

2026-2027
WEST HARRISON
9-12 STUDENT HANDBOOK



West Harrison Community School District
410 Pine Street
Mondamin, IA 51557
Phone: 712-646-2231



West Harrison CSD
High School Handbook
2025 - 2026



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WEST HARRISON MISSION STATEMENT

We believe in excellence in education through academics, activities, and innovative opportunities for each individual to achieve his or her potential.

Policy explanations in this handbook are superseded by any and all school board policies passed regarding any of the items. Notification of any changes will be made available to students and parents. In addition, items may need to be revised to meet new laws, regulations, or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until issuance of a new edition. In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities and property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school sponsored or school approved, whether they are an event or an activity, or whether they are held on or off school grounds.

SCHOOL FACULTY

BOARD OF EDUCATION

Randy Wohlers – President
Julie Kuhlman – Vice President
Tammy Flint
John Glennie
Hillary Stevenson
Tonya Radil – Board Secretary
Daniel Mikels – Business Manager

ADMINISTRATION

Marty Fonley – Superintendent
Jackie Fonley – PK-12 Principal/Technology

COUNSELOR

RaeLea Herman – PK-12 School Counselor

BUILDING SECRETARY

Keri King

ATHLETIC DIRECTOR

Troy Maasen

NURSE

Deb Evans

9-12 FACULTY

Gina Birdsall – English/Language Arts
Samantha Bieler – Social Studies
Stacy Clark – Family and Consumer Science
Chere Fox-O’Rielly - Art
Todd Goodwater – Industrial Technology, Vocational Agriculture, Career/Occupations Coordinator
Troy Maasen - Physical Education
Delaney Mentzer – Special Education
Sam Arrieta - Instrumental Music
Leana Goodrich - Vocal Music
Benjamin Nuzum – Math, English/Language Arts, Intervention
Carmen Palmero – Spanish
Laura Rife -TAG
Tara Rife - Special Education
Shelly TerHark – Business and Computers

GENERAL INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The West Harrison Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Marty Fonley, 410 Pine St, Mondamin, Iowa 51557, 712-646-2231, mfonley@w-harrison.k12.ia.us.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Marty Fonley, West Harrison Community School District, 410 Pine St, Mondamin, Iowa 51557, 712-646-2231.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL. 60604, (312) 730-1560, fax (312)730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icre.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319, (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Board Policy 102

ANNUAL NOTICE OF NONDISCRIMINATION

The West Harrison Community School District offers career and technical programs in the following areas of study: Family and Consumer Science, Business Education, Vocational Agriculture, Industrial Tech. It is the policy of the West Harrison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and 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

Marty Fonley 410 Pine St, Mondamin, Iowa 51557, 712-646-2231, mfonley@w-harrison.k12.ia.us

Board Policy 102E.1

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the West Harrison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and 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 Marty Fonley, 410 Pine St., Mondamin, Iowa 51557, 712-646-2231, mfonley@w-harrison.k12.ia.us

Board Policy 102E.2

MULTICULTURAL GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Board Policy 603.4

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The West Harrison Community School District 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. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Board Policy 104

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Board Policy 402.2

HOMELESS CHILDREN AND YOUTH

The West Harrison Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals.
- children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- designate the school counselors as the local homeless children and youth liaison;
- provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- ensure collaboration and coordination with other service providers;
- ensure transportation is provided in accordance with legal requirements;
- provide school stability in school assignment according to the child’s best interests;
- ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- prohibit the segregation of a homeless child or youth from other students enrolled in the district.

Board Policy 503.03

ASBESTOS

Federal regulations require notification of the public if any school buildings in their districts contain any asbestos

material. We have cooperated with the state and federal health officials to deal with this issue. Information as to where these materials are located and what has been done to prevent them from being hazardous is on file in the superintendent's office and is open for public inspection.

EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Reference - Board Policy 506.1

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

Board Policy 506.1E8

STUDENT DIRECTORY INFORMATION

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose).

Reference - Board Policy 506.2

WEAPONS

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such

weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

Board Policy 502.6

INTERNET - APPROPRIATE USE

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

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of a supervising teacher, be permitted to use the address to send and receive mail at school.

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

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

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

Board Policy 605.6

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

[Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain library materials.]

Board Policy 605.3

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Board Policy 502.9

ACCIDENTS

It is the responsibility of each student to report any injury or accident to a teacher or to the office as soon as possible following an accident. If medical treatment may be required, the accident report form must be completed within 24 hours of the accident.

ARRIVAL AND DEPARTURE AT SCHOOL

Students should not enter the building until 7:30 a.m. Students are to remain in the commons until 7:55 a.m., unless they have permission to be in other parts of the building.

Between the hours of 8:00 - 3:30 all students must leave and enter the building through the office doors, and must check in and out in the office. Failure to do so may result in disciplinary actions.

DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the School Administration.

OPEN ENROLLMENT

Iowa's open enrollment law allows a student residing in one school district to request transfer to another school district upon the parents' request. Open enrollment may result in the loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the Superintendent's office for information and forms. As of July 1, 2024, open enrollment applications must be submitted to the Board Secretary by March 1 (grades 1-12) of the preceding year for an open enrollment request, or by September 1 of the year applying for open enrollment for Kindergarten students.

STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or

students who believe they may qualify for temporary financial hardship should contact the elementary office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL BREAKFAST AND LUNCH

Contact the school to inquire about lunch and breakfast prices.

Students and parents are ENCOURAGED to apply for the "free and reduced" price lunches and breakfasts. The U.S. Government has reduced school commodity receipts in recent years, and now offers a free and reduced lunch and breakfast program to help relieve the resulting higher costs for patrons. This is kept confidential and no student will be identified in any way as being on free and reduced lunch and breakfast. It is to our school's benefit to apply.

Students deposit lunch money during registration or by the first day of school. Payments can be made via check, cash, or online (see the school's website for this information). Please remember to apply for free and reduced lunches prior to the start of school. There is an application in the August newsletter.

The school lunch program is advised to operate on a cash basis for meals. Exceptions are if a family applies for the free and reduced lunch and breakfast programs.

REPLACEMENT OF DAMAGED OR MISSING TEXTBOOK

The West Harrison Community School District furnishes the textbooks, workbooks, and classroom materials needed for participation in classes. A student who loses a book, workbook or classroom materials, cause excessive wear to these items to the point they will not be usable, the student and parent will be billed for the cost.

** IT IS RECOMMENDED ALL TEXTBOOKS SHOULD BE COVERED TO AVOID BEING BILLED FOR DAMAGES*

EMERGENCIES

We do not usually experience many serious injuries or other emergencies during the school day. However, when an emergency does occur it is important to be able to contact a parent or guardian as soon as possible. Please make sure your information is updated on Infinite Campus.

STUDENT COMPLAINTS

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy, administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

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

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

Board Policy 502.4

Grievance Procedure

Students, parents of students, employees, and applicants for employment in the West Harrison school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Immediate Supervisor or Personnel Contact Person

(Informal and Optional – may be bypassed by the grievance) A student, a parent of a student or an applicant for employment with a complaint of discrimination based upon their race, national origin, color, religion, creed, gender, disability, age, sexual orientation, or marital status are encouraged to first discuss it with the instructor, counselor, supervisor, program administrator or personnel contact person directly involved.

Level Two – The Equity Coordinator/Principal

If the grievance is not resolved at level one and the grievant wish to pursue the grievance, they may formalize it by filing a complaint in writing on a grievance filing form, which may be obtained from the educational equity coordinator/principal. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonable become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Educational Equity Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the complaint.

Level Three – The Grievance Committee

If the grievance is not resolved at level two, the grievant may appeal it at level three by presenting a written appeal to the Grievance Committee within ten (10) working days after the grievant receive the report from the Equity Coordinator. The Grievance Committee shall include five persons including one administrator, one instructor, one instructor/teacher/consultant one classified/non-certified employee, one student and one parent/community representative. At least two members of the Grievance Committee shall be selected from the current Educational Equity Advisory Committee (Multi-cultural, Nonsexist education/Affirmative Action Advisory Committee (s). The Grievance committee shall include both men and women and reflect racial/ethnic diversity and persons with disabilities when possible. The grievant may request a meeting with the Grievance Committee to discuss the appeal and the Grievance Committee may request a meeting with the grievant. The Grievance Committee will render a decision within ten (10) working days after receipt of the written appeal.

Level Four – Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level four by presenting a written appeal to the Superintendent/Administrator within ten (10) working days after the grievant receives the report from the Grievance Committee. The grievant may request a meeting with the Superintendent/Administrator or his/her designee. The Superintendent/Administrator may request a meeting with the grievant to discuss the appeal. The Superintendent/Administrator or his/her designee will render a decision within ten (10) working days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

The Educational Equity Coordinator is: Marty Fonley, 410 Pine Street, Mondamin, IA 51557 - 712-646-2231

STUDENT ABSENCES AND TARDIES

It is the educational philosophy of the West Harrison 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 West Harrison 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.

- 5 Absences per grading period (semester)
 - Notification letter home to parent/guardian for all absences
- 8 Absences per grading period (semester)
 - Notification letter for all absences
 - 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 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.
- 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 a truancy hearing
 - Students may be dropped from the class(es) they have accumulated 16+ absences in
 - 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

Tardiness

All tardies will be reported to the office. The principal will determine on a case by case basis if the tardy will be excused or not. Being more than 10 minutes late to class will constitute an unexcused absence. The West Harrison tardy sanctions are on a semester basis. The school will use the following levels in dealing with unexcused tardies:

- When a student reaches 4 - 6 tardies in a class, they will be required to serve a lunch detention.
- When a student reaches 7- 9 tardies in a class, they will be required to serve ½ day in ISS. At 7 tardies a letter will be sent home to the parent.
- When a student reaches 10 (or more) tardies in a class, they will be required to serve 1 day in ISS.
- When a student exceeds 10 tardies in a class, a meeting will be set with the parents regarding the tardiness.

The principal may initiate additional sanctions, which may include referral to the Harrison County Attorney.

* Tardy counts reset at each new semester.

SCHOOL CLOSINGS

Occasionally it may be necessary to close or cancel school because of inclement weather, furnace problems, water problems, etc. We suggest that you discuss with your child what to do in an emergency of this type. As soon as a decision is made to cancel, the district will send out this information via Thrillshare and TV stations. Parents may subscribe to the West Harrison notification system to be notified when school is cancelled or dismissed early. Please contact the school for more information.

LEAVING DURING SCHOOL HOURS

In general, once a student arrives at school, they should remain at school for the duration of the school day. If a student does need to leave prior to dismissal, advanced notice from the parent/guardian is required.

Parents/guardians may check their student out from the office. No student is to leave school grounds at any time during the day unless on a school sponsored activity unless parents have notified the office.

OPEN CAMPUS

Open campus is a privilege earned by high school students at the end of the day during Hawk Time by meeting expectations (listed below) in the areas of academics (grades and work completion), attendance, academic behavior and behavior. Open campus requirements are checked weekly, and may be revoked at any time by administration when a student is not meeting the expectations. Students may lose the open campus privilege for disciplinary reasons, parent request or if a student has detention time. Completed open campus request form completed, including parent signature.

1. Grades of a C- (70%) or higher in all classes.
2. No discipline referrals in Infinite Campus.
3. 3 or less tardies in a class
4. 4 or fewer absences in a class (excluding those that do not count towards attendance guidelines).
5. Proficient or growth on ISASP
6. Consistently meets academic behavior standards:
 - a. Appropriate Phone Usage
 - b. Positive Attitude/Willingness to Learn
 - c. Works with Others
 - d. Completes assignments in a timely manner
 - e. Communication - seeks help when needed
 - f. Problem solving/Perseverance
 - g. Works independently
 - h. Respect for others
 - i. Respect for self

Open campus during Hawk Time is a privilege given to students by meeting expectations listed above. Every Wednesday students who have earned open campus must report to Hawk Time for grade, attendance, behavior and missing homework checks. Failure to comply with the expectations will result in a loss of open campus. It may be re-earned again in 4 weeks of meeting expectations.

ACADEMICS

Grading Scale

All teachers will use the following grading scale in all classes.

A+.....	98-100
A.....	93-97
A-.....	90-92
B+.....	87-89
B.....	83-86
B-.....	80-82
C+.....	77-79
C.....	73-76
C-.....	70-72
D+.....	67-69
D.....	63-66
D-.....	60-62
F.....	59-0

*College classes may utilize a different grading scale. When taking classes from ILCC, or any other institution, West Harrison High School will use the grades as reported by the issuing institution. If concerned, please check with the High School Office prior to registering for credits.

All high school required/non-elective classes will be graded based on formative and summative categories. Formative work will be weighted at 30% of a student's overall grade, while summative work will be weighted at 70% of a student's overall grade.

GPA Calculation

Grades on report cards are computed on percentage. Honor roll and class rank are figured on the twelve (12) point system:

A = 4.0	A- = 3.67	
B = 3.0	B+ = 3.33	B- = 2.67
C = 2.0	C+ = 2.33	C- = 1.67
D = 1.0	D+ = 1.33	D- = .67
F = 0		

Extra Credit

- Students may redo assignments that are not of quality work.
- Extra points may be given for those assignments that are above and beyond the proficient quality.

Academic Dishonesty

- Must watch the unit/lesson over what you cheated on in Edgenuity.
- Must redo the assignment you cheated on.
- .5 day structured day (turn in phone, penalty box computer usage, isolated in class)
- Sit out next extracurricular activity.
 - This grows in increments of .5 days and activity per offense.
- Loss of open campus privileges.

Missing Work

- Missing assignments are not allowed. All work must be completed for the class to earn credit for the class.
- Students with missing assignments on Monday of each week may lose open campus for two consecutive weeks. Exceptions to this may be granted by the principal.
- Students will receive an Incomplete (I) if they have missing assignments at the end of a grading period. Students will have 5 school days to complete missing assignments. If, at the end of 5 school days, the work

is not completed, the incomplete grade will become an F. Exceptions to this may be granted by the principal.

Intervention (Hawk Time)

Every day students Hawk Time is an opportunity for students to:

- Complete missing work.
- Work with a teacher on an assignment.
- Retake/redo tests or assignments.
- Work with a teacher to understand content being taught in class.

Attendance at Hawk Time is required (unless the student meets open campus guidelines), and counts as an instructional period in the school day. Phones will not be allowed during Hawktime.

Additionally, students with missing assignments may be asked to stay on Wednesday until 3:30 after the early out.

Adding/Dropping Classes

Students who wish to add or drop a class must do so within the first day (1) day of the semester. Permission from the teacher and the High School Administration are necessary to add or drop a class. Concurrent enrollment, PSEO and other classes that require enrollment through the college will follow the guidelines of the college for add and drop dates.

Instruction at a Post-Secondary Educational Institution

In accordance with this policy, students in grades nine through twelve may receive academic or career and technical education credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and the following post-secondary educational opportunities:

Concurrent Enrollment

The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for students (public, nonpublic, CPI and IPI enrolled) in grades nine through twelve through concurrent enrollment. Notice of the availability of the concurrent enrollment program shall be included in the school district's course book, and the course book shall identify which courses, if successfully completed, generate post-secondary credit. Proficiency requirements to enroll in these courses may be used, which in most courses would be demonstration of being proficient on the ISASP. Some courses may have additional requirements set by the college including ACT score, grade point average, or class rank. Classes may be taken anytime during the academic year, and students have the choice to take board approved courses in whatever modality they choose regardless of location or being online.

Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the school district for any contracted course that is used to meet school district accreditation requirements.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Concurrent enrollment courses must be taken for a grade and cannot be taken for audit. **Courses dropped after the official drop date will result in a "W" on the college transcript,**

and an “F” on the high school transcript. Courses failed at the college level also result in an “F” on the high school transcript.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option (“PSEO”) program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student.

The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student’s parent or legal guardian are responsible for all costs associated with courses taken during the summer.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student’s control, including but not limited to physical incapacity, a death in the student’s immediate family, or a move out of the school district.

If a student is unable to demonstrate proficiency or the school district or accredited nonpublic school determines that the course unit completed by the student does not meet the school district’s standards, the superintendent shall provide in writing to the student’s parent or guardian the reason for the denial of the credit.

Board Policy 604.6

Class Load

All students in grades 9-12 not involved in band and or vocal will be required to enroll in eight (8) academic classes each semester. A student taking band and or vocal will be required to enroll in a minimum of five academic classes. Possible exceptions will be juniors and seniors with work-study and students with IEP’s requiring a smaller number of classes. Administrative approval will be needed if students are not taking a full load of classes.

Class Standing

Minimum requirements for class standings are established and students will be promoted to the next grade level after earning the required number of credits.

- Sophomore.... 14 credits
- Junior..... 28 credits
- Senior..... 42 credits

This is the minimum number of credits needed to be promoted to the next grade level and to be on track to graduate with 54 credits.

The following minimum requirements shall be necessary to graduate from West Harrison High School:

56 TOTAL credits, including:

- 8 credits in English/Language Arts
- 6 credits in Social Studies
- 6 credits in Science
- 7 credits in Mathematics with class of 2027, 8 credits in Mathematics beginning with class of 2028
- 2 credits in Health/Lifetime Fitness
- 4 credits in Physical Education (may be waived per Iowa Code 256.11. 281 – IAC 12.4(5)f)
- 1 credit CORE or approved internship or apprenticeship
- 1 credit Freshman Seminar
- 21 elective credits

******In addition, every graduate must:**

- Complete CPR certification.
- Pass citizenship test.
- Obtain 4 Industry Recognized Credentials, beginning year of 2030, 3 Industry Recognized Credentials, beginning year of 2029, 4 Industry 2 Recognized Credentials, beginning year of 2028, 1 Industry Recognized Credential, beginning year of 2027
- Physical Education (eight semesters), American History (two semesters), and Government (one semester) are required by the State of Iowa, per **Iowa Code 281-12.5(5)**.
- Physical Education/Activity waivers can be granted if Iowa Code requirements are met.
- All students must complete a course in CPR prior to graduation. This will be offered by the school nurse during a student's senior year. If the student does not attend their scheduled class or makeup class, they will be responsible for arranging a CPR course to meet graduation requirements.
- Each course will earn one credit per semester.

Mid Year Graduation

Students have the option of graduating at the end of the first semester of their senior year. Students must meet all of the established graduation requirements, and must be approved by the board prior to graduation. To ensure all the requirements are met, students need to contact the guidance office and make arrangements to establish a mid-term graduation plan by the end of November the year the student intends to graduate. Students that are officially listed as graduates at the end of the semester, are allowed to attend school events, pay student rates and participate in commencement exercises at the end of the year.

Transcripts

Transcripts will be forwarded to other schools only after all fees and fines have been paid in full.

Grade Reports

Grades are available in the form of report cards at the end of each quarter (online) and semester (online). Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 5 instructional days after the end of the quarter. The teacher, with the permission of the High School Administration, may grant extensions. Failure to finish an incomplete will result in a failing grade and loss of credit.

Semester incompletes will be considered failures for eligibility purposes for extracurricular activities. Under special circumstances, the administration can waive this ineligibility.

Academic Recognition

The West Harrison High School believes it is important to recognize its students for their academic achievements. West Harrison High School will recognize their students with two specific types of academic recognition.

1. Academic Letters: In the spring semester of each academic year, students who have maintained a cumulative grade point average of 3.5 or higher will receive an academic letter (first year) or pin (each year thereafter) and will be recognized at the Academic Night of Excellence.

The following will be used for academic recognition at graduation ceremonies at West Harrison High School.

- Graduating with a Gold Cord - 3.85 and above cumulative GPA
- Graduating with a Silver Cord - 3.70-3.849 and above cumulative GPA
- Graduating with a White Cord - 3.5 - 3.699

SCHOOL HEALTH PROGRAM

Health Screening Requirements

Preschool

- Immunizations – *Must provide a copy of current immunizations, or a copy of religious exemption that is notarized, or a medical exemption signed by a physician.*
- Vision Screening.
- Dental Screening.

Kindergarten

- Immunizations – *Must provide a copy of current immunizations, or a copy of religious exemption that is notarized, or a medical exemption signed by a physician.*
- Physical – *Required within a year of the first day of school.*
 - Lead Screening – *Lead test result.*
 - TB Screening – *can be completed at physical and documented on the physical form*
- Vision - *All children are required to have a vision screening no earlier than 1 year prior and no later than six months after enrollment.*
- Dental - *The screening must occur no earlier than age 3 and no later than four months after enrollment.*

3rd grade

Vision Screening - *within one year prior to entering 3rd grade, or 6 months after the first day*

7th grade

Meningococcal Vaccine (A,C,W,Y) and Tdap

9th grade

Dental Screening – *within one year prior to and no later than 4 months after the first day*

12th grade

Meningococcal booster vaccine (A,C,W,Y). Two doses are required, or one dose if the first dose was received after age 16 years

Immunizations

Iowa Code Section 139.9 requires that before starting elementary or secondary school, a student shall present: (1) a certificate of immunization showing that all required immunizations are up-to-date according to Iowa Department of Public Health, or (2) a provisional certificate of immunization, or (3) a certification of immunization exemption. All students entering West Harrison schools for the first time, must provide immunization records indicating dates and types of immunizations before starting school.

Below is a summary of vaccines required for Kindergarten. Contact your provider or Public Health for specific criteria if your child is not on the regular interval schedule.

- 5 DtaP or DTP

- 4 Polio
- 2 MMR
- 2 Varicella (Chicken Pox)
- 3 HBV (Hepatitis B)

[Religious Certificate of Immunization Exemption](#)

[Medical Certificate of Immunization Exemption](#)

When to Keep Your Child Home

Plan ahead each year to arrange how your child will be cared for if they stay home from school due to illness.

Always notify the school office *immediately* if your child's emergency contact information changes.

If your child has had a communicable disease, the school nurse may request a note from the physician allowing the child's return. If your child has seen the school nurse, and it is felt that the illness is suspicious of a communicable disease, the nurse may send the student home, allowing return only after cleared by a physician/ primary healthcare provider.

The following are the general guidelines when there is not a threat of a health pandemic in the community (AKA "Sick Day Guidelines"). These guidelines will change according to current public health recommendations. Changes to these guidelines will be communicated to parents.

Students with the following symptoms should remain home or may be sent home from school due to illness.

Students should be symptom free for 24 hours *without* the use of fever reducing/ pain medication.

- An oral temperature of 100.0 degrees or higher
- Vomiting or diarrhea caused by a communicable illness
- Symptoms that are paired together with other symptoms, such as:
 - Body aches, headache or earache
 - Cough that he or she cannot control, sneezing often
 - Reddened, or eyes that are draining
 - Sore Throat—a minor sore throat is ok for school, but a severe sore throat could be strep throat, even if there is no fever. Other symptoms of strep throat in children are headache, stomach upset, or rash. Call your doctor if your child has these symptoms. A special test is needed to know if it is strep throat. TIP: Remember to change your toothbrush if you have a diagnosis of strep throat!
 - Very tired or lack of appetite
 - A "bad" cold, especially if accompanied by other symptoms--hacking cough, chills, headaches, etc. A child who feels miserable cannot concentrate or learn, rest may be of great benefit. Colds that linger may require a doctor's care.
- Unexplained or undiagnosed rash
- Communicable illness which poses a risk to disease transmission to others

"24-hour rule"

Fever (oral temperature of 100 degrees or higher):

Keep your child home for 24 hours after fever is gone *without* the use of fever reducing medicine.

Vomiting or diarrhea:

Keep your child home for 24 hours after the last time they vomited or had diarrhea and are eating a normal diet.

Antibiotics:

Keep your child home at least 24 hours after the first dose of antibiotic. If your provider's recommendations are different, ask them to write a note for the school

Illness and Accidents at School

In case of an accident or injury during the school day the student should report the accident to the teacher. The teacher will decide if the child needs the attention of the health office or nurse. The school secretary or teacher associate will assist the child if the nurse is not available. If the child is seriously injured, school staff will contact the home.

Hygiene

Cleanliness should be the concern of the parents, teachers, and the children. Before sending children to school, parents should be certain that children have clean clothes and are bodily clean.

Administration of Medications During School Hours

Medications should be taken before or after school hours. However, it is understood that certain medications are required during the school day. Iowa State Law allows medications to be administered at school only when the specific guidelines are met. Contact your child's school nurse if you have any questions.

Medication Administration Guidelines:

Medicine prescribed 3 times a day, such as antibiotics, should be given at home; before, after school and at bedtime. Herbal remedies and supplements will not be administered by school staff.

Parents can sign the electronic permission form through the online registration process indicating which over the counter medications can be administered if needed.

Prescription medication:

- Parent written permission is required each year. Parent instructions cannot conflict with the prescriber's orders.
- Medication must be in the most **current** pharmacy-labeled container.
- A prescription order is required. A **current** pharmacy-labeled container can serve as the written prescriber's order.
- Parents must ask the pharmacist to prepare 2 labeled containers, marking one for "SCHOOL USE" so you have proper containers both at home and school. Pharmacy will prepare a new bottle **each** time the medication is refilled with a current prescription.
- Inhalers must have the prescription label directly on the inhaler as well as the box. Parents should request this from the pharmacy.
- Empty bottles of prescription medication will not automatically be sent home with a student unless under specific circumstances arranged/ approved by the nurse or school staff.

Over the counter/non-prescription medication:

- Parent written permission is required each year. Parents can sign the electronic permission form through the online registration process indicating which over the counter medications can be administered if needed.
- Over-the-counter medication can only be administered if the label instructions correspond with the student's age, weight and medication indications. Parent instructions cannot conflict with label instructions.

- Must be in the ORIGINAL CONTAINER/ BOX, labeled with the student's name.
- School nurses may refuse to administer over-the-counter medication if it is felt that it may be detrimental to the student.
- If a student is on an antibiotic that is required to be given 3 times per day they can be given at home and should not be sent to school.

Transporting and carrying medication:

- To ensure the safety of all students, we request that a parent/ guardian deliver all medications to the school office.
- Parent/ Guardian must pick up remaining medication at the end of the school year or as necessary when a medication is discontinued/ changed. Medication left at school at the end of the year will be disposed of properly.
- No medication is to be kept by students in their lockers, desks, or on them personally unless it is emergency medication and appropriate measures and permissions are in place. All medications are to be kept in the school's designated area.
- Students who must carry inhalers, insulin or other emergency medications (epi-pen) throughout the school day are required to:
 - have written permission to carry the medication from a parent
 - signature from physician certifying the student is capable of self-administration
 - demonstrate to the school nurse correct use of medication and/or knowledge of indication of use
 - Medications will be transported for field trips according to State of Iowa recommendations.

CHURCH NIGHT

In keeping with good community relations, school activities will not be scheduled on Wednesday nights after 6:00 p.m. whenever possible. It shall be the responsibility of the principal to oversee the scheduling of school activities for compliance of this policy.

DANCES

All dances must be approved by the principal two weeks prior to the event. The following rules will apply to all dances:

1. If a student leaves the dance for any reason he/she will not be admitted again.
2. No one will be allowed in the dance 60 minutes past the scheduled starting time.
3. All non-West Harrison students must be registered prior to the dance in order to be allowed to attend. You must also file paperwork with the principal that allows us to conduct a safety check on outside attendees, which will include contacting the attendee's home school district. Pending the results of this check, you will receive permission or a denial of access for this person to attend.
4. School sponsored dances must end by 12:00 a.m.
5. Dancing should be appropriate for the school setting.
6. The age limit for high school dances is students in 9th grade through 20 years of age. Exceptions may be granted by the principal with advance notice.

FUNDRAISING

The School Board must approve all fundraising drives. All requests must be submitted in writing, including the purpose of the fundraiser and what the funds will be used for, to the principal for the board approval. All submissions should be in by the first of each month prior to their occurrence.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on

field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a field trip form to the sponsor that has been signed by the teachers, verifying that the attending student has obtained assignments. The field trip form must be signed by a parent/guardian indicating approval. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should notify their teacher.

NATIONAL HONOR SOCIETY

National Honor Society is not for everyone. It is a society that recognizes students not only for their academic achievements, but in achievements in leadership, character, and service. To be eligible as a candidate for National Honor Society, students must be a sophomore (end of 3rd semester) junior, or senior; have a 3.5 cumulative GPA, and not be in violation of the district's Code of Conduct Policy within the last 12 months. Eligible candidates will be contacted by the advisor to apply. Students will complete the application process and be interviewed by the faculty council for admission into National Honor Society. Students should be aware that actions, which are detrimental to the operation and reputation of the West Harrison Community School District, or are in conflict with the essence of the National Honor Society, would be strongly considered by the selection committee. Examples may include, but are not limited to: violations of the good conduct policy, violations of school policy resulting in disciplinary action or extreme absences from class. NHS students who violate the Code of Conduct Policy may be removed permanently from NHS membership.

SCHOOL SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook.

The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

School facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Extra-curricular activities are generally regarded as those activities, which require active participation during hours outside of the normal school day. The following are the extracurricular activities at West Harrison High School, which are open to the student body. Other opportunities may be made available to students, as a part of sharing agreements that are reached with neighboring schools.

- Football
- Volleyball
- Cross Country
- Basketball
- Wrestling
- Track
- Golf
- Soccer
- Baseball
- Softball
- Dance
- Cheerleading
- Speech/Drama

- Student Council
- National Honor Society
- FCCLA
- FFA

A student must be in school the last half of the school day (periods 5-8) to be eligible to participate in any activity or practice; unless the school day is reflective of the student's schedule or the principal has excused the student.

A student who receives a discipline infraction (i.e. any type of Suspension) will be barred from participating in after school extra-curricular activities including games, practices and performances.

A high school student who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with approval from the athletic director. Such outside participation shall not conflict with the school sponsored athletic activity.

The policy for extra-curricular activities remains in effect for the school year and during the summer. Every participant will begin each school year with a new start.

STUDENT EXTRACURRICULAR ACADEMIC ELIGIBILITY

Students wishing to participate in extra and co-curricular activities need to meet state association guidelines (IHSAA, IGHSAU, IHSMA, etc...) regarding the Scholarship Rule. When a student participates in a school sponsored activity or club, which has no governing body, they are included in this rule. This rule generally referred to as "No Pass, No Play" means that any student that fails a class at the end of a grading period or if they lose full time standing, will temporarily lose the right to participate in activities. This rule does carry-over between activities and school years until the suspension has been fulfilled. Students must finish the season, or activity in good standing with the coach/sponsor in order for the suspension to be fulfilled.

Students must also maintain good standing in their academic classes to participate in school sponsored club, extra and co-curricular activities. Students who do not uphold their academic standing can be barred from participating by the administration and/or their in-season coach/sponsor.

Student grades will be monitored at quarter mid-term and end of quarter. Any student that is failing a class at this checkpoint will be ineligible until their grades are passing. A grade checkpoint will be defined as 1st quarter mid-term, end of first quarter, mid-term for second quarter, end of second quarter/1st semester, mid-term for third quarter, end of third quarter, and mid-term for fourth quarter, end of fourth quarter/2nd semester.

The principal, counselor, or athletic director will print a grade report at these times. Any student with a grade less than 60% will be deemed to be failing the class, and will remain ineligible until such time that the student is then passing or the next checkpoint is reached. The student will be required to attend practice.

Any student that is declared academically ineligible under this rule, will not be allowed to suit up for any activity or any activity that is not graded. The student, parents, and coaches will be properly notified by the administration or athletic director. Once a student is passing, that student will then be eligible again, for all activities.

At the end of a fall (1st) and spring (2nd) semester, all students will fall within the guidelines of the IHSAA, and IGHSAU and not be eligible to participate for 30 days, upon returning from break. This rule will be for all students in grades 9 – 12.

GOOD CONDUCT POLICY

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

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

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

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Board policy 503.4

Violations of Local, State, or Federal Law

Any student who has violated a local, state, or federal law, whether or not referred to Juvenile Court (for a more serious violation than a simple misdemeanor) shall be ineligible to represent the school in any performance, scheduled contest, program or trip until reinstated by the School Administration according to the following schedule:

- 1st Offense: 3 calendar weeks beginning with first public performance or a maximum of 3 public performances
- 2nd Offense: 6 calendar weeks beginning with the first public performance or a maximum of 6 public performances
- 3rd Offense: 12 calendar months of public performance

Should the seriousness of the violation be deemed of substantial magnitude, the violation may be dealt with at the next higher level (or levels) for resolution.

Involvement with Illegal Substances

No student shall use, be in the possession of, or buy tobacco products (including electronic cigarettes, electronic vaporizers, or any similar or "look alike" products), alcoholic beverages, or controlled substances without a prescription. Students shall not attend or shall promptly leave a function where alcoholic beverages or controlled substances are being used illegally by minors. Violations shall result in the student being declared ineligible to represent the school in public performances. A **public performance** is defined as a previously scheduled school activity for whom the targeted audience is the general public. Any student who has been declared ineligible for participation in a high school or middle school activity will be required to attend the activity, not as a uniformed or costumed performer, but as a spectator.

Possession is defined as "having direct control of an illegal substance, or being charged by legal authorities as being in the 'mere presence' of an illegal substance."

*** The following options will be afforded to the student in violation of policy:**

FIRST OFFENSE: OPTION A

Students must notify the High School Principal within seven calendar days of the infraction in order to choose this option.

- The student will be ineligible for the next scheduled public performance. A public performance is defined as a previously scheduled school activity for whom the targeted audience is the general public. Public performance is for a day. Scrimmages do not count as a public performance.
- For infractions involving alcohol or drugs, the student and parent shall be referred to the local substance abuse agency for an intake interview. All requirements of the agency will be met by the student prior to reinstatement of eligibility.

FIRST OFFENSE: OPTION B

The student will be ineligible for three (3) weeks of public performance. In addition, for infractions involving alcohol or drugs, the student and parents shall be referred to the local substance abuse agency for an intake interview. All requirements of the agency will be met by the student prior to reinstatement of eligibility. Ten hours of community service hours will also be required.

SECOND OFFENSE: OPTION A

Students must notify the High School Principal within seven calendar days of the infraction in order to choose this option. Second offense is defined as one that occurs within a twelve-month period of the first offense.

- The student will be ineligible for four (4) weeks of public performance.
- For infractions involving alcohol or drugs, the student and parent shall be referred to the local substance abuse agency for an intake interview. All requirements of the agency will be met by the student prior to reinstatement of eligibility.

SECOND OFFENSE: OPTION B

The student will be ineligible for six (6) weeks of public performance. In addition, for infractions involving alcohol or drugs, the student and parents shall be referred to the local substance abuse agency for an intake interview. All requirements of the agency will be met by the student prior to reinstatement of eligibility. Twenty hours of community service hours will also be required.

THIRD OFFENSE

If a third offense occurs within **twelve (12) calendar months** of the first offense, the student will be ineligible to participate in any contests or performances for **one calendar year**. For infractions involving alcohol or drugs, the student and at least one parent/guardian will be required to successfully complete a treatment program. Additionally, the student and parent shall be referred to the local substance abuse agency for an intake interview. All requirements of the agency will be met by the student prior to reinstatement of eligibility.

Special Notes

Violations will accumulate beginning with the first infraction and continuing for the next twelve months (i.e., if a student has not had an infraction in the previous twelve months, and an infraction occurs, it will be considered a first infraction)

If a student does not successfully complete requirements within the time limit allowed, he/she loses the option for restitution and will be declared ineligible for the period of time specified in Option B for that incident.

Other Violations of Conduct

- A. Any extra-curricular activity participant whose conduct is such to make him or her unworthy to represent the ideals, principles and standards of the West Harrison Middle School and High School shall be ineligible and excluded from interscholastic participation until reinstated to eligibility by the School Administration.
- B. Students found by any school personnel to have participated in any act of vandalism to, theft of, or unauthorized possession of the property of any school shall be subject to the consequences as outlined above.

Determination of Violations

A student is said to have violated any of the above if:

- A. Found so by a court of law, or law enforcement agency;
- B. Admits to violating one of the standards;
- C. Witnessed breaking one of the standards by one or more staff members;
- D. When the administration believes it is more likely than not that the student violated the Good Conduct Rule, the student is subject to loss of eligibility as pursuant to policy.

Violation at School-Sponsored Activity

If a student were found to have violated this policy while attending a school-sponsored activity as a participant, then the penalty will be enforced as per second offense, pursuant to the Good Conduct Policy.

Transportation to and From Activities

Students must remain at the site of the contest or event during the entire length of activity, unless given permission by the supervisor or administration to leave prior to the completion of the activity. Students requesting permission to drive to an away game, or back home from said activity, or ride to and from the activity with another individual, must have either written permission or verbal permission from their parent directly communicated to the administration or sponsor of the activity, prior to that activity. The administration or sponsor reserves the right to deny the request.

Non-School Participation Rules & Regulations

High school or middle school students who participate in school-sponsored activities may participate in a non-school sponsored activity during the same season with approval of the High School Administration, Middle School Principal, or Activities Director. The administration reserves the right to deny the request.

Appeal Process

A student or parent contesting the declared ineligibility of a student based on these rules, shall be required to state the basis of their objections in writing within five (5) calendar days of said declaration of ineligibility, and then meet with the Superintendent of Schools. Any request to meet with the Board of Education shall be made to the Superintendent of Schools.

The Superintendent shall then schedule a meeting of the Board of Education as soon as possible after receipt of such objections, giving at least five days written notice of said hearing, unless a shorter time is mutually agreeable.

The Board shall consider the evidence presented including statements by the appellant's legal counsel and make written findings of its decision within five days of the hearing. A copy shall be mailed to said appellant.

The undersigned activity participant has read and agrees to keep the above rules. The undersigned parent has read and agrees to help the participant keep the above rules.

Regrettably, students today may develop substance abuse problems or addiction. We want to encourage students facing such problems to seek help. This policy is only available to those students who voluntarily seek help prior to a violation of the Good Conduct Rule. Toward this end, if any student approaches an employee and requests assistance with a substance abuse treatment/counseling program.

The following steps will be taken:

1. The employees will accompany the student to visit the principal.
2. The student's parents will be called and asked to participate in the process.
3. The guidance counselor will be consulted, and a qualified agent or agency will be selected to conduct a formal substance abuse evaluation.
4. Upon completion of the evaluation, the student may be expected to implement the treatment/counseling program recommended. The student will waive the right to confidentiality to enable the district to monitor the student's progress and completion of the program.
5. As long as the student faithfully follows the treatment program as reported to and monitored by the school, the student will remain eligible for extra-curricular activities.
6. A student may not use the application for assistance to prevent consequences of the Good Conduct Rule. For example, a student who is found in possession of alcohol by a law enforcement officer may not come to a school official immediately afterward, request assistance for a substance abuse program, and therefore escape consequences.
7. Continued eligibility will be granted only one time in a student's 6-12 school career. Assistance will still be given if needed again after the first instance but the student will not remain immune from the consequences during subsequent treatment/counseling programs.

CARE OF SCHOOL PROPERTY/VANDALISM

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse

the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

Board Policy 502.2

LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

A student's locker can be inspected at any time an administrator or teacher wishes since lockers, desks and other storage facilities are the property of the school district. Items in violation of school district policies, rules, or regulation found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

SEARCHES

In accordance with Section 808A.2 of the Iowa Code, school officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks, and other facilities or spaces owned by the school, which are provided as a courtesy to students. These inspections may be conducted without prior notice, however they will either occur in the presence of students whose lockers are being inspected or in the presence of another adult.

Additionally, The West Harrison School District will at times throughout the school year have the Harrison County Sheriff's Department Canine Unit visit our campus to conduct random searches of the building and parking lots. These searches are intended to assist in creating a safe learning environment for all of our students. The intent of these searches is to be proactive in efforts to keep illegal substances off our campus. Should individuals be found in possession of illegal substances they will likely be referred to law enforcement in addition to consequences here at school.

SCHOOL ANNOUNCEMENTS

Daily announcements will be emailed to students at a scheduled time and posted by the office and posted on the school website. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from administration.

STUDENT COUNCIL

The Student Council provides for student activities. It serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of student council are student representatives and are elected each spring for the succeeding school year. Senate members must meet eligibility requirements for activities and be in good standing to run for and hold membership.

STUDENT PUBLICATIONS

Students produce official school district publications as part of the curriculum under the supervision of a faculty advisor and the High School Administration. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material, which is:

1. Obscene or libelous;
2. Slandorous, or encourages students to –
 - Commit unlawful acts;
 - Violate school district policies, rules, or regulations;
 - Cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;

- Disrupt or interfere with the education program;
- Interrupt the maintenance of a disciplined atmosphere;
- Infringe on the rights of others.

FREEDOM OF EXPRESSION

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Board Policy 502.3

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-alike substances, tobacco, or tobacco products including nicotine, electronic cigarettes and similar devices. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

STUDENT PARKING

Parking at West Harrison is a privilege, not a right. Students are required to display a hang tag to park in the parking lot. Students will be given only one hang tag after they have registered their vehicles. Vehicles driven by students must be registered before they are allowed to park in the parking lot. The parking lot is monitored by school personnel and closed circuit cameras. Students who opt to park in the school lot must observe the following regulations:

1. All vehicles will have a parking permit, in the form of a hang tag, displayed on the rear view mirror.
2. All vehicles must be properly parked in marked areas and occupy only one spot.
3. No vehicles may be parked in zones reserved for visitors, administrators, teachers, staff, paw parking or handicapped persons.
4. Students shall not drive in a reckless manner or exceed posted speed limits on school property and adjacent streets.
5. Students are not to loiter in the parking lot.
6. Vehicles on school property will be subject to search without prior notice. Any illegal or inappropriate items discovered will be referred to the police.

DRESS CODE

There is a strong connection between academic performance, students' appearance, and students' conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, tobacco, or drugs, from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct, or similar displays. To promote a positive educational environment, they cause or can be reasonably forecast to cause material or substantial disruption at school. Hats may be worn unless asked to be removed by a teacher or administrator because of other distracting reasons. Hoods are not permitted. The administration makes the final determination of the appropriateness of the student's appearance. Students who are inappropriately dressed are required to change their clothing.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

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

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during the school day may contact the school building's administrative office. In the event of an emergency, the school will contact the parent or guardian by the method listed in the school's student information system. In the event of a school-wide emergency, the school will contact parents and guardians via email or through the Thrillshare app.

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A "personal electronic device" does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The "school day" is the time between the first bell of the day to the dismissal bell at the end of the day.

"Instructional time" is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day.

Students in grades PK-4 are required to turn their personal electronic devices, including wearable technology, over to their classroom teacher at the beginning of the school day. Devices must be turned off or silenced. The items will be stored and returned to the students prior to leaving the building at the end of the day.

Students in grades 5-8 are required to place their personal electronic devices, including wearable technology, in the provided school lockers. Devices must be turned off or silenced. The devices are to remain in the lockers until the end of the school day.

Students in grades 9-12 will be allowed to carry their personal electronic devices, including wearable technology, from class to class. Upon entering the classroom, cell phones are to be placed in the area designated by the instructor, and all other personal electronic devices, including wearable technology, are to be placed in the student's backpack. Devices must be turned off or silenced. Students may pick up their items when exiting the classroom.

Students in grades 9-12 have the privilege to use their devices during passing time and during the lunch period. This privilege may be suspended at the discretion of the administration.

A student's personal electronic device may be used for instructional purposes if a member of the school's instructional staff permits use of personal electronic devices for a specific instructional purpose or activity or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

For the first offense in a semester of using a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials, to be returned to the student's verified parent or guardian, following a meeting with the student and their parent or guardians. Confiscated devices will be logged and secured. For third or subsequent offenses, the school will apply the following consequences, including additional restrictions on the student's use of personal electronic devices and further disciplinary action.

If a student in violation of this policy fails to turn over their device, it will be treated as insubordination, and additional disciplinary action will be taken.

Confiscated devices will be secured in the building office. The district, however, is not responsible for loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decision maker on the request.

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

Board Policy 503.09

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it 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 other students to participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. 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
2. 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
3. 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 of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

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

Board Policy 503.1

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information for any credible source.

SCHOOL VISITATIONS

Parents and adults are always welcome to visit the rooms of their children. However, in the best interest of your child and daily school operations, we ask you to honor the following requests:

1. Non school aged children are not to accompany their parents when visiting the classroom.
2. Visits should be scheduled in advance with the classroom teacher.
3. Please stop at the office to sign in and pick up your visitor pass before going to the classrooms.
4. Please try to avoid the first and last weeks of the school year.

BUS EXPECTATIONS

1. Obey the driver at all times.
2. No Food or Drink is to be consumed on the bus, at any time.
3. Remain seated and seatbelted while the bus is in motion.
4. Keep head, arms, body and feet inside the windows.
5. Keep hands and feet out of the aisles.
6. Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or proprietor.
7. Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures prohibited.

Buses are extensions of the classroom. All expectations of students in the classroom are in force as they ride to and from school on West Harrison buses.

Failure to follow these expectations (or any other inappropriate behavior) will result in a Bus Conduct Report. Parents will be notified via a message and letter sent home. Three+ Bus Conduct Reports may result in a 3-10 day bus suspension.

Video Cameras on School Buses

The West Harrison Community School District Board of Directors has authorized the use of video cameras on the school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses 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 videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained as necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.