

WHS STUDENT HANDBOOK

Purpose

The purpose of this handbook is to help students and guardians understand school procedures at West High. Through student adherence to these rules and expectations, combined with parent/guardian support and involvement in school, we can be most effective in assuring a quality educational program for each student.

School district policies, rules and regulations are in effect while students are on school grounds, on school-owned and/or school-operated buses/vehicles/chartered buses, while being transported for school functions, while attending or participating 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 the violation occurred while school was in session or while school was not in session.

Any complaint in regard to misinterpretation and/or misapplication of a school or school district rule or regulation and/or noncompliance with federal and/or state education/opportunity laws may be handled in accordance with the [Grievance Procedure Administration Regulation 502.4](#).

All [Iowa City Community School District Board Policies](#) and Administrative Regulations are available upon request.

Non-Discrimination Policy

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Laura Gray, Director of Diversity and Cultural Responsiveness (programs), gray.laura@iowacityschools.org or Eric Howard, Director of Equity and Employee Relations (employment), howard.eric@iowacityschools.org, 1725 N. Dodge Street, Iowa City, Iowa 52245, (319) 688-1000. If you are unsure how to proceed or would like assistance in discussing your options, you may also contact Janet Abejo-Parker, Ombuds, ombuds@iowacityschools.org or (319) 688-1312.

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GENERAL STUDENT EXPECTATIONS

General student expectations as well as expectations for specific areas of the building are included in the [West High Gold Standards](#) document. Teachers will communicate their specific classroom expectations to students at the start of the school year/trimester. Students will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. Make school attendance a priority.
 - a. Consistent and prompt attendance in every class is critical for successful academic performance.
 - b. The tardy policy will be enforced by each classroom teacher.
2. Be prepared for and participate in class.
 - a. Report to class prior to the tardy bell with chromebook, pen/pencil, paper, text, notebook folder, and other materials related to the class.
 - b. Complete homework in a neat and legible manner.
 - c. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in any classroom. If a student is unable to stay awake measures to keep them alert will be made (ie. respectfully waking the student and asking if they're okay, telling the student to get a drink, telling the student to take a short walk, etc.) If these efforts don't help, the student will be sent to the health office and parents/guardians will be contacted.
 - d. Items which inhibit maximum academic effort will not be allowed. Cell phones and other similar communication devices are prohibited during the student's scheduled class time.
3. Respect other people and their property.
 - a. At all times students should act with courtesy toward teachers, staff members, and students. Both their actions and words should reflect such courtesy.
 - b. Students are responsible for keeping all school property (chromebooks, books, classroom materials) in good condition.
4. Carry a student ID card.
 - a. All students will be required to carry a West High ID card with them while in school and at school events. The ID card must be presented to check out books and to purchase food in the cafeteria.
 - b. The ID also doubles as an activity card for students who purchase an activity pass.
 - c. Replacement cards cost \$1.00.

STUDENT SERVICES AND GENERAL INFORMATION

Educational Support Services for Students

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, guardians will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork. Information about 504 plans can be received through the school counselors and/or administration.

Section 504 of the Rehabilitation Act of 1973

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your student is substantially impaired by their disability, the Iowa City Community School District will work with you to provide reasonable accommodations as determined by an assessment team. If you have questions regarding 504 eligibility and reasonable accommodations for your student, please contact your building administration, school counselor, or the equity director for additional information. A Guardians Guide to Section 504 brochure is also available on the [district website](#).

Special Education

([Reference Board Policy 603.3](#))

The Iowa City Community School District recognizes that some students have different educational needs than other students. The district shall provide a free appropriate educational program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, in accordance with Iowa Code 282.1. The district shall provide an appropriate education for a student in need of special education. Children requiring special education shall attend general education classes, participate in extracurricular activities, and receive services in a general education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

School Counseling Services

Guardians may contact West High School counselors by calling 319-688-1053. Our school counselors focus on students' growth and development in personal and educational competencies and in career planning and preparation. The School Counseling office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides to post high school education and training, study guides, and career interest/development materials which may be checked out by students and guardians.

The counselors are available to assist students with their high school program, post high school planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student. Guardians and students are encouraged to access the [West High School Counseling website](#), or on Twitter via @ICWestGuidance.

The ICCSD enters into legal contracts with community agencies to provide support staff to assist administrators, counselors, and teachers when concerns arise regarding the health, safety, social and emotional, and educational needs of students. General student information and student records may be shared

with these agents of the district when a legitimate health, safety, social and emotional, and educational concern is involved.

Student Support Team

West High and Grant Wood Area Education Agency (GWAEA) staff members meet on a regular basis to focus on students who are struggling with academic, attendance, mental health or behavior. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or guardian(s) who wishes to inquire about the services offered by the Student Support Team should contact the West High School Counseling Office.

Health Office

If a student becomes ill while at school they should report to the Health Office, located near the 9th grade commons across from room 26. Students must receive permission and a pass from their classroom teacher. The Health Office personnel will attempt to contact a guardian or an emergency contact if it is necessary for the student to be sent home. In the case of a serious illness or injury, the school shall attempt to notify the guardians according to the information in Infinite Campus. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the guardians of where the student has been transported for treatment.

State law does not permit the Health Office personnel to issue medication. Guardians, however, may bring medications to the Health Office that they and/or a health professional has approved. All medications should be distributed through the Health Office and the following guidelines should be followed:

1. A guardian will supply the medication.
2. A guardian permission form should be completed and kept on file in the Health Office.
3. The student will be required to take the medication in the Health Office.
4. The student may carry their medication and self-treat ONLY with a doctor's order and guardian consent.
5. Without guardian and physician permission, it is against school policy for any student to carry medication.

Health Concerns- If your student has a health concern (diabetes, seizures, severe asthma, allergies, etc.) that would or could potentially require some type of care during the school day, please provide the Health Office with the medical documentation, the kind of care needed or health plan, medication or supplies, equipment needed, etc. as well as all contact numbers and email addresses. The district School Nurse assigned to West High will contact you.

Hearing Screening

Grant wood area education agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school and do not have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Guardians not wishing for their child's hearing to be tested should notify the health office in writing at the beginning of the year. Guardians with concerns about their child's hearing should contact the school nurse.

Gift Delivery

West High will not allow flowers, balloons, food, and similar items to be delivered to the school. These deliveries can become a safety issue and disrupt the working and learning environment of the school. Therefore, any food or gifts delivered to the school intended for a student will be declined. It should be noted that for each student receiving a delivery there are many who do not. These gift deliveries are best handled at the student's home. Thank you for your understanding and cooperation with this policy.

Food Service

Students have the option of (1) bringing lunch to school if eaten in the cafeteria/commons, or (2) selecting lunch items from the West Café. The West Café offers various options on a daily basis for students to choose from. The cashier does accept cash and checks. However, change will not be given during lunch as it slows the line down, and credit charges must be done before lunch for the same reason. The following are guidelines and expectations specific for the West Café:

- If backpacks/coats are brought to the cafeteria, they should be placed at your table prior to entering the serving area. Students wearing backpacks/coats will not be allowed into the serving area.
- Students should bring their student ID to pay for lunch. If a student does not have an ID they may be instructed to move to a slower line in order to keep other lines moving quickly. Students without IDs will be asked to provide their name to food service staff in order to pay for their meal. Students are expected to comply and respect workers making this request.
- Students are expected to keep their hands and feet to themselves at all times. Each serving station has a line; students should wait in line for their turn.
- All food/drink should be consumed in the cafeteria. The health policy states that food/drink cannot be consumed in the serving area. The health policy also does not allow opened containers/packages into the serving area.
- Students may only enter the serving area from the hallway east of the serving area. Students may not enter the serving area near the cashiers.
- Enter the West Café, or serving lines, at the beginning of the lunch period. If you wait to enter at the end of the lunch period, it does not allow the food service staff time to restock before the next lunch shift.
- If a student is not sure what combinations of food are considered a school lunch, they should ask one of the servers or cashiers.
- All students are expected to be orderly, well mannered, and to clear their tables/eating areas when finished. Beverage and disposable items are to be deposited in the appropriate containers. Plastic lunch trays are to be returned to the receptacles next to the trash bins on the North side of the Café.
- If a student is caught stealing items from the serving area they may be issued a lunch detention or other consequence.
- Students may eat their lunch outside in the courtyard or in the 9th grade commons. Students must clear their garbage and trays following lunch or this option will be removed. Students are not allowed to eat in hallways or in stairwells.

Breakfast- Breakfast will be available from 8:15 to 8:45 a.m. in the West Café.

Library

The West High library is a place for teaching and learning, research and production, reading and study. Its mission is to ensure that students and staff are effective users of ideas and information. A certified

teacher-librarian works with students and teachers throughout the school day, with the support of library secretaries.. The library is open before and after school, providing students access to resources and professional support. The library also serves as the first point of contact for students who need help with their Chromebooks. West High's Technology Specialist's office is in the library.

Library Hours: The library is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

Library Facilities: The WHS library is housed on the main floor. There are video production and open access computers available. The library also includes small-group conference rooms, large instructional areas (each seating up to 40), as well as additional seating. There is a casual reading area at the main entrance and seating throughout the facility for individual study and reading or small group work.

Borrowing Library Resources, Equipment, and Textbooks: All library books and audiobooks may be checked out for four weeks, with the option of renewal.

Textbooks for most classes are circulated through the library.

lcwestlibrary.org: The West High Library website and Canvas page serve as access points for electronic resources, a source of information on library events and services, and a place to celebrate reading. All students will receive an invitation to join the library Canvas group. The library website changes frequently, and ideas for new features are always welcome. Follow the West High library on social media @icwestlibrary.

Activities, Clubs, and Athletics

West High offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities, students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond their regular classroom setting by participating in school activities.

Activity Pass- The purchase of an activity pass will permit a student to attend all home athletic events. This activity pass may be purchased for \$50.00 and will be placed on student ID cards.

Lost and Found Items

Lost items should be reported to the Main Office or West Wing Office. Students who find or locate items not belonging to them should bring the items to the Main Office or West Wing Office. Students may check the Main Office or West Wing Office during open hours, lunch, or before/after school for any lost items.

Social Activities

West High School holds several student functions during the course of the school year. Examples of these functions include, but are not limited to, Homecoming and Prom. Attendance at these functions is optional and limited to West High students and their guests. Admittance will not be granted to those over 20 years of age, or any West High students who have temporarily, or permanently lost this privilege.

The following regulations apply to West High School's social activities:

1. The faculty sponsor must meet with his/her group as it plans its social activities.
2. Each group sponsoring an activity is to clean that portion of the building which has been used for an activity.

3. When a student enters the building to attend a social activity, a student may not leave and re-enter the building. Once a person leaves a school sponsored activity, they are not allowed to return.

Activities, Clubs, Athletics

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The purchase of an activity ticket will permit a student to attend all home athletic events. This activity ticket may be purchased for \$55.00. Replacement activity tickets will be issued for \$5.00.

Student Government

The student government provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. The senate serves as the legislative branch of student government.

Emergency Drills

Emergency drills will be conducted during the school year. Open campus and driving privileges cease during emergency situations. At the beginning of the school year each classroom teacher will explain emergency procedures and have emergency information posted in classrooms.

Homeless Children and Youth

Individuals who lack a fixed, regular, and adequate nighttime residence are eligible for access to certain resources. If this describes your situation or you have questions, contact your school counselor.

Directory Information

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 give general information to the public, guardians 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 guardians. (Board Policy 506.2)

Any student's guardian(s) not wanting this information released to the public may refuse consent to release directory information when completing the E-registration permission page for their child, through their Infinite Campus guardian account.

Student Records

Guardians of students under age eighteen may review a student's educational record, obtain copies of materials in the record for a reasonable fee, write a response to material in the record, challenge the contents of the record and have the records explained. A student's guardian who is interested in reviewing his/her child's educational record is requested to schedule time to review the record through the building principal. It is the interpretation of the United States Department of Education of the Buckley Privacy Act that all guardians, not just custodial guardians, have the right to see records, unless a binding legal document such as a court order or divorce decree says otherwise. The Iowa City Community School District uses contractors, consultants, volunteers, and agencies as school officials to provide certain institutional functions and services. The District's release of educational records to said individuals and entities are, however, subject to the requirements governing the use and re-disclosure of personally identifiable information within those educational records.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the guardians or student over the age of eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. When connected with a student's education financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized testing.
7. Accrediting organizations for accreditation purposes.
8. In connection with an emergency.

Students' records are reviewed and inappropriate material is removed periodically. These reviews take place when a student moves from elementary to junior high and from junior high to high school and when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes to be inaccurate. Parents/Guardians or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of education (ED):

1. Political affiliations or beliefs of the student or the student's guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or guardians;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and,
3. Activities involving collection disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and,
3. Instructional material used as part of the educational curriculum.

ICCSO has developed and adopted policies, in consultation with guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ICCSO will directly notify guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. ICCSO will also directly notify guardians and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Guardians/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

Voluntary Transfer Guidelines

Voluntary school transfers are requests from parents for their student(s) to attend a school other than their designated home attendance area school. Voluntary school transfer requests must be filled out for each student requesting a transfer. Voluntary school transfer request forms can be found on the District website at www.iowacityschools.org/voluntarytransfers or at any school. Families are required to provide their own transportation for the student(s) when voluntarily transferring. The deadline for submitting voluntary school transfer requests for the following school year is March 1st. Voluntary school transfer requests received after March 1st will be processed on a first-come, first-served basis, and approval will be based on the exceptions noted below.

- Students who have been provided elementary school level transfer are NOT guaranteed any subsequent junior high school transfers.
- Students who have been provided junior high school level transfer ARE guaranteed high school transfers (into the feeder high school of that junior high).

The General Transfer Rules for Extracurricular Interscholastic Competition apply to all voluntary school transfer requests and could include up to a 90-day varsity ineligibility period.

Mid-year transfers are not permitted, if a good cause exception is made the transfer will occur at the start of the next trimester. In general, voluntary school transfer requests are not permitted at the secondary level. The following exceptions will be considered:

- Students Receiving Special Services Transfers (including English Language Learner Education, Special Education, Section 504 Services) – Students Receiving Special Services placed by the District in a school other than their home attendance center for the purpose of accessing Special Services are considered to be grandfathered in to their approved attendance area through completion of 8th/12th grade.
- State of Iowa Open Enrollment “Good Cause” exceptions – Change in residence due to family move, change in marital status, foster care, adoption, or treatment program; Pervasive harassment.
- Students in the Alexander Elementary attendance areas will be allowed to transfer out of those attendance areas to South East/City High School.
- Students included in the Forest View Relocation will be allowed to attend Southeast Junior High and City High, respectively.

All Voluntary School Transfers Are Subject to Cancellation Upon:

- Changes to District voluntary school transfer requests policies.

- Changes to boundaries/ attendance areas.
- Change in student transportation needs.
- Failure of the student to maintain adequate attendance.
- Verification that voluntary school transfer request information provided was inaccurate or incomplete.

Visitors to Campus

West is a secure building. All visitors to West High School are required to sign in upon arrival in the building. Visitors should wear a visitor ID sticker while in the building. Students are not allowed to bring visitors to the school unless approved by the administration. Former students can visit staff by appointment after school hours. Former students will be expected to follow visitor protocols and will be asked to wait in the office for the staff member escort.

Entrance Doors

After the school day begins, only the front entrance doors will remain unlocked for student and guest access. Students entering the building after the school day begins will be routed directly into the main office from the main entrance. Students will need to scan their school ID to enter the building. This measure is to promote building safety for students and staff.

Students leaving before their school day is over for a legitimate reason are expected to sign out in the main office before exiting the building. Students with open periods who choose to leave are expected to exit the building through the main doors to have their IDs scanned before leaving.

Video Surveillance

The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.

Teacher Qualifications

Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a title I program or if your school operates a school wide Title I program. Guardians may request this information from the office of the superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245.

The Iowa City Community School District ensures that guardians will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, guardians have the right to:

- Information on student's performance on state assessment
- Knowledge of their child being placed in a Limited English Proficiency Program

Student Publications

[\(Reference Board Policy 502.3\)](#)

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and principal. Any expression made by students, including student expression in an official school publication, is not an expression of official school policy. Official school publications are free from prior restraint by employees or officials except as provided by law.

Suicide Prevention

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

Youth Support Numbers

National Suicide Prevention Lifeline.....	988
AIDS Information.....	1-800-342-2437
Child Abuse Hotline.....	1-800-422-4453
Family Violence Center.....	1-800-942-0333
Youth Crisis Line.....	1-800-448-4663
Iowa Domestic Abuse.....	1-800-942-0333
Homework Hotline.....	1-800-728-6450

ACADEMICS

Academic Honor Code

1. Students are expected to exhibit and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students are expected to do their own schoolwork.
 - a. Students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit, including examinations, essays, themes, reports, projects, or other homework.
 - b. Students must give credit to sources consulted in research through proper documentation and citation.
 - c. Students may not interfere with another student's academic work.
 - d. Students may not help another student commit an act of academic dishonesty.

The following are specific violations to the academic honor code:

1. *Cheating*
 - a. Unauthorized use of notes, texts, or other print or electronic aids (calculators, cell phones, smart watches, ChatGPT, etc.) during a test or quiz.
 - b. Copying the work of others and/or allowing others to view your answers or copy your work during a test or quiz or on homework.
 - c. Allowing other parties (ie. another student, ChatGPT, etc.) to assist in the completion of your test, quiz, homework, paper, or project, when not permitted.
 - d. Helping or attempting to help another individual commit an act of academic dishonesty.
2. *Plagiarism*
 - a. Presenting the work of others without proper acknowledgment.
 - b. Claiming the words and ideas of another as one's own.
 - c. Failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments.
3. *Forgery*
 - a. Altering a score, grade, or schedule change on an academic record.
 - b. Forging the signature of a teacher, administrator, counselor, or other staff member without proper authorization.
4. *Obtaining an Unfair Advantage*
 - a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
 - b. Retaining, possessing, using or circulating previously given examination materials, when those materials are to be returned to the instructor.
 - c. Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over

students' academic work. (Based on University of Iowa Tippie College of Business Honor Code.)

5. *Artificial Intelligence* (ChatGPT, Bing AI, Claude, ChatSonic, etc.)
 - a. ChatGPT and similar applications are highly advanced artificial intelligence models which can quickly process natural language and respond to questions, figure out solutions, and an unlimited number of thinking tasks that were previously reserved for humans.
 - b. AI can help provide a means of inspiration, allow students to expand their learning, and provide immediate feedback on a student's written work.
 - c. Relying on AI will limit or prevent academic progress. AI should not be heavily relied on because AI often provides false, inaccurate, or misleading information.
 - d. Using AI to complete work you are expected to complete is a violation of the honor code.

Academic Honor Code Violations

The following policy is put in place to discourage academic dishonesty and provide a consistent response when academic honor code violations do occur. This policy applies primarily to assessments, papers, projects, and other substantial assignments. The policy resets each school year for each student.

1st Offense (No Definitive Proof)

- Student is allowed to reassess or redo the assigned activity.
- No penalty to the grade is applied.
- Minor behavior referral is submitted to document the occurrence.

1st Offense (Definitive Proof)

- Student is allowed to reassess or redo the assigned activity.
- Student may earn 70% of their earned score on reassessment/redo.
- Major behavior referral is submitted to document the occurrence.

2nd and Subsequent Offenses

- Student is allowed to reassess or redo the assigned activity.
- Student may earn 50% of their earned score on reassessment/redo.
- Major behavior referral is submitted to document the occurrence.

West High Grading Policy

1. Late Work

Teachers will accept late work up until the end of a unit with no penalty. Teachers may establish a deadline for late work a maximum of 7 days prior to the end of the trimester. A student's final score should not be penalized or points reduced for late work.

2. Redos and Retakes

Teachers will allow students the opportunity to redo and retake assessments up to 2 weeks at the end of a unit. This opportunity will be available for all students only after they complete the required tasks determined by teacher and/or PLC teams. A student's final score should not be penalized or points reduced when completing a redo or reassessment. Assessments at the end of a trimester may not be eligible for redo due to the timeliness of when grades need to be entered.

3. Extra Credit

Teachers will not give extra credit and it will not factor into a student's final grade.

4. Grading Behavior and/or Compliance

Teachers will not grade students based on behavior or compliance unless such items are included in a content area's priority standards.

5. Zeros

Zeros disproportionately affect grades, therefore teachers should take steps to substantially reduce the impact of a zero on a student's end of term grade. Teachers will communicate to students and families how missing work will be entered into the gradebook. When finalizing grades, teachers should consider the performance of students on assessments. (ie. a student should not fail a course if they show proficiency/mastery on an assessment, but failed to turn in homework)

GRADUATION REQUIREMENTS

([Reference Board Policy 505.5](#))

West High School will issue diplomas to students who have successfully completed the course of study prescribed by the Iowa City Community School District and who have physically attended West High full time for their last trimester of academic work.

Upon successfully completing course work, a student receives "credit." A one trimester (twelve week) course taught every day is weighted 5 credits.

To graduate from the ICCSD, students must earn a minimum of 310 credit hours which includes 220 subject area requirements and 90 elective credits. Only students who have successfully completed a minimum of 295 credits will be permitted to participate in the Commencement Program.

In addition, no more than 15 credits of journalism can be applied to the 60 credits of required Language Arts. The following are the subject area graduation requirements which must be met by all students. These course requirements may not be met by taking Independent Study Projects.

Subject Area	Credit Hours
Language Arts	
English 9	15
English 10	15
English Electives	30
Social Studies	
American Studies	15
World History	15
Government	10
Economics	5
Science	45
Math	45
Health*	5

Physical Education	20
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**Guardians who have religious or personal objections may choose to have their child opt out of health. Please contact your counselor.*

College Entrance Requirements

Students are strongly urged to work closely with their school counselor regarding college entrance requirements. To be prepared, students need to get specific information from a variety of schools and/or post-secondary programs. Not all courses listed in the Program of Studies meet college and/or NCAA admission requirements.

West High College Bound Recommendations Compared to West Graduation Requirements

	College Bound Recommendations		West Graduation Requirements	
English	4 Years	60 Credits	4 Years	60 Credits
Social Studies	4 Years	60 Credits	3 Years	45 Credits
Mathematics	4 Years	60 Credits	3 Years	45 Credits
Science	4 Years	60 Credits	3 Years	45 Credits
PE	4 Years	20 Credits	4 Years	20 Credits
Health	1 Trimester	5 Credits	1 Trimester	5 Credits
Electives	4 Yrs with World Language	105 Credits	4 Years	90 Credits
		370 Credits		310 Credits

Early Graduation

([Reference Board Policy 505.6](#))

Although early graduation is not encouraged because it generally provides only a minimum program, there are circumstances under which it is possible. Arrangements for early graduation should be made through the counselor during the previous term of the proposed year of graduation.

Following are the early graduation guidelines:

1. A minimum of 310 credit hours are required for graduation. All regular course requirements apply except for physical education. For each year the student is enrolled one trimester of physical education must be successfully completed.
2. Kirkwood high school completion course credit cannot be used toward early graduation.
3. Students must attend West High full time during their last trimester of academic work.
4. Parent/guardian permission for early graduation, as evidenced by signature on appropriate form, is required.
5. A maximum of five credit hours earned through "Independent Study Projects for Credit" may be used toward early graduation and they must be done on a graded basis.
6. All obligations must be met (i.e., books, fees, equipment return, etc.) prior to departure.

7. Participation in regular spring graduation activities is optional for early graduates. However, to facilitate planning for graduation activities, the early graduate must make a commitment as to whether or not he/she will participate by March.
8. A student's eligibility for extracurricular activities, including summer programs, ceases when a student graduates early.

Graduation with Honors

Honor students are designated and honored with graduation regalia as follows:

GPA 3.50 - 3.74	Honor Graduate	Gold Honor Cord
GPA 3.75 - 3.99	High Honor Graduate	Gold Honor Cord
GPA 4.00	Highest Honor Graduate (309-339 credits)	Highest Honor Medal

National Honor Society Membership

The requirements for National Honor Society membership are:

1. Junior or senior class standing;
2. A minimum of 3.5 cumulative grade point average;
3. Completed (or scheduled to complete during the current school year) the following course for which credit has been earned (or will be during the current school year):
 - a. two years of a single foreign language (30 credits);
 - b. three years of math, including algebra 1, geometry, and algebra II;
 - c. three years of high school lab science;
 - d. Outstanding scholarship, character, leadership, and service;
 - e. Eligible students will be invited for new or continuing membership after the first trimester of the school year.

NCAA Eligibility

Starting 2011-2012 the following courses are denied for NCAA eligibility: Contemporary Literature, Communications Studies and Introduction to Theater.

Silver Cord

The Silver Cord program is an opportunity for students to be recognized for completing 200 hours of community service during their four years of high school. It is the intent of the Silver Cord program that hours be in direct service to others in need through local community service agencies and other outreach opportunities. Silver Cord hours must meet a clearly defined need for an agency, charity program, church, political agency, social service group, or community event. Students cannot receive payment or credit for their services and they may not be completed during the school day. Service not recognized; school activities such as selling merchandise, music or athletic practices, work or babysitting for one's family, or service which is part of an academic, court-ordered or disciplinary requirement. Generally activities that are part of a West High team, club, activity or course will not be counted towards Silver Cord hours. Seniors who complete 200 hours of service will wear a silver cord at graduation.

Students who complete 400 hours will receive the Silver Cord and will also be a Golden W honoree. The Silver Cord and Gold W pin may both be worn at graduation.

Silver Cord Community Service cards are available in the Guidance office. We will accept up to 8 hours per day of an activity for Silver Cord and all hours must be submitted prior to the end of the school year in which they were completed. Service hours completed over the summer will be accepted beginning the summer after completion of 8th grade. Contact a West High administrator with questions regarding acceptable service activities.

Class Load

All freshmen and sophomores will have scheduled courses or study hall for each of the seven class periods. Juniors will not have more than one unscheduled period. Seniors will not have more than two unscheduled periods. Juniors and seniors may lose their open period(s) as a result of academic or behavioral concerns. Unless participating in a program approved by the principal, students who drop to fewer than the minimum requirement can be withdrawn from school.

Infinite Campus

Infinite Campus is our web based school information system that gives students and their guardians access to attendance, grades and assignments in real time so they are able to keep track of student progress. Students can log in by using their District Google credentials (Google Sign-In); guardians can receive assistance with their username and password by contacting the West High Guidance Office. A link to the Infinite Campus login is accessible from the district website at <https://www.iowacityschools.org/domain/31>. The Infinite Campus Mobile App download directions are accessible at the same district website location.

Course Changes and Scheduling

Students are encouraged to approach the course registration process in a serious and thorough manner to prevent any schedule errors. A schedule change request will not be approved unless circumstances exist that would merit such a change (e.g.: a failure in one trimester of a sequential course or unbalanced class numbers). Schedule changes for the purpose of shortening the regular school day, for employment unrelated to school programs, or for unconvincing change of teacher requests will not be sufficient reason for a change request.

1. Course Changes Before the Trimester Begins
 - a. Requests may be granted if space is available and class balance can be maintained.
 - b. All schedule changes need to be made prior to the start of the trimester.
2. Dropping - Students may drop a class without penalty within the first 15 days of the trimester providing they maintain the minimum course requirement. Students will receive a "W" on their transcript if they drop a class after the first 15 days.

Course Fees

([Reference Policy 503.3](#))

Students will be required to pay all designated school fees at the time of final registration. Guardians/students who desire to request a fee waiver must complete a Standard Fee Waiver Application.

Auditing Program

Auditing a course means a student intends to enroll in a course on a "no credit" basis. Specific conditions must be met in order to enroll in a course on an audit basis:

1. Students are enrolled in the minimum class load.
2. Approval is received from the student's teacher, counselor and parent.
3. Students agree to follow the regular behavioral, academic, and attendance expectations of the course.

A successful audit will result in a final trimester grade of “N” (no credit). A student who chooses to discontinue attendance or refuses to remain in good standing in the course while auditing will receive an “F” as the final grade.

Students who lose course credit due to attendance reasons may, under special circumstances, audit a course after the trimester begins. This must be approved by an administrator, the instructor, his/her counselor, and guardians. In order to be eligible, the student must be earning a passing grade at the time credit was lost.

Independent Study Projects for Credit

Students may submit a proposal for an independent study project for credit if the proposal is approved by the counselor and a faculty member agrees to serve as advisor and evaluator. Upon successful completion of the project, the student will earn academic credit. To qualify for the program:

1. Prior to the start of the project, the student must complete an application form and submit it to his/her counselor and will be evaluated on a pass/fail grading basis. It will show as “Independent Study” on the transcript.
2. An independent study project must be presented for approval within the first two weeks of the trimester in which credit is to be given. Projects must be completed one week prior to the end of the term for which credit is to be issued. All written materials must be submitted in duplicate.
3. Independent Study projects for credit will not:
 - a. Be included as part of the minimum course load requirement.
 - b. Replace any of the subject area graduation requirements i.e., science, language arts, social studies, physical education and/or math.
 - c. Be taken in lieu of a course offered at West High unless prior approval is received from the principal.
4. The faculty member will serve as advisor, supervisor, and evaluator. His/her approval must be secured before the project begins. The student will meet with the advisor to establish guidelines for the project and a sequential time schedule for completion of the work. A schedule of regular meetings between the student and teacher will be established. The faculty supervisor will evaluate the project prior to credit being issued.
5. Guidelines for credit will be one credit hour for a minimum of 15 hours of work. The student is required to turn in a written log of the dates/time during which the student completed the project.

Physical Education Requirements and Regulations

[\(Ref. Board Policy 603.6\)](#)

Physical education is required for one trimester each year in high school. Student attendance requirements for PE are the same as any other class at West High.

Medical PE Waiver

Students with short term medical excuses must attend class; their participation will be adjusted appropriately by the instructor. Students who have medical documentation for a trimester-long PE Medical Waiver (from a physician) are either assigned to a study hall, scheduled for an open hour (upperclassman), or added to an elective class in lieu of the PE. Students will not be required to make up a medically excused trimester of physical education. Please have your physician document the specific dates and activity limitations and turn the completed PE Medical Waiver into the Health Office.

Athletic PE Waiver

Seniors who participate in a West High sport which is sanctioned by the IHSAA or IGHSAA may request a PE Athletic Waiver for the trimester during which participation takes place in the sport. Students do not receive

Physical Education credit during the waiver, but they are not accountable for that trimester of PE credit.

Waivers are granted for one trimester; students apply for a PE Athletic Waiver through their counselor prior to the start of the trimester.

- Students may not take a PE Athletic Waiver for Health class.
- Seniors on an Athletic Waiver who quit or are cut from a team are responsible for re-enrolling in a PE class that same trimester, or a subsequent trimester. Students must attend at least 51 classes of PE in order to receive PE credit for the trimester.
- Seniors who request a PE Athletic Waiver, but do not go out for a sport must notify their counselor and be placed in a PE class to earn credit.
- PE Athletic Waivers are not granted for summer sports (softball & baseball).

Academic PE Waiver

Students that maintain a full class load (seven classes every trimester) during the school year will be granted an Academic PE Waiver. To maintain this waiver, students must complete all classes in good standing for the entire school year. If a student chooses to drop a course, they will then be required to make up their PE credit.

Drivers Education

All students can receive driver's education through Kirkwood Community College, through a private company, or through Parent Taught Driver's Education (<https://iowadot.gov/mvd/driverseducation/parent-taught>). ICCSD contracts with Kirkwood Community College for Driver's Education (<https://www.kirkwood.edu/DriversEducationApplication>) to offer driver's education offsite. All Kirkwood Community College for Driver's Education classes will occur at KCC locations or online/Zoom/hybrid outside of school hours. No KCC Drivers Education classes will be offered at ICCSD buildings. Registration for KCC Drivers Education classes is directly through KCC and no longer through the school counselor's office. Students pay Kirkwood directly for the cost of the program. Students who qualify for free or reduced-price lunches can apply to have this fee waived. Students must have a valid learner's permit.

Student CPR

The Iowa Healthy Kids Act includes the requirement that all Iowa high school seniors must have taken a CPR (Cardiopulmonary Resuscitation) course at some time prior to graduation. The only exception would be for students who are physically unable to complete a CPR class. To fulfill this requirement, students may provide documentation of completing the course in the community, or attend a course that will be offered at West High School during the school year, date to be determined.

Postsecondary Enrollment/ Credit Option

([Reference Board policy 604.6](#))

Four options exist for students to earn college level credit while in high school.

1. Advanced Placement (or equivalent courses): Students enroll in a course at West High for credit, and take an AP exam to determine college credit.
2. Technical Preparation Articulation: Students enroll in and complete courses for which there is an articulation agreement between West High and Kirkwood Community College. Articulation agreements allow students to earn both college credit and high school credit. Please see your counselor for additional information.
3. Post-Secondary Options Act (Student earns both high school & college credit): A student may enroll, at district expense and with prior district approval, in a course at the University of Iowa or Kirkwood Community College if a comparable course is not offered at West High. PSEO courses count toward the minimum West High course load requirement.

4. **Other College Courses** (student earns college credit only): Students may be admitted to the University of Iowa or Kirkwood Community College to take college level coursework that do not qualify under the Post-Secondary Options Act. Students are responsible for tuition and may not count these courses towards eligibility to participate in school activities. These courses do not count toward the minimum West High course load requirement and do not appear on the West High transcript.

Retaking a Course

Students who fail a subject may re-enroll in the course in an attempt to perform at a higher level and remove the failing grade. This will provide the student with the opportunity to gain a greater understanding of the material and/or raise his/ her grade. The credit and grade in the repeated course will replace the previous credit and grade received in the course. To initiate this process the student must file a plan with the counselor before the trimester in which he/she plans to retake a course begins.

Retaking Criteria:

1. A student may re-enroll in courses in which they received a “C” or lower grade.
2. The student will not earn additional credit for completing the course a second time. (This would amount to earning double credit for the same course.)
3. Students retaking a course may enroll only after registering for their regular courses. The re-enrollment must be an extension of their regular program.
4. The student will receive the grade earned from the second time the course is taken regardless if the grade is higher or lower than the previously earned grade.
5. The student must have an approval form completed prior to re-enrolling in a course. This form includes signatures from the counselor, student and parent.
6. Section class size will be considered prior to approving a student to retake a course.

Failed Required Courses

Required courses must be taken in the year immediately following the failure. In yearlong courses the class must be retaken during the trimester it was failed. A “Request to Repeat a Course” form must be completed. See your counselor for this form.

Credit Recovery (Edgenuity)

In some instances, students who fail a required course may have the opportunity to recover West High course credit through Edgenuity (or EDGE), an online learning environment. EDGE assists students by meeting their unique needs and keeping them on track toward graduation and future success. Successful completion of an EDGE course will help students earn back missing credit. Students/families should speak with their counselor for credit recovery options.

Withdrawal from School

([Reference Board Policy 501.7](#))

The Guidance Office will issue a check-out form. Books and supplies that belong to the school must be returned to the Library. All fees must be paid at this time in the Main Office. If the student is transferring to another school, the new school will notify West High and the proper records will be forwarded.

ATTENDANCE

Students are expected to be in all scheduled classes and to make daily attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. Students and their parents/guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel. The Iowa City Community School District Board of Education has outlined policies for the expressed purpose of encouraging regular attendance practices on the part of high school students. These guidelines are described below.

At West High School, a student may lose credit in a course if:

1. A student accrues 6 or more unexcused absences (UAs) by mid-term or thereafter, and student's respective class grade(s) is/are below 35%.
 - a. **Compulsory Age:** Class(es) dropped with an F; student is enrolled in an EDGE course or Study Hall; credit for dropped class(es) will be available at a later trimester
 - b. **Non-Compulsory Age:** Class(es) dropped with an F; student is enrolled in an EDGE class if applicable; schedule will be reduced (shortened day) if EDGE classes are not available
 - i. Should a student drop below three available classes, their schedule is revoked and they will re-enroll at the next trimester... student cannot be on campus (educational services will be provided remotely)
2. Possible consequences for Unexcused Absences (UAs)
 - o 1 UA in a single day: **Student phone held for ½ the day (four class periods)**
 - o 2 UA in a single day: **Student phone held for full day (seven class periods)**
 - o 3 UA in a single day: **Student will spend a day in SPACE classroom (seven class periods)**
 - Parent/Guardian notified
 - o 4+ UA in a single day: **Student will work out of a Study Room independently the next day in attendance**
 - o **Note: Attendance will impact student eligibility at extra-curricular activities and school events**

Reporting an Absence

Preferred Method - Reporting Through Infinite Campus

The preferred method to report an absence is using Infinite Campus via the parent portal on the website or the Infinite Campus App.

You can access the Absence Request feature on Infinite Campus' home page by following the steps below:

- a. Click on the Menu in the top left corner,

- b. Click on More at the bottom of the list.
 - c. Click on Absence Requests.
 - d. Complete all the prompts and then click Submit.
- Choose your student. At this time you can only choose this for Liberty Students.
 - Pick the Excuse from the pulldown menu
 - Pick the absence Type
 - For a Full-day Absence, you will need to pick the date(s) of the absence.
 - For Late Arrivals, you will need to pick the date and the time of arrival.
 - For Early Releases, you must pick the date and the time of departure. Please remember this is the time the student will depart the classroom.
 - A brief comment is **required**.
 - Press the Submit button to complete the form.

Attendance Call Method

If a student is going to be absent from school, parents/guardians are asked to call the respective Attendance Office (9th & 10th grade: 319-688-1091; 11th & 12th grade: 319-688-1051) and report the absence before it occurs. Calls can be placed during school hours as well as after school, voicemail is available.

- Parents/guardians cannot excuse absences where a student is still on campus but missing class.
- When unable to contact West High School prior to an absence, it is highly recommended that absences be reported within 2 days of the absence-for timely resolution; i.e. unresolved absences are unexcused absences.
- While written notes are not accepted, parents/guardians may call (#s listed above) or email the Student Support Coordinator: Garrett Hartwig (hartwig.garrett@iowacityschools.org).
- Parents/Guardians are encouraged to contact the Student Support Coordinator and the West High Guidance Counselors regarding a family or personal health emergency which may affect a child's school attendance or performance.
- Parents/Guardians can assist in providing the best possible educational experience for the student by only asking to excuse their child from school in cases of emergency or illness; not for conducting business that can be completed on weekends or outside of school time. Therefore, please be aware that parent requests to excuse an absence will not always be granted.

**Parents/Guardians can check on their student's attendance by accessing Infinite Campus at any time.*

Approved/Excused Absences

An approved absence is one in which school officials have approved parent/guardian requests to excuse an absence.

Excessive Absences

Absences can be classified as either excused or unexcused however, regardless of classification the number of days absent can reach a level of concern and be considered excessive.

- Unexcused absences are considered excessive upon the sixth occurrence. A student may lose credit in that class if they have accrued 6 or more unexcused absences (UAs) by mid-term or thereafter, and student's respective class grade is below 35%.
- Absences due to illness without a doctor's note are considered excessive upon the fifth occurrence. A doctor's note will be required for future absences to be excused-unless approved by a school official.

**School sponsored activities, approved medical absences, suspensions, and special circumstances approved by an administrator are not considered as part of excessive absences - however, students are responsible for all missed school work regardless of reason for an absence.*

Partial Day Absences/Late Arrivals

- Students must be in attendance at school a minimum of three class periods in order to participate in an after-school activity or event.
- Arriving on time to school and all classes is as important as being in school daily. Arriving late to a class causes students to miss important instructional time and can be disruptive to the class already in session.
- Students arriving after the start of a class with an approved excuse/pass will be marked “*ET*” on Infinite Campus.
- Students arriving within the first five minutes of class without an approved excuse/pass will be marked unexcused tardy “*UT*” on Infinite Campus.
 - 1st tardy to class - Teachers will speak with the student. The purpose of this conversation is for teachers to express concern about missed instruction and to ensure students aren’t experiencing any legitimate barriers to attending class on time.
 - 2nd tardy to class - Teachers will contact home. The purpose of this contact is to express concern and work with parent/guardians to develop a solution. If legitimate barriers to arriving on time exist, parent/guardians may excuse student tardies.
 - 3rd tardy to class - Administration will contact home to inform parent/guardians that the next *UT* in the same class period will result in phone confiscation. Additionally, attendance at extracurricular activities may be limited.
 - 4th tardy to class - Student will turn phone into phone locker for the day. Continued tardiness will result in eventual in-school-suspension, continued phone confiscation, and/or a guardian meeting.
- Late arriving students who have missed half the class period or more without an approved excuse/pass will be marked “*UA*” in Infinite Campus.
- Health Office: If a student becomes ill or has a health-related emergency while at school, he/she must report to the Health Office where a school official will notify a parent and/or administrator before a student is sent home. Students will be marked “*ILL*” in Infinite Campus.
- Checking In/Out: Students arriving at school after the start of first period must sign in at the Main Office or West Wing Office. Students leaving and/or returning to campus during school hours are required to check out/in at an Office. Failure to follow check in/out procedures through the Office may result in the student’s absence/late arrival being considered unresolved and thus, unexcused.

Unexcused Absences (Additional Information)

A student will be marked absent if a student leaves the classroom without permission or is NOT in class at all. An unexcused absence is an absence which has not been approved by school officials. Parents/guardians will be informed of unexcused absences via phone call. Academic & school consequences for unexcused absences include:

1. Possible reduction of credit for class work missed the day of an unexcused absence;
2. Office referral to meet with the Student Support Coordinator to discuss attendance expectations and additional consequences which may include:
 - a. Warning
 - b. Loss of special privileges (e.g. open campus, open hours, etc.)
 - c. Phone detention
 - d. In-school suspension

- e. After-school detention
- f. Habitual Truancy Referral (to County Attorney's Office)

Make-up Work

1. For absences due to illness: The student should complete make-up work in the same number of days as the absence plus one additional day. In cases of prolonged illness, special arrangements may be made with the teacher(s).
2. For absences due to suspension: Every effort should be made by the student to make up academic work during the suspension period or as arranged with the teacher(s).

BEHAVIORAL GUIDELINES

The Iowa City Community School District is committed to providing the best possible educational environment at each school and to develop student self-discipline. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. The district will endeavor to protect all students' rights in a manner that will not result in disparate impact on students by virtue of race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance. (Policy 502.1). The following constitutes the age appropriate discipline rules and due process procedures for students.

1. School rules apply to students:
 - a. On the way to and from school.
 - b. On the school premises.
 - c. Away from school in connection with school-related activities.
 - d. In other community settings in which student behavior may impact the successful implementation of school programs and/or affects the safety and welfare of students.
2. Students will be afforded due process rights by providing:
 - a. Oral or written notice of the allegation(s).
 - b. An explanation of the evidence behind the allegation(s).
 - c. The opportunity for students to respond to allegation(s).
3. The following is a list of inappropriate behaviors. It is not intended to be exhaustive but is representative of inappropriate actions.
 - a. Intimidating acts or language including initiation/hazing. Students may not report to school dressed for any type of initiation.
 - b. Fighting. Any student who has physical contact in a confrontational manner with a student or school employee will receive a suspension from school, including the possibility of expulsion.
 - c. Distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, inhalants, tobacco, psycho-active and/or other controlled substances, paraphernalia or equipment associated with these substances and/or "look alike" substances that appear to be any of the above substances or immediate association with any of the above activities.
 - d. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, gender identity, sexual orientation, age, or disability. West High School is an institution with a diverse ethnic and racial makeup. It is the policy of our school that all groups be treated in a supportive and equitable manner.
 - e. Making inappropriate or derogatory comments directed toward West High staff or students, including those made via Facebook, Instagram, Snapchat, Twitter or other social media. These behaviors are considered free speech, however, if the school environment is disrupted consequences will likely be issued.
 - f. Theft
 - g. Destruction of property and/or vandalism.
 - h. Repeated acts of belligerence, disruptive behavior, or violation of any school rules. Generally, when a student is repeatedly referred out of a classroom for disciplinary reasons, the student will be withheld from attending the class until a conference is held with the student's parent(s).
 - i. Promotion of gang or gang related activity. This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items which promote gang activity.
 - j. Sexual harassment of individuals or groups.
 - k. Possession or control of an offensive or dangerous weapon/object (e.g., fire arms, knives, explosives).
 - l. False fire alarms, bomb threats, or other similar illegal acts.

- m. Arson or any other inappropriate use of fire.
- n. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
- o. Gambling.
- p. Truancy, unauthorized absence, leaving school at unauthorized time or failure to check in/out upon entering or leaving during school hours, or unexcused tardiness.
- q. Throwing objects (e.g., snow, pencils, rocks, food, etc.).
- r. Failure to comply with a reasonable request of an authorized school employee.
- s. Unauthorized visit to another school.
- t. Misbehavior on the bus.
- u. Failure to attend assigned study halls or detentions.
- v. Any clothing or insignia that is deemed offensive or has the potential to cause a substantial disruption to our school environment will be prohibited from being worn or displayed on school premises.
- w. The use of cellular/portable telephones and other similar communication devices is prohibited during scheduled class time.
- x. Excessive public display of affection at school or school activities.

Latitude for the determination of precisely what sanction should be imposed for each infraction is determined by school personnel. Every effort is made to relate the consequences or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the causes or factors contributing to the student's actions. The range of available consequences of disciplinary measures includes:

1. Develop and follow an improvement plan with administrative, teacher, or counselor assistance and supervision;
2. Warning;
3. Cancellation of special privileges (e.g. open campus, driving privileges, dances, or athletic events);
4. Referral for counseling/staffing evaluation;
5. Reassignment to another class;
6. Confiscation of unapproved items (speakers, skateboards, cell phones, etc.);
7. Parent/teacher conference;
8. Payment of damages;
9. In-school suspension;
10. Out-of-school suspension;
11. Reassignment to an off-site district program;
12. Expulsion;
13. Notification of law enforcement authorities.

In-School Suspension

Students may be assigned in-school suspension to provide a structured program in lieu of an out-of-school suspension. Suspension days are not counted in a student's total of excused absences.

1. Parents/guardians will be notified of the suspension. Parent/ guardian conferences may be required for re-admittance.
2. The student is responsible for making up any academic work missed during the suspension period or as negotiated with each teacher.

Out-of-School Suspension

Students whose presence poses a continuing danger to persons or property and/or ongoing threat of disrupting the academic process will be assigned out-of-school suspension. Suspension days are not counted in a student's total of excused absences.

1. Parents/guardians will be notified of the suspension. Parent conferences will generally be required for re-admittance.
2. Academic work missed due to the suspension must be made up during the suspension period or as arranged with each teacher.
3. Any student who is placed on suspension from school will be prohibited from being on campus grounds or from attending or participating in any extra-curricular activities during the suspension period. This includes any activities scheduled on a non-school day.

Cell Phones

Students may use cell phones during passing time, at lunch, and in study hall while school is in session. All phones must be put away, and ringers silenced before entering the classroom. Phones in use or view during class time may be confiscated by staff (this includes using phones to listen to music.) At West High School the following steps will be used to enforce the policy.

1. At the tardy bell all phones and earbuds are put away and out of sight. (not used as calculators, to listen to music, etc.)
2. If there is a phone or earbuds out we give the students a choice:
 - a. Put the cell phone away in a backpack or purse (NOT a pocket or other location on their person)
 - b. Office staff will come to collect, cell phone stays in office until the end of the school day
3. If a student's cell phone/device becomes a habitual distraction, it may be held at school until a guardian comes to school to pick it up. A conference will be requested with student/guardian/admin to discuss possible solutions and/or additional consequences such as:
 - a. Multiple-day cell/device detention
 - b. Trimester long cell/device detention
 - c. Yearlong cell/device detention

Cell phones with cameras and other portable technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of technology devices in school locker rooms or restrooms. Any recording of illegal or inappropriate activity will result in an out of school suspension (posting or disseminating video will increase suspension length.)

Alcohol/Substance Use/Abuse

(Reference Policy [502.7](#), [502.7G1](#))

The District recognize the following as serious violations of the school's disciplinary Policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the district. It

shall be the responsibility of the student/and or guardian to enroll in the program of substance abuse evaluation.

School officials will also notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of that athletic department or other departments.

Fighting

“Physical fighting, assault, and physical aggression” are defined in the [ICCSA Administrative Procedures for Problem Behaviors](#). This Policy replaces the ICCSD Administrative Procedures for Problem Behaviors only to the extent that it is inconsistent with said Protocol. A student who participates in one physical fight, assault, or act of physical aggression will sign a behavior contract. The terms of the contract will address issues that led to the student’s unsafe and inappropriate behavior and empower the student to avoid future disciplinary measures. A student who participates in a second physical fight, assault, or act of physical aggression, will be referred to the district’s online learning program for a period of 30 school days. The online learning program will require the completion of a tailored curriculum addressing the student’s disruptive behavior. If, after completing the 30-school day online learning program, a student participates in another act of fighting, assault, or physical aggression, the student will be referred to the district’s online learning program for a period of 60 school days.

Due Process

Students are entitled to fair treatment when disciplinary sanctions are necessary. The due process available to students includes:

1. Oral or written notice of the allegation(s) against the student.
2. An explanation of the evidence behind the allegation(s).
3. The opportunity for the students to respond to the allegation(s).

Grievance Procedure

(Reference Board Policy 502.4)

Step I: An attempt shall be made to resolve any complaint in informal discussion between the student and the building principal. Any student with a complaint shall request a meeting with the involved building principal to discuss the complaint within five (5) school days from the date of the event giving rise to the grievance.

Step II: If the complaint cannot be resolved informally, the student may file a grievance in writing, and at a mutually agreeable time, discuss the matter with the building principal. The written grievance shall state the nature of the grievance, the rule or regulation or law in question and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within five (5) school days from the date of the event giving rise to the grievance. The principal must make a decision on the grievance and communicate it in writing to the student and the superintendent or designee within five (5) school days after receipt of written notice of the grievance.

Step III: In the event the grievance has not been satisfactorily resolved at the second step, the student may file within five (5) school days of the principal’s decision at the second step, a copy of the grievance with the superintendent or designee. Within five (5) school days after such a written grievance is filed, the student and the superintendent or designee shall meet to resolve the grievance. The superintendent or designee shall file a written decision within ten (10) school days of this meeting.

Miscellaneous

1. The failure of a student to act on any grievance within the prescribed time limits shall act as a barrier to further appeal.
2. The failure of an administrator to give a decision within the time limits shall permit the grievant to proceed to the next step.
3. The time limits may be extended by written mutual consent.
4. The grievant shall have a right to representation at any step of the grievance procedure.

Dress

([Reference Board Policy 502.1](#))

The major responsibility for acceptable dress and grooming rests with the students and their parents/guardians. Students are expected to dress appropriately for school and all related activities. A student's dress may not constitute a threat to the educational environment, health, safety, welfare, or property of others, and must be in accordance with the public decency and civil statutes.

Students cannot wear or display clothing that has violent language or images, images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, hate speech, profanity, pornography, images or language that create a hostile or intimidating environment. Students may not wear bathing suits or helmets/headgear that obscure the face (except for religious observance or medical purposes). Any clothing or insignia that is deemed offensive, or cause for inciting others will be prohibited from being worn or displayed on school premises. If clothing is deemed disruptive to the educational process, students will be asked to correct the situation, parent/guardians may be contacted.

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. Cleavage does not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1. Students Must Wear:
 - a. Top: Shirt/Dress
 - b. Bottom: pants/sweatpants/shorts/skirt/dress/leggings (There will be no restriction on the length of shorts/skirts/dresses so long as they do not expose genitalia or buttocks)
 - c. Shoes: activity-specific shoes requirements are permitted (for example for sports)

** High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment specific dress but should not focus on covering girls' bodies or promoting culturally specific attire, or gender-specific requirements.

2. Students May Wear:
 - a. Hats, including religious headwear
 - b. Hoodie sweatshirts (over the head is allowed)
 - c. Fitted pants, including leggings, yoga pants, and "skinny jeans"
 - d. Midriff baring shirts
 - e. Pajamas
 - f. Ripped jeans
 - g. Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
 - h. Athletic attire
 - i. Clothing with commercial or athletic logos

Lockers

Student's lockers are the property of the Iowa City Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should not share their locker combination with others, allow others access to their lockers, or store valuables in their lockers. It is the responsibility of each student to keep their assigned locker clean and undamaged. Since West High School is not responsible for losses, students should not bring valuables or large amounts of money to school.

Student's lockers can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense has occurred, or a school district policy, rule or regulation has been violated.

Textbooks

All textbooks will be checked out through the West High Library. Each student is responsible for the safekeeping of their textbooks. A fine will be assessed for excessive wear or damage to books and for lost or stolen books.

Cars and Parking

All students who drive cars to school are required to have their vehicles registered in the Main Office. Upon completion of a registration form each student will be issued one parking permit. This will be displayed by hanging the parking pass from the vehicles' rearview mirror. If a student changes vehicles they should notify the main office and then move their parking permit to the new vehicle.

Students are required to park in designated student parking spaces and should not block other vehicles. Students are NOT permitted to park in the front of the building, in the driveway in front of the building, staff lots, behind the industrial technology classrooms and Little Theater, or in driveways of the gymnasium entrances. West High School and local traffic regulations shall be observed on school property. All cars and motorcycles driven to school must be parked upon arrival in the designated student parking areas. Students are not permitted to drive their vehicles around campus grounds. Careless or reckless driving may be reported to the police department and may result in disciplinary consequences.

Transportation to School Activities

During the course of any school year, there are a multitude of after school activities held on our high school campus, in the local community area, as well as outside our school community. Typically, transportation for students will be provided for those activities held at sites beyond the local area of our community. This would normally include bus or van transportation for students. For after school or weekend activities held on our campus or within the local area, transportation would not be provided by the school. The manner in which students would be transported to and from these types of activities would remain the responsibility of parents/guardians and students.

Posters/Signs

All posters or signs must be approved by faculty advisors or an administrator before posting on the announcement boards located throughout the building. No signs should be placed on walls, windows, or doors.

Open Campus

With parent approval, West High's open campus program allows eligible eleventh and twelfth grade students the opportunity to accept responsibility in planning the use of their time during "open" class periods. Open campus privilege may be revoked immediately for any student who has difficulty in following school rules and regulations or whose academic performance is deficient.

Students who remain on campus during open periods must report to one of the following areas:

1. The library is an area to be used for quiet reading and studying. A productive, working environment is to be maintained.
2. During non-class time, students may request teacher permission to work independently in a classroom if the activity does not interfere with the regular classroom activity.
3. Southwest grounds/student plaza - The only area outside of the building students may use for study, conversation, and recreation during the school day is the southwest grounds bounded by the driveway, east sidewalk, and the academic wing.

NOTE: Students who return to campus prior to their next scheduled class are required to report immediately to one of the designated open campus areas.

Restricted Areas

1. Halls—hallways are to be used only as a means of moving from one designated area to another. Hallways are not open campus areas. Students should not loiter in any hallways during class periods or lunch.
2. Commons Area—the commons area is to be used for meeting with students five minutes before and after the class period begins and ends.
3. Parking Lot—a parking lot is provided for student vehicles. The parking lot area is a restricted area for all students and is to be used only by students arriving and leaving campus. Students are not permitted to loiter in the parking lot.
4. Auditorium—unless accompanied by a staff member, students may not be in the auditorium, restrooms, the lobby area, the stage, or backstage areas. Only staff members/students who are trained technicians and are designated by the Auditorium Supervisors as such may enter the technical booth. Proper behavior by all participants will be required in using the auditorium. Inappropriate behavior includes jumping over rails or seats, feet on chairs, arm rests, or backs of seats, or bringing backpacks or bags into the house. No food or drink will be allowed in the auditorium.

School Grounds

Other than the southwest student plaza, all other outside areas are restricted during open class times. West High School students are part of a larger local community and the rights of other community members should be respected. Private property surrounding school grounds should be respected and students should avoid loitering, littering, trespassing, vandalizing, or other improper activities in these areas.

Closed Campus

Ninth and tenth grade students are required to be on campus at all times during the regular school day. All students must report to all assigned study halls and class rooms unless excused by a teacher or administrator.

Study Hall

Ninth and tenth grade students will be required to report to study hall during periods 1 through 7 when not scheduled for a class. Juniors who are taking only five courses will be assigned to one period of study hall daily. Unexcused absence from study hall will result in a disciplinary consequence. While in study hall, students are expected to conduct themselves as they would in a classroom. Students must bring enough work to occupy them for the entire period. Access to the Library and Computer Lab will be monitored and may be restricted due to availability of space, the amount/type of work a student is doing, and the conduct of the student.

Initiations, Hazing, Bullying or Harassment

[\(Reference Board Policy 104\)](#)

The Iowa City Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

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

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

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

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

Retaliation Prohibited

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

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

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

· "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantial detrimental effect on the student's physical or mental health.

- Has the effect of substantially interfering with a student's academic performance.
- 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.

· "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

· "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail themselves of this procedure may do so by filing a complaint with the superintendent or designee. An alternate will be designated in the event it is claimed that the superintendent or designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

The ICCSD Anti-Bullying/Anti-Harassment board policy, and the discrimination process and forms can be found on the district website at <https://www.iowacityschools.org/Page/18438>.

Search and Seizure

([Reference Board Policy 502.8](#))

All school property is held in trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to:

- non prescription controlled substances; marijuana; cocaine; amphetamines, barbiturates; apparatus used for controlled substances; alcoholic beverages; tobacco; e-cigarettes, vapes, Juuls, etc.; weapons; explosives; poisons; stolen property; items violating other school policies/rules/regulations; items not being used appropriately

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 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.

Weapons Policy

([Reference Board Policy 502.6](#))

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

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

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

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

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

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District 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 in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances', drama productions, speech contests, National Honor Society, all co-curricular clubs (e.g. Math Club, French Club), all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the Iowa City Community School District outside the classroom.

Academic Eligibility

To be eligible for a high school activity, students participating must:

1. Be enrolled or dual-enrolled in school;
2. Have earned passing grades in all classes the previous trimester;
3. Be enrolled in at least four full-time classes in the current trimester;
4. Be under 20 years of age;
5. Be enrolled in high school for eight semesters or less;
6. For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
7. Special Education students who have an IEP shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives in the student's IEP.
8. An academically ineligible student, with administrative and coach/director approval, may practice but cannot participate in any competitions or performances.

School Attendance

1. A student is expected to attend one-half school day based on their schedule, immediately prior to the competition or practice to be eligible to participate in a practice, competition or performance scheduled on the same date, unless otherwise authorized by principal or designee.
2. Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
3. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extra curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities, as set out in the section marked Penalties.

1. Possession, use, or purchase of tobacco products, regardless of the student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Penalties:

Any student who is found to have violated the Good Conduct Rule during the school year or summer is subject to a loss of eligibility as follows:

1. First Offense within the Student's Athletic /Activity Career - suspension from one-third of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
2. Second Offense within the student's contests or performance dates with professional evaluation prior to reinstatement where applicable.
3. Third Offense within the Student's Athletic/Activity Career - suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.
 - a. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
 - b. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
 - c. An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
 - d. If a student fails to complete an activity in which they are serving a penalty for a Code of Conduct violation the full penalty will attach when the student next seeks to go out for an activity subject to the 12 month limitation.
 - e. If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a trimester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for one-third of the competitions or performances. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.
 - f. The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

Transfer Students

Eligibility for students who transfer into the Iowa City Community School District from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

If the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible until that period of time has been completed.

Due Process Procedures

Due process procedures as stated below will be followed. After the District receives information concerning a possible activity code violation, this process will include:

1. The District will provide oral or written notice to the student of the allegation(s) against the student;
2. The District will review the evidence supporting the allegation against the student;
3. The student will be provided an opportunity to respond to the allegation(s);
4. The District will then determine whether a violation of the Good Conduct Code has occurred, and notify the student of that determination;
5. The determination of whether there was a violation of the Good Conduct Code will be made by the principal, the coach or staff person supervising the extracurricular activity, and the athletic director, if applicable.

Appeals

A student or the student's parent(s) or legal guardian may appeal the decision if an activity code violation did occur by notifying the associate superintendent in writing of the desire to appeal.

The student may have their parents/guardians participate in the appeal process. By the conclusion of the third school day after an appeal has been filed, the associate superintendent will issue a decision on the appeal of the alleged violation of the Good Conduct Code. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

Additional Guidelines

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and the administration. The Student Activity Conduct Code will be shared in writing with students and parents at the beginning of the season or activity.

The Student Activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administrator to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur.

The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

COMMUNITY INVOLVEMENT

School Volunteers

([Reference Board Policy 903.2](#))

Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Iowa City Community School District. The following guidelines were created to ensure the safety of students, volunteers and staff. All volunteers must complete ICCSD background checks and enrollment procedures and:

1. Will adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
2. Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who works directly with students or assists staff on a regular basis; supervises/ chaperone students; or acts as a primary authority figure must complete volunteer information and disclosure statements.

Parent/Guardian Involvement

Parents/Guardians are encouraged to be actively involved in their students' high school careers.

Parental/Guardian involvement has a positive influence on student success in school. Parents/Guardians can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and consuming social media. Parents/Guardians may be involved at West High in a variety of ways such as volunteering regularly, attending Back-to-School Nights, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their students' high school experience. Please contact the West High Main Office if interested in further information about the PSTO.

Auditorium Use

All events, whether for the school or the community, must be scheduled through one of the auditorium supervisors. For functions outside the jurisdiction of the ICCSD, users of the facilities will be asked to reimburse West High for expenses incurred in the supervision and maintenance of the auditorium. School personnel will serve as technical and stage supervisors. Contact the West High Main Office for further information.

For concerns about school districts or governing boards the Iowa Department of Education has made available this website for [Parent, Guardian, and Community Concerns](#).