WHS STUDENT HANDBOOK

Revised August 2026

Purpose

The purpose of this handbook is to help students and guardians understand school policy and 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 on the district's website.

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, marital status, sexual orientation, gender identity, or socioeconomic status in its educational programs, activities, or 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 the Student Success Office at StudentSuccess@iowacityschools.org for programming, or the Human Resources Office at HR@iowacityschools.org for employment (2255 N. Dubuque Rd, Iowa City, IA 52245, 319-688-1000). If you are unsure how to proceed or would like assistance in discussing your options, you may also contact the Ombuds at 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/or any materials related to the class.
    b. Achieve maximum performance in class through effort, attitude, and daily attendance.
        i. 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.
    c. 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 unless otherwise directed by the teacher.
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. Replacement cards cost $3.00.

GENERAL STUDENT INFORMATION

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 School Counseling Office; (319) 688-1053. A link to the Infinite Campus login is accessible from the district website at Infinite Campus - Iowa City School District. The Infinite Campus Mobile App download directions are accessible at the same district website location.

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 $65.00. The pass will be digital and students may screenshot the pass or add it to their Apple wallet. Each activity pass may only be scanned once each day.

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. The West High building tech 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. The library 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.

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.

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.

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 19 years of age, or any West High students who have temporarily, or permanently lost this privilege. If students have 3 or more unexcused absences in the two weeks prior to Homecoming or Prom they are not allowed to attend the dance. **Additionally, if students have had a disciplinary suspension they may not be allowed to go to Prom.**

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

1. The faculty sponsor must meet with their 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.

Food Deliveries
Food delivery apps such as GrubHub, Uber Eats, Door Dash, etc. should only be utilized by students when it will not disrupt their learning. Students will not be allowed to leave class to retrieve a food order. Students are expected to communicate with delivery services and be present when the food arrives. West High staff will not accept food deliveries for students who are not present.

Lost and/or Found Items
Lost items should be reported to the Main Office. Students who find or locate items not belonging to them should bring the items to the Main Office. Students may check the Main Office during open hours, lunch, or before/after school for any lost items. West High is not responsible for lost property that students did not secure in a locker or other safe place.

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. Signs placed in unapproved locations will be taken down to prevent damage to paint or door finishes.

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.

STUDENT SERVICES AND EDUCATIONAL RIGHTS

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.
- If a student is caught stealing items from the serving area they may be issued a lunch detention or other consequence consistent with the district Comprehensive Behavior Approach.
- Students may eat their lunch outside in the courtyard. 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.

Health Office

If a student becomes ill while at school they should report to the Health Office, located next to the School Counseling Office. 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. 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 Jamie Mears, West High School Nurse, 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.

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 seek input from individuals informally or request assistance in defining a concern, identifying strategies to address it, implementing those strategies, or 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 or school counselor. More information about 504 plans 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 services 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).

The mission of special education is to facilitate appropriate education for students with diverse learning needs and abilities; this is accomplished through collaboration with general education to provide a continuum of services delivered in the least restrictive environment in partnership with families. You can learn more about our service delivery model in the District Developed Service Delivery Plan.

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 to 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. https://studentprivacy.ed.gov/file-a-complaint

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.

ICCSD 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. ICCSD 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. ICCSD 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. https://studentprivacy.ed.gov/file-a-complaint

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.

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 Voluntary Transfers - Iowa City School District 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.

Directory Information

Student directory information is designed to be used internally within the school district. 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.

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, 2255 N. Dubuque Rd., 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.

ATTENDANCE

Absence Definition

A student is considered absent if they are not physically on school grounds, or are not participating in a required school-directed activity under the direction, supervision, or instructional guidance of educational staff at an approved off-grounds location (ie. a class field trip).

It is understood that students will be absent for a variety of reasons, including illness, family activities, vacations, dentist/medical appointments, funerals, etc. Parents should notify schools of the reason for the absence prior to the start of the school day. The school must be notified of the reason for the absence no more than 48 hours from the beginning of the absence, and any required documentation must be provided within 5 school days in order to have the absence excused.

The following absence types will not count towards student absenteeism and will be coded as excused in Infinite Campus:

1. Absences related to illness or medical appointment
    a. After a student reaches the equivalent of eight (8) days of excused absences, parents will be required to provide documentation for medical absences to be excused.
    b. Families are encouraged to provide documentation for ongoing health concerns to the school so that we can proactively work with your family to best serve your student
2. Absences related to a family medical emergency
3. Absences while attending religious services or receiving religious instruction
    a. Religious services may include but are not limited to holiday services, weddings, funerals or other celebrations of life, and other rite of passage religious services.
    b. For religious instruction:
        - A parent must submit a notification informing the school that the child will be attending religious instruction during the day, indicating the days and times that the student will be absent.
        - The student cannot be absent for more than 5 hours a week for religious instruction.
        - The organization providing religious instruction must maintain attendance records and provide to the school upon request
        - The student must make up any school work not completed while attending religious instruction.
4. Absences excused for sufficient reason by any court of record or judge
5. Absences related to an Individualized Education Program (IEP) that affects attendance
6. Absences related to a Section 504 plan under the Federal Rehabilitation Act that affects

attendance
7. Absences related to military service, or the student's military entrance processing
8. Absences related to reasonable travel time for attendance at a wedding or funeral as determined by the building administrator based on the travel distance.
9. Absences related to college visits for high school students, as these are considered part of our educational program

Any absence that does not fall into one of the above categories, will appear as unexcused (UA) in Infinite Campus and per State law, will count toward student absenteeism as explained below.

Reporting an Absence

The West High attendance office shall be notified of a student's absence prior to the start of the school day by using the "Reporting Absences Through Infinite Campus" or "Attendance Call Method" as outlined below. When a student is expected to be in school but is not there, the school will call guardians out of concern for your student's safety. Students are not allowed to communicate their own absences.

Reporting Absences 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.

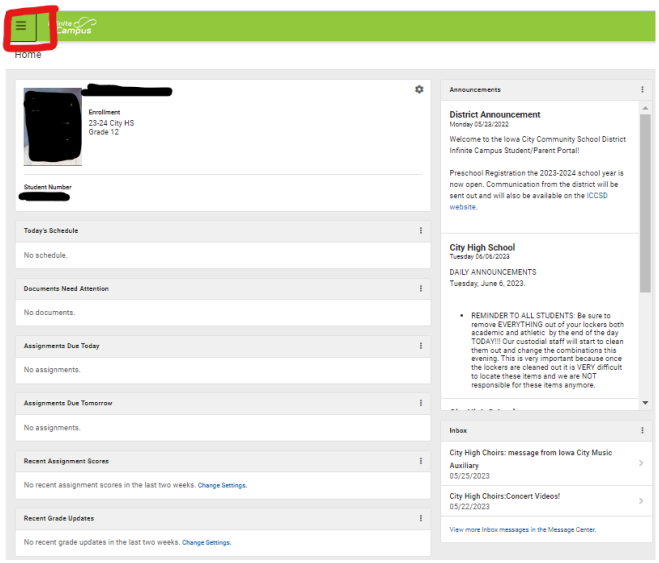
You can access the Absence Request feature on Infinite Campus' home page by following the steps below:

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.

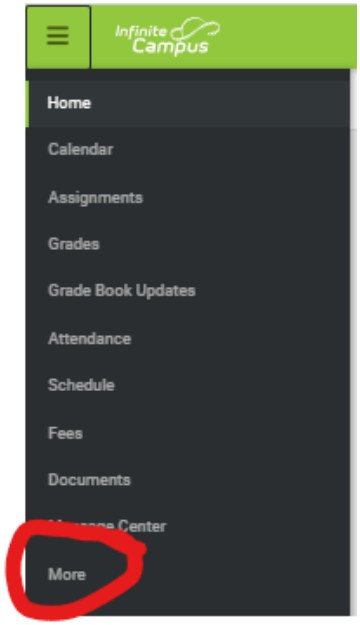
- Choose your student.
- Pick the Excuse from the pulldown menu
- Pick the absence Type
- For a Full-day Absence, you will need to pick the date(s) of the absence.
- For Late Arrivals, you will need to pick the date and the time of arrival.
- For Early Releases, you must pick the date and the time of 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.

Infinite Campus Parent Portal Absence Request Instructions

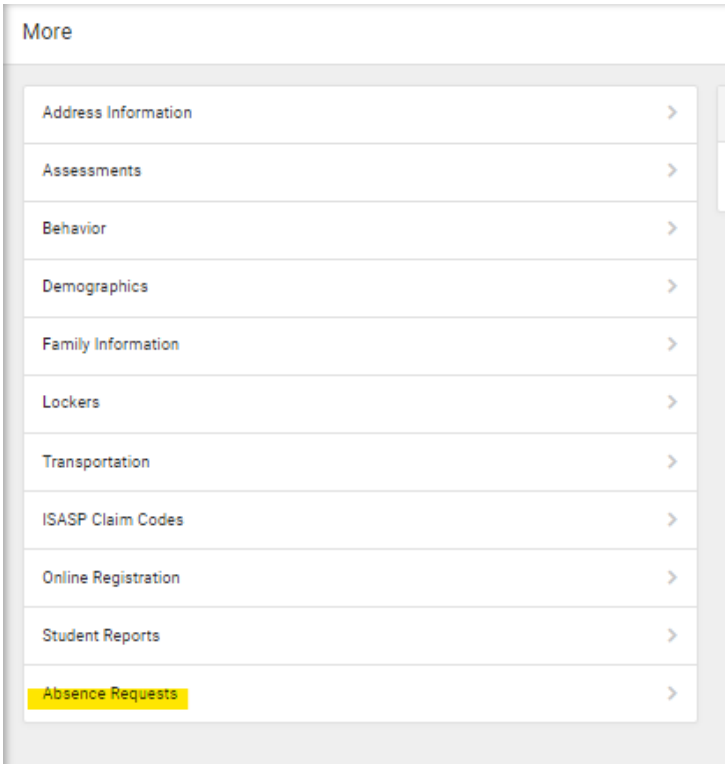
1. Log into the parent portal via the IC parent portal app on your mobile device, or through the Infinite Campus Website. Instructions for access the parent portal can be found at: https://www.iowacityschools.org/domain/31
2. Select your student
3. In the upper left hand corner, select the menu icon with 3 lines:



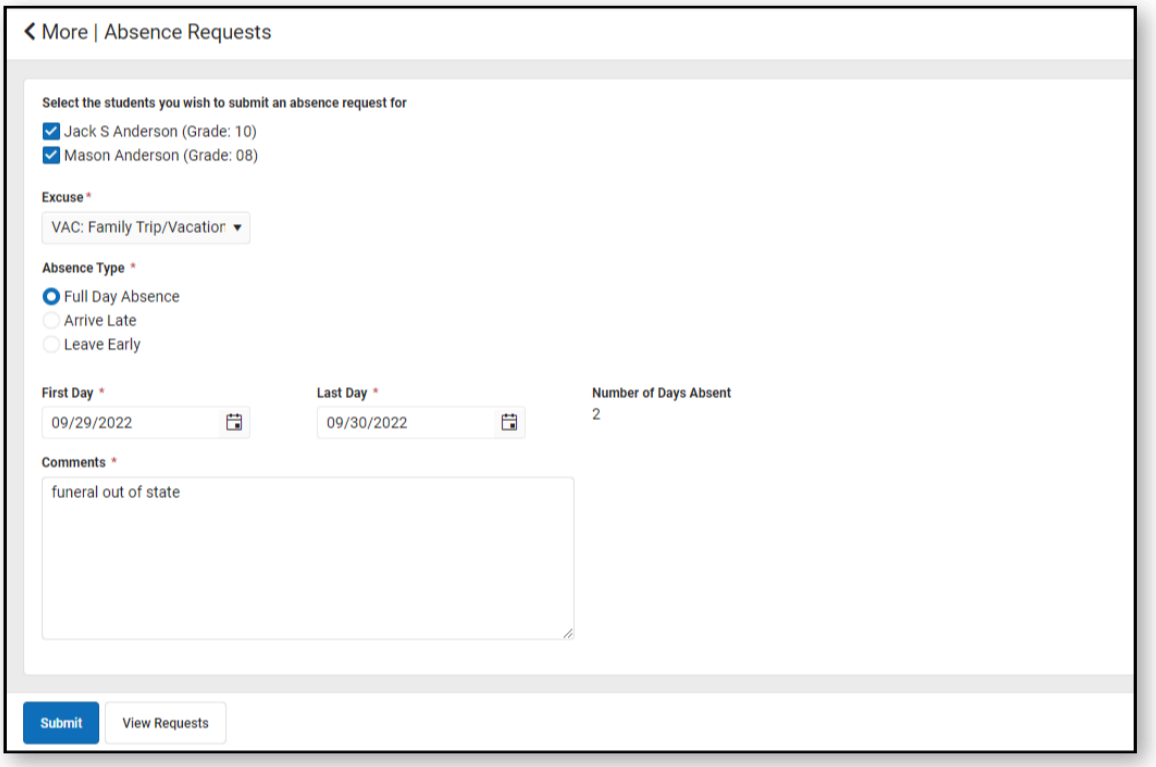
4. Select “More” from the drop down menu



5. Select “Absence Requests”



6. Check the box for the student that you are making the request for:



7. Select the absence reason from the drop down menu
8. Select absence type
9. Enter date(s)/time of absence
10. Enter additional information in Comments
11. The school will review the request. If the absence is approved, they will enter the attendance information in Infinite Campus. If it is not approved, or they need additional information, they will contact the parent/guardian making the request.

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 uncommunicated 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 School 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.*

Partial Day Absences/Late Arrivals

- Students must be in attendance at school during afternoon classes in order to participate in an after-school activity or event. Parent/guardians must communicate absences due to appointments prior to the end of the school day.
- 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 24 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/School Facilitator will contact home to inform parent/guardians that the student has received their 3rd tardy. Student phone is collected for ½ day and held in office. Additionally, attendance at extracurricular activities may be limited.
    - 4th-6th tardy to class - Staff will collect student phone for full day. Continued tardiness will result in continued phone confiscation, and/or a guardian meeting.
    - 7+ tardies - Student phone collected for full day, every day until Parent/Guardian meeting is held with administrator.

Tardy Counts reset every month

- Late arriving students who have missed 25+ minutes of a class period 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, they must report to the Health Office where a school official will notify a parent/guardian and/or administrator before a student is sent home. Students will be marked "*MEDX*" in Infinite Campus. **If a student exceeds 8 MEDX days, they will be marked *ILL* moving forward and all further absences must be excused by a medical provider to be a state excused absence.**
- Checking In/Out: Students arriving at school after the start of first period must sign in at the Main Office. Students leaving and/or returning to campus during school hours are required to check out/in at the Main 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.

Excessive Absences

Absences can be classified as either state approved or uncommunicated; however, regardless of absence classification, the number of days absent can reach a level of concern and be considered excessive.

- Uncommunicated absences are considered chronic upon the sixth day during a trimester. A student may lose credit in that class if they have accrued 6 or more uncommunicated absences (UAs) by mid-term or thereafter, and student's respective class grade is below 35%.

Process for Addressing Absenteeism

Schools will send notifications to guardians when a student has reached the 5%, 10%, and 15% absenteeism threshold for the grading period (See chart below).

  - Notifications are sent when a student has accumulated the number of absences that will result in the percentage of unexcused absenteeism at the end of the grading period. For example, if an elementary student has missed 6 unexcused days of school in a term, the student will be at 10% absenteeism at the end of the grading period, so the 10% notification is sent after the 6th day is missed.
- State law requires a certified letter be sent when a student has reached 10% unexcused absenteeism in a grading period. In addition the school is required by law to notify the county attorney.
- When a student reaches 15% unexcused absenteeism in a grading period, a School Engagement meeting is required by Iowa law. An Absenteeism Prevention Plan will be created at the School Engagement meeting. The goal of this plan is to work together to resolve absenteeism, address attendance barriers, and assist the student in attending school.
- If the student and/or the student's guardian fails to attend a School Engagement Meeting, fails to enter into an Absenteeism Prevention Plan, or does not meet the terms of the Absenteeism Prevention Plan, Iowa law provides that the county attorney may initiate a legal proceeding.

	Grading Period	**5% Absenteeism**	**10% Absenteeism**	**15% Absenteeism**
All Students	Trimester (60 days)	3 Days	6 Days	9 Days

* Please see the Iowa City School District Website for additional clarification

School Consequences for Absences

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

1. A student accrues 6 or more uncommunicated absences (UAs; absences that the student's family did not communicate to the school) 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 during 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 may potentially be dropped and they will re-enroll at the next trimester… student cannot be on campus (educational services will be provided remotely)

West High Class Drop Policy

- 10+ UAs in any one class may result in a drop from the class(es) with an F or W pending time in term
    - If a student drops below FOUR enrolled courses; they are no longer a full-time student and are ineligible for extra-curriculars
- Mid-Term Drops
    - 6+ UAs in a class and a grade <35% in a class at the mid-term is subject to a drop with an F
    - Drops can occur at the mid-term or any point thereafter
    - Compulsory Age students will be re-enrolled in another course if available
    - Non-Compulsory Age students will lose the course and may not have a class rescheduled
    - *All students are subject to complete schedule adjustments if attendance is poor in all classes at designated times*

- *Note:* Attendance will impact student eligibility at extra-curricular activities and school events

Uncommunicated Absences (Additional Information)

A student will be marked absent if they leave the classroom and miss 25 minutes, or more, of the designated class period or are NOT in class at all. An uncommunicated absence is an absence which has not been communicated by parent/guardians or school officials. Parents/guardians will be informed of uncommunicated absences via phone call. Academic & school consequences for uncommunicated absences include:

1. Possible reduction of credit for class work missed the day of an uncommunicated 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, extracurricular participation, etc.)
    c. Phone detention
    d. In-school suspension
    e. 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). Students should check Canvas in order to stay current with class assignments and activities.

West High School Missed-Class Assessment Policy

If a student misses a class on an assessment day…

- UA- Unexcused
    - Teachers will contact parent/guardians to alert them of missed assessment and to refer to student handbook for make-up assessment policy guidelines
    - Assessments can be immediately entered into the gradebook as a ‘0. This is a placeholder until the student makes up the exam. The ‘0’ will remain until the assessment is completed.
    - Student has four class periods (school days) to reassess/take assessment upon first returning to class
    - Student must schedule assessment opportunity with teacher
        - Student is NOT eligible to reassess

- CAO- Communicated Absence from Parent/Guardian
    - Assessment score not entered within the first four class periods upon return
    - Student has eight class periods (school days) to reassess/take assessment upon first returning to class
    - Teacher and/or student schedule assessment opportunity
        - If student fails to meet scheduled assessment time, a ‘0’ can be posted
    - Assessments can be immediately entered into the gradebook as a ‘0. This is a placeholder until the student makes up the exam. The ‘0’ will remain until the assessment is completed.
        - Student is NOT eligible to reassess
    - *Note: Out-of-School Suspension follows the same procedure*

- Ill/APP- Illness/Appointment Communicated Absence from Parent/Guardian
    - Assessment score not entered within the first four class periods upon return
    - Student has eight class periods (school days) to reassess/take assessment upon first returning to class
    - Teacher and/or student schedule assessment opportunity
        - If student fails to meet scheduled assessment time, a ‘0’ can be posted
    - Assessments can be immediately entered into the gradebook as a ‘0. The ‘0’ will remain until the assessment is completed.

- Excused Absences: MEDX; FMEX; REL; CRTX; 504X; IEPX (Documentation Provided)
    - Assessment score not entered within the first eight class periods upon return
    - Student has twelve class periods (school days) to reassess/take assessment upon first returning to class
    - Teacher and/or student schedule assessment opportunity
        - If student fails to meet scheduled assessment time, a ‘0’ can be posted
    - Assessments can be immediately entered into the gradebook as a ‘0. The ‘0’ will remain until the assessment is completed.

- School Appointed Absence:
    - Assessment score not entered within the first four class periods upon return
    - Student has eight class periods (school days) to reassess/take assessment upon first returning to class
    - Teacher and/or student schedule assessment opportunity
        - If student fails to meet scheduled assessment time, a ‘0’ can be posted
    - Assessments can be immediately entered into the gradebook as a ‘0. The ‘0’ will remain until the assessment is completed.

Note: Assessments can be completed ahead of set deadlines or prior to absences

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 online 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*
    A. ChatGPT, Gemini, Copilot, and similar large language models (LLMs) are highly advanced artificial intelligence models that 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. Generative 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 generative AI will limit or prevent academic progress. Generative AI should not be heavily relied on because it often provides false, inaccurate, or misleading information.

D. Using generative AI to complete work you are expected to complete is a violation of the honor code.

<table>
<tr><th colspan="4">Iowa City Community Schools: Student Guidelines for Generative AI</th></tr>
<tr><td>1. Definitions</td><td colspan="3">

Generative AI: Creates new content like text, images, audio, or code based on data it's been trained on. It's like a creative machine! (ex. ChatGPT, Gemini, CoPilot, etc.)
Predictive AI: makes predictions based on patterns from historical data (Grammarly, Google Doc word prediction, YouTube suggested videos, etc.)
Algorithm: A set of instructions the AI follows to learn and generate content. Think of it as a recipe for creativity.
Training data: The information the AI learns from, like books, pictures, or code. It's like giving the AI building blocks for its creations.
Responsible use: Using generative AI tools in a way that is ethical, legal, and respectful of others.
Prompt/Prompting: User-generated instructions for a Generative AI tool to use when creating a response.

</td></tr>
<tr><td>2. Responsible Uses in the Classroom</td><td colspan="3">Below are guidelines on how you might use AI for your learning. Make sure to ask your teacher how much you're allowed to use AI because it might be more than what has been outlined. ⚠️
Note: If AI use is permitted, you must always complete the “finalizing” stage below.
<table>
<tr><th></th><th>Levels</th><th>Levels of Responsible Use</th></tr>
<tr><td rowspan="5">Level(s) determined and clarified by the teacher for academic tasks</td><td>No Use</td><td>Generative AI may not be used for academic tasks, in any form, and the use of such tools is strictly prohibited.</td></tr>
<tr><td>Clarifying</td><td>Generative AI may be used to gain clarity on academic content.
🔍 Does it pass the CRAAP Test?</td></tr>
<tr><td>Planning</td><td>Generative AI may be used for the planning elements of academic tasks such as gaining inspiration, ideation, brainstorming, organizing, structuring, etc.
🔍 Does it pass the CRAAP Test?</td></tr>
<tr><td>Assisting</td><td>Generative AI may be used to assist in drafting work of an academic task, but students must integrate their own thoughts and ideas, ensuring the AI’s contribution is supplemental.
🔍 Does it pass the CRAAP Test?</td></tr>
<tr><td>Revising/ Editing</td><td>Generative AI may be used to gain feedback for making improvements to the clarity or quality of work to enhance the final product.
🔍 Does it pass the CRAAP Test?</td></tr>
<tr><th></th><th>Level</th><th>Acknowledging Responsible Use</th></tr>
<tr><td></td><td>Finalizing</td><td>All submitted work by a student must either be original work or properly attributed to external sources, as stated by the</td></tr>
</table>
</td></tr>
</table>

Iowa City Community Schools: Student Guidelines for Generative AI			
	Must be completed by students when levels beyond "no use" are permitted		academic code of conduct. This includes students acknowledging all instances in which generative AI tools were used in an academic task using the following format. *I acknowledge the use of [insert AI system(s) and link] to [specific use of generative artificial intelligence]. The prompts used include [list of prompts]. The output from these prompts was used to [explain use].* Any inaccuracies or other deficiencies cannot be excused based on originating from an AI tool.
3. Prohibited Uses	Generative AI tools **<u>may NOT</u>** be used in violation of terms of service, academic code of conduct, or board policy. Specific examples might include: ● Academic misconduct: such as plagiarism and cheating (Policy 605.6R1) ● Harm: such as bullying, harassment, or other outputs that might be a detriment to the student's physical or mental health (Policy 104)		
4. Response to Violation	If a violation is suspected, a response will be determined that aligns with the academic code of conduct and board policy.		
5. Review	The student guidelines for generative AI will be reviewed on an annual basis and updated as needed.		
6. Special Considerations	● Data privacy and security: Students should not input any personally identifiable information into any generative AI tools. ● Be aware of potential bias: AI algorithms can reflect the biases present in the data they are trained on such as societal biases surrounding gender roles, race, religion, and politics. Be critical of the outputs from generative AI tools as they are prone to generating made-up information (hallucinations).		

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.

- **<u>1st Offense (No Definitive Proof)</u>**

  - Student is allowed to reassess or redo an assessment determined by the teacher.
  - No penalty to the grade is applied.
  - Minor behavior referral is submitted to document the occurrence.

- **<u>1st Offense (Definitive Proof)</u>**

  - Student is allowed to reassess or redo an assessment determined by the teacher.
  - Student may earn 70% of their earned score on reassessment/redo.
  - Major behavior referral is submitted to document the occurrence.

- **<u>2nd and Subsequent Offenses</u>**

  - Student is allowed to reassess or redo an assessment determined by the teacher.
  - Student may earn 50% of their earned score on reassessment/redo.

- Major behavior referral is submitted to document the occurrence.

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 305 credit hours which includes 220 subject area requirements and 85 elective credits. Only students who have successfully completed a minimum of 290 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

**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	85 Credits
		370 Credits		**305 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 305 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

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 IGHSAU 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.

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.

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. 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.

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.

NCAA Eligibility

The following courses are denied for NCAA eligibility: Contemporary Literature and Acting.

West High Grading Policy

1. *Late Work*

Late work must be turned in by the end of each unit of study. Once the unit exam has been taken, late work will not be accepted. At the end of each trimester, late work must be turned in on the day before trimester finals

begin.

2. *Extra Credit*

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

3. *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.

4. *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)

5. Retakes/Reassessment Policy

2026–2027 Implementation: Gradual Release ***Goal: Wean students off reliance on reassessment while maintaining access for learning***			
2026-2027 Trimester 1	**2026-2027 Trimester 2**	**2026-2027 Trimester 3**	**2027-28**
Students must be given the opportunity to reassess **three** separate assessments up to mastery (100%). One reassessment is permitted per assessment. Additional reassessments are reserved for students who do not reach proficiency (70%) and are capped at a maximum score of 70%.	Students must be given the opportunity to reassess **two** separate assessments up to mastery (100%). One reassessment is permitted per assessment. Additional reassessments are reserved for students who do not reach proficiency (70%) and are capped at a maximum score of 70%.	Students must be given the opportunity to reassess **one** assessment up to mastery (100%). One reassessment is permitted per assessment. Additional reassessments are reserved for students who do not reach proficiency (70%) and are capped at a maximum score of 70%.	Students must be given the opportunity to reassess **one** assessment up to mastery (100%). One reassessment is permitted per assessment. Additional reassessments are reserved for students who do not reach proficiency (70%) and are capped at a maximum score of 70%.
Expectation: ● **Teachers intentionally shift responsibility to students over time** ● **Maintain alignment with guiding beliefs (learning-focused, not grade-seeking)**			

Purpose

1. Ensure reassessment practices support learning while maintaining accountability and consistency
2. Provide students with opportunities to demonstrate learning of essential standards
3. Create a policy that is more manageable and sustainable for students and teachers
4. Align reassessment policy with school values by reinforcing the importance of attendance, participation, and active engagement in the learning process

Guidelines for Reassessment

1. Only items in the assessment gradebook category earning under 90% are eligible for reassessment

2. Collaborative teams **MAY** allow more than the minimum reassessments per trimester
3. Reassessment must be completed within two weeks of score entry (Infinite Campus)
4. Students must complete required relearning tasks (set by the CT) before reassessment
5. Final score = highest score earned
6. End-of-trimester assessments are not eligible due to grading timelines
7. Reassessments must measure the same learning targets and maintain comparable rigor

Proficiency Credit Option

1. Students will be given a proficiency credit option for all assessments. Any assessment that receives a non-proficient grade (below 70%) can be reassessed up to a proficient grade (70%).

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 their 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 they plan 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.

SCHOOL COUNSELING POLICIES AND PROCEDURES

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 X (formerly known as 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-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.

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 uncompelling 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. School counselors will provide guidelines on the deadline for these requests.
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. A student may drop a class with a “W” two days after conferences (mid-term) with a W. After that time it is recorded as an F.

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.

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.

National Honor Society Membership

The requirements for National Honor Society membership are:

1. Junior or senior class standing;
2. 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. 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.

****Additional Requirements starting 2024-25 Academic Year****

All previous requirements, new GPA thresholds and additional volunteer hours have been added.
The new requirements starting with the Class of 2025 are the following:

Class of 2025 Cumulative GPA-3.50
Class of 2026 Cumulative GPA-3.60 and 10 volunteer hours
Class of 2027 Cumulative GPA-3.65 and 15 volunteer hours
Class of 2028 Cumulative GPA-3.75 and 25 volunteer hours

All volunteer hours should be submitted through the Silver Cord program.

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.

Please visit our website to fill out the proper form for submitting hours. 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 Brittany McConnell at mcconell.brittany@iowacityschools.org with questions regarding acceptable service activities.

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.

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, their counselor, and guardian(s). In order to be eligible, the student must be earning a passing grade at the time credit was lost.

Withdrawal from School

(Reference Board Policy 501.7)

The School Counseling 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.

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.

Our primary goal is for students to be in school each day and to confirm their safety with a parent or guardian if they are absent. We understand that students may need to be absent for various reasons such as illness, medical appointments, or other personal matters. While the school will not determine whether an absence is excused or unexcused, the State of Iowa requires us to track the number of days missed. The Iowa Department of Education has guidance that districts must follow to address absenteeism. In compliance with State Law, schools will send notifications to guardians when a student has been absent a certain number of days each grading period.

Student Support Team

West High administrators, school counselors, and other support staff 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.

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 988. 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 988 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 Resources

National Suicide Prevention Lifeline……..……...988 or text your need to 988
National AIDS/HIV Hotline……...……..….1-800-342-2437
Child Abuse Hotline…….....…1-800-362-2178
Domestic Violence Intervention Program (24 hour hotline)……...…1-800-373-1043
Rape Victim Advocacy Program……..……1-800-288-1625
Iowa Crisis Chat……....……...…1-800-448-4663
Iowa Domestic Violence Victim Support……..…..….1-800-770.1650 or text IOWAHELP to 20121
Homework Help……..….....….brainfuse.com

BEHAVIORAL GUIDELINES

CAMPUS SAFETY

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.

Entrance Doors

After the school day begins, all doors will be locked. Students and guests can access the building by ringing the doorbell, showing ID, and having office staff grant entry. Students entering the building after the school day begins will be routed directly into the main office from the main entrance. Students will sign in and receive a pass in order to enter their class late. 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.

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.

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.

Open Campus

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. The student commons may be used to socialize with friends, purchase items from the Pump It Up student run coffee shop, or work on homework. Students without open periods will be directed to leave the commons.
3. Students may request teacher permission to work independently in a classroom if the activity does not interfere with the regular classroom activity.
4. 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.

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 must be approved by library staff and may be restricted due to availability of space, the amount/type of work a student is doing, and the conduct of the student.

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. 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.

3. 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. No food or drink will be allowed in the auditorium.
4. Stairwells - students are not permitted to eat or congregate on or under the stairwells, or on the roof access landing.

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.

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, bus lanes, traveling staff spaces, staff lots to West of the building, 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. Students who park in unauthorized areas (ie. bus lanes, traveling staff parking, faculty/visitor parking, etc.) will be warned and may be towed after multiple offenses.

STUDENT CONDUCT OVERVIEW
The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.
Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered 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. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and

efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.
(Policy 503.1).

The ICCSD Comprehensive Behavior Approach can be accessed here Comprehensive Behavior Approach - Iowa City School District.

The following constitutes the age appropriate discipline rules and due process procedures for students.

1. School rules apply to students:
    a. On the bus to and from school (if applicable)
    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 lead to a substantial disruption to the learning environment at school or affect the safety and welfare of students.
    e. Students will be afforded due process rights by providing:
        i. Oral or written notice of the allegation(s).
        ii. An explanation of the evidence behind the allegation(s).
        iii. The opportunity for students to respond to allegation(s).

2. The following is a list of inappropriate behaviors. It is not intended to be exhaustive but is representative of inappropriate actions.
    a. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
    b. Assault or threatened assault on another person;
    c. Extortion, intimidation or coercion;
    d. Inciting others to violate the law or school rules;
    e. Vandalism;
    f. Gambling;
    g. Theft or possession of stolen goods/property;
    h. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
    i. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
    j. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
    k. Possession, use or being under the influence of alcoholic beverages;
    l. Use, possession, and/or transmission of tobacco or imitation substances;
    m. Profanity;
    n. Possession of pornographic/obscene literature, items or materials;
    o. Student dress which condones illegal activity or in some way disrupts the educational process;
    p. Failure to abide by corrective measures for previous acts of misconduct;
    q. Harassment in any form of another person;
    r. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;

s. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet;
t. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

School personnel utilize administrative discretion to determine precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequence or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the factors contributing to the student's actions. A student may struggle in an academic class because they lack some, or all, of the skills necessary in that particular course. Similarly, a student misbehaves because they lack the behavior skills necessary for success. West High staff will place a large emphasis in teaching appropriate behavior skills to all students, especially those who are at an increased need. The range of available consequences or disciplinary measures include, but are not limited to, the following:

1. Student conferences
2. Restorative practices;
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, fart spray, etc.);
7. Parent/guardian and administration conference;
8. Payment of damages;
9. Lunch detention
10. Referral to SPACE classroom
11. In-school suspension;
12. Out-of-school suspension;
13. Reassignment to off-site district program;
14. Expulsion;
15. Notification of law enforcement authorities.

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: Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

Step II: If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision.

Step III: If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

Step IV: If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

In-School Suspension

Students may be assigned in-school suspension to provide a more structured program in lieu of an out-of-school suspension. Parents/guardians will be notified of the suspension. Parent/ guardian conferences may be required for re-admittance to regularly scheduled classes.

1. The student is responsible for making up any academic work missed during the suspension period or as negotiated with each teacher. Students should check Canvas while they are out of class to stay current on class work.

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/guardian conferences will 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. Students should check Canvas while they are away from school to stay current on class work.
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.

ICCSD Cell Phone Policy

For the purposes of this policy "instructional time" is defined as the time between the tardy bell that starts each class period and the dismissal bell that ends each class period.

Student cell phones shall not be seen, heard, or in use during instructional time.

Cell phones must be detached from the student's body during instructional time by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced.

Students are not allowed to have headphones/earbuds on or in their ears during instructional time. Headphones and earbuds must be detached from the student's body by being placed in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker.

Students will be allowed to wear smartwatches during the school day. If the smartwatch distracts the classroom environment, teachers will follow the sequence of consequences below. Students can wear smartwatches but smartwatches shall not be used for communication purposes during instructional time.

Students may use cell phones during passing time between class periods, during the student's assigned lunch, open hour(s), and during study hall. Students on an open hour shall not use cell phones in the hallway during the instructional time of class periods until they reach the designated area within the school.

IMPLEMENTATION PROCEDURES

Upon entering the classroom all phones, earbuds, and headphones must be detached from the student's body by being secured in a backpack, purse, hanging pouch in the classroom, or the student's assigned locker. Ringers must be silenced. Phones, earbuds, and headphones must remain detached from the body until the student leaves the classroom at the end of the class period.

A school-wide intercom announcement will begin each class period by saying "Please put your phones, earbuds, and headphones into your backpack or purse for the remainder of the period". This statement is the only warning given to students.

If a cell phone, earbuds, or headphone is seen, heard, or in use during instructional time the teacher shall contact the office via their school's help email. Staff will come to the classroom to confiscate the phone, earbuds, and/or headphones.

The confiscated device(s) will be held in the main office until the end of the student school day. At pick-up, students will sign their name indicating that they understand they violated ICCSD Personal Device Policy and that further violations may result in a parent/guardian meeting and extended loss of the device.

If a student refuses to give up their phone, earbuds, and/or headphones, the student is removed from the classroom and taken to the main office. If the student continues to refuse, the administrator shall call the parent/guardian. Additional school consequences may apply.

As stated in ICCSD Board Policy (804.6, 804.6R1) any student who photographs or records someone else without their permission will be subject to disciplinary consequences and may have their phone confiscated by staff.

Any student who videotapes a fight/disruption, or actively encourages inappropriate behaviors will be subject to disciplinary consequences up to suspension from school.

- **1st Offense**: Loss of phone, earbuds, and/or headphones for day; Student will receive their device(s) at end of their school day. Parent/Guardian contacted by staff.
- **2nd Offense**: Loss of phone, earbuds, and/or headphones for day; Student will receive their device(s) at end of their school day; Parent/Guardian contacted by staff.
- **3rd Offense**: Loss of phone, earbuds, and/or headphones for day; Parent/Guardian contacted by administration; Student will receive their device(s) at end of their school day; A parent/guardian meeting will be held if another infraction occurs.
- **4th Offense**: Loss of phone, earbuds, and/or headphones until parent/guardian meeting. Administration contacts parents/guardians.
- **5th Offense**: Technology Plan Implemented. Administration contacts parents/guardians; Technology plan created during the parent/guardian meeting.

Student Appearance

(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

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 ICCSD 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.

Initiations, Hazing, Bullying or Harassment

(Reference Board Policy 104)
(https://www.iowacityschools.org/students-families/bullying-harassment)
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.

To report Bullying and/or Harassment, please go to your building administrator or visit the district website for guidance. https://www.iowacityschools.org/students-families/bullying-harassment

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.

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.

Lockers (Board policy 502.5)
Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

COMMUNITY INVOLVEMENT

School Volunteers
(Reference Board Policy 903.2)

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent or designee.

Volunteers within the district are held to the same high standards of behavior as school employees and will be subject to background checks prior to interacting with students in a volunteer capacity. It is the responsibility of the superintendent or designee to create regulations necessary to carry out this policy.

Volunteers at West High School will:

1. adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
2. identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the main office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.

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 concerns: https://educate.iowa.gov/pk-12/parent-guardian-community-concerns.