

# Student Handbook

## 2011-12



### West Sioux High School

#### Home of the Falcons

1300 Falcon Drive

Hawarden, Iowa 51023

Telephone: 551-1181

[www.westsioxschools.org](http://www.westsioxschools.org)

### Table of Contents

Mission Statement, Code of Ethics & School Song	1
Educational Philosophy & Core Curriculum Vision	2
Schedules	3
Credits by Grade & Curriculum Requirements	4
Academic Honors Program	4
Grading Policy	5
Modified Grades	6
Modified Curriculum, Ninth Period, Guidance	7
Student Assistance Team, Learning Center, PE	8
Attendance Policy	9
Skipping, Tardy Policy & Student Conduct	10
Conduct in the Halls	13
Search of Student Lockers, Rules for Student Dances	14
Dress Code	14
Cheating Policy & Acceptable Use Policy	15
Electronic Devices	17
Student Appeals, Initiations, Bullying or Harassment	18
Weapons Policy	19
Extra-Curricular Activities	20
Eligibility Policy	21
Drug and Alcohol Policy & In-School Violations	22
Regulations for Extra Curricular Participants	23
Administration Office & Automobiles	24
School Lunch/Breakfast, Visitors, Invitation to Visit Classes	24
Bus Transportation, Early Graduation & College Visits	26
Internet Policy	26
Medication Policy	27
Family Educational Rights and Privacy Act Annual Notice	28
Homeless Students	28
Statement of Nondiscrimination and Multi-Cultural Non-Sexist	29

# West Sioux Community High School

## Mission Statement

Working together to provide a quality education.

## Code of Ethics

All individuals associated with West Sioux Community High School will maintain the following expectations:

1. Respect the rights and property of others.
2. Be responsible for their own actions.
3. Be honest with themselves and others.
4. Develop pride in their accomplishments and the accomplishments of others involved with West Sioux High School.

## SCHOOL SONG

Flying the Falcon banner  
We'll carry it on high  
We'll meet the victor's challenge  
Falcons ever do or die.  
For we are proud then to stand behind them  
History cannot deny  
To add a page or two for  
West Sioux's fighting crew  
This is our victory cry!

## West Sioux Educational Philosophy

The following is a list of philosophy statements of West Sioux Community School District:

- 1.) We believe that it is the aim of this school to provide the educational and social environment in which each student may be able to recognize and begin to develop his/her abilities.
- 2.) We believe our school must provide an educational opportunity and program that will produce a healthy, respectful, confident individual, ready to accept their responsibilities, and capable of living creatively in whatever society they find.
- 3.) We believe the school should not only take the lead in the intellectual development of the community's youth, but that it should also help and go along with other community organizations as well as the home of the students.
- 4.) We believe that no two individuals are alike, and that it is our task to provide adequate educational attention to these differences.
- 5.) We believe that no grade level or department of the school is working alone, but rather all are working together.
- 6.) We believe that in order to fit into today's and tomorrow's society, our students need to experience more than just the academic and social atmosphere.
- 7.) We believe that our school should keep up with the times in all areas of instruction in order to offer an "up-to-date" education.
- 8.) We believe that within the building we need to encourage activities that foster a positive self concept in each person.
- 9.) We believe that the administration and school board are responsible for creating policies. Students, teachers, and community act as a source of ideas for decision making.
- 10.) We believe that this philosophy should be flexible and should be able to be changed at any time necessary.

## Core Curriculum Vision Statement

The West Sioux community will provide every student with diverse opportunities to obtain the essential skills and concepts reflected in the Iowa Core Curriculum to become lifelong learners in the 21st century.

## Schedules

### Regular Schedule

1st	8:10-8:54
2nd	8:57-9:41
3rd	9:44-10:28
4th	10:31-11:15
5th	11:18-12:30
6th	12:33-1:17
7th	1:20-2:04
8th	2:07-2:51
9th	2:54-3:24

### Lunches

A (HS)	11:15-11:40
B (MS)	11:40-12:05
C (HS)	12:05-12:30

### 2-Hour Late Start

3rd	10:10-10:37
4th	10:40-11:07
5th	11:10-12:22
1st	12:25-12:52
2nd	12:55-1:22
6th	1:25-1:52
7th	1:55-2:22
8th	2:25-2:51
9th	2:54-3:24

A (HS)	11:07-11:32
B (MS)	11:32-11:57
C (HS)	11:57-12:22

### Early Dismissal

8th	8:10-8:45
1st	8:48-9:23
2nd	9:26-10:02
3rd	10:05-10:41
4th	10:44-11:20
5th	11:23-12:35
6th	12:38-1:13
7th	1:16-1:51

Pep Rallies MS /HS - Miss 15 minutes of that particular period  
Assemblies - Will attempt to shorten AM or PM classes  
Unplanned Early Dismissal - Run normal schedule - will miss classes that are after dismissal time

## Grade Classification by Credits

Students will be classified into grades by credits that are earned. Classification will occur at the start of each year.

Classification	Normal Progression
Senior:	at least 15 Cr. 16.5 Cr.
Junior:	at least 10 Cr. 11.0 Cr.
Sophomore:	at least 5 Cr. 5.5 Cr.

If a student receives an IU in a required class he/she may repeat the class to receive credit. If the student receives an IU in the same class the second time he/she will be required to take the class through correspondence. This will be arranged through the guidance office and will require a fee.

## West Sioux Curriculum Requirements

(2 semesters = 1 credit)

22 credits required for graduation for the class of 2012

24 credits required for graduation for the classes of 2013, 2014, & 2015

The following requirements must be included in the course of studies:

4 credits of English

3 credits of Social Studies

3 credits of Mathematics

3 credits of Science

2 credits of PE (unless out for athletics or a medical excuse)

1 credit of Computer I

.5 credit of Life Skills

.5 credit of Health

## Academic Honors Curriculum

The Academic Honors Curriculum requirements will go into effect for the Class of 2013.

The honors curriculum students will be ranked first in their class according to their GPA. After the ranking of the honors curriculum students has been determined, all remaining students will be ranked according to GPAs regardless of curriculum. An asterik will indicate students who have completed the honors curriculum. Grade point averages are determined based on all eight semesters of high school at-

tendance.

Academic honors students must complete 28 total credits. Thirty-two credits are possible if a student takes eight classes a day for four years.

The following requirements must be completed to be considered for academic honors:

- 4 credits of English
- 4 credits of math (algebra I or above)
- 4 credits of science
- 3 credits of social science
- 2 credits from the vocational department
- 2 credits of foreign language
- 1 credit of fine arts
- .5 credit of health
- .5 credit of life skills
- 7 credits of elective

Students enrolled in the academic honors program must also complete five hours of community service each year of high school. During their senior year, they will devise and complete a project under the supervision of the school administration. Eligible community service projects include:

- ❖Volunteering at Calliope Village
- ❖Volunteering for approved school activities
- ❖Volunteering for approved HAPP activities

Course substitutions and alternate community service projects can be approved by a committee consisting of the principal, two teachers from different content areas and a guidance counselor.

## Grading Policy

The following grading scale will be used:

- 100-94 A
- 93-90 A-
- 89-87 B+
- 86-83 B
- 82-80 B-
- 79-77 C+
- 76-73 C
- 72-70 C-

69 or below - Incomplete

All courses taken at West Sioux High School will count towards the student's cumulative grade point average. Grades will be calculated at the end of each semester. IS means continued effort in 9th period will

likely raise the grade to a C- or higher. A few content concepts need to be mastered. IU means continued effort in 9th period is necessary, but it is likely the class will need to be repeated because very little content is being mastered.

## Modified Grades

- ❖ High School students can earn both regular and modified letter grades.
- ❖ Modified grades can be used for many students, including but not limited to special education students.
- ❖ A student's IEP must indicate if grades will be modified.
- ❖ The IEP team determines the type and nature of adaptations and modifications necessary for a student's success.
- ❖ The general education teacher with consultation from the school administrator and special education teacher(s) determines if the degree of curricular modification required will meet the minimum standard for earning a regular grade. If it is determined that the degree of modification does not meet the minimum standard, the student will earn a modified grade.
- ❖ Modified grades must be coded with a "()" on report cards.

Definitions:

“Accommodations and Modifications”

Accommodations and modifications are individualized adaptations and changes in instruction, environments, testing, assignments, and timelines that provide special needs students an equal opportunity to participate in the educational process and advance appropriately toward attaining the annual IEP goals.

“Accommodation” means an alteration in how instruction and assessment are presented to or responded to by the student; it includes a variety of alterations in presentation format, response format, setting, timing or scheduling, among others. The alterations do not substantially change level, content, or performance criteria. The changes are made in order to provide a student equal access to learning and equal opportunity to demonstrate what is known. Accommodations are appropriate for many students, including but not limited to students on IEPs.

“Modification” means changes in what a student is expected to learn and or demonstrate. The changes are made to provide a student opportunities to participate meaningfully and productively in learning

experiences and environments. They include changes in instructional level, content, and performance criteria. When substantial modifications are made, students are to be awarded a modified grade. This is the only situation where a modified grade is to be used, even though the JMC system will accept this grade from any teacher in any class for any student.

## **Modified Curriculum**

Curriculum is considered modified when the individualized changes made to the curriculum are substantial, falling below the minimum content area standard for which a student can earn a regular grade. These substantial modifications are made to provide a student opportunities to participate meaningfully and productively in general education learning experiences and environments.

## **Ninth Period**

The school day will be from 8:10-3:24 Monday-Thursday. The school day on Friday is 8:10-2:51. Students that have grades at a C- or above and all assignments have been handed in get to leave early Monday-Thursday. Their school day is from 8:10-2:51.

If students have a grade below a C- in any class or have missing work, they will be assigned to 9th period. Students will be notified by Friday of their academic obligation and will report to the assigned classroom by 2:54 and be dismissed at 3:24 beginning on Monday and continue to receive assistance through Thursday. A new 9th period list will be posted each week. It is the student's obligation to check the 9th period list each week.

A bell will ring at 3:24 to indicate dismissal from 9th period. Student athletes are expected to report to practice at 3:30.

If a student or staff member feels this policy is being implemented in an unfair manner, they may request a meeting with a Hearing Committee by contacting the principal who will set up the meeting.

## **Guidance**

Guidance is available for everyone in school. This includes help with plans for college, interpreting ACT and/or SAT scores, career information, help with other students, parents, or social concerns. A student

may visit with the counselor during study hall or during class if they have received a pass to be excused from class. If a student has an emergency they may go to the counselor's office and receive a pass to go back to class.

## **Student Assistance Team**

The mission of the Student Assistance Team (SAT) is to identify the learning needs of the students who are having trouble and provide them with the type of academic, behavioral, and/or social support needed to succeed in school. After needs have been identified, strategies are developed and implemented by the team to assist the student.

## **Learning Center**

The learning center will be open daily from 7:30 am to 8:00 am and from 2:51 pm to 4:00 pm. The learning center staff will assist any student with assignment completion, organization, tutoring, and/or quiz and test make-ups. The learning center is also open during study halls and provides a smaller, quieter atmosphere for studying. Students will be assigned to the learning center during their study hall if it is determined they need extra assistance. Learning center placement during study halls can also be requested.

## **Physical Education Policy**

All high school students must take physical education with the following exceptions:

1. Medically excluded by a doctor.
2. Students in grades nine (9) through twelve (12) may be excluded from P.E. for up to one athletic season, if requested in writing by the parent and if student is involved in an organized athletic program, excluding golf.

Parents wishing to have their students excused from P.E. (in keeping with above exception #2) must submit a written request to the high school principal or use a form available at the high school office.

All students in the State of Iowa are required to take PE because of The Healthy Kids Act. The purpose of the Healthy Kids Act is to establish physical activity requirements for students in kindergarten through 12th grade and to establish nutritional content standards for food and beverages sold on or provided on school grounds during the school day

(first bell to last bell).

## **Attendance Policy**

In order for the West Sioux High School Staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student and the school staff at all points in the process. Research points out that one of the most vital points of education and employment is that of attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance:

1. Parents or guardians are asked to call the High School office (551-1181) the first thing in the morning if a student is ill or cannot attend school.
2. The student will be marked as absent unexcused unless a note from a doctor, dentist, therapy, etc. is brought in. Then the student's absence will be absent excused and not count toward their five days for the quarter.
3. An attendance letter will be sent to parents and students when a student has missed three days informing them of their absences. When a student has missed five days another letter will be sent informing the student and their parents that the student has been placed on Attendance Probation. When a student is on Attendance Probation the following steps will be taken:
  - a. The student's absences will be reviewed to see if any of the absences are waived for this policy.
  - b. If the absences do not fall into one of the exceptions, the student under probation will make up a 30 minute time period with each of his/her teachers. This is not a detention time, it is to be used to help the student catch up on what he/she missed during their absence.
  - c. The student is responsible to go to the teacher and request the time, it is not the teacher's responsibility to see that the make up time is assigned.
  - d. Until the time is made up, the student will receive an NG (no grade).
  - e. If a student fails to make up time for each of the probation classes, the student will receive an IU in those classes.
4. The following are the exceptions to the five day attendance policy:
  - a.) A school sponsored activity
  - b.) Death in the immediate family
  - c.) A signed doctor's statement
5. If a student wishes to appeal their absences for a reason other than

that listed above, there will be an appeal committee made up of the principal and two teachers that will consider any excess absences.

## **Skipping**

We define skipping school as a student that oversleeps, skips morning classes or skips certain periods during the day.

Skipping will result in detention time for the amount of time that is missed.

## **Tardy Policy**

If a student is tardy to school they must report to the office for a pass to class. The student will be assigned a 30 minutes detention after their second tardy in a quarter. After the second tardy in a quarter, every tardy will receive a 30 minute detention. If a student does not make up their time by the next Monday, their time will be doubled. Detention time will continue to double every Monday until all time is served unless acceptable progress has been made during the previous week. Students with a 15 or 30 minute detention must serve all of it at one time. If a student is tardy to a class, other than the first hour, the teacher will enter the tardy in the computer system and the student will receive a 10 minute detention. It is important that students are aware that their tardies and absences are recorded on their permanent records.

## **Student Conduct**

We, the students and faculty of West Sioux, believe inappropriate student conduct causes severe disruption to the school environment and can present a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school or chartered buses, and while attending school activities. Students must be aware of the impact their actions may have upon the rights and welfare of others. If you disrupt a class, you are hurting your education and that of your classmates. If your emotions and maturity sink to the level of a physical fight, the immediate and long-term physical effects may be disastrous. A few uncontrolled

moments may have long-range effects of physical damage.

Students who fail to abide by this West Sioux policy may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts school or school activities, 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.

**DETENTION:** 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 or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be determined by the teacher disciplining the student or the principal.

**IN-SCHOOL SUSPENSION:** An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An in-school suspension will not exceed ten days.

**OUT OF SCHOOL SUSPENSION:** An out of school suspension means that a student will be sent home for the rest of the day or any number of days up to 10 days. The student may not attend school activities and may not be on school property during the suspension period.

**SATURDAY SUSPENSION:** A Saturday suspension means a student is required to appear at school on Saturday and be under the supervision of school personnel. A Saturday suspension shall not exceed ten Saturdays.

**RESTRICTION FROM ACTIVITIES:** A restriction from activities means a student will attend classes but will not attend or participate in school activities. A restriction from activities will not exceed ninety days.

**PROBATION:** Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days. The conditional suspension means the student must meet the conditions and terms for the suspension of the penalty. Failure of the students to meet these conditions and terms shall invoke the penalty

temporarily suspended.

**EXPULSION:** An expulsion means the removal of 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.

<b>WSHS Consequences for Major Offenses of Discipline Policy</b>			
<b>Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Inappropriate Language/Abusive Language/Profanity</b>	ISS (1 Day)	ISS (2 Days)	ISS (3 Days) Parent Conference
<b>Fighting/Physical Aggression</b>	ISS (1 Day)	ISS (2 Days)	ISS (3 Days) Parent Conference
<b>Blatant Defiance/Disrespect</b>	ISS (1 Day)	ISS (2 Days)	ISS (3 Days) Parent Conference
<b>Lying/Cheating/Plagiarism</b>	Zero Given on Assignment	Zero Given on Assignment Parent Conference	IU for semester
<b>Forgery/Theft</b>	ISS (1 Day)	ISS (2 Days)	ISS (3 Days) Parent Conference
<b>Property Damage/Vandalism</b>	ISS (1 Day) Restitution	ISS (2 Days) Restitution	OSS (2 Days) Restitution Parent Conference
<b>Harassment/Teasing/Bullying (Reported/Documented)</b>	ISS (1 Day)	ISS (2 Days)	ISS (3 Days) Parent Conference

<b>Disruptive Behavior</b>	Noon Detention (1 Day)	Noon Detention (2 Days)	ISS (1 Day) Parent Conference
<b>Substance Possession (Tobacco, Alcohol)</b>	OSS (3 Days) Policed Notified	OSS (5 Days) Police Notified Parent Conference	OSS (5 Days) Police Notified Parent Conference

- A severe infraction, at anytime, may result in immediate Out-of-School Suspension (OSS).
- All incidents of illegal substances will be reported to law enforcement.
- Parents will be contacted regarding all major offenses.
- Good Conduct Policies also apply to substance possession.
- Students serving an in-school suspension (ISS) or noon detention will receive lunch to be eaten in the office. Carry-in deliveries not allowed.
- 3<sup>rd</sup> Major Offense requires a parent and student meeting with the principal before returning to class.

West Sioux High School has developed a Positive Behavior Intervention System (PBIS) that is implemented throughout the building. Students are acknowledged for positive behavior. An example of an acknowledgement that may be used is the use of cell phones during lunch. The expectations for behavior are taught and reinforced during the school year.

### Conduct in the Halls

1. No running, scuffling, or use of inappropriate language or other disturbances in the hallways.
2. Do not sit in the hall in such a manner that will block the free movement of other students or faculty.
3. Bags must be stored in lockers, not left lying in the hallways.
4. Public displays of affection should be limited to those which are acceptable in a public building. Those not appropriate would be kissing, inappropriate touch, etc.
5. Students must conduct themselves in a manner suitable for other students around them. Be a good role model for other students.
6. Students are required to be in the classrooms not in the hallways. They will be issued a "Falcon Token" to give them access to the restroom, locker, etc. two times per period per quarter. If there are circumstances that require more frequent trips from the classroom, please notify the school nurse, 6-12 secretary or principal. Exceptions can be

made.

### Search of Students Locker Policy

School officials have legal rights to search students or student's protected areas such as desks, lockers, cars, etc. When, and if, a search is made by the building principal, or the principal's designee, that student or another person may be present during the search.

### Rules for Student Dances

Once a student is in the dance, stay in - once out, stay out. Coats should be placed either in a locker or the coat rack. Only West Sioux students and alumni may attend unless accompanied by a West Sioux student. All guests that are not West Sioux students, must be registered in the office one day prior to the dance. Permission to attend must be given by the principal to anyone over 21 years old. Students must be present in school the day prior to Prom, in order to attend the Prom.

No beverages will be allowed in the dance. Anyone suspected of alcohol, drugs or smoking will be asked to remain in the building until the administration and his/her parents have been notified. If the student leaves, the parents and administration will still be notified. If there is a suspected drug or alcohol related problem, law enforcement personnel will be notified. Any violation, other than alcohol, drugs, or smoking, shall be reported to the administration and the student will be dealt with the next day.

Public displays of affection should be limited to those that are appropriate. Kissing and inappropriate touch will not be allowed. Chaperones who are willing to donate their time for dances receive no compensation. They are strictly volunteers. Please treat them with courtesy.

### Dress Code

Students at West Sioux are expected to wear clothing that does not in any way offend other students or school employees. No clothing promoting the use of drugs, tobacco, alcohol, sex related pictures or topics, will be allowed. All clothing is to be clean, and appropriate for school. Chains and other materials that can be considered weapons are not to be worn or brought to school. Shirts and/or tops and pants, skirts, or shorts, must meet and cover the waist. The length of shorts and skirts must be the length of the student's fingertips when arms

are extended at their side or reach the middle of the student's thigh, whichever is longer. No undergarments should be showing. The top of shirts should be above a line drawn from the student's armpit to armpit. Thin strapped tank tops and halter tops are prohibited. Slippers and pajama pants are not permitted to be worn. Students are expected to wear reasonable footwear, appropriate to the activity. Coats are not to be worn in the classroom. Hats, and/or bandanas, are not allowed from the time students enter the building in the morning, until 3:24. All final decisions on appropriate dress will be at the discretion of the high school principal.

## **Cheating Policy**

1st Offense: Cheating in a particular class (semester)

- a. "0" for that quiz, test, etc.
- b. Parents notified in writing immediately following the incident (by teacher)

2nd Offense: Cheating in the same class (semester)

- a. "0" for that quiz, test, etc.
- b. Parents/Students/Teacher/Principal Conference before being allowed back in class (Clearly explain consequences if this happens again)

3rd Offense: Cheating in the same class (semester)

- a. "IU" for the semester in that class
- b. Student dropped out of class for the remainder of the semester
- c. Parent notified in writing immediately following the incident.

## **Acceptable Use Policy (Policy 603.15)**

The West Sioux Community School District is taking bold and innovative steps to dramatically transform teaching and learning. By infusing, integrating and making technology accessible to every student, the West Sioux Community School District will become a model for K-12 education in the 21st Century. Technology is an integral component in the lives of students; technology also directly impacts the future of students. All students must have access to technology and technology must be a safe and appropriate tool for learning.

The District retains control, and supervision of all technology including computers, networks and Internet services owned or leased by the school. The District reserves the right to monitor all use of technology. Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and

information received via the district technology shall be considered the property of the district. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

### **Acceptable Uses**

Access to the District's technology is provided for educational purposes and research consistent with the school district's educational mission, curriculum and instructional goals. The same rules and expectations which govern conduct and communication shall also govern individual use of technology. Individuals are further expected to comply with these rules and all specific instructions utilizing the school district's technology. Technology use is a privilege, not a right.

### **Unacceptable Uses**

Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Inappropriate Use of Technology (24/7) - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Inappropriate Use of Technology During the School Day - Accessing sites for personal financial gain (i.e. online gambling), commercial transactions (i.e. online shopping, eBay, etc.), or gaming software or sites except with direct teacher authorization;
3. Unauthorized access to Social Networking/Chat Rooms/News Groups During the School Day - Accessing social networking sites or software, chat rooms or news groups without specific authorization;
4. Inappropriate Use of Cameras or Other Recording Devices - Computers and other technology are not to be used to take pictures or video without the consent of all persons being photographed or recorded;
5. Illegal Activities - Using the District's technology, including computers, networks, Internet services and other technology equipment for any illegal activity or that violates other Board policies, procedures and/or school rules;
6. Violating Copyrights - Copying or downloading copyrighted material without the owner's permission (i.e. using copyrighted music in a project);
7. Plagiarism - Representing as one's own work any material obtained from other sources (such as term papers, articles, etc). When Internet sources are used, the author, publisher and Web site must be identified;

8. Copying Software/Media Files - Copying or downloading unauthorized software; illegally downloading music, photos, movies, games or other such files;

9. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;

10. Malicious Use/Vandalism - Any malicious use, disruption or harm to the District's computers, networks, Internet services, and technology resources, including but not limited to hacking activities and creation/uploading of computer viruses;

### **Consequences**

The use of the District's technology, including laptops, Internet access, is a privilege, not a right. Compliance with the District's Acceptable Use Policy for Technology is mandatory. Users who violate this policy may have their computer/technology privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The building principal or his/her designee shall have the final authority to decide whether a user's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the user's prior disciplinary record and any other pertinent factors.

It is the sole responsibility of the user to backup data as necessary.

The security of the school's technology resources including computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify his/her teacher or network administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

The District has purchased insurance coverage subject to a \$250 deductible per damage or loss. The District reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by administration.

## **Electronic Devices**

The learning environment is one that should be free of distractions. To ensure this, electronic devices, such as, but not limited to, cell phones, iPods, MP3 players, are not allowed to be used in the building during

the school day (8:00-3:24). Cell phone usage includes, but is not limited to, making a call, answering a call, checking messages, text messaging, checking for a signal, using a picture phone, and having the phone ring (or noticeably vibrate). It is strongly suggested that student cell phones and other electronic devices be left at home. Electronic devices will be confiscated by staff members and brought to the office. The first time a student's electronic device is confiscated, a parent can pick up the device at their convenience, during school hours, Monday through Friday. The second time a student's electronic device is confiscated, they will serve a one day in-school suspension and a parent can pick up the device at their convenience, during school hours, Monday through Friday. The third time, and incidents beyond the third offense, a student's electronic device is confiscated, the student will serve a one-day in school suspension and the device will be returned to parents upon development of mutual agreement.

## **Student Appeals**

Parents or students may appeal faculty or administrative decisions through normal sequential channels (faculty member, principal, superintendent and Board of Education.)

Extra-curricular participants may appeal a principal's decision to the activities council and then to the Board of Education. Students or parents are NOT to appeal to individual board members in order to safeguard the impartiality of a possible board hearing. Appeals to the Board of Education must be filed through the complaint process that has been developed by the school district.

## **Initiations, Hazing, Bullying or Harassment**

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

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

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

- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student

should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

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

Sexual harassment includes, but is not limited to:

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

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

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

## **Weapons Policy**

The Board believes weapons and other dangerous objects 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. Weapons and other dangerous objects 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 a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects 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.

## **Extra-Curricular Activities**

1.) Any time a student falls below a C- in any course or has missing work, the teacher will assign the student to 9th period for academic assistance. The student will attend 9th period from Monday through Thursday from 2:54-3:24. A bell will ring at 3:24 to indicate dismissal from 9th period. Student athletes are expected to report to practice at 3:30. Incompletes will be recorded as an incomplete satisfactory (IS) or incomplete unsatisfactory (IU). An IS indicates a student is passing and IU will indicate the student is not passing. Students with IS or

IU can still participate in practice and attend games or events with the team unless a violation of the eligibility policy occurs.

- 2.) No student may participate in any school event while under suspension from school.
- 3.) To be eligible to be included on a band/choir trip, the students are required to participate in band and/or choir for at least six school semesters previous to the trip.
- 4.) A student may be removed from an activity if it is decided that participation in that activity presents a needless risk to health, scholastic standing, or to the good name of the activity through unlawful acts or degrading personal conduct. Student appeals of removal decisions may be made through the proper channels as outlined in the handbook.
- 5.) Students must have a current physical examination to participate in interscholastic athletics. This also includes practices.
- 6.) Theft or vandalism in any school while a participant or a spectator may result in suspension, compensation, and possible legal action.
- 7.) The policy on drugs, tobacco and alcohol while a participant or a spectator is outlined in the Drug and Alcohol Policy section of the handbook.
- 8.) The principal will determine the guilt or innocence of students that would call for suspension from an activity. The principal must then inform the sponsor of the activity or activities. The sponsor of the activity then will carry out the suspension of the student from the activity. Also, a student who does not attend class for the last half a day may not attend or participate in any activities that night unless permission is obtained from the principal.
- 9.) The student must be in school for at least half of the day of the extra curricular event in order to participate.

These rules apply to all extra-curricular activities sponsored by West Sioux High School. Activity sponsors may add additional rules for the activity they are in charge of. These rules must be approved by the principal.

### **Eligibility Policy**

This policy is effective upon receipt of semester grades or as soon as the office can determine grade eligibility.

1. If a student receives an IS (incomplete-satisfactory) they must report to 9th period, but are eligible to participate in activities.
2. If a student receives an IU (incomplete-unsatisfactory) for a semester grade for any class, they must report to 9th period, and are ineligible to participate in activities for a period of 30 consecutive calendar days.
3. Students must be a bona fide athlete in golf to work off any eligibility requirement.
4. Special student situations will be communicated to teachers.
5. Any student running for class office, student council, or becoming a king or queen candidate at homecoming, or serving as a waiter/waitress at Prom, must have a minimum 2.00 cumulative grade point average and be drug and alcohol free for a year. Class officers and student council members will be removed from office if they violate the drug and alcohol policy during their term in office.
6. Students must pass all classes in order to participate in any activities for the next semester.

### **Drug and Alcohol Policy**

The use or possession of tobacco (in any form), alcohol, and other controlled substances or “look alike” substances by students is forbidden.

### **In-School Violations**

In-school violations relates to the use or possession of substances on school grounds including the parking lot before or after school or at any school activity, home or away.

A first offense in school, related to the use of alcohol and other controlled substances, shall be subject to a 10 day suspension, or possible expulsion. A first offense may be reduced to a suspension of three days by taking part in a six week counseling session by the Sioux County Alcoholism and Drug Abuse Center.

Any offense after this will be subject to penalties imposed by the board.

Parents will be notified immediately of any in-school violation.

A first offense in school related to tobacco shall result in a three day suspension. A second offense will result in a five day suspension and a meeting with the student, parents, principal, superintendent, and representative from the Board of Education. Any additional offenses will result in an expulsion from school.

## **Regulations for Extra Curricular Participants**

West Sioux offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves appropriately.

With a first offense the activity participant will be ineligible for one-half of the current season's total games or performances. This applies to all activities the student is participating in, even if there are multiple activities. If less than one-half of the season is remaining, the additional games or performances shall be taken from the next activity or sport. The first offense may be reduced to one-fourth of the current season's total games or performances of ineligibility if the offense is reported to the principal or activities director within 72 hours of incident. If less than one-fourth of the season is remaining, the additional games shall be taken from the next activity or sport.

With a second offense, the participant will become ineligible from activities for eighteen weeks. The second offense may be reduced to six weeks of ineligibility if the student reports the offense to the principal or activities director within 72 hours of incident and enrolls in an alcohol or substance abuse counseling program at the parent's expense. The second offense participant that self reports and successfully completes the counseling session will be ineligible for a minimum of one-half the current season's total games or performances. If less than one half of the season is remaining, the additional games shall be taken from the next activity or sport.

With a third offense, the participant will become ineligible for a minimum of one year.

Each offense will be in effect for a 12-month period from the date of the offense.

Any student participant who pleads guilty, is found guilty by a court of law, or is referred to a diversion program by a court of law for committing a criminal act (excluding minor traffic offenses) will become ineligible from activities for one-fourth of the current season's total games or performances.

Any student participant that engages in exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others will become ineligible from activities for one-fourth of the current season's total games or performances.

Any student who violates the drug and alcohol policy will lose eligibility to represent West Sioux as a royalty candidate for a twelve month period. A second offense will eliminate a student as a candidate.

Any student failing to meet the requirements of the Sioux County Alcohol and Drug Abuse Center will go back to the maximum ineligibility period.

Further penalties may be imposed by the coach/sponsor.

## **Administration Office**

A. All publications concerning school and school activities must be approved by the principal.

B. Purchase orders for school organizations may be obtained from the main office or the sponsor of the activity. The sponsor must sign the purchase orders. Students may not charge purchases to the school.

C. Office telephones should only be used for emergencies. If a student must call long distance, they must have permission by the office staff. If a student has received a phone call, a note will be posted on the message board. In emergency situations, the student will be called to the office.

D. All fund raising projects must be approved by the school board.

## **Automobiles**

All students who drive an automobile are cautioned about the added

responsibilities that accompany this type of transportation. Drivers are urged to respect the privilege of driving and be extremely careful with those who walk or ride other vehicles. Automobiles and motorcycles are to be parked in the student parking area east of the high school building. Once parked the vehicle must remain parked until dismissal.

Drivers will not be allowed to take another student home during the school day, unless it is an emergency situation. Emergency permission must be obtained from the student's parents. In the event the parents are not available, permission may be obtained from the high school principal, or the superintendent. Students will not be allowed to go to the parking lots during the school day, including the lunch hour. Permission may be granted to pick up necessary items from the student's automobile.

### **School Lunch/Breakfast**

Each student will have a lunch account. The system will provide complete confidentiality for students and families receiving free or reduced price benefits and will eliminate cash in the lunch line. The office will accept deposits into family lunch accounts. A student's name must be placed on the front of all deposit envelopes. If your account shows a negative balance, no ala carte items may be purchased. Students will not be able to eat lunch or breakfast after the account reaches -\$5.00. Breakfast will be served from 7:50-8:05 in the morning. You must pick up your tray and eat all food and drink in the lunchroom only. Outside food (other than homemade sack lunches) and pop are not permitted.

### **Visitors**

If a student is having someone visit our school for a day, they must get permission from the principal in advance. We will not allow social visitations at any time on school grounds without permission from the principal, and visitors must be students in another high school in order to visit WSHS. All visitors must report to the office.

### **An Invitation To Visit Classes**

The parents or guardians of students at West Sioux High School are invited to attend classes with the students for a half or full day. If you have any questions call the High School at 551-1181.

## **Bus Transportation**

- 1) Twenty (20) or more students will be needed to make up a pep bus. Cheerleaders will ride free, everyone else must pay the cost determined by the transportation director.
- 2) All students riding a pep bus and player buses will come home on the bus unless your parents are at the event and take you home. He/she must notify the chaperone or head coach at the event.
- 3) A student riding the bus to any school sponsored activity must ride the bus home unless they go with his/her parents.

## **Early Graduation**

A student may graduate early only if he/she has completed the course requirements. During registration of the junior year, a student should visit the guidance counselor to see if they meet the requirements to graduate early. A student must have approval by the board, a recommendation by the superintendent and the principal, and the "Graduation Requirement" policy must be fulfilled. Any student graduating at midterm is not permitted to participate in any athletics, cheerleading or dance team that are continuing after midterm. Students that graduate at midterm are also not allowed to be on student council or a class officer and are not allowed to go on the senior trip.

## **College Visits**

Students are excused for two college visits during their senior year. If they wish to take more than two days, they will be unexcused and the days they miss will count toward their five absences allowed per grading period. Juniors are not excused for college visits. If they wish to go on a college visit, it will be unexcused and those days will count toward their five absences allowed per grading period.

## **Internet Policy**

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

As technology is a vital part of the school district curriculum, the Internet will be made available to employees and students.

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

Students who access restricted items on the Internet shall be subject to the following consequences.

1. First Violation - A verbal and written "warning" notice will be issued to the student. The student may lose network access for a period of 2 weeks at the discretion of the supervising teachers. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.

2. Second Violation - A verbal and written "second warning" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit all network privileges for a minimum period of 6 weeks.

3. Third Violation - A verbal and written "third warning" will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit all network privileges for 18 weeks or for the balance of the school year.

### **Medication Policy**

West Sioux Community Schools has a policy for medication which states that medication will not be administered without these require-

ments:

- 1) All student medication must be left in the office.
- 2) Parent's written consent to take medication must be given.
- 3) Medication must be in the original container.
- 4) If a student's need for medication is ongoing, there must be an individual health plan on file.
- 5) Person administering medication must have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners with periodic update and a record of completion on file.
- 6) Medication information must be confidential and is available to school personnel with parent authorization.
- 7) The medication policy requires that a written medication administration record be kept on file at school. The record includes the following:
  - a. Date medication was administered
  - b. Student's name
  - c. Prescriber or person authorizing administration
  - d. The medication administered
  - e. Medication dosage
  - f. Administration method
  - g. Signature and title of the person administering medication
  - h. Any unusual circumstances, actions or omission

### **Family Educational Rights & Privacy Act Annual Notice**

The West Sioux Community School District has adopted a policy to assure you and your parents the school's full cooperation in the protection of the student's rights as detailed in the Educational Rights & Privacy Act.

This law requires that the school district designate personally identifying as "directory information" the following information: your name, your major field of study, participation in school activities and sports, your weight and height as a member of an athletic team, days you were in school, degrees and awards presented to you, and the school you attend. You have the right to refuse designation of any of the categories above if you notify the school district in writing. If you desire to make such a refusal, please complete and return a form distributed at registration by the end of the first week of school.

### **Homeless Students**

The McKinney-Vento Act is a federal law designed to identify students whose families are homeless and provide those individuals with a consistent, quality education. Title I services, transportation and school lunches are available to children who are homeless. Legal Services of Iowa ([www.iowalegalaid.org](http://www.iowalegalaid.org)) is also available as a source of legal assistance for homeless students. Homeless Definition (from McKinney-Vento Homeless Assistance Act of 2001, Title VII, Subtitle B, Section 725)

The term “homeless children and youth”-

A. Means individuals who lack a fixed, regular, and adequate nighttime residence.; and

B. Includes-

a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human being;

c. Children or youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

d. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (a) through (c).

### **Statement Of Nondiscrimination And Multi-Cultural Non-Sexist (M.C.N.S.)**

It is the policy of the West Sioux Community School not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity pres-

ent in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of the above mentioned traits and characteristics. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Complaints or inquiries regarding compliance may be directed to:

Supt. West Sioux Comm. School District

1300 Falcon Drive

Hawarden, IA 51023

(712) 551-1461



**FIRST STATE BANK**

**HAWARDEN**

722 Central Ave.

(712)551-1005

Member FDIC

[www.fsbhawarden.com](http://www.fsbhawarden.com)

ATM Located @ Quick Corner - Highway 10

---

Iowa State Bank

[www.iowastatebank.net](http://www.iowastatebank.net)

308 Main St. • Box 278

Ireton, IA 51027

Member FDIC

---

**Work Hard...Bank Easy!!**  
**GO FALCONS!!**

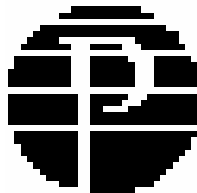
Peoples Bank &  
Peoples Insurance Agency

801 Central Ave.

Hawarden, IA 51023

(712)551-2413

[www.peoples-ebank.com](http://www.peoples-ebank.com)



Member  
FDIC