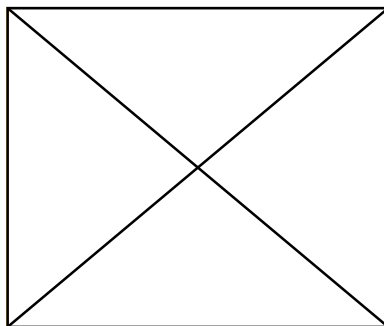


WEST CENTRAL VALLEY HIGH SCHOOL
STUDENT HANDBOOK 2007-2008



WEST CENTRAL VALLEY
SCHOOL SONG

CHEER, CHEER FOR WEST CENTRAL HIGH
ALWAYS BE LOYAL, NEVER SAY DIE
SEND THOSE COLORS UP ON HIGH
SHAKE DOWN THE THUNDER FROM THE SKY
ALTHOUGH THE ODDS BE GREAT OR BE SMALL
WEST CENTRAL HIGH WILL ALWAYS STAND TALL
AS THE WILDCATS GO MARCHING ONWARD TO VICTORY!

This agenda belongs to:

Name: _____

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FACULTY & STAFF - WEST CENTRAL VALLEY HIGH SCHOOL

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Debbie Wilson	High School Principal
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Ed Jennings	Activities Director
Ben Adkins	Social Studies
Nancy Bauch	English, Speech, Drama
Deb Bergemann	Business Education
Tod Broman	Biology, Coach
Jennifer Williams	Instrumental Music
Marcus Claire	Art, Coach
Amy Doud	Technology Coordinator
Jeff Emerson	Industrial Technology
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Tom Goodman	Coach
Susan Greenlee	Resource Room
Kristy Georgick	Math
Cathy Hicks	English
Ed Jennings	Science, Ag Science, Coach
Jason Kimbrough	Coach
Megan King	Academic Support/At Risk
Daphney Long	Vocal Music, Musicals
Alpha Mendelson	Alternative School
Dean Miller	Resource, Coach
Tom Moon	Coach
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Michelle Otto	Cheer Coach
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Jeff Pease	Physical Ed., Health, Driv. Ed.
Jeri Pieper	Math, Science
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Darcy Simpson	School Liaison Officer
Sharon Sloss	Curriculum Director
Debbie Stalter	Drill Team, Flags
Chris Starostka	Social Studies, Coach
Mike Vokes	Social Studies, Coach
Dan Wilson	Agriculture, FFA
Eileen Wilson	Family & Consumer Science, FCCLA

Custodians: Dennis Morgan, Louise Morgan, Tim Wells
Office Aide: Janice Gilliam Secretary: Deb Doherty
Resource Aides: Barb Kading, Sherry Freeman, Donna O'Brien, Russ Jones, Joanie Westre
Librarian & Lunch Clerk: Penny Cave
Lunchroom Staff: Lisa Zimmerman, Tonya Otto

West Central Valley School Board: Harry Light - President,
Doug Wiles, Symantha Crawford, Deanna Harwood, Jeff Baker, Marty Doud, Tony Wagers.
Lisa Waddell, Secretary/Treasurer

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES
FOR STUDENTS (Reference Policy Code No. 500)

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students attending school within the school districts. Each student attending school will have the opportunity to use it and its educational 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 opportunities.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion or disability. This concept of equal education 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.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

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.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual will mean the legal parents, the legal guardian or custodian of a student. Students who have reached the age of majority or are otherwise considered an adult by law.

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, West Central Valley Community School District, Stuart, IA 50250; or by telephoning 515-523-2187. 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 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 (816)268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA (515)281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, in inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether or not the violation occurred while school was in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which

disrupts the orderly and efficient operation of the school district or school activity; conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. The principal has the authority to assess reasonable penalties for any offense that may occur, but which is not specifically noted in this handbook. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules or regulations of the school district.

DEFINITIONS

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, school district 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. 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 FEES/WAIVER OF STUDENT FEES (Policy No. 503.3R1)

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the high school office if the information on the emergency form changes during the school year.

BELL SCHEDULE 2007-2008 (Subject to change)

Freshman dismissed from Cafeteria	8:20 a.m.
Class warning bell	8:25 a.m.
Block 1A/5B (Reading 8:30-8:45)	8:30 - 10:02 a.m.
Block 2A/6B	10:06 - 11:23
Block 3A/7B (Class and Lunch Schedule)	
Ⓚ Lunch (11:27-11:52) Class (11:56-1:19)	
Ⓛ Class (11:27-11:52) Lunch (11:52-12:21) Class (12:25-1:19)	
ⓐ Class (11:27-12:21) Lunch (12:21-12:50) Class 12:54-1:19)	
Block 4A/8B	1:23-2:40
Seminar (both days)	2:44-3:25

STUDENT CONDUCT

Students are expected to treat other students with respect. This includes but is not limited to refraining from abusive or offensive name-calling, the use of obscenity, vulgarity, or profanity while on school property or at school events. Students are prohibited from fighting, pushing or scuffling with others while at school or school events. Harassment is prohibited. Students shall conduct themselves in a safe and non-disruptive manner. Excessive noise is prohibited. The public display of affection is considered inappropriate.

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 rights of other students to obtain their education or participation; 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.

STUDENT TELEPHONE CALLS

Generally, students receiving telephone calls will not be called to the phone. The administrative office in their attendance center will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the ad-

ministrative office or their attendance center to make a telephone call before or after school, passing times, lunch or in an emergency situation. Prior permission must be obtained from the principal or the principal's secretary.

ATTENDANCE

STUDENT ATTENDANCE (Reference Policy 501.9)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, and school-sponsored or approved activities.

Students whose absences are approved shall make-up the work missed and receive full credit for the missed school work if timely submitted. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission is given by the principal for the student to be absent. (Reference Page 16)

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

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

A. Excused Absence:

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, and school-sponsored or approved activities.

Students whose absences are approved shall make-up the work missed and receive full credit for the missed school work if timely submitted. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by the principal for the student to be absent.

B. Unexcused Absence - Truancy:

Truancy is an absence from school without parental knowledge or consent prior to its occurrence. Students leaving school at any time without permission from the office or a teacher will be considered truant.

Truancy is the act of being absent without a reasonable excuse. Unexcused absences include, but are not limited to, transportation issues, oversleeping, missing the bus, going shopping, personal business (unless approved by the school in advance), hair appointments, hunting, working for someone other than your parents.

Students will serve either Saturday suspension or one day of in-school suspension for each unexcused absence/truancy up to three occurrences. A fourth or subsequent absence may earn an out of school suspension.

C. Excessive Absence

(Excessive absence will be defined as missing any class five times during a quarter.) All absences both excused and unexcused will count toward the five day total.

a. Whenever a student accumulates 5 days absence from school or from a class during the quarter, a letter will be sent to the student's parents/guardian.

b. Whenever a student accumulates 5 days absence from school or from a class during a quarter, a conference may be scheduled with the student. Special consideration will be given to students whose absences are due to doctor care, including regular appointments. Doctor's notes may be filed with the attendance secretary.

c. Whenever a student accumulates seven days of absence from school or from a class during a quarter, a meeting may be held with parent, student, S.A.T. (Student Assistance Team) and principal to evaluate progress towards successful course completion. Students not making satisfactory progress will be given suggestions and options for improvement.

D. Late (No Excuse)

Students reporting after 1st period bell, but within 10 minutes will be counted tardy. Students reporting after ten minutes of the first period bell, but before 10:00 a.m. will be considered late. Students unexcused reporting after 10:00 a.m. will be considered an unexcused absence and will not be able to participate in any performance, rehearsal, game, meet, contest, or performance.

Students must make up time missed within two days. If not served, the time will double and may result in a Saturday School.

E. Tardiness

Students are expected to be in their assigned areas when the period starts. When students are late to be dismissed from their proceeding class, they should secure a pass from their teacher before moving on to their next class.

1. Students late for school the first period in the morning and in the afternoon following lunch must report directly to the office. Good reasons will be excused and treated the same as excused absences.
2. Tardiness between classes can only be excused by a written note or pass from the teacher who detained the student. Students reported tardy on three occasions in any semester will receive 1/2 hour detention.

Excessive tardies may earn detention, in school suspension, Saturday Schools, and out-of-school suspensions. Definition of excessive tardies is 5 or more.

3. Teachers are authorized to excuse between period tardiness for good reason.

LEAVING THE BUILDING OR GROUNDS

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone or e-mail the office, or have their parents pick them up. Students who return to class or arrive after the school day has begun must follow the above procedure for re-admission. Students are not released to anyone other than their parents during the school day unless the office has been contacted by the student's parents. Early release notes must be presented to the office or by talking to the parents by phone or e-mail. before the start of classes to be excused

MAKE -UP WORK

All absences, other than unexcused absence/ truancy , will be allowed to make up work and receive credit. No credit will be awarded for work missed during truancy. Students are responsible for arranging to make-up school work. Students who know they are going to be absent prior to an absence are encouraged to make arrangements with their teachers in advance to make up school work.

Students will contact the appropriate teachers on their first day back to school. All make up work is due at the time you return to class or as assigned by the teacher.

OPEN LUNCH PRIVILEGES AND LIMITATIONS

High school students grades 10-12 who choose the open lunch option are expected to return to school through the parking lot entrance by the back south door (by the music room) exclusively. Returning students are not to appear in any part of the building except this hallway and the cafeteria until the bell signals the end of their respective lunch period. Failure to follow this rule may result in closed lunch. All food items are to be consumed before returning to the building and not to be taken to lockers or to the next class. Open lunch is a "privilege" and

not a "right." Students who abuse the "privilege" of open lunch deserve to lose their open lunch privileges. Students are under no circumstances to be in, or seen in cars, or on bicycles, mopeds, or any other motorized vehicles during the open lunch period. This includes parents picking students up in cars. Students are to walk to get their dinner on the main roads leading uptown and return to the school on time for their next class.

1. Any student who is seen in a car, in any private residence, at any establishment or location outside a reasonable walking distance from the school during lunch, or is involved in an infraction involving alcohol, smoking, chewing tobacco, fighting, shoplifting, or a violation of any law or school rule may have their open lunch privilege immediately revoked or be subject to any additional disciplinary action deemed appropriate by the Administration.

A. First offense of open lunch may serve a one day in school suspension and lose their open lunch privilege for 9 weeks.

B. Second offense of open lunch may serve 2 days of in school suspension and lose 18 weeks of open lunch privileges.

C. Third offense of open lunch may serve 3 days in school suspension and lose a full year of open lunch.

Note: This time period will be carried over into the next quarter or next year if necessary.

2. Repeat offenders may need to appear with their parents, during the disciplinary period, before the superintendent or Board of Education to be readmitted to school and to determine disciplinary action.

3. Students returning from lunch and reporting to class more than 5 minutes late may earn:

A: First Offense - 2 week loss of open lunch privileges.

B: Second Offense - 9 week loss of open lunch privileges.

C: Third Offense - 18 weeks loss of open lunch privileges.

The open lunch privilege will be closely monitored and records kept on violations. The Board of Education will continuously review whether to retain the "open lunch privilege."

4. Freshmen will be offered open lunch privileges during the fourth quarter if they have demonstrated responsible behavior. Responsible behavior is defined as:

a. No disciplinary referrals for being tardy.

b. No unexcused absences.

c. No in-school or out-of-school suspensions.

d. Have not been removed from class for inappropriate behavior.

e. Have not violated any freshman lunch guidelines.

COLLEGE VISITATIONS

Juniors and Seniors are allowed two college days during the course of the school year. All college visitations must be arranged through the guidance office and must be scheduled prior to April 30th. Students

must submit a note from their parents three days in advance of the absence.

College visitations are excused absences and do count as days missed for the purpose of semester tests.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over radio stations:

W H O 1040 AM

K107 107.9 FM

TV Channels: ABC (5), CBS (8), WHO (13)

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means as used in school cancellations.

Extracurricular activities or practices scheduled on a day that classes are dismissed early due to inclement weather are generally canceled and re-scheduled. The activities director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents will be notified in the same manner as the notification that school was dismissed.

STUDENTS' HEALTH, WELL BEING, AND SAFETY (Reference Policy 507)

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the student's parents shall be notified by the principal or designee as soon as possible after these individuals are aware of the incident.

The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical personnel as quickly as possible.

It shall be the responsibility of the principal to file an accident report with the superintendent within twenty-four (24) hours after the student is injured at school.

Annually, parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone number of the parents and alternative numbers to call in case of an injury or illness.

The superintendent shall be responsible, in conjunction with the principal, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

COMMUNICABLE DISEASES - STUDENTS (Reference 507.3)

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

ADMINISTRATION OF MEDICATION TO STUDENTS

(Policy 507.2)

Students may need to take prescription or non-prescription medication during school hours. Clear policies on medication administration are necessary to avoid misunderstandings, oversights, medication errors, and for the protection of student's overall health and safety. A consent form signed by the legal guardian is required; stating the reason to use medication while in the school setting.

Medication will be held in a locked cabinet (or refrigerated when required) and given by the school nurse or designated, trained staff.

Prescription medications will need to be in a pharmacy-labeled container stating the student's name, name of the medication, dose and times to be given, date prescribed and name of person who prescribed medication. (Pharmacies are able to provide a 2nd, labeled bottle to use for keeping a supply at school).

Life-sustaining medication (i.e.: asthma medications, epi-pens, and diabetic medication and supplies) may be carried and self-administered by a student upon written approval of a parent/guardian and prescribing clinician regardless of competency.

OTC (over-the-counter) medications, also call non-prescription, will be allowed use at school under the discretion of the school nurse. The district retains the right to require written instruction from a licensed health professional's letter regarding the student's need for any OTC medication. OTC medications need to be in the original package and include dosing instructions for student's age and/or weight.

If an OTC medication is given 5 times during a 90 day period, there will be a referral to the school nurse for assessment to determine necessity. Exceptions will be made for acute conditions (i.e.: common cold, sprained limb) allowing up to 10 consecutive days of medication before referral.

School-supplied OTC medications may be given by the school nurse on an "as needed" basis. (i.e.: Tylenol, Tums, etc.) Student health cards have an area for consent to give these medications under the discretion of the nurse. Notification in writing will be given whenever medications are given. The nurse will determine the limit on the amount and frequency a medication is given.

SCHOOL-SPONSORED STUDENT ORGANIZATIONS

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include all athletic programs, band, vocal music, speech, student council, FFA, FOCIA, cheerleading, drill team and all other school activities, clubs, and organizations where students participate on a volunteer basis.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook.

ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege.

Students who ride an activity bus must ride to and from the event on the bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the Activities Director and Principal. Funds raised remain in the control of the school district. Classes who wish to donate a gift to the school should discuss potential gifts with the principal prior to selecting a gift.

DANCES

Dances are for West Central Valley High School students. All dates who are not West Central Valley students must be registered in the High School Office prior to noon Wednesday on the week of the dance. The school has the right to reject any or all dates. Dances will be scheduled on Friday nights except for Prom and Homecoming or with permission of school administration.

Each class will be allowed one dance for the school year with the Juniors and Seniors to be scheduled during the second semester, and the Sophomores and Freshman to be scheduled during the first semester. These must be scheduled on a Friday night. These dances must be approved through the respective class sponsors and the high school principal. Each dance is required to have an administrator and 6 chaperones present. Class meetings may be called, but only with the approval of the class sponsors and the high school principal.

School Rules For Dances At West Central Valley

1. Hours for dances will be set in advance. Except for special occasions (i.e., Prom) no dances will last past 12:00 PM.
2. Students are expected to adhere to all school rules.

3. If a student leaves a dance, he/she will not be allowed to return.
4. If we have reason to believe a student or students are under the influence of alcohol or a controlled substance, you will be denied admission to the dance and/or detained until your parents are contacted and/or law enforcement.
5. Only students in grades 9-12 are allowed to attend high school dances.
6. Students may bring only one date to dances.

EXTRA-CURRICULAR ACTIVITY RULES

Generally some of the rules for those involved in extra-curricular activities are:

1. Athletes must have a physical examination verifying their physical condition as being able to participate.
- 2.. Any student under suspension from school is ineligible to participate in any practice, game, contest, or performance.
3. All West Central Valley students who participate in any extra-curricular activities, do so with the understanding that they are under the WCV Good Conduct Policy. This policy is in effect 365 days a year and 24 hours a day.
4. Any student who has an unexcused absence any part of the day shall not participate in any performance, rehearsal, game, meet, contest or practice that calendar date.

Any student who is sent from a class to the office for a discipline problem is considered missing part of the school day and hence may not participate in any performance, rehearsal, game, meet, contest or practice that calendar date unless cleared with the Principal or AD prior to 3:30 p.m. that day.

Students with an excused absence (such as illness) that return to the school prior to 10:00 a.m. may participate. Students with an excused absence (such as a funeral) that does not meet the 10:00 a.m. criteria will need prior permission from the principal to participate in activities.

5. All participants will be responsible for any equipment and uniforms issued them.
6. All rules set up by coaches or sponsors of all activities as approved by the AD and HS Principal shall automatically become a part of these policies. It is the responsibility of participants to familiarize their parents with these rules.
7. All participants will ride to any out of town activity in school provided transportation unless a prior written parental/guardian request to transport their child has been approved by the AD or Principal. Participants may ride home with their parents from out of town activities upon requesting and receiving permission from the coach, director or sponsor.

STUDENT RIGHTS AND RESPONSIBILITIES

COMMONS AREA EXPECTATIONS

Before and After School Expectations:

Goal: Individuals entering West CentralValley High School will be in designated areas, engaged in a quiet and appropriate behavior that is courteous and respectful.

Expectations:

- Remove headwear when entering the building.
- Know and be in your designated areas. *Students arriving to school before 8:00 a.m. will report to the cafeteria unless they have a specific purpose (i.e. practice, tutoring...). * Freshman are to report to the cafeteria until 8:20 a.m.
- Talk in appropriate conversational voices.
- Walk to all destinations within the building.
- Open and close lockers properly.
- Interact with others in a courteous and respectful manner.
- Maintain free passage through the hallway, doorways, and into restrooms
- Vacate the building within 10 minutes of dismissal unless under a teacher's supervision.
- All students waiting for transportation are to report to the bleacher area of the gym, or remain outside.

Hallway Expectations:

Goal: The hallway will be a safe, orderly, environment in which students interact with courtesy and respect.

Expectations:

- Maintain a locker free of food and drink
- Talk in appropriate conversational voices. (If someone is too far away to hear, move close enough to speak in a normal voice).
- Be courteous and respectful to each other, their property and the schools property. Act like you know you should.
- Only use the locker you have been assigned.
- Display proper behavior to others by keeping hands and feet to oneself and maintaining appropriate PDA (public display of affection). PDA includes, but is not limited to, kissing, hugging, holding hands & caressing.

Gymnasium Expectations:

Goal: The gymnasium will be a safe, orderly environment in which students interact with courtesy and respect.

Expectations:

- Stay outside the black basketball court lines when walking through the gym..
- Wear non-marring, clean gym shoes when on the gym floor.
- A supervisor must be in attendance when students use the gym. Gym supervisors must be at least 21 years old. (This includes before school, after

school, evenings, and weekends.)

Restroom Expectations:

Goal: Restrooms will be clean and safe.

Expectations:

- Keep walls and stalls clean of all writings and marks.
- Have a restroom pass in your agenda book when using the restroom during class period.
- Use restrooms appropriately and leave them clean.
- Use the restroom closest to your point of departure from class.

Seminar Expectations:

Goal: Seminar is a working environment where everyone will be responsible, respectful, and quiet in order to ensure the best working environment for students and staff.

Expectations:

- Come prepared with enough materials to stay occupied the entire class period.
- Report to your assigned seminar before reporting to any other area.
- Wait until called upon to sign out with passes.
- Students must have presigned passes in order to leave seminar.
- Restroom and locker trips are to be taken care of before coming to seminar or during lunch.
- Students must honor teacher issued passes.
- Quietly approach the teacher to request permission to talk or work in small groups.

Mini-Lab Expectations:

Goal: The mini-lab is a working environment where everyone will be responsible and respectful toward property and people while using it.

Expectations:

- You must have a pass to use the mini-lab.
- Report directly to and from the mini-lab.
- Use the lab and the equipment for its intended purpose only.
- Keep the room neat and clean.
- Only the closest restroom and drinking fountain may be used.
- Keep it a quiet, working environment.

Cafeteria Expectations:

Goals: The lunch line and cafeteria at West Central Valley High School will be a pleasant and safe environment where everyone acts with respect and courtesy.

Expectations:

- Clean table area and dispose of trash carefully before leaving.
- Use good manners.
- Remain seated until dismissed to the lunch line.
- Sit at a table unless leaving the cafeteria to use the restroom or go outside.
- Take your place at the end of the lunch line.
- Food is to be eaten only.

- The closed lunch table is only for students on closed lunch.
- Act respectfully toward the lunchroom staff.
- If you do not have your lunch card, you must wait until everyone has been called before getting in line for lunch.

Noon Hour Expectations:

Goal: Traffic in and out of the building during lunch will be orderly and quiet to ensure optimum teaching conditions.

Expectations:

- Until the bell rings, everyone returning to school from open lunch must wait outside or report directly to the cafeteria through the doors outside the music area.
- Quiet hallway travel is expected of everyone returning early from open lunch.
- The west wing is off-limits during the lunch hour.

School Assembly Expectations:

Goals: An assembly will be an environment where students and faculty will interact in a respectful and responsible way.

Expectations:

- Attend the assembly in its entirety.
- Stand for the National Anthem and school song.
- Be quiet and give full attention to the speaker.
- Respond and participate in a positive manner.
- Enter and exit as directed, staying outside the black court lines.

Co-Curricular Activities:

Goal: When attending any activity, West Central Valley students and staff will demonstrate orderly, respectful, and safe behaviors by cooperating, listening, participating, maintaining self-control, and following directions.

Expectations:

- Cooperate with supervisors.
- Respect the personal rights of others.
- Respond and participate in a positive manner.

STUDENT LOCKERS (Reference 502.8R1)

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during inspection of lockers. Student lockers may also be

searched, at any time without advance notice, in compliance with board policy regulating search and seizure.

DRESS CODE (Reference Policy 502.1)

The board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school property within the jurisdiction of the school district.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting will be the reference criterion. The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and purpose intended. Clothing or other apparel promoting products illegal for use by minors; clothing displaying obscene material, profanity, or reference to subversion; and hats, are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

CONSUMPTION OF FOOD BY STUDENTS

No food or drink (except for water out of the water fountains) shall be consumed in the school building during regular hours, 8:00 a.m. to 3:30 p.m., except in the cafeteria, consumer science classroom, or classes where the class is preparing food as part of its assignment for that day. Food and drink include, but is not limited to pop, juices, coffee, candy, chips, etc. Staff members will confiscate any food or drink seen in hallways, restrooms, classrooms, and other non-designated areas.

CARE OF SCHOOL PROPERTY/VANDALISM (Reference 502.2)

Students shall treat school district property with care and with the respect they would treat their own property. Students found to have destroyed or otherwise harmed school 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 turned over to local law enforcement officials.

USE OF MOTOR VEHICLES (Reference 502.11)

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students

may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the principal. (This includes all lunch hours).

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the principal of their attendance center or by the school district. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action.

SMOKING, DRINKING, DRUGS (Reference 502.7)

The board prohibits the possession and use of tobacco and prohibits the possession, use, or being under the influence of beer, wine, alcohol or controlled substances by students 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 vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials, generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

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

SEARCH & SEIZURE (Reference Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school provided as a courtesy to a student, even

if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student 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 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. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

STUDENT CONDUCT (Reference 503.1)

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, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, 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.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions

and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

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 will take place. The Individual Education Program (IEP) is 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 will meet to determine whether the IEP is appropriate.

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

Administrative rules and procedures for fighting: High School

- 1st Offence - 1 to 3 days out-of-school suspension. Re-entry requires a conference with student and parent or responsible person.

- 2nd Offence - 3 to 10 day out-of-school suspension. Re-entry requires a conference with student and parent or responsible person.

- 3rd Offence - 10 days out-of-school suspension, referral to the Student Assistance Team, referral to the Board for consideration of expulsion, and recommendation for anger management counseling.

1. The high school record of fights is cumulative for one school year.

2. Any student at any level can be recommended to the Board for consideration of expulsion at any time depending on the severity of the fight. This would also apply to students involved in gang type fighting where there are multiple participants.

3. In a fight where there is the use or display of a weapon, the district's weapon's policy will supersede the fighting policy.

4. The record of suspension for fighting will become a part of the student's official school record.

DANGEROUS WEAPONS (Reference 502.6)

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

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes on school property shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent shall have 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. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities.

For purpose of this portion of this policy, the term weapon includes, but is not limited to, any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

CHEATING

Students are expected to do their own school work. Cheating by looking at another student's school work, copying others' work, copying from other sources, plagiarism, or similar cheating is not tolerated. Disciplinary action may include, but not limited to, detention and/or loss of credit.

DUAL ENROLLMENT STUDENTS

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other student enrolled in the school district. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, the good con-

duct rule, academic eligibility requirements, and payment of the fees required for participation. See Code 604.7 of Board Policy Handbook.

INTERFERENCES IN SCHOOL

Students may not possess radios, televisions, water guns, toys, pagers, laser pointers, Game Boys, and other similar items on school grounds or at school activities. The items will be confiscated and may not be returned to the student. CD players, MP3 players, i-pods, etc. used with earphones, may be listened to before and after school outside the school building.

Cell phones are not to be used during school hours without permission from the office.

Cell phones may be confiscated if seen, heard or used during school time. Consequences include, but are not limited to, detentions, in-school suspension, required to take semester tests, etc.

BACK PACKS (Book Bags)

Back Packs need to be kept in student lockers. Back packs will not be allowed in the classrooms.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least 3 days before posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

STUDENT TO STUDENT HARASSMENT (Reference 502.10)

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses, vehicles or chartered buses; while attending or engaged in school activities; while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district and directly affects the welfare of the student and school district.

Harassment prohibited by the school district includes, but is not limited to, harassment, including bullying, on the basis of color, race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy after an investigation be disciplined, up to and including, suspension or expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when such conduct has the purpose of effect or unreasonably interfering with a student's school performance or creates an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activities;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students based upon the aforementioned characteristics and when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creates an intimidating, hostile or offensive school environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievement's, etc;
- Demeaning jokes, stories or activities directed at the student

The District will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against the student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited, however, the superintendent has the right to discipline students who knowingly file false harassment complaints. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline, up to and including suspension and expulsion.

It shall be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent will also be responsible for organizing training programs for students and employees. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy by reducing harassment in the school district. The superintendent shall report to the board on the progress of reducing harassment in the school district.

STUDENT TO STUDENT HARASSMENT INVESTIGATION PROCEDURE

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

Students who feel they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.

- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should ask a teacher, counselor, or principal to help.

- Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor or principal including: What, when and where it happened; who was involved; exactly what was said or what the harasser did; witnesses to the harassment; what the student said or did, either at that time or later; how the student felt; and how the harasser responded.

Complaint Procedure:

A student who believes that the student has been harassed shall notify the building principal as the designated investigator. The investigator may request that the student complete the harassment complaint form and turn over evidence of the harassment including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The principal has the authority to initiate an harassment investigation in the absence of a written complaint.

STUDENT COMPLAINTS (Reference 502.4)

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten (10) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a

regularly scheduled board meeting in compliance with board policy.

INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES
(Reference Policy No. 502.9)

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 those other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it shall be 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.

STAFF AUTHORITY

Any staff member of West Central Valley High School has complete authority over any student during school hours and at school functions.

STUDENT SCHOLASTIC ACHIEVEMENT

STUDENT PROGRESS REPORTS (Policy No. 505.1)

Students shall receive a progress report at the end of each nine (9) week grading period. Students who are doing poorly, and their parents, shall be notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Parent-teacher conferences about students' progress will be held bi-annually at the elementary and middle school to keep the parents informed. The conferences at the high school are not individually scheduled.

Parents, teachers, or principals may request a conference for students in grades pre-kindergarten (PK) through twelve (12) in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

CLASS LOADS

Students must be registered for eight (8) courses each semester unless prior permission is granted by the principal and/or Guidance Coun-

selor.

COURSE CHANGES

Students who wish to make a schedule change must make this transaction through the counselor. The fifth school day of a semester is the last day a student may be considered for changing courses in his/her class schedule. Usually only conflicts will be changed. Class schedules are made up at the beginning of each year for the whole year and are changed only on special circumstances at the semester. After the fifth day, all courses will be carried for the rest of the semester.

Full Year Courses: Students will have an opportunity to review their second semester enrollment in full year courses for five school days following the end of the first quarter. Students electing to drop a full year course must do so at this time, with all changes effective at the end of the first semester. Students will not have the option to drop full year courses at the semester. At the semester, all changes in full year courses will be at the discretion of the instructor and counselor/administration. In the case of mid-year graduates, the board of directors will be asked to grant exceptions to those students meeting the requirements of the district.

HONOR ROLL AND ACADEMIC HONORS

The school district honors students who excel academically. Honor rolls are compiled at the end of each quarter. A "B" average is required to qualify.

High Honor Roll = GPA of 3.5 and above

Honor Roll = GPA of 3.0 to 3.49

Grade Values: A = 4.00, A- = 3.67,
 B+ = 3.37, B = 3.00, B- = 2.67
 C+ = 2.33 C = 2.00, C- = 1.67
 D+ = 1.33, D = 1.00, D- = 0.67
 F = 0.00

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

The West Central Valley Community School and the Board of Education of the West Central Valley Community School District believes that student activities are a vital part of the total educational program and that student activities and academics should go hand in hand in providing for the development of the complete student. All students must under 20 years of age. All students shall be enrolled students of the school in good standing.

State Law: (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward

graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for passing grades. (For West Central Valley students, this is at the end of each semester.) Students at West Central Valley who are ineligible at the end of a semester will be ineligible to dress for and/or compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. A bona fide contestant means a student who presently is or previously has competed in the activity to which the student's period of ineligibility herein applies.

To be in good standing and be eligible for extra-curricular activities, a WCV student must receive a passing grade in all academic classes with no more than two grades below a C-.

Any student receiving a failing grade, or more than two grades below a C- at midterm and/or the end of each quarter, will be declared academically ineligible for two weeks. It is the responsibility of the student who is ineligible to turn in a progress report of their grades to the office by 4:00 p.m. on the second Friday in order to be considered for re-gaining their eligibility. Two week ineligibility periods run from Monday to Monday. (example - ineligible Monday, May 1, eligible again Monday, May 15).

Students who are declared ineligible are required to practice. They may not suit, play or perform in contests. They may travel with the team, be in the dugout, on the bench, or on the sidelines. Ineligible students will not be dismissed early from classes to travel with the team.

(3) At the end of a grading period that is the final grading period in a school year a bona fide contestant in baseball or softball who is declared ineligible will be ineligible to dress for and compete in the contests for the four consecutive weeks following the end of the final grading period.

The time will start the Monday following finalization of grades, the date to be determined by the administration. If the student is not a bona fide contestant in baseball or softball, the student will be ineligible in the next occurring contests or competitions in which the contestant is a bona fide contestant for 20 consecutive school days.

(3d) A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

Please note: If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the partici-

part is ineligible to participate in any event sanctioned by the IHSSA or IHSMA sponsored event within a period of 30 consecutive school days. (Eligibility Rule from IHSSA/IHSMA)

The eligibility of incoming freshman students will be determined according to local policy.

Note: To fulfill eligibility requirements students must complete the entire season in good standing. If not, the ineligibility will carry over to the next activity.

POST SECONDARY ENROLLMENT OPTIONS

Students in grades nine through twelve may receive class or vocational-technical credits that count towards graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay a part of the cost of a course taken by ninth and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit up to 7 credits.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Students interested in participating in this program should contact the guidance office.

GRADUATION

Students who are in good standing and who meet the graduation requirements set by the joint agreement for West Central Valley High School are allowed to participate in the graduation ceremony. It is possible that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate.

GRADUATION REQUIREMENTS (Policy 505.5)

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12) and that high school students complete fifty-one (51) credits prior to graduation. The following credits will be required:

Language Arts	8
Science	6
Mathematics	6
Social Studies	6
Physical Education	4
Electives	20

The required courses of study will be reviewed by the board annually. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve (12). Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. In such cases, the student must have the approval of the board and a recommendation by the superintendent and the principal.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities except for Prom and graduation ceremonies.

Commencement

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings, provided they will abide by the proceedings organized by the administration. Participation in commencement proceedings can be denied due to student misconduct.

It shall be the responsibility of the building principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

COURSES COMPLETED OUTSIDE WEST CENTRAL VALLEY HIGH SCHOOL

All courses completed outside the regular West Central Valley High

School program and presented for graduation credit approval must be evaluated by the administration. Applications for credit should state the type (name of course), the number of class meetings, and the total hours spent in the class. This information must be presented prior to enrollment.

In the case of correspondence courses, it is recommended that the student submit the school name, description and title of the course to the guidance office before enrolling. West Central Valley High School will apply a maximum of three credits earned from alternative course offerings towards graduation.

TRANSFER STUDENTS

1. Students who attend another system for less than three weeks will receive a nine weeks grade based on work completed at West Central Valley.
2. Students who attended another system for three to six weeks will have their transfer grade averaged with grades they earn at West Central Valley to determine a nine weeks grade.
3. Students who attended another system seven or more weeks will receive their transfer grade as a final nine weeks grade.

MISCELLANEOUS

VISITORS/GUESTS

Visitors to the school grounds must check in at the principal's office. West Central Valley does not condone the visit of outside students during the school day.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

LUNCH TICKET SALES

Lunch tickets are sold in the mornings before school only. You may purchase your tickets from the secretary down in the cafeteria from 8:15 a.m. until the bell rings for school to begin.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school

vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

DISCIPLINARY GUIDELINES REGARDING BUS INCIDENTS

Incident #1 - Send letter or call parent. Next bus report on your child will result in removal of bus privileges for three days.

Incident #2 - The student shall be informed immediately that he/she is dismissed from any further riding of the bus. Riding the bus shall be resumed only after a meeting between the parents, the student, and the principal has resulted in an agreement satisfactory to all concerned. Parents should initiate arrangements for this meeting during school hours.

Incident #3 - If a third violation occurs, the student will not be allowed to ride the bus until the student and parents come to a satisfactory agreement with the principal or meet with the board of education for their approval to renew the privilege of riding the bus.

When in the judgment of the bus driver and the building principal, behavior by a rider is such that it becomes an immediate threat to the safety of other riders and/or the bus itself, the driver will take action as described in procedure #3 without going through steps one and two above.

LIBRARY

The school library is available to students during school hours.

The library is a room to be used to do research, find reference material or obtain books for recreational reading.

1. All materials taken from the library must be checked out.
2. Encyclopedias and other reference books are to be used in the library whenever possible. If any reference books must be checked out, however, they are to be checked out for overnight use only. Students will be charged replacement cost for any lost library items.
3. In order to go to the library during school hours, seminar students need to sign out on the study hall pass. Other students must receive written permission from their classroom teacher that indicates appropriate numbers to do work in the library at a given time. Seminar rotations will be scheduled.
4. Defacing of library books will result in immediate suspension from the library with the offender replacing the book at his/her own expense.
5. A fine may be charged for overdue materials. If the fine is not paid at the time the material is returned, it will be collected at the time of the student's checking out of school at the end of the year. The Librarian keeps a list of any student owing fines or book charges. Students lose library privileges after having library materials overdue for 2 weeks or until such time the fine is paid.

YEAR-END SIGN OUT

Students should have all instructors sign their sign-out sheet so that all books, etc. can be accounted for. Students sign-out sheets will not be signed if student has delinquent bills, academic work due or has not taken care of disciplinary problems.

A FEE WILL BE CHARGED FOR DAMAGED BOOKS THAT NEED TO BE REBOUND. REPLACEMENT COST WILL BE CHARGED FOR LOST BOOKS..

SEMESTER TESTS

Semester tests will be administered in all classes.

All students may take semester tests. Semester tests are optional for students who:

1. Have no unexcused absence from any day or class;
2. Have not been removed from the class for disruptive behavior;
3. Have not been absent from the class more than three times excused or unexcused (exception: school supervised activity, i.e. field trip, performance, etc.)
4. Have not earned three (3) or more unexcused tardies in that semester (all periods considered).
5. Have had no in-school or out-of-school suspensions

In addition:

6. Any student in danger of failing a course for the semester will be required to take the semester test.
7. All students enrolled in the Home School Assistance Program will complete semester tests for courses aligned with the West Central Valley curriculum.

Note: Students electing to test may use semester test scores if it creates a grade advantage. Semester tests account for 1/7 of students semester grade.

Guidelines:

1. Students who are not required to test in any of their classes and who choose not to test in any of their classes are excused from school.
2. Students not taking semester tests will not be allowed on school grounds during the day between 8 and 4 p.m. Violators will forfeit their semester test exemption.
3. Students absent from semester tests due to illness (the only excused absence unless prior arrangements have been made) must test at a time designed by school officials.
4. Students should report for exams no sooner than 5 minutes before the course is scheduled to test.
5. Students who fail to report within 10 minutes of the beginning test time and have no valid excuse will receive a zero.

6. Students who elect to remain in school between tests must report to assigned study area.
7. Students will NOT be allowed in cars during lunch on semester test days.
8. Students required to test, but not showing up for the test, will receive an unexcused absence for that period and will be required to make up time missed.

SPECIAL EDUCATION PROGRAM: (Reference 603.3)

Students requiring special education shall attend regular education classes, participate in extracurricular activities and receive services in a regular education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students shall be required to meet the requirements stated in board policy or in their IEP's for graduation.

It shall be the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education programs.

AT RISK PROGRAM: (Reference 604.4) (Academic Support)

- A.) Monitors students academic performance.
- B.) Provides academic support and/or remediation.
- C.) Provides group and/or individual counseling.
- D.) Makes referrals to alternative educational programs.

S.A.T. (STUDENT ASSISTANCE TEAM):

- A.) Monitors student classroom performance.
- B.) Suggest interventions for students demonstrating behavioral concerns.
- C.) Consults with parents and schedules conferences.
- D.) Makes referrals to school or community-based resources.
- E.) Approved Correspondence Courses

T.A.G. (TALENTED AND GIFTED PROGRAM): ((Reference 604.3)

- A.) Identifies students who meet the criteria for TAG.
- B.) Shares information about enrichment opportunities (courses, field trips, conferences and etc.)
- C.) Coordinates independent study programs. (PEP)

GUIDANCE SERVICES: (Reference 607.1)

- A.) Advises students on post secondary schooling and career options.
- B.) Maintains student records to include: courses completed, grades, test results.
- C.) Administers student assessment program to include: achievement tests, interest inventories, aptitude tests. Interprets this informa-

tion to assist students making post secondary plans.

D.) Distributes information regarding training programs and financial aid, and scholarships.

E.) Assists student transition to college, voc-tech school, military, or work.

DRIVERS LICENSE

Students are encouraged to get their license during the last period of the day.

WORK PERMITS

Work permits may be issued by the superintendent in accordance with the provisions of the child labor laws.

DISCIPLINARY ACTIONS

DISMISSAL FROM CLASS

Step One - Any student who in the opinion of the teacher is a chronic source of class disruption will be sent to the principal's office. A conference will be arranged between the student and the teacher. Parents will be contacted by the teacher. Detention may be awarded.

Step Two - Any student who has experienced Step One and still causes trouble in the classroom will be sent to the principal's office where a mandatory conference will be arranged between the student, the parent, the teacher and principal. Detention or suspensions may be awarded.

Step Three - Any student who has experienced Steps One and Two and still causes trouble may be suspended from all classes for up to three (3) days. The principal may elect to award a combination of in-school suspension, Saturday school, or out-of-school suspension.

Step Four - Any student who continues to cause trouble in a class after having experienced Steps One through Three may be permanently removed from that particular class with the loss of credit for the semester in which the fourth infraction occurs. The student may be assigned a three day out of school suspension.

DETENTION

A system of detention will be in effect this year. Some of the reasons for the issuing of detention will be:

- 1 Excessive tardies.
- 2 Being removed from a class.
- 3 Misbehavior in any class, including seminar
- 4 Inappropriate student behavior as deemed by a staff member.

Rules Governing Detention

1. The student has the option to serve detention on the day it is given

if it is held that day, or the student must begin to serve detention no later than the second day from which it is awarded. Detention must be served within 2 days unless specific arrangements have been agreed upon with the office.

2. If detention is not served within the time allowed, the detention may double or one (1) hour may be added to the students remaining amount of detention to be served.

Failure to serve detention may cause a student to lose privileges (no open lunch period, no extracurricular participation) and/or suspension from school. (Saturday School, Out of School Suspension).

3. Detention sites and times are:

a Before School - 7:55-8:25 a.m.

b After School - 3:30-4:00 p.m.

4. Parents will be contacted with each detention received.

5. Detention must be served in 30 minute blocks.

While in Detention

1. Students are not to talk with other students.

2. Students are not to move from their assigned seats.

3. Students are not to consume drinks or snacks, use cell phones, CD's, etc.

4. School work and/or reading materials are to accompany the student to the detention site.

IN-SCHOOL SUSPENSION (I.S.S.)

It will be the student's responsibility to obtain their assignments and all necessary books before the day of in-school suspension or prior to the beginning of school. During an in-school suspension, credit will be awarded school work completed that day. Assignments not handed in at the end of that day need not be accepted by the teacher, and will carry a zero grade.

Rules Governing I.S.S. Room

1. Times are 8:30 a.m. to 3:25 p.m. Tardiness will not be tolerated.

2. Light is to be left on at all times.

3. Absolutely NO talking except by permission of supervisor.

4. Sleeping is NOT tolerated.

5. Restroom privileges may be granted by the supervisor, but not during normal passing periods.

6. No candy or drink is allowed.

7. Remain seated at all times.

8. Students are to furnish all books, paper, pens, and pencils necessary for work. (Also students are encouraged to bring reading books to occupy themselves.)

9. No writing or marking on any school property, materials or equipment.

10. Assignments for the suspension period will be completed by the end

of the suspension period. Completed assignments are to be given to the supervisor who will deliver them to the teacher.

11. Students placed in the I.S.S. room are excluded from activities (pep meetings, assemblies, or performances, etc.) until the conclusion of their suspension period.

12. Students who are absent must finish the specified period when they return.

13. Students serving in-school suspension will be ineligible to participate or practice in extracurricular activities that day.

Violations of these rules may result in further disciplinary action!

SUSPENSION/EXPULSION Reference Policy 503.1R1)

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.

2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.

2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges

against the student, giving the student:

- a. Oral or written notice of the allegations against the student and
- b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

EXPULSION (Reference Policy 503.2)

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by

the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student maybe expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant tot he placement procedures used by the school district.

SATURDAY SCHOOL

Saturday classes will be held for students who require disciplinary action which is severe enough to warrant something other than detention. The determination concerning whether it will be a detention or Saturday School will be at the discretion of the West Central Valley administration.

Saturday classes will be held from 8:00 a.m. to Noon. One break period of five minutes will be taken at 10:00 a.m. for students to use the restroom.

Students reporting for Saturday School must be working on regular classroom assignments, class-related study or a similarly constructive project. All work and books must be brought at the beginning of the session. If a student is told to leave Saturday School because of misbehavior, he/she will be given two Saturday Schools to be served the next two consecutive Saturdays.

Any student who serves, or should have served, a Saturday School suspension will be ineligible to practice or participate in any extracurricular activities that day.

Any student who fails to report to an assigned Saturday School will be suspended from extracurricular activities until the suspension is served.

The student and his/her parents/guardians will be responsible for providing their own transportation to the Saturday classes.

Parents will receive letters informing them of the Saturday School.

If a student is assigned to a Saturday session and does not show up, he/she will be given two Saturday Schools or suspension as deemed appropriate by the principal, to be served the next two scheduled Saturday Schools. Failure to serve discipline time will result in a suspension and require a conference with the parents, student and principal prior to the students return to school.

STUDENT RECORDS

EDUCATIONAL RECORDS (Reference 506.1)

Parents and eligible students will have access to the student's records

during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. 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 may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

STUDENT DIRECTORY (Reference Policy 506.2)

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

WEST CENTRAL VALLEY GOOD CONDUCT POLICY

(Reference 503.4)

(Adopted 2003)

(Revised 2006)

Mission

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 am-

bassadors 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 school extracurricular activities must conduct themselves in accordance with board policy regarding student conduct. 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.

GOOD CONDUCT RULES AND PROCEDURES

The purpose of the Good Conduct Policy is to establish and provide clear and reasonable standards of conduct and procedures for the enforcement of these standards of conduct for all students participating in extra-curricular activities. It is the belief of West Central Valley that participation in activities is a privilege (not a right) that carries with it responsibilities to the school, the activity, and the students themselves. Activity participants serving as representatives of the school are role models for younger students and are thereby to be held in higher standards of conduct. Therefore, participants in district programs must adhere to rules and regulations, and display appropriate behavior, and conduct themselves in an exemplary manner. These rules are in force twelve (12) months of the year on or off of school property.

The following are major, but by no means the only considerations in the establishment of these rules:

1. Pride, morale, and positive attitudes are important to the success of any activity. Students who violate established rules with impunity have a detrimental effect on other participants.
2. Public confidence is necessary for long-range continuation of activity programs in the public schools. Students whose actions are not consistent with the goals to be achieved through activity programs erode the public's support of the program and jeopardize their continuation.
3. The use of controlled substances, not pursuant to a physician's prescription or direction, and the use of alcohol or tobacco is detrimental to the physical and psychological development of adolescents and reduces a participant's ability to perform at his/her fullest capacity, and is illegal.
4. Physical conditioning is an important part of all athletics. Optimum physical conditioning is most efficiently maintained through a year-round program.

The Activities Director shall keep records of violations of the Good Conduct Policy. Activities and Organizations subject to the good conduct rules include all athletic programs, non-curricular band and choral activities*, speech, FFA, FCCLA, cheerleading, drill team, drama, and elected or honorary positions including class officers, student council officers, homecoming king and queen, and all other school activities,

clubs and organizations wherein students participate on a volunteer basis.

*A curricular band or choral activity is any performance that is required of all band and choir students as a part of their grade.

Violations:

. The determination of violation of these rules is not dependent on whether the student is prosecuted or convicted of any crime.

. No student in any extra-curricular program shall be found to have or admit to possessed, acquired, delivered, transported, or used: alcohol, tobacco, or a controlled substance.

. No student in any extra-curricular program shall be in attendance at an event where alcohol or drug violations occur. Students consuming alcohol during a religious ceremony supervised by clergy, or possessing a controlled substance prescribed by a physician will be allowed. This rule shall not include parties where the student's parents are in attendance, or anniversaries, graduations or wedding receptions. Drinking or use of drugs by students at such events is still prohibited and will be penalized according to Good Conduct Policies.

. No student in any extra-curricular program shall engage in any act that would be grounds for arrest or citation in a criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations) regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

. No student in any extra-curricular program shall commit repeated violations or serious violations of any written policy, rule or regulation approved by the Board of Education.

. Additional requirements and regulations may be issued by the coach of each individual activity. These rules shall be presented in writing to the participants at the beginning of the season.

Reporting Good Conduct Violations:

Violations must be reported within 48 hours of the violation to West Central Valley administrative personnel. Violations observed by a faculty member, West Central Valley administrator, or civil authority will be acted upon immediately by the administration. The administration may require written, dated, and signed documentation of Good Conduct violations. The administration will notify the parents after substantiating the alleged infraction.

Sanction Options:

First Offense:

Individuals committing a first violation of the Good Conduct Policy will be ineligible for participation in extra curricular activities for four consecutive weeks.

In an effort to provide further education and reinforcement for a

substance-free lifestyle, the student will complete a licensed and certified program. Arrangements for the program can be made through the school, but must be paid for by the student and his/her family. Violations not involving drugs, alcohol, tobacco, and other controlled substances shall not require the completion of a substance-abuse program. Additionally, the student will perform five hours of school related community service that must be approved by the AD or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce.

Second Offense:

Individuals committing a second violation of the Good Conduct Policy will be ineligible for participation in extra curricular activities for nine weeks beginning immediately upon the disclosure of said violation. In an effort to provide further education and reinforcement for a substance-free lifestyle, the student will complete a licensed and certified program. Arrangements for the program can be made through the school, but must be paid for by the student and his/her family. Violations not involving drugs, alcohol, tobacco, and other controlled substances shall not require the completion of a substance-abuse program. Additionally, the student will perform twenty hours of school related community service that must be approved by the AD or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce.

The student is also required to have a conference with the superintendent, high school principal, AD, and parents to set up guidelines for returning to extra curricular events or activities.

Third Offense:

Individuals committing a third violation of the Good Conduct Policy will be ineligible for participation in extra curricular activities for 12 calendar months beginning immediately upon disclosure of said violation.

In an effort to provide further education and reinforcement for a substance-free lifestyle, the student will complete a licensed and certified program. Arrangements for the program can be made through the school, but must be paid for by the student and his/her family. Violations not involving drugs, alcohol, tobacco, and other controlled substances shall not require the completion of a substance-abuse program. Additionally, the student will perform forty hours of school related community service that must be approved by the AD or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce.

The student is also required to have a conference with the superintendent, high school principal, AD, and parents to set up guidelines for

returning to extra curricular events or activities.

Fourth Offense:

Individuals committing a fourth violation of the Good Conduct Policy will be given a permanent suspension for the remainder of their high school career.

Re-eligibility:

All student's eligibility will start anew on the last day of their eighth grade academic year.

Eligibility:

Violations will be cumulative beginning on the last day of their eighth grade academic year and continuing until the completion of the summer season after their graduation.

Transfer Students:

Failure to inform West Central Valley of an on-going good conduct suspension will be considered a violation of the West Central Valley Good Conduct Policy.

Student Participation in Non-School Sponsored Sports:

A West Central Valley high school student (grades 9-12) who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with the approval of the Activities Director. A student who participates in a sport in violation of this policy shall be in violation of the West Central Valley Good Conduct Policy.

Hearing Officer :

All suspensions involving West Central Valley athletics and activities directly related to West Central Valley athletics and activities will be initiated by the Activities director and/or High School Principal or their designee. Violations of the Good Conduct Policy will affect the students ability to earn a letter and awards.

Procedure for Investigation

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedures shall be involved:

A. Suspension Hearing: The participant shall appear before the hearing officer who shall inform the participant of the nature of the alleged violation and the evidence against him/her. During this hearing, the participant has the opportunity to admit or deny the allegations and to provide a defense to or explanation for the alleged offenses. The hearing officer shall then make a finding of whether or not acts or conduct of the participant violated any school rule or policy, and if so, the student will be suspended and informed of the length of the suspension and the procedure for appeal.

B. Parent/Guardian Notification: Whenever a suspension occurs, the parent (s)/guardian(s) of the suspended participant shall be notified of the suspension in writing and provided a copy of the suspension and appeal procedures. The parent (s)/guardian(s) of the suspended participant may request a conference with the hearing officer to discuss the

reason for the suspension.

Appeal Procedure:

Within five (5) school days following the hearing officer's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the principal or his/her designee appeal the decision to a review panel. This panel shall be assembled by the Principal or his/her designee and consist of the high school principal, the activities director, and an additional building principal. One non-voting staff member may be selected by the participant or his/her parent(s)/guardian(s) to be added to this panel, if such selection is in writing and attached to the written request for review. The members of the review panel, and the aggrieved student shall be notified of the date, time and place of review panel meeting. Such meeting shall be held no later than five (5) school days following receipt by the hearing officer of the written request for the meeting. The panel shall hear evidence presented by both sides and shall recommend a decision (the review panel may recommend the removal of the suspension, increase or decrease the period of suspension, or affirm the suspension of the hearing officer) in writing to the Principal within two (2) school days of the meeting. Within three (3) school days of the review panel's recommendation, the Principal shall make a final decision.

Within five (5) school days following the Principal's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the Superintendent, appeal the decision to the Superintendent who may affirm, reverse, or modify the Principal's decision. The Superintendent shall notify the participant and his/her parent(s)/guardian(s) in writing of his/her decision within five (5) school days of receipt of the letter of appeal.

Within five (5) days following the Superintendent's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the secretary of the Board of Directors of the West Central Valley Community School District, appeal the decision to the Board of Directors. The Board may hear the appeal in closed session at the Board's next regular meeting or sooner at a special meeting of the Board of Directors if so ordered by the Board. Formal action will be taken in an open meeting. After consideration, the Board may affirm, reverse, or modify any previous decision. The Board will apply a "preponderance of the evidence", i.e. "greater weight of the evidence" standard in deciding appeals. Appeals will be limited to:

- whether the student violated the Good Conduct Rule
 - whether the procedures of the Good Conduct Rule have been followed;
 - whether the penalty imposed is in violation of the Good Conduct Rule
- Upon specific written request, if the issue alleged is that the student did not violate the Good Conduct Rule, evidence through documents and witnesses may be allowed by the Board President within parameters as established by the Board President. The written appeal shall state the specific grounds of appeal and may include a specific written request

for the right to present evidence as above noted.

D. The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provided by law.

Note: During the appeal procedure, a participant will be ineligible.

