to receive religious instruction
- Family Reasons (must be approved through an Administrator)
- Family Medical Emergency

The following are examples of UnExcused/Nonexempt Absences and count towards Chronic Absenteeism and Truancy based on Federal and State Guidelines:

- Absence without parent notification
- Absence, parents calls in with no reason given
- Helping family (i.e. planting, harvest, working at family business)
- Missing bus, oversleeping, car problems
- Trips not approved in advance
- Shopping, hunting, fishing
- College visit not approved through School Counselor/Building Administration

A. ANTICIPATED ABSENCES

If a student/parent knows in advance of an upcoming absence, the parent or guardian should send a note or call the school as soon as possible before the absence indicating the days/times and reasons for absences (if a phone call is made, no follow-up note is necessary). This will give the student time to make up work before the absence from school. **All students must clear their classes before an absence whether school related or not or zeros may be given.** Students should give their teachers at least three days notice of an absence whenever feasible.

B. LEAVING SCHOOL DURING THE DAY

Prior to a student leaving during the day, parents must telephone the office if a student is supposed to leave school during any period of the day on short-notice, stating the time the student is to leave and the reason for leaving.

- Parents should not go to the classroom to pick up their students but should pick them up in the office. Secondary students will be sent out to meet the parents once they arrive.

C. ABSENCES AND HEALTH

If your student will be absent from school, **please call the school office before 8:30 a.m.** If he/she has a contagious disease, notify the Woodbury County Health Dept. in Sioux City, Iowa.

In the event that a student becomes ill at school, every effort will be made to contact the parent or the emergency contact person so that the parent or designated contact person can arrange transportation and care of the child. Home or with an alternate care provider is the best place for an ill child.

If a student should be the unfortunate host of a virus or cold, we encourage you to keep him/her home until fully recovered. If your child needs to avoid recess or P.E. for a time, a note should be sent daily or a medical excuse from a doctor to keep him/her from participating in P.E.

We discourage the practice of allowing students to avoid recess or P.E. for more than a day or two unless required by a physician.

D. ELEMENTARY- BEFORE SCHOOL GUIDELINES

When the buses begin arriving around 8:00 am, students may come in for breakfast. Students are not to wander the halls. Those not eating breakfast or done with breakfast will be on the playground and will enter the building at 8:20. If you bring your child to school and he/she does not eat breakfast, it is best to bring your child by 8:20. All students should be in their classrooms by 8:30am.

E. COLLEGE VISITS (JUNIORS & SENIORS)

Students are urged to visit colleges during vacations or teacher workdays. Those who wish to visit a college on other days must first check with the office to secure an admit. The admit must be signed by the teachers and the counselor before leaving, turned in, and a parent must send a note to the school prior to the visit. Juniors are limited to one or two visits.

F. ABSENCES AND MAKEUP WORK

Students with absences will be allowed to make up work. All school work must be made up within the number of days which are double those of the absence. (e.g., one day absence requires homework/tests to be made up within two days) School work submitted after the established deadline may not be graded or may be graded at a reduced percentage according to policy set forth by the instructor.

G. LATE TO SCHOOL (7-12 graders)

Students are not allowed to skip 1st or 8th period study halls (or other study halls during the day) just because they don't have classes scheduled. Westwood does not have a part-time program except at its alternative school. Students are expected to be on campus from 8:30 until 3:30 unless they are off campus for post-secondary option classes or participating in the school-to-work program and have been cleared to leave by the coordinators of those programs. Students who are tardy to school will be given detentions for the third tardy and each one thereafter just as is the case with students tardy to class. Students skipping other study halls will be considered truant. An exception would be for seniors who earn open campus, to be determined on an individual basis by the principal.

*Students living on their own, or married, may write their own excuses but they must be legitimate to be considered excused.

*The above policies apply to individual classes as well as to part-day absences.

*A half-day absence is given for absences beyond four periods and a full day's absence is counted beyond five periods.

Tardy Policy

Any student coming late to school must report to the office and sign in. A student who is tardy to first period must have a pass when coming into first period. The office will mark it unexcused.

A student reporting late for any class or homeroom will be considered tardy and may be asked to report to the office for an admission slip. Tardiness will not be excused except in rare circumstances. If a student misses more than 10 minutes of a period he/she will be considered skipping and may be considered truant.

Students will be allowed two (2) unexcused tardies per class per semester. Detentions will be assigned for the 3rd, 4th and successive unexcused tardies by the classroom teacher or the principal recognizing these violations. A three-minute passing period is provided, making most reasons for tardies inexcusable.

Excessive tardies may negate attendance awards.

H. CLOSED CAMPUS POLICY

Westwood has a closed-campus, meaning students cannot leave campus during the school day except for parent-excused appointments. Students are not allowed to leave campus during lunch periods, between classes, etc. Parents are asked not to write notes to excuse students except for necessary appointments or special circumstances (please call the school in advance).

Absent Without Leave Policy

A. Absent Without Leave (AWL) Policy

Any student who is absent from school without parental knowledge or permission or without the school's knowledge or permission will be considered truant and will be subject to disciplinary action. **THIS INCLUDES A STUDENT WHO LEAVES SCHOOL WITHOUT SECURING PROPER PERMISSION FROM THE PRINCIPAL/DESIGNEE AND/OR NOT CHECKING OUT AT THE OFFICE.**

In addition, a student may not receive academic or make-up credit for the day or part of the day on which the truancy occurs. The following will be used in AWL situations:

FIRST AWL: Disciplinary report sent home, possible meeting with parent, student, and principal. Possible detentions or in-school suspension depending on circumstances.

SECOND AWL: Detentions or in-school suspension time depending on circumstances, if student left school grounds, etc. Student will meet with a counselor.

THIRD AWL: Referral to at-risk team for consequences to be determined.

Note: If AWL continues, the student may be referred to a board committee for further action.

B. AWL AND PARTICIPATION IN ACTIVITIES

Any student truant from school and also a member of extracurricular activities, clubs, or teams will not be allowed to participate in the next scheduled event of that group or groups. Students who skip school also may forfeit the privilege of field trips or other such outings.

Notices

Numerous announcements, notices, and other important information are sent home with students. Elementary students will bring home a "Monday Folder" each Monday with all flyers and papers.

District announcements will be sent via JMC through text and email, elementary teachers and administration also utilize ClassDojo. Daily announcements are posted daily on the school's website. The home and school need to impress upon students the important role they play in making sure adults at home receive every message sent.

Student Conduct and Behavior

A. STATEMENT OF PURPOSE

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. Foremost among these challenges is respect for the rights and property of every other individual. Students at Westwood School are expected to have the self-discipline required to respect the rights of all other individuals with whom they will be dealing. We expect all students to be a credit to their school, the staff, and themselves.

Students are expected to comply with and abide by the school district's policies, rules, regulations, and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of others to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

In order to have an orderly climate, which is conducive to learning it is imperative that students respect the position of the school's teachers and administrators as those who make decisions which are in the best interests of individual students and the student body in general. Lack of such respect can undermine not only an individual teacher's effectiveness with students, but can adversely affect the effectiveness of the school's programs. **Disrespectfulness and/or insubordination toward any school personnel will not be tolerated and MAY LEAD TO SUSPENSION for a first offense depending on the seriousness of the actions.** Insubordination includes refusing to follow faculty/staff requests and directives.

All teachers will be alert for any student activities that are in violation of good student behavior. Students should also be fully aware that any of the school personnel at Westwood Community School has the authority to correct misconduct at any time.

All Westwood Community School activities are considered to be an extension of the school day, regardless of the location, so regular school policies dictate student behavior.

Discipline may be adjusted to the administrator's opinion based on situation and age of the student.

Westwood Community School follows the 2023 Iowa Acts, chapter 96 (House File 604) which the Iowa Department of Education's Model Policies for Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence: [Board Policy 503.08: Student Threats of Violence](#).

B. AREAS OF PROHIBITED STUDENT CONDUCT/DISCIPLINE

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of other students is prohibited.

The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this handbook. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action, including possible suspension or expulsion:

1. Disrespect for any student, school official or employee. This includes the use of profanity toward students, teachers or employees, as well as disrespectful behaviors, gestures and comments. Disrespectfulness toward school employees may result in out-of-school suspension immediately. Students are to address teachers with Mr., Mrs., Miss, Ms., or Coach, and are not to use first names, nicknames, or just last names.
2. Behavior that interferes with classroom instruction or other activities associated with the school.
3. Insubordination: failure to follow the requests and/or directives of a school official.

4. Unsportsmanlike conduct involving visiting school teams or their representatives. Students behaving improperly at extracurriculars will not be able to attend such events for a period of time determined by the administration.
5. Truancy or failure to attend assigned classes or activities.
6. Excessive tardies to school, assigned classes or scheduled activities.
7. Engaging in any activity forbidden by law which interferes with school purposes.
8. Students are not allowed to bring prohibited personal property to school; see page 26 for details on these items. If brought, they may be confiscated and returned later or held for parents.
9. Students are not to be in the building unsupervised at any time. Students early to school are to remain in the commons until the first bell. Any students in other parts of the building before/after school must be directly supervised by a faculty member in an activity.
10. Wednesday is family night; all students must be out of the building by 6:00 p.m.

Note: Any student who repeatedly violates school or administrative policies may be suspended and may be referred to a Board of Education committee, who will then make a determination regarding further consequences beyond the usual ones taken by teachers or administrators.

I. OUT-OF-SCHOOL SUSPENSION AND EXPULSION

Any principal or the superintendent may temporarily dismiss any student for violation of the rules and regulations and discipline policy of the Westwood School District and shall give notice of such temporary dismissal to the President of the School Board. Such temporary dismissal shall not exceed ten days. Suspended students are not allowed to attend extracurricular activities and should not be on school property during their suspension unless given special permission by the principal.

When a student has been suspended, he/she may be readmitted by the administrator who suspended him/her. When expelled by the Board, a student may be readmitted only by the Board in the manner prescribed by it.

Within three days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the Board, stating their reasons. The Board, in its discretion, may grant the request. Any student who is expelled should not be on school property and will not be allowed to participate in school activities or to attend extracurricular activities during the period of the expulsion unless given special permission by the Board or administration.

Disruptive Speech or Drawings

Verbal, written, drawn or symbolic speech that materially or substantially disrupts classroom work, school activities, or school functions; or simply talking in class when told not to do so; and/or behavior that is disruptive to the orderly educational procedure of the classroom cannot be tolerated. Students who do not function in an appropriate manner in hallways may be assigned direct teacher supervision during transition times. After others have passed, they would be allowed to get books, etc.

- First Offense:** detention, notification of parents
Second Offense: one days in-school suspension (ISS) or Saturday school
Third Offense: two days in-school suspension (ISS) or Saturday school
Fourth Offense: three days out-of-school (OSS)

Extortion

Extortion is the solicitation of money or something of value from another person in return for protection, or in connection with a threat to inflict harm.

First Offense: three to five days out-of school suspension (OSS), notification of parents, restitution, possible notification of authorities

Second Offense: five to ten days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities, recommendation for expulsion

Fire Alarm/ Bomb Threat

The dialing of 911 without just cause or the reporting of false fire reports or alarms, bomb threats, or other actions similar in nature, cause disruption in the school and endanger the public safety of students and staff, and is prohibited. The age and intent of the student will be considered when consequences are determined.

First Offense: Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities. Possible expulsion.

Second Offense: Ten days out-of-school suspension (OSS), notification of parents, notification of authorities.

Foul Language

Foul language cannot be tolerated in school or at school activities by anyone associated with the school. Students will be assigned a 30-minute detention for each incident.

First Offense: two days in-school suspension (ISS), notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents, notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Insubordination

Defiance, refusal, or failure to comply with the reasonable request of school personnel is insubordination. Insubordination may include obscene gestures. School personnel include administrators, teachers, aides, workers in the kitchen, custodians, bus drivers, secretaries, etc. Insubordination can, at times, be disruptive or passive.

First Offense: two days in-school suspension (ISS) or Saturday school, notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents

Third Offense: ten days out-of-school suspension (OSS), notification of parents, and possible recommendation of expulsion.

Fourth Offense: ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

Lighters/ Flammable Liquids

Possession of lighters, matches, smoke bombs, stink bombs, fireworks or any ignitable liquid or material is prohibited at school, on school property, or at any school activity. If such material is needed for the classroom, the school will provide it. Consequences may range from detention to suspension and/or expulsion.

Printed or Electronic Material/ Inappropriate

Objects Students should not bring items, or printed matter to school that may be inappropriate, that contains profanity, or that is derogatory toward religion, religious views, ethnic groups, or is a representation of racism. Printed matter and/or objects depicting lewd conduct, drugs or alcohol are not allowed.

- First Offense:** confiscate item, notification of parents
Second Offense: confiscate item, detention, notification of parents
Third Offense: confiscate item, one to three days in-school suspension (ISS), notification of parents
Fourth Offense: confiscate item, three to five days out-of-school suspension (OSS), possible recommendation of expulsion.

Public Display of Affection

School is neither the time nor the place for contact such as embracing, kissing, etc. Parents will be notified and discipline consequences will escalate if behavior continues.

- First Offense:** warning
Second Offense: detention, notification of parents
Third Offense: one day in-school suspension (ISS), notification of parents
Fourth Offense: one to three days out-of-school suspension (OSS)

Sexting

It is both a state and federal crime to create, distribute, or knowingly possess sexually explicit images or videos of a minor, even if done by the minor him/herself. Administration will involve parents as soon as possible. Administration is not required to contact law enforcement but parents have that right.

- Any Offense:** Law enforcement will be called by administration if images are of a student less than 12 years old or if it appears there is a ring of individuals stockpiling images from multiple devices.

Theft

Stealing or attempting to steal private property or school property shows a lack of respect for others.

- First Offense:** one to three days out-of-school suspension (OSS), restitution, notification of parents, possible notification of authorities.
Second Offense: three days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities
Third Offense: five days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities
Fourth Offense: ten days out-of-school suspension (OSS), notification of parents, restitution, recommendation for expulsion.

Vandalism

The willful damage or attempt to damage property (real or personal) belonging to the school, staff, or students is vandalism. Students caught vandalizing school property will be asked to make financial restitution to the school for the amount of money it would cost to replace or repair the property that has been damaged. The following action will be taken against students caught vandalizing school property or the personal property of others while at school:

- First Offense:** detention or one day in-school suspension (ISS) or Saturday school,

notification of parents, restitution and /or community service, possible notification of authorities

Second Offense: three to five days out-of-school suspension (OSS), notification of parents, restitution and /or community service, notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents and authorities, restitution, recommendation for expulsion.

Offenses Involving Substances

Possession: Possession, use, attendance after recently using, or being under the influence of scheduled (controlled) substances, drug paraphernalia, alcoholic beverages, inhalants with intoxicating or hallucinogenic properties, or substances represented to be such is prohibited.

First Offense: five to ten days out-of-school suspension (OSS), notification of parents, and notification of authorities.

Second Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, completion of rehabilitation program.

Third Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Sale or Distribution of Substances:

The sale or distribution of alcoholic beverages, controlled substances, and inhalants with intoxicating or hallucinogenic properties or substances representing to be such is not tolerated.

First Offense: ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

Tobacco or Tobacco Look-Alike, and/or Vape (E-cigarette) Use:

Students shall not possess cigarettes, lighters, cigarette packages, chewing tobacco or “look-a-like” products or devices such as E-cigarettes. These items will be confiscated and disciplinary action will result. Definition of Smoking: Smoking consists of holding a lit or unlit cigarette, throwing a cigarette away, having smoke or vape come out of the nose or mouth, admitting having smoked on school property or at a school function, or in possession of any tobacco-related item or “look-a-like” such as an E-cigarette.

First Offense: two days out-of-school suspension (OSS), notification of parents

Second Offense: five days out-of-school suspension (OSS), notification of parents, and notification of authorities

Third Offense: ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

Students who Make Threats of Violence or Cause Incidents of Violence from Board Policy 503.08

Definitions:

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means “physical pain, illness or any impairment of physical condition.” State v. McKee, 312 N.W.2d907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident such sport or activity, and does not create an unreasonable risk of serious injury or breach of peace (Following Iowa Code section 708.1).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Preschool-6

Level	Escalating Response
Level 1	<ul style="list-style-type: none">● Requires parent or guardian notification.● Requires individualized education program (IEP) meeting, if the student has an IEP.● Responses to an incident may include the following:<ul style="list-style-type: none">○ Parent or guardian conference that may include the student, when appropriate;○ When appropriate and with written parent consent, counseling,

	<ul style="list-style-type: none"> ○ and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; and/or ○ Temporary removal from class. ● Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class
Level 2	<ul style="list-style-type: none"> ● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized education program (IEP) meeting, if the student has an IEP. ● Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; and/or ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Suspension of transportation privileges, if misconducted occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.
Level 3	<ul style="list-style-type: none"> ● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized education program (IEP) meeting, if the student has an IEP. ● Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s);

	<ul style="list-style-type: none"> ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconducted occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate. ○ Recommendation for expulsion.
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Grades 7-12

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> ● Requires parent or guardian notification. ● Requires individualized education program (IEP) meeting, if the student has an IEP. ● Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention ○ Temporary removal from extracurricular activities; ○ Temporary removal from class; ○ In-school suspension; and/pr ○ Suspension of transportation privileges, if misconducted occurred in a school vehicle
Level 2	<ul style="list-style-type: none"> ● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized education program (IEP) meeting, if the student has an IEP. ● Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling,

	<p>and/or mental health counseling subject to available resources of the district;</p> <ul style="list-style-type: none"> ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconducted occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate
<p>Level 3</p>	<ul style="list-style-type: none"> ● Requires parent or guardian notification. ● Review of response to prior offense, if applicable, to inform increased level of response. ● Requires individualized education program (IEP) -meeting, if the student has an IEP. ● Responses to an incident may include the following: <ul style="list-style-type: none"> ○ Parent or guardian conference that may include the student, when appropriate; ○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconducted occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate. ○ Recommendation for expulsion.

POSSESSION OF A WEAPON

1st Offense and all subsequent offenses - The student may be immediately suspended or referred to the Westwood Board of Education for expulsion.

The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about the prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored activity or event shall not carry, conceal or transmit any weapon in school buildings or on or about the school district's grounds or at school-sponsored activities. Any student who possesses any weapon shall be subject to disciplinary action. "Dangerous weapon" includes any firearm, knife, razor blade, pins, needles, club, numchuck, star, bomb, hunting trap, grenade, mine, stun gun, and any device which fires or can fire a projectile by the explosion of a propellant charge. Any shells, bullets, etc., or any other device designed to or intended to incapacitate, threaten, or inflict bodily injury are strictly prohibited. Any weapons or look-alike weapons will be confiscated and authorities may be notified..

Weapons will be confiscated and turned over to the administration. State and Federal laws require school districts to expel students for a minimum of not less than one year for bringing a weapon to school or for possessing a weapon at school. (The penalty period is twelve months.) The Superintendent of Schools may modify the suspension on a case-by-case basis. A firearm: the term firearm means any weapon that is designed or adapted to expel a projectile by the action of an explosive.

POSSESSION OF A LOOK-ALIKE WEAPON

Any student who possesses or uses any look-alike weapon on any school grounds or while engaged in school-sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action. "Look-alike weapon" means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

1st Offense - The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days.

2nd Offense and All Subsequent Offenses - Referred to the Westwood Board of Education for expulsion.

C. CLASSROOM DISCIPLINE POLICY

For students in junior/senior high, there will be a three-step process for infractions in the classroom. This policy will go into effect after teachers have tried ordinary corrective/disciplinary measures.

STEP I. The parents of a student interfering with learning in a classroom will be sent a discipline notice and the student will have a conference with the teacher or principal. A copy of the discipline notice will be given to the principal. Any student not showing up for the conference may be placed automatically in Step II.

STEP II. A student who is moved to step II may be suspended from school from one to three days depending on the seriousness of the offense. The student also may be removed from that

class for up to three days (this may include suspension time or may be beyond the suspension time).

STEP III: A student who continues to disrupt learning environment may be suspended for a longer period of time and may be referred to a Board of Education committee for further action. The student also may be removed from that class for the remainder of the semester or year.

SEVERE CLAUSE: Serious acts of misbehavior may cause a student to be placed immediately on Step II or III.

Notes: * If a student has the same teacher for two different activities during the same period (i.e. junior high P.E. and study hall) or if a student has the same teacher for two different class periods, steps 1, 2, and 3 will be utilized for each incident, not each period or activity. ** Students who routinely refuse to do assigned work are violating a basic rule/expectation in any classroom and such refusal will be considered insubordination and will be dealt with within the realm of student behavior/conduct.

D. TRANSPORTATION

[Transportation Handbook](#) pgs. 4-6

In the event of temporary changes in bus plans, the parents should keep the school informed. **Children who ride the bus are not allowed to take friends home on the bus.** Students are allowed to ride bikes to school, but bikes are not allowed on the south side of the school or along Rebel Way. Questions concerning bus service not answered by the elementary school personnel may be referred to Tony Bos, Transportation Department Director, 712-428-3211, or through the central office, 712-428-3355. **Any child who rides the bus to school will be expected to ride the same bus home at the close of school, unless the school is informed in writing or by telephone by the parent or guardian of other arrangements.** We ask that you please plan ahead as much as possible. Consistency is very important in determining where your child goes after school each day. **If you do need to call during the day, please make all changes in transportation arrangements with the offices prior to 2:00 p.m., except in the case of an emergency.**

E. USE OF SECURITY CAMERAS

The Westwood Community School District Board of Directors has authorized the use of school owned and operated security cameras. The security cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the video are confidential student records and will be retained with other student records. Video will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video of their child if the video is used in a disciplinary proceeding involving their child.

REBEL TIME

The Rebels Bullying Prevention Program is a school wide, PreK-12th grade program, designed to prevent or reduce bullying throughout the school setting. The multi-component approach involves individuals, classrooms, entire schools, as well as parents and communities, to successfully address bullying and increase peer relationships in schools. This researched-based program seeks to reduce bullying in schools and also helps to make school a safer, more positive place where students can achieve their greatest potential. We care about the safety and well-being of our students. We want to ensure that Westwood is a great place for all students to learn and grow. We look forward to involving families and communities in this program.

Program Theme, Definition and Rules:

Theme:

- R - Respect
- E - Encourage
- B - Bully-Free
- E - Empower
- L - Lead
- S - Serve

Definition of Bullying:

Bullying is when someone or a group, repeatedly, over time and intentionally, says mean things, exhibits aggressive behavior, or displays an imbalance of power to others. This is not limited to face-to-face interaction, but includes any type of electronic communication.

Rules

1. We will treat others with respect.
 2. We will help students who are not treated with respect.
 3. We will include students who are left out.
 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
- For more information on Westwood's Policy concerning bullying, please see [Board Policy 104](#)

K-12 Comprehensive Counseling and Guidance Program

The Mission of the Westwood Community School's Guidance Department is to promote excellence for all students in the areas of academic, career, and personal/social development. Development will be achieved through a K-12 comprehensive counseling and guidance program.

The Westwood School District is staffed with a PK-6 and a 7-12 counselor who are graduate degreed professionals trained in school counseling and guidance. Westwood's comprehensive counseling and guidance program is comprised of four major components.

PROGRAM COMPONENTS: The guidance program components organize the work of counselors into direct and indirect activities and services. They include the direct counselor services of guidance curriculum, individual planning and responsive services, and the indirect services of system support.

- 1. GUIDANCE CURRICULUM:** Includes structured developmental experiences presented systematically through classroom and large group activities, kindergarten through grade 8. The curriculum emphasizes decision-making, self-understanding, career exploration and preparation, and the improvement of study skills.
- 2. INDIVIDUAL PLANNING:** Includes counseling activities to assist all students to plan, monitor, and manage their own learning as well as their personal and career development. Individual student education/career plans are developed no later than eighth grade in collaboration with parents/guardians. Individual planning emphasizes test interpretation, advisement, and the identification of short and long term goals.
- 3. RESPONSIVE SERVICES:** Includes counseling, consultation, and referral activities to meet the immediate needs and concerns of students. Responsive services include personal counseling, crisis counseling, agency referral, consultation with parents, teachers, and other professionals, support groups, and problem solving.
- 4. SYSTEM SUPPORT:** Includes guidance management activities that maintain and enhance the total guidance program. Responsibilities in this component include staff and community relations, program evaluation, research projects, committee work, and professional development.

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school staff members, and parents/guardians. Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information is considered confidential. When appropriate, counselors will be responsible for explaining the ramifications of and exceptions to this confidentiality. All records and discussions of personal issues will be handled in a confidential manner.

HUMAN GROWTH AND DEVELOPMENT:

The Human Growth and Development curriculum is available for perusal by parents prior to classes beginning. Parents who object to having their child or children exposed to this curriculum may request that they be excused from that particular course work.

F. STUDENT BULLYING AND HARASSMENT (Initiations, Hazing, Bullying, or Harassment)

Harassment, bullying, and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

tell a teacher, counselor, or principal: and write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:

- what, when, and where it happened;
- who was involved;
- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or person bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories, or activities.

SCHOOL RESPONSIBILITY CONCERNING ALL FORMS OF HARASSMENT BY STUDENTS:

Students are to treat other students with respect at all times. Students who cause verbal and/or sexual harassment will be subject to the following guidelines.

LEVEL I:

Step 1: Communicate to the person harassing you that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
 - *What happened
 - *When it happened
 - *Where it happened
 - *Who harassed
 - *List any witnesses
 - *What you did or said
 - *How you felt
 - *How the harasser responded
 - *Note exactly what was said
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3: If the behavior is repeated you should complete the grievance form and follow the due process in the following section. Harassment and bullying complaint form may be obtained from the principal.

G. INITIATION

Students at Westwood will not hold any form of "initiation."

H. DETENTIONS

A detention is a determined period of time to be made up by a student outside the regular school hours. A detention can be served before school, after school, or on Saturday. Students typically are given two or three days to serve detentions (counting the day the detention was given). However, this will be determined by the teacher or administrator. Detentions are given for such things as not following school rules, tardies, insubordination, disrespectfulness, harassment, etc., and must be served within the time limit established by the teacher or administrator.

Refusal to serve detentions is insubordination. Failure of a student to serve a detention on time will result in an additional detention and other disciplinary measures as outlined but not limited to:

- a. The students will not be allowed to practice, participate, or attend any extra-curricular activities and will not be allowed to attend non-graded field trips.

If the student still refuses to serve the detention time, he / she may be suspended out of school for a day. Longer out-of-school suspensions may be given for students who still refuse to serve their detentions. If the detention(s) still remain unserved, the student may be referred to a Board committee. Also, any students failing to make up a detention assigned by a member of the faculty or administration will be placed on a restricted list, meaning they will not be able to practice, participate in, or attend extracurricular activities or other school activities. Also, restricted students will lose privileges such as going on field trips, study hall/library privileges, etc.

Teachers retain the right to assign morning (A.M.) detention. The length of time for an A.M. detention is left up to the teacher and must be finished 5 minutes before school begins. Students who request morning detentions in order not to miss sports or other practices may be accommodated, but if inappropriate behaviors continue, they will be required to serve afternoon

detentions. Students need to contact the principal, detention monitor, or teacher beforehand to request morning or lunch detention to ensure that the person is available to do so.

ALCOHOL, TOBACCO LOOK-ALIKE SUBSTANCES

The use or possession of tobacco, and use or possession or being under the influence of alcohol, other controlled substances, or look-alike substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly prohibited. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities. Specific penalties follow:

- A. Any student having possession of or having used alcohol or dangerous drugs or drug paraphernalia on school property or on school activities will be suspended from school for a minimum of five days for a first offense and law enforcement officials will be notified.
- B. Any student drinking alcoholic beverages or having used dangerous drugs prior to coming onto school property will be suspended for a minimum of five days for a first offense and law enforcement officials will be notified.
- C. If any pupil is found guilty of possession of alcohol/drugs on school property or at school functions for a second time, he will be expelled from the Westwood Community School System and law enforcement officials will be notified.
- D. Students with tobacco products on school property will be suspended for a minimum of three days for a first offense and for a longer period of time for a second offense. A longer suspension may result if the possession of tobacco results in vandalism of school property (spitting tobacco on carpets, etc.). Law enforcement officials will be notified of tobacco possession by under-aged students.
- E. Any student charged with an offense for which the penalty is expulsion shall have the right to a hearing before the Board prior to the expulsion provided that a written request is filed with the Board secretary within three days of the receipt of the written notice of the proposed expulsion.

N. STUDENT BEHAVIOR AND PRIVILEGES

If a student has excessive tardies, absences, discipline referrals, too many poor grades (D's, F's, or I's), or is on the restricted list, that student may not be allowed to go on field trips, to assemblies, or other school-sponsored activities. Also, students who have demonstrated that they are unable to follow school rules consistently may lose the above-mentioned and other school privileges as well.

S. PERSONAL PROPERTY AT SCHOOL

Students are not to bring balloons, cards, rubber bands, marbles, laser lights, roller blades, skateboards, scooters, pokemon cards, etc, to school. Such valuable and potentially disruptive personal property may be confiscated and held for parents. Any personal items brought are the responsibility of the party bringing them to school, the school is not responsible for lost or stolen items.

T. CELL PHONES, MOBILE DEVICES and SMARTPHONES

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. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. 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. 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 a 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.

Grades PK-6: Cell phones may not be used during the school day by students in grades PK-6. Parents should contact the elementary principal if they feel there is a specific need for their child to have a cell phone at school. Cell phones brought by students need to stay in their backpack (PK-3) and locker (grades 4-6). Cell phones should not be used on the elementary playground, in the courtyard before school, on field trips or within the building under any circumstance. Violation of the elementary policy regarding cell phones will result in the phone being confiscated and given to the principal. All smart watches (Gizmo, Apple Watch, etc.) must also be left in lockers during the school day and at recess.

Grades 7-8: Students are required to keep their cell phones in their lockers at all time throughout the school day with the exception of lunch and before/after school. They are not to be used within classrooms or study halls.

Grades 9-12: Cell phones may be used during the school day by students in grades 9-12 in the following areas: hallways between classes, lunch break, and before/after school. Cell phones should be placed on silent while in the school building. Each classroom will have a container that phones will be placed in during the class period. Please use phone etiquette to keep this privilege. Teachers and administrators still have the right to take the student's phone if it is used inappropriately and the student is not adhering to the rules of cell phone usage.

- 1st Offense – Cell phone held in the office until the end of the day.
- 2nd Offense – Cell phone held in the office until the end of the day.
and student will serve a detention.
- 3rd Offense – Cell phone has to be picked up from the school by a parent.

V. DRESS CODE

Statement of Purpose:

The school dress code is based on the principle that student dress is a responsibility of each student and his/her parents. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent rather than with the school administration.

Clothing styles change and it is hard to set definite stipulations on what is appropriate and what is not. We feel that dress codes should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be taken up with the individual and/or his or her parents. Dress code violations will result in detention, ISS, or OSS. Parents may be asked to bring appropriate clothing.

1. Anything that could be a substantial disruption to the educational environment in terms of attire should not be worn to school. School Administrator will have final say. Examples follow, though this list is not all-inclusive.
 - a. “Grubby” clothes - those which are torn, threadbare, or dirty.
 - b. Bare “midriff” styles (midriff cannot be showing at any time), halter tops, muscle shirts, see-through and low cut blouses, and “spaghetti” straps or strapless tops are not allowed. Sleeveless shirts must be close fitting around the arms/shoulder. Tank tops must have wide straps and cannot be low-cut or too revealing and should fit reasonably close around the shoulder.
 - c. Undershirts/underwear are not to be worn as outerwear.
 - d. Shorts must not be too short or too tight and should be hemmed. Shorts not allowed includes boxer shorts, biker shorts, frayed cutoffs, gym shorts (longer sports shorts allowed), or cutoff sweatpants. Miniskirts are not allowed.
 - e. Clothing, shoes, buttons, watches, etc., with inappropriate pictures, words, or profanity.
2. Students must wear shoes or sandals at all times.
3. Clothing with drug, beer, alcohol, or tobacco advertisements on them may not be worn. This includes any symbols, which advertise any products which are illegal for minors.
4. Any articles of clothing which are obscene or which are suggestive of drugs, sex, etc., or which are offensive are inappropriate. This includes suggestive clothing or that which is in bad taste according to the principal, teachers, or the Board. Such potentially disruptive clothing is not allowed.
5. Jeans, shorts, etc., must be worn so underwear (including boxer underwear) is covered whether standing, walking, bending, sitting, etc.
6. No hats, bandanas, hoods, or other kinds of headgear are to be worn in the building. Hats must be removed before students enter the building. No headgear should be worn in the auditorium either during the day or during evening performances. Hats are only allowed in the gym during sports activities after school and on special occasions.
7. The wearing of long chains is prohibited due to potential class disruptions, damage to furniture, and potential use as a weapon. Also, wearing spikes on shoes, wrists, neck, etc., is prohibited.

8. Sunglasses are not to be worn in school without a medically validated reason.

W. STUDENT DRIVERS

Bicycles

Bicycles are allowed on school property only if the student enters on the north side of the building using the sidewalks and chains his/her bicycle on the north side of the elementary playground fence. **Students are not allowed to ride bikes to school on the south side of the school building.** Bike riders should yield the right-of-way to pedestrians on the sidewalk. The District assumes no liability for personal bicycles or equipment.

Driver Permit Students

1. Driving permits will be issued by the superintendent of schools or their designee.
2. Driving permit students must drive to school and home by the most direct route and may not pick up or drop off other students on their way to or from school, practices, etc.

All Student Drivers

1. Pupils must park their cars in the designated area: The south parking lot is for student parking as well as the east side of the east lot and on the crushed rock to the north of the building. In the south lot, students may park in any spaces provided in the 2nd and 3rd rows but only in the "front" row (nearest the school) Parking next to the school on the east or north is prohibited. Students are to park so that there is one vehicle per parking space and are not to park diagonally, crosswise, or in any way which takes more than one space per vehicle. No parking in the fire lane or in handicapped spaces without a sticker.
2. Cars must be left parked throughout the day and students are not to be in the parking lot or in vehicles at any time during the day, including lunch periods. If something is left in a vehicle, permission to get it must be granted by the principal or designee.
3. All students must provide license plate numbers and other vehicle registration information to the office at registration time or shortly thereafter.
4. Students are to stay on the concrete lots/drives at all times and are not to park or drive across the grass or ditches when coming to or leaving school.
5. Students are not to park on, nor have front/rear tires on, snow banks or snowdrifts.
6. Students are to maintain safe speeds and drive in a safe manner at all times while on school property.
7. Drivers are to exit by the east exit anytime buses are still in the parking lot; the west exit may be used once buses have left.
8. The principal is granted authority by the Board to revoke a student's parking privileges whenever the student is in violation of these policies or other safe driving procedures. Detentions, suspension, or other consequences also may be used in lieu of or in conjunction with the revocation of a parking privilege.
10. **Students should not loiter in the parking lot or in cars before or after school.**

X. STUDENTS IN BUILDING BEFORE/AFTER SCHOOL / FAMILY NIGHT

Students are not to be in the building before or after school unless they are under the direct supervision of a teacher. Students who violate this policy will be given detentions and possibly suspension for continual violations. Open gym begins at 7:30 a.m. All students must be out of the building by 6:00 p.m. on Wednesdays (family night). No Wednesday evening practices are allowed.

Y. RESTROOMS

Restrooms are not meeting places or places to visit with your friends. The facilities in the restrooms are there for your use. Take care of restroom areas and help keep them clean.

Z. HALL REGULATIONS

Students will be allowed in the halls only between classes without permission from a teacher. Please help keep halls clean and attractive by disposing of waste paper in the proper containers. Students are expected to conduct themselves properly and do their part in keeping confusion and noise to a minimum.

BB. PLAGIARISM

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Westwood School class. Any students found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment, a failing grade for the course or other appropriate penalties.

CC. COMPLAINTS AND GRIEVANCES

Complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another member of the certified personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the matter cannot be resolved by certified personnel, the student may discuss the matter with the principal within three (3) days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within two (2) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may petition the board of education to consider the matter.

DD. TECHNOLOGY DEVICES

First - 12th grade students will be issued a laptop device. The Westwood CSD retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in the Computer Use Agreement signed at the beginning of the school year. The staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, and or delete installed Apps or Documents. There might be a substitution of equipment during the school year. Students and

their parents may be responsible for gross negligence of the equipment. Please refer to Board Policy and all documents signed at the start of the school year.

School Activities Passes
Season Passes All seasons: \$70
Fall/Winter or Spring Summer: \$40
Senior Discount 55-64 All Seasons: \$60
65+ Free with Pass from the Office
Westwood Students: Free Admission

A. GENERAL POLICY FOR SCHOOL ACTIVITIES

Extracurricular activities at Westwood are considered an important part of a student's total educational experience. Students are urged to participate in a variety of activities. Generally, students who participate in activities are more successful in their studies and realize more from their high school years. Most organizations are open to anyone who is interested in participating, with the possible exception of those organizations, such as athletics, where membership is competitive.

However important extracurricular activities are, students should realize that their first responsibility is to academic achievement in the classroom. It is hoped that students can evaluate the extracurricular load they are capable of maintaining without neglecting their academic commitment.

Students involved in extracurricular activities are subject to all rules and regulations approved by the school administration. Any student violating a state law or a school rule and/or regulation may be ineligible to participate in extracurricular activities.

The following extracurricular activities and athletic teams are available to students of Westwood Community School:

Activities

Student Council
Cheerleading
Drill Team
Vocal
Band
Marching Band
Jazz Band
Show Choir
Dramatics
Individual/Small Group Speech
Jr./Sr. High School Musical
Large Group Speech
National Honor Society
Quiz Bowl
Annual
Future Problem Solving
FFA
Archery

Athletics

Football
Volleyball
Basketball (Boys & Girls)
Wrestling
Track (Boys & Girls)
Golf (Boys & Girls)
Baseball
Softball
Cross Country (Boys & Girls)

B. POINT SYSTEM

(High School) Ineligibility of students will be based on a point system. This system is above and beyond what the Iowa High School Athletic Association has set for students. Grades will be sent to the office every other week. The list will then be generated and those students that have

accumulated 4 points or more will be considered ineligible for the next 2 weeks at which time another list is compiled. A grade of an F is worth 2 points and a D is worth one point. (Ex. A student with 2 F's would be ineligible as would a student one F and 2 D's.) By raising their grade and serving an ELT with the teacher whose class the student is failing, the student may gain back one week of his/her 2 week ineligible period.

(Middle School) A 7/8 grader must be passing 5/6 of their core subjects. Students will be ineligible for the period of time until the next quarter, mid-term, or intensive care report card is submitted. They will still attend ALL practices but will be unable to participate in a competitive setting. Ineligibility of students will be based on a point system. This system is above and beyond what the Iowa High School Athletic Association has set for students. Grades will be sent to the office at the quarter, mid-term, and intensive care periods. The eligibility list will then be generated and those students that have accumulated 5 points or more or have an F in two core subjects will be considered ineligible for the next period of time, at which time another eligibility list is completed. A grade of an F is worth 2 points and a D is worth one point. (Ex. A student with 2 F's would be ineligible as would a student with one F and 3 D's.) By raising his/her grade to a level that makes him/her eligible according to the point system, the student may become eligible after one week of ineligibility.

C. EXTRA-CURRICULAR ACADEMIC ELIGIBILITY POLICY

The Westwood District follows the state's Athletic Association Scholarship Guide, the Iowa High School Music Association, and the Iowa High School Speech Association regarding eligibility, which means that students **must be passing all subjects** (for which graduation credit is given) at the end of each semester in order to remain eligible for extracurricular participation. If not passing all subjects, the student is ineligible from athletics for the first **20 calendar days** of competition as per state policy. For music and speech students it is the first **20 consecutive** calendar days after the 1st or 2nd semester grades are issued. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. However, eligibility only applies to competitions sanctioned by the IHSMA and IHSSA and that are non-graded events. Students academically ineligible must still practice with teams/groups in order to regain eligibility. If a student does not continue to practice, ineligibility will carry over to the next activity in which the student chooses to participate. Junior high students will be ineligible for 15 calendar days. Junior high students who are academically ineligible will begin high school with a clean slate.

D. ABSENCE AND PARTICIPATION IN ACTIVITIES

Students may not participate in a school activity or practice unless they have been in attendance for at least the last four periods of that school day (periods 5-8). Doctor/dentist appointments or other reasonable absences may be excused by the principal. No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

E. CONFLICTS WITH TWO ACTIVITIES (In the event that two activities fall on the same day, the following guidelines will be used:

1. State/district events take precedence over others.
2. Varsity events take precedence over J.V./freshman activities.

3. Regularly scheduled activities take precedence over re-scheduled ones. Students do not have a choice in these instances and are expected to attend the regularly-scheduled practice.
4. If two activities are "equal" in terms of the above criteria, the student and his parents will make the decision as to which event will be attended.

NOTE: If a question exists as to which activity a student should participate in, the principal or sponsors/coaches of these activities may have input if the integrity of a program is at stake.

EXTRACURRICULAR ELIGIBILITY & GOOD CONDUCT CODE FOR GRADES 7-12

Students are expected to conduct themselves according to the rules and regulations of the Westwood Community School as well as to obey all federal, state, and municipal laws. A student's eligibility for extracurricular activities is dependent upon that student's actions in relation to this code. If a student's behaviors, in or out of school and including vacation times, are such as to make him/her unworthy to represent the ideals, principles, and standards of the school, he/she may be declared ineligible. Ineligibility may result from any of the following:

1. Any student found guilty in a court of law of having possession of or having used alcohol or other drugs (including tobacco products) will be declared ineligible for extracurricular activities.
2. Any student who is stopped, detained, or apprehended by a law officer and has in his/her possession alcoholic beverages or other drugs (including tobacco) will be ineligible.
3. Any student who has been found by school personnel or law officers or a student's own parent to have been drinking or in possession of alcohol, other drugs, or tobacco products of any kind will be ineligible.
4. If it is determined by a law enforcement officer that a student has been drinking or is under the influence of an illegal substance, the student will be ineligible.
5. If a student admits guilt, the student may be declared ineligible.
6. Any student who is observed by a staff member or a law enforcement official, receives a court summons or the school has been notified by the County Attorney of charges filed, or admits to, or is found by a court of law to have committed any of the following is in violation of the Good Conduct Provision.
7. Students that are found guilty, following an investigation by the principal, athletic director and respective head coach will receive the required punishment plus an additional 50% of the minimum penalty for failure to report misconduct in a timely fashion.
 - Been in possession of or consumed alcoholic beverages.
 - Been in possession of or used tobacco.
 - Been in possession of or used controlled substances as defined by the Iowa Code.
 - Committed theft, vandalism, or other serious offenses including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of the school.
 - Gross or repeated violation of school rules.
8. A first offense will entail an ineligibility period of three competitive/performance weeks. The time may be reduced if the student chooses to perform 10 hours of community service. Once community service is completed, and at least one competition/ performance date has

- been missed, eligibility will be restored. (If two or more events fall on the same day, it still is considered just one "date").
9. A second offense will entail an ineligibility period of six competitive/performance weeks. The time may be reduced if the student chooses to perform 20 hours of community service. Once community service is completed, and at least two competition/performance dates have been missed, eligibility will be restored.
 10. A third and subsequent offenses will entail one calendar year of ineligibility (beginning with the date of notification) with no opportunity to reduce the penalty.
 11. Ineligibility will carry over from year to year; meaning that if an ineligibility period is not completed in one school year, it needs to be finished the following year.
 12. Serious infractions of school regulations or federal, state, municipal laws, including, but not limited to theft, vandalism, insubordination, serious disrespectfulness, intimidation of students, etc., may cause ineligibility. In such cases the principal or principal and a committee of coaches will determine length of ineligibility depending on the seriousness of the offense. These penalties are separate from alcohol/drug/tobacco policy. However, penalties for violation of this policy cannot be served concurrently with penalties imposed for use of alcohol, tobacco, or other drugs.
 12. If a student suits for / attends both varsity and JV activities, he/she must serve ineligibility time at the competitive level at which he/she is primarily listed (as previously determined by their coaches) and are ineligible until the ineligibility period or dates at that level have been served.
 13. The ineligibility will begin with the next extracurricular event with which the student would be involved and then the days/weeks (or dates for those who choose community service) are counted forward from that day until the ineligibility period is satisfied.
 14. In addition to not being eligible for competitions/performances, ineligible students also won't be allowed to represent the school or participate as Homecoming royalty or attendants, in the powder puff game, or as Student Council, National Honor Society, class officer, FFA representatives or other such meetings or non-graded activities during the time of ineligibility.
 15. Any student who has been declared ineligible for a second time for/during any season or activity will not be awarded a letter or post-season honors over which the school has control. (Note: if an ineligibility period involves two seasons, the student will lose the letter and post-season honors only in the first activity.
 16. Community service must be done through approved agencies and approved by the principal; the school will have a list of those agencies. (The school may be one of those agencies depending on whether there is a need for services at that time and depending on the offense by the student). Once the community service is completed, it must be signed off on by the agency for whom it was done as well as by a parent. Community service cannot be done during regular school hours.
 17. Two-Year Clause: If a student has not been declared ineligible for a period of two calendar years and then were declared ineligible for an offense, he/she would fall under the "first offense" policy.
 18. Blatant Clause: Bringing illegal substances such as alcohol / tobacco / drugs, onto the school's campus or having them on school vehicles, on trips, or at other school-sponsored events is considered a blatant disregard for school rules and the Good Conduct Code. Those students will not be afforded the option of reducing penalties and must serve the full ineligibility time(s), as well as suspensions outlined in the "Alcohol, Tobacco, Look-Alike Substances" section of the handbook.

19. These policies apply to both junior high and high school students. However, once a student moves from junior high to high school, he/she will begin anew on the first step of the process.
20. When a student is involved in an activity while working off ineligibility, he/she must complete that activity's season, attend practices and activities regularly, and make a good effort in the activity.

DEFINITIONS/DETAILS RE: INELIGIBILITY POLICY: (a) A "competitive/performance week" is defined as a week during which a student is scheduled to participate in a non-graded extracurricular activity (concerts will not be included in ineligibility since they are part of a class grade). Non-participation in Homecoming royalty/attendant, FFA, Student Council, National Honor Society, class officer meetings, etc., cannot be used to work off ineligibility. While the student cannot be part of those activities/meetings during the ineligibility, the student must miss actual performances and/or competitions in order to work off ineligibility time. If there is a question as to whether an activity constitutes a competition or performance, it will be decided by the principal or the principal and the appropriate committee. (b) Students are expected to avoid cars, residences and other places where alcohol/drugs are present. If the school is notified that a student has been "in possession" by police or juvenile court definition, or by definition of #'s 1 through 6 above, he/she will be ineligible. (c) A competitive/performance "date" is defined as one full day, meaning that if more than one event falls on that day, it still is considered only one "date" in terms of working off ineligibility.

ELIGIBILITY AND TRANSFER STUDENTS

Any student declared ineligible under the prior school district's Good Conduct Code, and then, without having completed the full period of ineligibility at that school, transfers to Westwood Jr.-Sr. High School, will not be eligible for interscholastic competition at Westwood Jr.-Sr. High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition.

F. ACTIVITY CODE

This code has been developed for the purposes of establishing and maintaining a quality activity program at Westwood School. By adhering to the Activity Code, a sense of pride and self discipline will evolve which will greatly aid the student in future goals and endeavors. The activity program functions on an extracurricular basis and, therefore, student participation is completely voluntary. The Westwood School students in activity programs are before the public eye throughout the school year and are expected to represent Westwood well.

One way citizens judge the Westwood School System is by the way participants in these various activities conduct themselves. Therefore, it is imperative that quality standards of conduct, grooming, dress, training, and eligibility are established as part of the activity program.

In order to enhance esprit de corps, prevent adverse public reaction, prevent dissension within the various teams and organizations, and for the general welfare of all participants and the school, the following regulations governing the aforementioned standards have been developed by the Westwood School District Administration and are to be in effect:

1. **Conduct:** As a representative of the Westwood School, participants are expected to conduct themselves properly when visiting other schools.
2. **Grooming:** The variations in the physical features of different individuals create a need on the part of coaches and sponsors to be flexible when evaluating a participant's grooming habits. Essentially, the student should be neat and clean in appearance.
3. **Dress:** Follow handbook. (Individual sponsors may request certain dress for game days and trips.)
4. **Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards shall be maintained in season as well as throughout the year.

G. INELIGIBILITY

Whenever a student violates the rules and regulations or disciplinary policy of the school district or any rules or regulations governing eligibility for the extracurricular activity, he may be declared ineligible by any principal or the superintendent.

In the event a student is declared ineligible in any extracurricular activity because of bad habits or bad conduct, written notification will be given. (See Pages 19-21 under "Extracurricular Eligibility & Good Conduct Code" for specifics regarding ineligibility.)

H. DANCES

During the course of the year the school sponsors several dances. One of the first for the year is Homecoming. The alumni are invited to this dance only. All other dances are for students and their guests. Also, students and sponsors need to keep in mind that any student may only be a king or queen one time per school year.

General Rules:

1. If a student invites a guest they must register them in the office and get a form to be completed by the students home school district prior to attending the dance.
2. Students must dress according to the code of the dance.
3. All school rules apply at dances.
4. Once you leave a dance you are not allowed to come back.
5. Junior high students are not permitted at high school dances.
6. Only one guest per Westwood student will be allowed to attend a Westwood sponsored dance. Guests brought by high school students should not be older than 20.
7. For reasons of safety, students at dances are not allowed to engage in dancing whereby they jump into one another. Also, running, sitting/lying on the floor, or other inappropriate behaviors as determined by the sponsors or chaperones won't be allowed.

I. STUDY HALLS

All students in grades 7-12 will be assigned a study hall during periods when they are not scheduled in a class. Students are required to attend study halls and have work to do when there. Students will be disciplined for failure to attend assigned study halls and for improper behavior in study hall. No hall or locker passes will be issued from study hall. Restroom passes will be given out one at a time.

Students will not be in the halls during class time unless they have a special permit. *Students are not to check out of study hall unless they have a permit, issued each day, from another teacher.*

J. PLAYER / SPECTATOR BUSES

Buses are provided to all home athletic events for student athletes and spectators. At home games it will pick up students in each town and will return home shortly after the game is over. There is no charge to ride this bus.

Pep buses may be taken to away contests when there is sufficient interest and enough students sign up. There is a charge to ride the bus to away games. Students who sign up for the bus must ride to the game and home from the game on the bus and must be in attendance at the game. Anyone violating this rule may not be allowed to ride the spectator bus for the rest of the year. Junior high and elementary students do not ride pep buses to away games.

K. STUDENTS LEAVING SCHOOL FOR PURPOSES OF WORK

Westwood does not have work permits. Students are **not** excused during the school day to go to work unless there are extenuating circumstances and it is approved by administrators or the Board of Education or unless seniors have applied for and been granted school-to-work status.

If approved by the principal, juniors and seniors only can apply for a school-to-work program, whereby one period per day can be utilized to get training in a specific field during school time. However, such a program must be set up in advance with the school-to-work coordinator and all paperwork/goals completed beforehand. The school-to-work coordinator, principal, student, and parent must sign the appropriate forms before the student will be allowed to leave school. Any student not complying with the school-to-work guidelines as outlined by the coordinator and principal will be removed from the program and parents will be notified.

Parents of farm children who request that their children help at home should realize that students need to be in school every day if possible. These instances should be kept to a minimum and will need to be requested on a daily or weekly basis.

Students who leave school without excuses from parents or without having completed the school-to-work process will be considered truant.

L. STUDENTS RIDING HOME WITH PARENTS/OTHERS

Students may ride home from an activity with their parents. The parents, NOT THE STUDENTS, must inform the sponsor or coach that they are taking their child home from an activity. Parents are then required to sign the log provided by the sponsor or coach before departing.

Students may ride home from an activity with another adult if the parent of the child is present at the activity and personally makes the request to the sponsor or coach or if the parent sends a note to the coach or the office in advance. An adult is defined as a parent or other adult not currently a high school student. No student will be allowed to drive to or from extracurricular events except in rare, extenuating circumstances and then only with permission of parents and the principal.

M. ADVISOR/ADVISEE

There will be an advisor assigned to each Jr./Sr. High student. Advisors/Advisees will meet periodically throughout the year, and attendance will be taken.

N. FUNDRAISERS

All fundraisers must be cleared with the administration by a group's sponsor, coach, or director. Only school-sponsored groups are allowed to fundraise on school property or at school events. An attempt will be made to run only one fund-raiser at a time and to keep them reasonable in number during the year.

P. ELEMENTARY CONCERTS AND ACTIVITIES

Junior/senior high school students will not be allowed to attend elementary concerts and activities, including Ed Black track day and the spelling bee, held during the school day because of space limitations and their need to be in classes during the school day. Also, elementary students who are not involved in the program at another elementary grade level will not be allowed to attend elementary programs as audience members due to the same concerns. Every effort will be made to allow elementary students to attend dress rehearsals of such programs, so they will be able to watch other siblings perform.

R. NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921. Its goal was to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. These qualities - scholarship, character, service, and leadership - are as relevant today as they were in 1921.

Westwood is affiliated with, and is a charter member of, the National Honor Society. As such, the district is obliged to follow the national constitution of NHS, including its selection process.

A student at Westwood must be a junior or senior to be considered for NHS and must have a 3.2 cumulative grade point average or higher in order to make application for selection. It is important to note that a higher GPA than 3.2 does not give that candidate an advantage over another, except in cases where higher academic standing might reflect more scholastic initiative on that student's part. In other words, the grade point of 3.2 or higher qualifies the candidate **to make application**; candidates will then be rated during the selection process on nineteen criteria relating to academics, leadership, service to the school and community, and character. Students must be enrolled in 6 academic courses per semester to be eligible.

A five-member faculty committee must make the final selection of members, with at least a majority vote, and, beyond scholarship, consider the areas of service, leadership, and character. Westwood uses a rating scale of 1-4 (1 = weak; 2 = average; 3 = superior; 4 = outstanding) to facilitate objectivity. If a particular point total is reached, and the majority of the committee recommends induction, the student is so honored. If one or both of those things (point total or majority vote) are missing but the student is close, then the committee reconsiders the candidate using input from other faculty members. (The faculty committee is instructed to ignore hearsay and to maintain a proper regard for the mistakes of adolescents).

Criteria used by the selection committee:

SERVICE - the student:

- is willing to uphold scholarship and maintain a loyal school attitude
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- shows willingness to render service to the school and community
- is willing to represent the class or school in inter-class and interscholastic competition

- shows willingness to do committee and/or individual work without being asked
- shows courtesy by assisting visitors, teachers, and fellow students

LEADERSHIP - the student:

- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- exemplifies positive attitudes and qualities
- inspires positive behavior in others
- demonstrates academic initiative
- demonstrates leadership in the classroom, at work, and in school or community activities
- is dependable in any responsibility accepted

CHARACTER - the student:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (friendliness, poise, stability, punctuality, faithfulness, cooperation, unwillingness to profit from others)
- upholds principles of morality and ethics
- cooperates by complying with school rules regulations, including property, programs, classroom/hall behavior, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others

STUDENT SERVICES

A. OTHER CONTAINERS IN BUILDING, VENDING MACHINES/POP

No containers of any kind are to be brought into school during the day or for extracurricular activities. Juice can be purchased before and after school and at lunch. Pop can be purchased before and after school only. *No pop will be allowed during lunch.* Candy can be purchased only after school. Pop, juice, candy must be kept in the commons, not taken into halls or classrooms.

No sunflower seeds are to be eaten in the school building at any time.

D. ANNOUNCEMENTS

Announcements to be made with others pertaining to general school business will be allowed only if they pertain to authorized Westwood organizations and activities. If an announcement is to be included, it must be in the office the night before or by 8:30 a.m. on the day it is to be read. Student announcements must be authorized by the sponsor and an administrator.

E. LIBRARY/MEDIA CENTER RULES (7-12)

The library/media center is provided for students to use. Students are expected to use it correctly. Students in the library/media center are expected to be using library resources and not visiting, talking, and being disruptive to others.

Students should pay for lost or damaged books, materials, supplies, equipment, and fines when the loss, damage, or fine occurs. Students will be charged replacement cost for lost

books and other materials. Penalties for failure to pay the assessed amount may result in withholding the student's report card and/or diploma.

Any fee or charge due and not paid at the end of the year will be carried forward until the next school year. Holds may also be placed on the student's permanent records until all fines and fees are paid.

H. COUNSELING

The function of the guidance and counseling service is to help students through any difficulties, to assist pupils in assessing their strengths, abilities, aptitudes, and interests, and ultimately to help them discover educational and occupational possibilities and requirements.

The guidance service functions are brought together and culminated in the interview between counselor and pupil. It is in this interview with the counselor that the pupil sets forth a program of studies for high school corresponding to the pupil's interests, abilities, and educational goals. The counseling interviews are not limited to pupils. They should also be important to parents, whose assistance is welcomed and sought.

Our counselors are well prepared for working with youngsters through academic training, professional association and experience.

Tests are used to aid the students in understanding their strengths and aptitudes. Results of these tests will be returned and explained to students and parents. Our counselors welcome the opportunity to discuss any questions that arise and will share results of all test administered by the guidance department.

Junior/senior high school students should try not to miss any class time to see the counselor.

I. LOCKERS

Each student at the jr./sr. high level, and where available at the elementary level, will be assigned a locker. Students may not switch lockers with someone else without permission from the office. All lockers are the property of the school but are available for student use. With administrator approval, decorations by cheerleaders or other groups may be put on locker doors and are not to be taken down/vandalized by other students. **Lockers are subject to search by school officials (see page 56 for search and seizure policies).** Students should not keep money or valuables in lockers and should use a lock to discourage theft.

All lockers should be kept neat and clean. Such things as pop and other beverages, candy, snacks, etc., are not to be kept in student lockers. Also, no signs, posters, etc., advertising tobacco, alcohol, drugs, etc., are allowed. Inappropriate pictures, symbols, slogans, etc., as determined by the faculty or administration are also prohibited.

No locks from home will be allowed. Only the school will issue locks to students.

J. FREE AND REDUCED MEALS

Applications for free or reduced meals are available at registration. In the event of a change in income during the school year, an application may be obtained at the office.

K. COMPUTERIZED LUNCH SYSTEM

Westwood currently uses a card-scanning system for students who eat hot lunch. Students are notified whenever their accounts are IN ARREARS. They are reminded to bring lunch money when their accounts have a negative balance. At that point they have been reminded several times that they need to replenish their accounts. At Westwood we do not wish to cut-off students from the lunch program, but those students with negative balances will not be able to get second meals or a la cart items.

L. LUNCH

Due to federal subsidy to our lunch program, it is necessary for students to select a balanced meal. This consists of a meat dish, vegetables, and/or fruit and milk. Federal law does not allow soft drinks to be consumed during breakfast or lunch and students are allowed to access the pop machine only after school. **The following rules apply to the cafeteria:**

1.

Students may wish to bring a lunch from home instead of buying one, but all students are required to eat in the lunchroom.

At Westwood Community School we have a closed noon lunch hour. This means that students are not allowed to leave the school grounds over the noon hour. **Parents are asked not to request that students be allowed to leave at lunch since a closed campus means lunch must be eaten at school.** If extenuating circumstances arise, please see the principal. Money may be deposited into accounts before or after school in the office only.

M. STUDENT ACCESS TO THE INTERNET / MISUSE OF THE INTERNET

Students will be provided access to the internet unless the student's parents sign a sheet for the student **not** to have access. While teachers will monitor internet use, it is ultimately a student's responsibility to use the internet in appropriate ways. Using the internet inappropriately will cause the student to lose those privileges for a period of time to be determined by teachers/administrators based upon the seriousness of the offense. Individual student accounts and electronic mail addresses may be issued to students. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of up to 2 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 2 weeks.
- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for 3 weeks or for the balance of the school year.

N. PHONE MESSAGES FOR STUDENTS

Phone messages for students will be accepted only from parents and guardians. If students want the school to take messages from employers, they should notify the secretaries. Any calls which are not from such authorized persons will not be transferred to students and messages will not be taken.

O. Elementary Use of Jr./Sr. High Facilities

Due to liability concerns, elementary students may utilize the weight room only when accompanied by a parent. Elementary students are not to be at any high school practices or other high school activities before/after school, or on weekends, etc. unless accompanied by a parent.

HEALTH SERVICES

A. MEDICATION POLICY

The Westwood Community School District authorization form signed by the parent or legal guardian must be on file for each medication to be given during school hours.

Medication prescribed by a physician will be given by the school nurse. Non-prescription drugs also should be given to the nurse with a note from home.

Health care of the school age child is a responsibility of the parent. Parents are advised to give medication and perform health care procedures at home, outside school hours. Parents should explore with the physician the advisability of a schedule that can be carried out before and after school hours.

It is recognized that there may be certain medications and health care procedures which must be carried out during the school day to allow the pupil to attend school in as healthy a state as possible. In these cases, parents are advised to comply with established safeguards and Board Policy procedures.

B. MEDICATION ADMINISTRATION PROCEDURE

1. Medication required during school which cannot be managed otherwise shall be administered when the following are on file at school:
 - a. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason receiving.
 - b. A parent's signed and dated authorization/permission to administer the medication during school.
 - c. The medication shall be in the original packaging and labeled as dispensed by the prescriber or pharmacist and to be administered. Two labeled containers may be requested: one for home and one for school. If needed the physician may be contacted for clarification on medication administration.
2. If a student must take non-prescription medication during school, letters b and c above are to be followed before administration.
3. With parental permission, the school nurse will provide non-prescription medications (Tylenol, Ibuprofen, or cough drops) within reason.
4. Medication authorizations must be renewed annually and updated as changes occur. An annual report to the physician and parents is recommended at a minimum.
5. A record of each dose of medication administered shall be documented in the pupil's health record. Included are: medication and any unusual observations.
6. Medication shall be stored in a locked/secure area.

C. NURSE

A school nurse is on duty in our school. If your child is ill or injured, the following procedure will be followed:

1. The student will be examined by the school nurse.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be phoned.
4. When students who are ill are sent to the nurse, their temperature will be taken and parents phoned as necessary.
5. A written record is kept on all students seen by the nurse.

As school health services are used primarily for first aid and on-site care, they should never supplant a visit to your physician's office. We encourage you to seek proper diagnosis and care from your own physician.

Students are not to use the nurse's station as a "napping" station. If the nurse cannot help the student and the problem still exists, then the student will be sent home.

D. HEALTH SCREENING

Screening programs include height, weight, and vision for each student. Fifth grade students are screened for high blood pressure and scoliosis (curvature of the spine). Each student receives a hearing screening. If there are abnormalities in any screening, parents are notified by letter. Reports are given to teachers if findings reveal a need for further evaluation. A Student Health History update is required at registration to better service your student's health.

E. IMMUNIZATION RECORDS

An Iowa immunization card is required for each student, with dates and source of immunization, as dictated by the Iowa Immunization Law. These cards need to be validated by a health officer and signed by a parent or guardian. A health card is maintained for each student, which includes results of screening, physical examinations, communicable disease, or any other pertinent health information.

F. HEALTH GUIDELINES

A child should be kept home from school if the following conditions exist: nausea, vomiting, loose stools, sore throat, excessive coughing, earache, red eyes, or rash. A fever should be normal 24 hours without medication before sending a child to school. A significant fever is defined as of 100.4 or above and students should be kept home 48 hours without medication before sending a child to school. This policy may be changed due to Iowa Public Health announcements.

Parents will be notified of any serious injury or illness of their child. Parents are expected to come for ill children if notified. No child will be sent home without a parent's or authorized person's permission. The child will remain at school in the nurse's office if no one can be contacted.

COMMUNICABLE DISEASE CHART

G. HEAD LICE

The American Academy of Pediatrics (AAP) says no healthy child should be excluded from or allowed to miss school because of head lice, and that "no nit" policies for return to school should be discouraged. The AAP recommendations for treating head lice also include:

*School personnel responsible for detecting head lice should be appropriately trained, as it can be difficult to diagnose.

*Permethrin 1 percent (an insecticide) is currently the recommended treatment for head lice.

*Head lice screening programs in schools do not have a significant effect on the incidence of head lice and are not cost-effective. Parent education may be a more appropriated management tool.

*Manually removing nits after medication for killing lice is not necessary to prevent spread. However, it may be prudent to remove nits in school-aged children to decrease the chance of misdiagnosis. Nit removal is tedious and often cannot be accomplished in one sitting.

Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, and because the child poses little risk to others and does not have a resulting health problem, he or she should remain in class, but be discouraged from close direct head contact with others.

Head lice are most common in children three to 12 years of age, and all socioeconomic groups are affected. Head lice infestation is not significantly influenced by hair length or by frequent brushing or shampooing. Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infested individual. Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats) is much less likely, but cannot be excluded. Children should be taught not to share such items.

Adults should be aware of the signs and symptoms of head lice infestation, and affected children should be treated promptly to minimize spread to others.

EDITOR'S NOTE: More information on this topic can be found at: [Steps to Remove](#)

H. EMERGENCY DATA

Emergency information is required of all students. In our files, we need not only your home phone number, work numbers, cell numbers, and at least two other emergency numbers in case of illness or injury. Please include the phone number of a friend or relative who can be reached in the event of illness or emergency. **Please help us keep this information current. If there is any change of information, such as an address change, a change in employment or any other pertinent information, please inform the office so that this information may be placed on your child's emergency card. This is vital if we are to act quickly and properly in case of accidental injury or illness.**

It is our policy to contact parents if a child receives a bump on the head or is injured in a way that indicates that the parent might want to consider medical assistance. In the event your child is injured or becomes ill at school, the following steps will be taken:

1. The supervising teacher will report the accident to the principal or nurse along with the details of the accident.
2. If the accident or illness is of a serious nature, the parents will be notified immediately.
3. If the parents cannot be located, the emergency number(s) given to us will be called.
4. If no one can be reached, the principal and/or nurse will decide what needs to be done. Parents are expected to come for ill children if notified. No child will be sent home without a parent's or authorized person's permission.

ACADEMICS

A. GRADUATION REQUIREMENTS AND STUDENT SCHEDULING REQUIREMENTS

Currently 44 credits are required for graduation for seniors. Below are listed many of the required courses and the years during which students are encouraged to satisfy those requirements.

Freshmen (44 credits required)
required)

- *English I
- *Choice of Algebra I, Algebra A,
or Geometry
- *Freshman Science
- *Physical Education

Sophomores (44 credits

- *English II
- *Choice of Geometry, Algebra I,
Algebra B
- *Biology or Chemistry
- *Physical Education

Juniors (44 credits required)

- *American History
Semester)
- *English III
Semester)
- *Physical Education

Seniors (44 credits required)

- *American Government (1st
- *English IV or AP English (1
- *Physical Education

English	8 semesters
Social Studies	6 semesters (to include 2 semesters American History and 1 semester Government)
Math	6 semesters
Science	6 semesters
P.E./S.C.	8 semesters
1 Computer Credit: Programming, Computer Applications, or CAD I	
1 Banking & Personal Finance Credit	
1 Credit Community Service (20 hours)	

Notes: English I, II, III, IV/AP must be taken and passed. Algebra A and B will count as 4 credits towards graduation requirements, but will only count as 2 credits towards admission requirements at most 4 year colleges and universities. If a senior is within two (2) credits of the graduation requirements, he/she may go through graduation ceremonies. If the student is not within two credits, he/she will not be allowed to participate in commencement or its related activities.

REQUIRED NUMBER OF CLASSES PER SEMESTER/YEAR

All students must take a minimum of six classes (excluding physical education/strength and conditioning) each semester, meaning no more than two study halls on any given day. Band and vocal will count as classes. Students without “full” schedules will not be considered officially enrolled and won’t be eligible for activities or services until they have met the curriculum requirements in terms of number of classes in their schedules.

B. GRADES AND REPORT CARDS

Grades are an evaluation of what a student has learned. They become a part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in school records. Please note that choir, band, P. E., and elementary/peer helper grades do not count in a student's GPA. Post-secondary course grades do count in a student's GPA. A. P. classes taken online or as PSEO may or may not be in the student's GPA depending on whether or not the student wants them to show on their transcript or needs the credits for graduation.

Report cards are designed to help students and parents measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year. Report cards are given to parents at parent/teacher conferences after the 1st quarter and mailed to parents after 2nd, 3rd, and 4th quarters.

Westwood uses a 4.0 GPA (grade point average) system: A+, A, A- = 4.00; B+, B, B- = 3.00; C+, C, C- = 2.00; D+, D, D- = 1.00; F = 0.00

The following is Westwood's grading scale by percentages:

100-99 = A+	89-87 = B+	79-77 = C+	69-67 = D+	59-0 = F
98-93 = A	86-83 = B	76-73 = C	66-63 = D	
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	

C. ACADEMIC HONORS

Honor Roll: Students with 3.0 to 3.99 grade point averages are listed on the A/B Honor Roll and students with a 4.0 GPA are on the All-A Honor Roll. Students must be enrolled in a minimum of three classes to be on the honor roll (since WIT classes usually only report semester grades, those students may not appear on the quarter honor rolls – the ones usually listed – unless they take at least three courses at Westwood).

Academic Letter: Students who maintain a 3.5 GPA or higher for three consecutive semesters earn an academic letter. Students with 3.5 or higher GPA's for five and seven consecutive semesters can earn a second and third academic letter.

Honor Graduates: Students who maintain a 3.5 or higher cumulative GPA throughout their high school careers will be honored at graduation as honor students.

Academic All-Conference: High school students who have a 3.5 or higher GPA for a particular year and are involved in at least three extra-curricular activities that require regular practices will be recognized by the Western Valley Conference as Academic All-Conference students.

D. DEFICIENCY REPORTS

At each mid-quarter, "deficiency reports" are sent to parents of students who are doing unsatisfactory or failing work. These "deficiency reports" will be mailed home, so parents should be looking for them after the fourth week of every quarter.

F. ELEMENTARY SCHOOL GRADING

Elementary teachers will use the Westwood grading scale, except for grades in vocal, P.E., and art. Grades in these classes, as well as effort grades in all elementary classrooms will be the following:

E-Consistently displays evidence of mastering the skill/conduct.

S-Displays evidence that the skill/conduct is mastered most of the time.

N-Displays evidence that the skill/conduct is still being learned and practiced.

U-Displays no evidence of learning or practicing the skill/conduct.

G. HONOR ROLL

The A honor roll will consist of students who receive all A's in "academic" courses (music, P.E., and driver's ed. are not included in the GPA). The A/B honor roll will honor students with a 3.0 to a 3.99 grade point average, meaning a B average minimum.

H. INCOMPLETE GRADES

Students are reminded that an incomplete received at a nine-week or semester period should be made up within a period of two weeks following the close of the nine weeks or semester. Incompletes not made up within two weeks may be changed to "F."

I. JUNIOR HIGH MUSIC

Junior high students may not drop band or vocal except at quarter breaks and are encouraged to drop only at semester breaks. Exceptions may be made by the administration in certain extenuating circumstances.

J. TRANSCRIPTS

Official transcripts of student records will be given to parents/guardians or to students who are at least 18 years of age. Whenever possible, transcripts will be mailed to institutions rather than given to students.

K. STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, groups of students, for the school district, and to comply with state law. All students are to be tested except as excused by law and all students are expected to give their best effort so that time, resources, and money invested in them are not wasted.

L. OPEN CAMPUS FOR SEMESTER TESTS

Open campus during semester tests will be utilized only for high school students and then only if double-period blocks are used for testing.

M. HOMEWORK

The goal of Westwood is to develop each child to his/her potential intellectually, physically, emotionally, and socially. Homework can contribute toward a child's development and should be valued as an important part of the total curriculum. Advantages to homework are many:

1. It extends the learning time beyond the normal school day and allows additional practice time for essential skills.
2. It increases responsibility among students by completing assignments without teacher supervision.
3. It creates a close working relationship between home and school and parents and children by encouraging involvement of the parents in the lessons and activities assigned by the school.

At Risk

Westwood has an at risk team that meets as needed. The purpose for this program is to help identify any student who may need additional short or long term support to succeed. This team will determine a plan of action. If you feel your student needs extra assistance, contact either the elementary or Sr./Jr. high principal, Connie Smits or Amy Wiseman. Elementary data teams and the secondary at-risk coordinator will meet with the administration and guidance counselors to determine student specific needs.

There are three categories of concern, academic, behavior, and home/social.

Westwood will use the following criteria for identifying students at risk.

- Academic
 - Failing classes
 - Family, student, or staff (teacher, counselor, etc.) recommendation
- Behavior
 - 10 or more behavior violations (office referrals, detentions, etc.)
 - Any one significant violation as determined by the principal
 - Family, student, or staff (teacher, counselor, etc.) recommendation
- Family/Social
 - Poor attendance (more than 10 absences)
 - Family, student, or staff (teacher, counselor, etc.) recommendation

N. POST-SECONDARY ENROLLMENT OPTION

Post-secondary Enrollment Options courses are available to junior or senior students who are in good standing and passing all courses. A student's attendance and behavior must also be such as to make them good candidates for post-secondary courses. Deadlines for registering for PSEO courses will be May 1st for the following year's fall semester courses and December 1st for spring semester courses offered that same school year.

O. EARLY GRADUATION

Any student wishing to graduate early should make the counselor and administration aware of his/her intent as soon as possible and petition the Board of Education for same. All

regular graduation requirements must still be met (though some part of the physical education requirement may be waived).

Q. RETENTION - JUNIOR HIGH SATURDAY OR SUMMER SCHOOL

It is the policy of the Westwood Community School to provide our junior high students with a broad spectrum of exploratory classes as well as required courses. By this, we hope to help junior high students discover their areas of interest to guide future educational choices. Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. **Any student that receives an F for a core class (math, social studies, English, science) will be required to make them up in Saturday or Summer School. Dates and times will be coordinated with the secondary principal.**

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades kindergarten through eighth may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

R. Individual Career and Academic Plan (ICAP)

All students beginning in the 8th grade will develop a career plan, using the MAP career exploration program (link below). Each subsequent year until graduation, students will review, and revise their individual plan. The plan is the result of a holistic process which assists the student in identifying career and academic goals and the most appropriate route to achieve these goals. At a minimum, the plan will:

- Prepare the student for successful completion of the required curriculum by graduation
- Identify coursework, including career and technical education (CTE) in grades nine through twelve to support postsecondary education and career options
- Assist the student in following a timeline for completing the plan in a manner that is grade-appropriate.

[MAP Overview](#)
[Westwood ICAP](#)

Elementary Information

ELEMENTARY SCHOOL HOURS

Tardy Bell.....8:40 a.m.

Dismissal.....3:26 p.m.

Cut off time for a full day and half day of school are 10:00 a.m. and 2:00 p.m.

Students are discouraged from arriving at the school prior to 8:15 a.m.

CHILD CUSTODY

In most cases, when parents are divorced, both parents retain parental rights. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

DISTRIBUTION OF MATERIALS

Anyone wishing to distribute unofficial written material must first submit a copy of the material to the elementary office. Permission to distribute the material does not imply approval of its contents by the school, the administration, or the Board.

TREATS/PARTY TIME

Birthday treats are not something that you have to bring. Treats do not need to be food items; they could instead be a pencil, eraser, sticker or a book donated to the classroom or library in your child's name. However, continuing in the best interest of our students, all edible party treats need to be from a store and unopened, not home-made.

PARTY INVITATIONS

Party invitations may not be handed out in school unless all the students are to be invited. This prevents problems that might arise in the classroom when only a few students are left out.

RECESS POLICIES

Recess Procedures:

1. Students may enter the building only with permission from a supervisor on duty.
2. When the person on duty or the bell signals the end of recess, students will line up by class at the appropriate door.
3. Inclement weather: Students play board games in the room or hallway or use the high school gym depending on the discretion of the recess supervisors.

Cold Weather Policy

1. If the temperature with wind chill is 10 degrees or below as stated on the www.weatherchannel.com 15 minutes before recess, students will stay inside. Coats are recommended when the temperature is below 60°.

Students/Parents are responsible for dressing appropriately for the weather. Student safety is a priority.

1. For wind-chill (real-feel) temperatures 60 and above coats are not required.
2. For wind-chill (real-feel) temperatures 32- 60 degrees long sleeves are required and coats are recommended, we are NOT keeping students inside if they do not have a coat, hat, or gloves for recess.
3. For wind-chill (real-feel) temperatures under 32 degrees, coats are required to be worn outside. Hats and gloves are recommended.
 - a. If a student is in need of these items we have some available in lost and found.
 - b. If there is not a coat in the lost and found for them and the student has a hoodie or sweatshirt garment, they are to go outside.

Restrictions:

1. Students should not bring food, including gum, candy, and sunflower seeds, unless it is for a special event approved by the teacher or principal.
2. Sliding on ice is not allowed.
3. Snow or rocks are not to be thrown.
4. Tackle football or dodgeball is not allowed.

Proper Use of Equipment:

1. Swings: (a.) one person per swing (b.) swing only back and forth (c.) swing is not to be pushed by another student.
2. Volleyball or basketball courts: (a.) no hanging from nets or rims (b.) no climbing poles.
3. No tag played on concrete areas.
4. Equipment: (a.)no pushing or shoving (b.) one at a time on chutes, steps and slides (c.) go down feet first on slides (d.) no jumping off decks or bars
5. Bring in equipment that you take out.
6. If students are confined to the concrete because of weather conditions, the only type of ball activity allowed is basketball or 4-square. The new equipment, tire swing and skyrunner will be off limits during "wet" times of the year.
7. Boots are required when there is snow on the ground in all areas except concrete. Snowpants are required for playing in the snow.
8. Fighting or profane language is not allowed.
9. Supervisor on duty will make final decisions regarding playground rules.
10. Flip flops are not recommended at school. Your child has a greater risk of being injured on the playground.

CLASS PLACEMENT

When creating class rosters, we strive to make sure that students are placed in a setting that will best meet their needs both academically and socially. Many factors such as academic levels, behaviors, teacher recommendation etc. are considered when forming the list.

Requests for placement in certain classrooms with a certain teacher can only be granted for medical, physical or educational reasons. Personal preference requests are not accepted.

Requests must be made in writing (notes or emails) stating the desired placement and the reason it is medical, physical or educational. Be sure to include student/teacher names, parent

signature, date of request, and phone number. Requests must be delivered to the elementary principal by the last day of March of the current school year. The school retains the right to make all decisions on final placement of students.

Please note: This request is not considered confidential information and there is a possibility the information will be shared with the teacher(s) involved in the request.

PRESCHOOL

[Preschool Handbook](#)

KINDERGARTEN REQUIREMENTS

Any child who is five years old on or before September 15 of the enrollment year is eligible to enter kindergarten. We require parents provide proof of age for each child by providing his/her birth certificate. *In accordance with state law a doctor's physical, immunization records, lead test and proof of a dental screening must be provided before a child can attend school.*

Immunizations must be current in order to provide a safe and healthy environment for all students. Our kindergarten program is an "all day" program that follows the district calendar.

MISCELLANEOUS

A. SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS

Once classes are in progress, students have the first three (3) days of each semester to add/drop classes and need the teacher's and counselor's permission to do so. Thereafter, students may withdraw from a class only if the parent, teacher, and counselor agree that the original placement was incorrect in terms of the student's abilities. Classes dropped without administrative approval will be recorded on the transcript with a failing grade for that semester.

B. WITHDRAWAL FROM SCHOOL

Parents of students wishing to withdraw or transfer students from Westwood must contact the school office to obtain a clearance slip. This slip must be signed by all of the student's teachers and librarian/media specialist. The slip is to be returned to the office and signed by an administrator in order to leave in good standing.

Parents of elementary students should contact the elementary office in order to withdraw or transfer their child.

C. POSTERS, SIGNS AND PUBLICATIONS

All posters, signs and publications designed by students must be approved by an administrator before they can be displayed or distributed. Display areas are provided. Booster posters add interest and enthusiasm to Westwood activities so please do not mark on posters and signs. Remember good taste and clever design are prerequisites to effective posters and signs.

D. STUDENT/PARENT RIGHTS

1. Public Records: The Code of Iowa, Chapter 22, gives each individual the right to examine and copy public records of the school district. The Westwood Community School has delegated two officials with the responsibility of implementing the requirements of this chapter. Those two individuals are the Superintendent of Schools and the Secretary to the Superintendent. Requests to examine or copy public records should be made to one of these two designated officials. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the school secretary.
2. Student Records and Reports: The Family Education Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. 123G, requires school districts to keep educational records confidential. FERPA grants parents or students 18 years of age the right to review the student's educational records and correct or delete any misstatements therein. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy a student's records. Parents and students 18 years of age have a right to submit in writing a challenge to data contained in the student records. Such written challenge shall be filed with the building administrator. Parents may be charged a reasonable fee for copying of information and data contained in a student's record. Personally identifiable educational records may not be disclosed to third parties without prior consent from the parents or adult student. Prior consent, however, is not required for school district employees possessing legitimate interest in viewing the records as well as officials in other schools in which the student seeks to enroll. State and national educational organizations requiring student data for confidential research and statistical purposes are also exempted from the parent consent prerequisite.
3. Transfer of Records: The Westwood Schools will automatically forward records to educational institutions who request them, whether or not parental permission forms are signed.
4. Directory Information: Under the Family Education Rights and Privacy Act, a school district may disclose directory information without first obtaining written permission. The Westwood Community Schools shall consider the following as directory information: student class lists (with or without addresses/phone numbers); students' participation in officially recognized activities and sports; weight, height, and members of athletic teams; degrees and awards received by students' and school honor roll. Parents and adult students may request in writing with their building administrator to be excluded from the directory information provided by the school district. Directory information is given to military recruiters unless parents/students fill out an opt-out form, which is available at the high school office.
5. Right to Know: The Iowa law provides each employee with the "Right to Know" of any dangerous chemicals which may be in the building or workplace in which an employee is assigned. The Westwood Community School also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the Superintendent of Schools.

6. Postsecondary Enrollment Options Act: The Postsecondary Enrollment Options Act (Iowa Code, Chapter 261 C) authorizes an opportunity to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions or higher learning in Iowa. If interested, see high school administrators or counselors.
7. Corporal Punishment: Corporal punishment is prohibited in the Westwood Community School District. However, physical contact with a student is justified “if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain” or if reasonable force is used for the protection of an employee or student, to obtain possession of a weapon or other dangerous object(s), or for the protection of property.
8. Distribution of Materials: The board recognizes that students, employees, parents, or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.
9. Exercise of Free Expression (280.22): Under the U.S. Constitution, all individuals have the right of freedom of expression. However, student expression made on school premises or as part of a school-sponsored activity must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

I. INSURANCE

Three types of accident insurance are available for students: a 24 hour plan, a school time plan, and a dental injury plan. A brochure explaining the insurance program in detail is available at registration.

J. STANDARD RESPONSE PROTOCOL AND FIRE DRILLS

Fire drills are required by law. If a fire should occur, a quickly emptied building would save lives and injuries. Every student must enter into the spirit of the drill and remain alert for additional directions for it to be effective. Upon hearing the fire drill signal, **ALL** students are dismissed immediately and are to exit by way of the nearest door. Doors to all rooms are to be left closed.

After leaving the building, teachers will direct students to safe areas. Students should not re-enter the building until directed to do so by their teachers or other certified personnel.

STANDARD RESPONSE PROTOCOL

Westwood has invested in training their staff in a Standard Response Protocol (SRP) to keep students safe in a variety of possible situations. The following language will be used:

- Secure- no one out or in the building
- Evacuate
- Shelter

- Hold- stay in your room or area
- Lockdown- locks, lights, out of sight

K. VISITORS

Guests of students, other than parents, are not allowed because of the legal liabilities and responsibilities and because of the possible adverse effects to the learning environment. Grandparents and other guests may be allowed to visit at lunch time only upon receiving prior permission from parent or guardian and principal. Staff and students should immediately direct visitors, strangers, and vendors to the main offices and wear a provided badge at all times.

L. DAMAGE TO VEHICLES, THEFT

The Westwood Community School is not responsible for theft from or damage to vehicles which are parked on school property. Students are strongly encouraged to lock their vehicles when they are unoccupied.

M. TOBACCO or TOBACCO LOOK-ALIKE, and/or VAPE (E-CIGARETTE)

All buildings/grounds owned and operated by the School District of Westwood are designated as free from tobacco or tobacco look-alike, and/or vape (E-cigarette) devices.

N. SEARCH AND SEIZURE POLICIES per Board Policy 502.8

Student lockers and desks are the property of the school district. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion and can articulate the suspicion to believe that illegal unauthorized or contraband items are contained inside or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness.

Any contraband discovered during such searches shall be confiscated by the administration, and law enforcement officials may be called. The administration also may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

Non-maintenance searches will be conducted in the presence of the student or another adult witness, when feasible. In such searches, a student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items.

Automobile searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained within.

O. Open Enrollment

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office.

P. Student Fee Waiver and Reduction Procedures

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 or students who believe they qualify for temporary financial hardship should contact the principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Q. Multicultural and Nonsexist Equity Education Opportunity Policy

The Westwood Community School District is committed to providing an educational program that is multicultural and nonsexist. Multicultural, nonsexist education is the district's planned curriculum and instruction, which educates students about the cultural diversity of our society.

R. Notice to Homeless Children of School Age

The Westwood School under Chapter 281-33 wishes to notify you that our school is available to you. We can assist with records, immunization, waiver of fees, etc. Please contact our Homeless Liaisons, Elementary Principal at 712-428-3200 and Secondary Principal 712-428-3303 for further information or stop by the school at 1000 Rebel Way in Sloan, IA.

S. Student Abuse Investigators

If a student, school district employee, or other member of the school district community believes a child has suffered abuse by a school district employee in the course of his/her employment, it should be reported to the designated investigator immediately.

Level I Investigators: Connie Smits (428-3200).

T. Non-Discrimination Policy

Westwood Community School District is an Equal Opportunity/Affirmative Action Employer. The board will not discriminate in its educational programs/activities or employment practices on the basis of race, color, age (for employment), marital status (for programs), religion, national origin, creed, sex, sexual orientation, gender, gender identity, socioeconomic status (for programs) or disability. Inquiries regarding compliance may be directed to Connie Smits, 1000 Rebel Way, Sloan, Iowa 51055, 712-428-3355, csmits@wcsdrebels.com. Further information and copies of

the procedures for filing a complaint are available in the school district's central administrative office.

U. Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

V. Teacher Quality

Federal legislation requires us to notify you that parents and guardians in our school district have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content area taught, the current licensing status of their child's teachers, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent, 1000 Rebel Way, 712-428-3303.

W. TEACHER QUALIFICATIONS—Parental Right to Know

Parents and Guardians in the Westwood School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree. Parents or guardians may request this information from the Office of the Superintendent by calling 712-428-3303 or sending a letter of request to Office of the Superintendent, 1000 Rebel Way, Sloan, IA 51055.

X. Physical Restraint of Students

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

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

Staff are trained in CPI for nonviolent crisis prevention training.

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

ANTI-BULLYING/HARASSMENT POLICY Code No. 104

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

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

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

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

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;

- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

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

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The 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 harassment.

It also is 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 school district.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES Code No. 104.1

Individuals who feel that they have been harassed should:

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

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

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

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

RESOLUTION OF THE COMPLAINT

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

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written

report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

Title IX Statement:

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Connie Smits, Counselor, 1000 Rebel Way, Sloan, IA 51055, 712-428-3355 x. 142, csmits@wcsdrebels.com

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Westwood Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Connie Smits, 1000 Rebel Way, Sloan, Iowa 51055, 712-428-3355, csmits@wcsdrebels.com.

Code No. 102.E2

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrences as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

Phone Number _____

If student, name _____ Grade Level _____

Attendance Center _____