

2016-17 STUDENT HANDBOOK

WEBSTER CITY HIGH SCHOOL

1001 Lynx Avenue

P.O. Box 10

Webster City, IA 50595

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www.webster-city.k12.ia.us/hs/



MAIN OFFICE

Office Hours: 7:30 — 4:00 pm

Principal	Mr. Brent Jorth
Assistant Principal	Mr. Kevin Whitehill
Athletic Director	Mr. Bob Howard
Administrative Assistant	Mrs. Cathy Oswald
Administrative Assistant	Ms. Jamie Roelfs

COUNSELING OFFICE

Counselors	Mrs. Sally Greenfield Ms. Sofia Seliger
Counseling Secretary	Mrs. Sue Jaycox

JUVENILE COURT SERVICES

Juvenile Court Liaison Officer	Ms. Courtney Hippen
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TECHNOLOGY

Technology Coordinator	Mr. Mark Murphy
Technology Specialist	Mr. Mike Matteson
Technology Specialist	Mr. Bill Huegerich

2016-17 High School Faculty & Staff

Administration

Mr. Brent Jorth, Principal
Mr. Kevin Whitehill, Associate Principal
Mr. Bob Howard, Athletic Director

Agriculture Education Department

Mr. Kurt Veldhuizen, Room 25

Art Department

Mrs. Jacqueline Faust, Room 13
Ms. Heather Powers, Room 11

Business Department

Ms. Julie Kramersmeier, Room 17

Counseling Department

Mrs. Sally Greenfield (10/12)
Ms. Sofia Seliger (9/11)

English Department

Mrs. Laura Fisher, Room 119
Mrs. LuAnn Garvey, Room 115
Mr. James Hindt, Room 117
Ms. Jeri Jass, Room 114
Mrs. Michele Veldhuizen, Room 111

ELL

Ms. Kathryn Groth-Bernard Room 25A
Mrs. Juanita Fraga, Room 25 A

Foreign Language Department

Mrs. Melanie Cramer Room 215
Mrs. Katie Sonsalla, Room 9
Mrs. Molly Tschopp, Room 209

Family Consumer Science Department

Mrs. Deb Adams, Room 219
Ms. Lisa Mushrush, Room 218

Industrial Technology Department

Mr. Joel Kennedy, Room 22
Mr. Ben Jass, Room 25

Juvenile Court School Liaison

Ms. Courtney Hippen

Mathematics Department

Mrs. Trish Bahrenfuss, Room 212
Mrs. Karen Daniels, Room 210
Mrs. Jessica Howard, Room 211
Mr. Andy Oetker, Room 213

Media Specialist

Mrs. Kathy Houck, Media Center

Music Department

Ms. Rachel Daum-Instrumental, Room 143
Ms. Cinnamon Kleeman-Vocal, Room 141
Mr. Andrew Wotherspoon-Vocal, Room 141

Physical Education Department

Mrs. Catherine Schroeder, Gym
Mr. Marty Segó, Gym

Science Department

Mrs. Ayn Eklund, ICCS Site
Ms. Katie Elliott, Room 204
Mr. Mark Fisher, Room 201
Mrs. Danika Klaver, Room 208

Social Studies Department

Mr. Matt Allers, Room 112
Mrs. LuAnn Garvey, Room 115
Ms. Amanda Ross, Room 113
Mrs. Pam Ryan, Room 116

Special Education Department

Mrs. Alexis Draeger, Room 109 B
Ms. Jan Feltes, Room 10
Mrs. Amber Foval, Room 5
Ms. Amanda Nichols, Room 8 & 7
Ms. Linda Jansen, Room 109 A

Secretarial Staff

Mrs. Sue Jaycox, Guidance
Mrs. Cathy Oswald, Main Office
Ms. Jaime Roelfs, Main Office

Custodial Staff

Mr. Chip Hildebrand
Mr. Jeff Pagel
Mr. Mike Tempel
Mr. Tanner Tempel

Support Services

Mrs. Sandy Crim, Study Center, Room 110
Ms. Tanya Jensen, Study Center Room 108

Teacher Associates

Mrs. Laura Anderson
Mrs. Linda Borkowski
Ms. Tammy Bremer
Mr. Dave Burtnett
Mr. Marvin Carr
Mrs. Tiffany Carter
Mrs. Trudy Elwood
Mrs. Darla Ewing
Ms. Holly Fisher
Mrs. Pam Johnson
Ms. Kandice Keenan
Mrs. Alayne Rasmussen
Mr. Zac Sjoberg
Mrs. Mikayla Sosa
Mr. Dennis Stein

Technology Department

Mr. Bill Huegerich
Mr. Matt Matteson
Mr. Mark Murphy

Food Service Personnel

Mr. Todd Hartnett, Food Service Director
Mrs. Lori Hartnett, Food Service Director
Betty Magdaleno
Monica Trujillo
Ms. Lisa Goettsch
Mrs. Alma Hernandez
Ms. Jordan Lundquist
Ms. Janis Roe
Mrs. Shirley Smith

Alternative High School

Mrs. Kathy Davis, Special Education
Mr. Clint Howard, General Education

GENERAL STATEMENT

This handbook is an extension of Board Policy of the Webster City Schools and is a reflection of the goals and objectives of the Board. The Board, Administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

This handbook and school district policies are in effect while students are on school grounds, school district property, while in school-owned and/or operated vehicles, while attending school activities, and while away from school grounds; established District policies are in effect if misconduct directly affects the good order and welfare of the school or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students failing to abide by these policies, rules, and regulations may be disciplined under established District procedures. Disciplinary measures include, but are not limited to, removal from class, detention, restriction, suspension, probation, and expulsion. Discipline may also include prohibition from participating in extra-curricular activities and referral to local law enforcement agencies.

Both WCHS and the entire District provides equal opportunity for all students to participate in any program regardless of gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed.

STUDENTS ARE EXPECTED TO KNOW AND COMPLY WITH THE CONTENTS OF THIS HANDBOOK. As well, realize that the school reserves the right to modify, eliminate, or establish reasonable policies, rules, and regulations as circumstances warrant regarding the information of this handbook.

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Webster City Community School district not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Mike Sherwood, Superintendent, 825 Beach Street, 515-832-9200, msherwood@webster-city.k12.ia.us

EDUCATIONAL EQUITY POLICY STATEMENT

It is the policy of the Webster City Community School not to discriminate on the marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, color, creed, ethnicity, religion, socioeconomic status and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Board Secretary, 825 Beach Street, Webster City, IA 50595 - 515-832-9220; to the Office of Civil Rights, Chicago Office, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204.

Academics

ACADEMIC AWARDS AND THE CALCULATION OF SPECIFIC HONORS FOR SENIORS

In figuring grade point average, the District calculates to three (3) decimal places to determine class rank and qualifications for honors and recognitions. Different awards use grade point averages to determine the recipients as based on the timeframes that each specific accolade needs to be made. For example, both the North Central Conference Award and the Presidential Award are based on a seven (7) semester GPA while an honor such as the CESSNA Academic Award is based on an eight (8) semester GPA's. Therefore, a student may receive one award for earning a 3.75 (or above) GPA but not be recognized for another one due to the time frame in which the award uses to select recipients.

As well, please note that grade point averages are computed using all high school, dual enrollment, AP, IB, and AICE courses that a student has taken. The calculation is then taken to exactly three decimal places for a final GPA, meaning, the GPA is not and is not "rounded up" or "down." For example, a student whose final, three decimal place grade is 3.746 is final as opposed to be "rounded" up to 3.75.

ACADEMIC LETTER

The Academic Letter recognizes students for maintaining academic excellence. Students qualifying for the Academic Letter will receive letters and bars during an all-school assembly each semester.

The criteria for achieving the Academic Letter is as follows:

- 9-12 students are eligible to receive the Academic Letter.
- To be eligible to receive the Academic Letter, 11th & 12th graders must be enrolled in a minimum of six (6) full-credit, graded classes while 9th and 10th graders must be enrolled in a minimum of seven (7) full-credit, graded classes.
- Students must maintain a 3.5 G.P.A. on a 4.00 scale for two consecutive semesters to receive an Academic Letter.
- For each additional two consecutive semesters that the eligible student maintains a 3.5 G.P.A., he/she will receive an Academic Bar.
- If a student falls below the 3.5 G.P.A. for a semester, he/she must achieve a 3.5 G.P.A. for two additional semesters before an additional bar can be awarded.
- Any grade below a "C" will disqualify the student for that semester even though he/she may have achieved a grade point average for that semester of 3.5 or better.

ACADEMIC SUPPORTS: TIERED SYSTEM & RTI

Our goal at Webster City High School is for all students to become independent learners. We want to ensure that all students are also receiving the support they need to be successful and making adequate progress toward earning their high school diploma.

Response **T**o **I**ntervention (RTI) is a powerful framework for organizing, allocating and evaluating educational resources to meet the instructional needs of all students and to prevent long-term school failure. Positive Behavioral Interventions and Supports (PBIS) is the application of the RTI framework for the prevention of behavior difficulties.

The following is an overview of the supports in WCHS:

TIER 1— CORE INSTRUCTION & PROGRAM

Includes Support for all students, school structures and core curriculum:

- Lynx Connection
- New Student Orientation & Eligibility meeting
- Student Responsibility Plan
- School-Wide PBIS (Positive Behavior Interventions and Supports)
- 9th Grade Teams
- 4 1/2 week progress reports
- Study Table (before and after school+)
- “I Have a Plan” Guideways
- Café to Study Hall to Study Center to Tier 2 Interventions options
- Advisory
- Excel Program
- Common Study Hall Expectations
- Professional Learning Communities (PLC’s) for all teachers
- After school program for Credit Recovery at HRHS (coordinated by counselors)
- Attend HRHS as a full-time student
- Attend summer school for credit recovery
- Teacher change (as recommended by Success Team / Intervention)
- Supplemental instruction using e2020 curriculum (coordinated by counselors)

TIER 2 INTERVENTIONS

Student identification by Success Team referral to Academic Interventions Coordinator as needed:

- Student Intervention Plan (could include weekly/daily communication and monitoring using planner, assignment sheets, phone calls, letters, etc. and developed by Success Team with student/parent/classroom teachers)
- Counselor “Watch” list
- ELL Study Lab for those students not proficient in English
- Reading Applications for those student not proficient in reading on current year standardized testing
- Check In/Check Out (coordinated by PBIS team)
- Check and Connect (mentoring coordinated by PBIS team)
- Organizational Skills Intervention (coordinated by counselors or PBIS team)
- Social Skills Intervention (coordinated by counselors or PBIS team)

TIER 3 INTERVENTIONS

Evaluation of student progress as needed by Academic Interventions Coordinator:

- FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan) by AEA and LEA special education personnel
- Mandatory tutorial (arranged by AIC with administrator approval)

CAFE/STUDY HALL/STUDY CENTER ASSIGNMENT

BEGINNING OF A NEW SCHOOL YEAR

9th Grade:

- Begin 1st semester of High School in Study Hall.

10th Grade:

- GPA of 2.5 or higher for the previous semester will begin 1st semester in Café.
- GPA of 2.49 or lower for the previous semester will begin 1st semester in Study Hall.

11th & 12 Grade:

- Will begin 1st semester in Café if in 7 classes.
- If in 6 classes & GPA of 2.5 or higher for the previous semester, will begin 1st semester with 2 Cafes.
- If in 6 classes & GPA of 2.49 or lower for the previous semester, will begin 1st semester in 1 Café and 1 Study Hall.

4 ½ WEEK COURSE UPDATE PROGRESS REPORTS

Students may be moved to Study Center as recommended by an In-House Success Team meeting's Intervention Plan

9 & 13 ½ WEEK COURSE UPDATE PROGRESS REPORTS

STEP 1	STEP 2	STEP 3	STEP 4
Café	Study Hall	Study Center	Student Mentoring

9th Grade:

- 3.0 GPA and no D's or F's, fill out the form = Café.

10-12 Grade in Study Hall:

- No D's or F's, fill out the form = Café.

Study Center Students:

- No grade lower than a D+ and no NHIs (OR) No grade lower than a C and what teachers consider an acceptable level of NHI's, fill out the form to move to Study Hall upon approval.
- 3 or more F's...Move to Tier 2 Interventions options

All Other Students:

- 1 or more F's = Schedule changes one "step" to the right.

If you are a 11 -12th grader and have...

- ... 2 cafes = go to 1 café and 1 study hall
- ... 1 café and 1 study hall = go to 2 study halls
- ... 2 study halls = go to 1 study hall and 1 study center

IF student has: 3 or more F's = move to Tier 2 Interventions options

All Other Students:

- 1 or more F's = Schedule changes one "step" to the right.

11-12th graders and have...

- 2 cafes = go to 1 café and 1 study hall
- 1 café and 1 study hall = go to 2 study halls
- 2 study halls...go to 1 study hall and 1 study center

1st SEMESTER GRADES

To be scheduled into Café 2nd semester will be determined by 1st semester grade point averages. 1st semester grade point averages will not be available at the beginning of 2nd semester so students will be scheduled into café, study halls and study centers as they were at the end of 1st semester until SAS schedule changes can be done (about 2 weeks after the start of 2nd semester).

9th Graders in Study Hall...

- 3.0 GPA for 1st semester = Fill out the form = Café

10th & 11th Graders in Study Hall

- 2.5 GPA for 1st semester = Fill out the form = Café

11th & 12th Graders...

- If in 6 classes & GPA of 2.5 for 1st semester = fill out the form to be scheduled for 2 Café's 2nd semester
- If in 6 classes & GPA of 2.49 for 1st semester = scheduled in 1 Café and 1 Study Hall 2nd semester.

Students ending 1st Semester in Study Center or Tier 2 Interventions...

- No grade lower than a C and parent permission = Fill out the form and move one step to the left.

Other SAS considerations:

- A. 9th Graders require the permission of their parents/guardians prior to entering Café.
- B. Students Identified as under-supported (including those earning Ds or Fs at the end of 8th grade) will start the semester in Study Center.
- C. Student progress will be monitored on an ongoing basis. A student may be moved to a Study Center and/or Tier 2 Interventions any time during a semester as part of an In-House Success Team's Intervention Plan.
- D. The Academic Interventions Coordinator will review D's and F's reports at each academic progress report time to determine students that need schedule changes for the next step of the SAS. A list of schedule changes will be given to the counseling secretary to make in Infinite Campus and notify students.

Changes in the WCHS System of Academic Support is at the discretion of the Academic Interventions Coordinator based on enrollment in café, study halls, study centers and Tier 2 Intervention options available.

ADDING OR DROPPING CLASSES

9th and 10th grade students are required to take a minimum of seven (7) full-credit classes each semester while 11th and 12th grade students have the option to enroll in six (6) classes. Students may add or drop a course only within the first five (5) days of a semester. **Dropping of a course may only be done with written approval of a Parent, a Counselor, and the Principal.** Students dropping a course after that time will receive an "F" for the semester [unless approval is given by the principal].

Please note that in most cases if a student withdraws from a class, they will receive an "F". The same exists for students who *purposefully* skip/UNX/truant classes—although the Attendance Policy states students who incur three (3) unexcused absences will be withdrawn from the course, cases in which students *purposefully* try to get dropped from a class via the attendance policy will, in these cases, be assigned an "F".

ACADEMIC FRAUD INCLUDING PLAGIARISM

Any time a person uses *someone else's* words, ideas, pictures, music, or graphics without giving credit to the source those words, ideas, pictures, music or graphics came from, that person is committing plagiarism. Yes, this does mean that any time you use words or pictures or music from the Internet or out of a book or from the paper of the person sitting next to you in class, you are committing plagiarism—unless you give credit to the source.

Student papers are submitted electronically to TurnItIn.com. This is a website that detects plagiarism and identifies the source of the original work. Plagiarism results are then provided to the instructor. It is important to remember that plagiarism is cheating. It is also illegal. There are basically two kinds of plagiarism. The first kind is blatant. This means that the cheating is totally obvious.

Here are some examples of blatant plagiarism:

- Looking at the test or worksheet or quiz of another student and claiming that person's answer(s) as your own (even if you change some of the words).
- Making a copy of someone else's essay or poem or project and claiming it as your own (even if you change some of the words).
- Downloading a paper or poem or project off of the internet and claiming it as your own (even if you change some of the words).
- Taking something word-for-word from a textbook, Internet source, novel, or other resource and not using quotation marks.
- Taking ideas from the Internet or from a newspaper or magazine article or from a book or encyclopedia, paraphrasing them (putting them into your own words), and not giving the source credit.
- "Borrowing" pictures or graphics or ideas or music from the internet to include in your own project and not giving the source credit.
- Cutting and pasting from **anywhere** and not giving the source credit.
- Letting someone else do all of the work on a group project and then putting your name on the project.

WHY IT'S WRONG:

First of all, it's dishonest—you are claiming something is yours when in reality it is not. **Simply put, it is cheating.** It gets in the way of learning. Your teachers cannot assess your true capabilities when you hand in work that is not honestly yours. It is illegal. This is a big one.

If it doesn't bother you to cheat and to be told that you are being

dishonest, maybe you will think twice about plagiarism if you are aware of the “real-life” consequences. Colleges kick people out for plagiarism. In the business world, people lose their jobs over it. Lawsuits arise when people feel their ideas have been stolen.

CHEATING = ZEROS, NO RETAKES, LOSS OF PRIVILEGES

Students who plagiarize will earn zeros (0) and/or no credit for an assignment, not be allowed to retake or make up the assessment, and may be subject to disciplinary action or loss of privileges.

EXCEL PROGRAM

The Excel program is designated to promote and reward students demonstrating academic excellence. The Excel Program recognizes 9-12 students on 3 levels of achievement:

Gold Card – All A’s on a semester report card

Purple Card – 3.0 GPA on a semester report card

White Card – Any improvement in GPA from previous semester

Qualifying students are entitled to special privileges and rewards throughout the semester in which they qualified. Some of these rewards may include open campus privileges, free ice cream treats, and various discounts from local businesses. Recognition is given and rewards presented during the Academic Awards Assemblies.

GRADING SYSTEM

The grading guidelines use a uniform percentage District Grading Scale and place greater weight on final products of learning (summative) in calculating the grade with less weight on the academic practice (formative) involved in learning.

Academic Practice (formative) will be **20%** of final grade.

Academic Achievement (summative) will be **70%** of final grade.

Semester Test will be **10%** of final semester grade.

DEFINITIONS

Formative work: work conducted when a student is still learning the material. These are assessments that are designed to provide feedback and direction for both students and teachers. For the students, this may mean a review of material, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, practice tests or checkpoints, daily work, rough drafts, peer editing, notebook checks, etc.)

Summative assessment: work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making a judgment about a student's achievement at the end of a sequence of instruction, (e.g. final speech/research paper/project, tests, exams, performance assessments, semester test, etc.)

NUMBER OF SUMMATIVE ASSESSMENT OPPORTUNITIES

For each semester, there will be a minimum of **4** assessments in the Summative Assessment category per class at the high school.

SAME COURSES TAUGHT BY DIFFERENT INSTRUCTORS

Teachers who teach the same course will use the same number of Common Academic assessments including weights and proportions, and apply them consistently.

LATE WORK

Formative work includes all daily work, homework, checkpoints, practice tests, etc. These are to be completed by the due date. Work not turned in on the date due is recorded as late work.

Effort will be made to hold students accountable for completing all late work in a reasonable amount of time (up to approximately 5 days from the assigned date). Due to the dramatic impact of a zero (M=missing) on an overall grade, an M will be recorded after 5 days from the date due if the student chooses to make no effort to complete an assignment.

At the teacher's discretion, late work may be accepted with up to a 10% penalty until the day of the test and/or the end of the unit. After the test, all late work is marked as missing (M).

1. Formative work is to be completed by the due date.
2. **Up to 5 days** doesn't necessarily mean a full 5 days.
3. After **Day 5**, work does **not** have to be accepted for credit.
4. **At teacher's discretion** they **may** take work up until the day of the test / end of unit with 10% penalty.

Summative Assessments includes a test, exam, final research paper, final class project, final speech, etc. **Students are expected to take the assessment on the date scheduled by the teacher.** Any student who misses the Academic Achievement assessment must complete it without penalty. **Not taking an assessment is not an option** and students have **up to 5 days** after the original test date to take an assessment.

1. To earn credit for a class, **all** summative assessments must be completed within the required time frame.
2. Summative assessments are due when they are due.
3. If you are absent on the day an assessment is due, you need to complete it the day you return (assuming that's the only day you were absent).
4. The general rule is you have **up to 5 days** to complete all summative work if you were absent several or more days prior to assessment. Unless special circumstances exist, after 5 days uncompleted summative assessments will be marked as **incomplete**.
5. To earn credit for a class, **all** summative assessments must be done within the required time frame.
6. An **incomplete** for a grade in a course means you will not receive credit for that course. Your transcript will show a "W" for "Withdrawal" and you will have to repeat the course.

I. COURSE GRADES reflect level of academic achievement.

While non-academic factors may be highly valued and often contribute to your achievement, they will not be included in the grade book. The following are examples of non-academic factors and may not be included in the course grade:

- attendance
- behavior
- punctuality
- effort, ability
- improvement
- daily work based solely on completion
- participation (certain classes such as PE or music are exempt)

II. SECOND CHANCE TESTING is available for all students.

When requesting a retake, at the teacher's discretion students will be required to do the following before being allowed to take the retest:

- complete the retest within a 5 day period
- document what additional learning is needed
- additional practice (formative work)
- attend a tutoring session
- complete any previously assigned daily work not completed
- complete another activity

Also, the parameters of the retest are:

- the second test will not be the exact same original test.
- the higher of the two scores is placed into the grade book

III. EXTRA CREDIT will not be available.

IV. GRADE UPDATES

The High School will collect student progress grades 4 times each semester (every 4½ weeks). These progress grade updates are provided to you and your parents on the *Infinite Campus* Portal available from our school web site.

V. ACADEMIC FRAUD including cheating will **not** be tolerated.

1. A student who cheats on an assessment will receive a score of zero (0).
2. A student who cheats on an assessment will **not** have the opportunity to retake that assessment.
3. A student who cheats on an assessment may have privileges such as Open Campus, Café, parking on school property, etc. revoked for a period of no less than 9 weeks.

VI. DISTRICT GRADING SCALE

A+ = 100-97	A = 96-93	A- = 92-90
B+ = 89-87	B = 86-83	B- = 82-80
C+ = 79-77	C = 76-73	C- = 72-70
D+ = 69-67	D = 66-63	D- = 62-60
F = 59-0		

SPECIAL NOTE: Grade point averages are computed using **ALL** high school courses, Dual Enrollment, AP, IB, and AICE courses that a student takes. The calculation is then taken to three decimal places and is not "rounded up" or "rounded down".

VII. FOR COURSES DESIGNED AS PASS/FAIL:

P = Passing F = Failing

GRADUATION REQUIREMENTS

The school year is divided into two (2) 18-week semesters, with grade reporting and credit given at the end of each semester. A course meeting every day for a full semester earns 1 semester credit.

The school day is divided into eight (8) 43-minute class periods. 12th and 11th graders are required to take six (6) courses each semester while 10th and 9th graders are required to be in 7 classes. The only exception to this is during the junior and or senior year if a student enrolls in one of the work programs.

A student must earn a minimum of 50 semester credits to graduate from WCHS.

Graduation requirements are:

ENGLISH – 8 semesters

To include 2 semesters each of English 9, 10, 11; also, 2 semesters of an elective English course.

SCIENCE – 6 semesters

To include 2 semesters each of General Science; also, 1 semester of an elective Science course with one credit each out of Pools A & B.

SOCIAL STUDIES – 6 semesters

To include 2 semesters each of U.S. History and World Studies electives; also, 1 semester each of Government (Local, State, U.S.) and Economics.

MATH - 6 semesters

PHYSICAL EDUCATION – 4 semesters

1 semester each year grades 9-12

GRADUATION: EARLY COMPLETION

Although early graduation is not encouraged because it generally provides only a minimal program, there are circumstances under which it is possible. Arrangements for early graduation must be made through the Counseling Office during the previous school year of the proposed year of graduation.

A written proposal must be made, parental permission obtained, and a parent conference held. A student's eligibility for extra-curricular activities, including summer program, ceases when a student graduates early.

Students who are early graduates will officially be included with the class that graduates in the spring. However, until the day of graduation, early graduates are still considered a member of their original class (e.g. Junior) and therefore will not partake in certain senior activities such as the Senior Class picture, etc. as these activities are reserved only for students who have been a 4-year member of a class.

HONOR ROLL

Students qualifying in a semester for the "A" Honor Roll must achieve at least a 3.67 GPA and receive no grade below a "B-". Students qualifying for the "B" Honor Roll must achieve at least a 2.67 G.P.A. and receive no grade below a "C-". Students with an incomplete will not be eligible for the Honor Roll. Students must be considered full-time students to be eligible for the Honor Roll.

MOODLE & E2020 GUIDELINES

Online courses are approved for credit by the Board of Education consistent with any other instructional delivery. All district policies related to academic honesty will apply to online courses.

Online learning, **which is a privilege, not a right**, is an optional instructional strategy by which enrolled students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting.

The amount of course credit each student will be able to take will be determined on a case-by-case situation with approval by both the Principal and Counselors.

At this time, all students who have been withdrawn from WCHS as a full-time student, no matter what the reason, will be given the option to continue a course the student has been enrolled in for at least 4 ½ weeks. Any exceptions to this guideline will be a decision made by the WCHS principal.

WCHS's Academic Interventions Facilitator (AIF) will be WCHS's Online Course Mentor/Coach. The AIF will be responsible for Moodle and/or E2020 Online course progress monitoring and will meet with each WCHS student enrolled in an online course at least once a week to review course progress.

Students accept the responsibility to:

- Abide by the WCCSD's Acceptable Use Policy.
- Follow WCCSD's Moodle and E2020 Online Course Policies.
- Complete all course assignments.
- Seek immediate assistance from the Academic Interventions Facilitator if they experience technical problems with the system.
- Arrange to do the cumulative testing for the course at WCHS.
- If you do not have internet access at home, you may use a computer at WCHS.

For students enrolled in an online course as one of their scheduled WCHS courses:

- ◆ Students are expected to begin course work as soon as the bell rings.
- ◆ Students are expected to work only on the course assigned during that period – no other web sites may be opened or explored during the class period – such as WCHS home page, Infinite Campus, Google, music, etc.

◆ If a student does not follow these expectations and guidelines, they may be sanctioned disciplinary-wise and/or withdrawn from the course for one month/four weeks. The student would be enrolled in a study hall during that time.

Parents/guardians accept the responsibility to:

- Abide by the WCCSD's Acceptable Use Policy.
- Keep informed of their student's online learning activities.
- Support student by providing time and access to an Internet-accessible computer at home to complete homework if at all possible.
- Be aware of their student's computer use and encourage them to use the available technology for schoolwork at home.

ONLINE LEARNING: GUIDELINES FOR CONTINUING A COURSE AFTER WITHDRAWAL

In most cases, the online learning option is available for students as credit recovery through elective courses. For a student to be approved to take a required core (math, science, social studies and/or English) course, the guideline is that students who have failed a core course at least once may use this option.

Students will be required to sign a contract and abide by the expectations of that contract regarding online learning.

Below are the following guidelines for the 2014-15 school year that may be modified or altered as online learning becomes more of an option for students.

- ◆ The student's progress report shows 50% or more at the most recent grade update. If the student has not been enrolled in the course for at least 4 ½ weeks, it is not an option to continue the course.
- ◆ There are many elective courses that the curriculum does not allow to be continued through one of the online learning options.
- ◆ The first choice of online learning to finish a WCHS course will be using Moodle. This guideline depends on WCCSD's expectation that one teacher from the math, science, social studies and English departments will be responsible for grading assignments/assessments and keeping the Moodle curriculum continually up to date.
- ◆ The student is expected to finish the course through the online learning option by the end of the current school year.

- ◆ The WCHS principal may approve and arrange for a tutor for a student based on the recommendation of an IEP or success team.
- ◆ E2020 courses require cumulative testing at a secure station. If a student is not able to be in WCHS or HRHS, a secure testing station will be available in the Media Center.
- ◆ The Academic Interventions Facilitator will meet with the students who have been withdrawn from WCHS as a full time student and are continuing classes through Moodle or e2020 at least once a week to review course progress.

POST-SECONDARY ENROLLMENT OPTIONS

The Post-secondary Enrollment Options Act allows 11th and 12th grade and identified 10th grade talented-and-gifted students to enroll part-time at an eligible community college, state university, or private college or university. Students may enroll in more than one course, but must have at least one study hall or free period during each semester and cannot be considered a full-time student at the post-secondary institution. Students interested should contact the counseling office.

PHYSICAL EDUCATION

All students are required by Iowa Law to enroll and participate in regular Physical Education classes unless there are physical or religious exceptions. Parents may request that a student be excused for up to two days, but **only a doctor's written statement will excuse a student for a longer period of time**. A student with a physical disability may be excused from those activities that will be detrimental to his/her health. All written requests from parents and/or doctors will be placed on file for the school year.

SCHOLARSHIPS/FINANCIAL AID

A wide variety of scholarships have been made available to graduating Webster City High School students. Students will be informed by the Counseling Office of application procedures and individual guidelines. Information concerning financial aid procedures and available scholarships may also be obtained from the Counseling Office or on the high school website.

SIX TRAIT +1 WRITING ASSESSMENTS AND GUIDELINES / HELPFUL HINTS

IDEAS

5 — My paper has details that make my main idea clear.

- A. Readers can tell that I know a lot about this topic.
- B. It's easy to determine my main idea.
- C. I chose my details carefully.
- D. I left out the "filler".

3 — The writer is beginning to define the topic, even though development is still basic or general.

- A. I know some things about this topic. I wish I knew more.
- B. Readers can identify my main idea.
- C. Some of my "details" are things most people already know.
- D. Some information is not needed. It's just filler.
- E. This topic feels big—maybe I'm trying to tell too much.

1 — I'm still working on what I want to say.

- A. I don't know enough about this topic to write about it.
- B. Can readers identify my main idea? I'm not sure myself!
- C. I need better details.
- D. I was writing to fill space.

Key Question

Did the writer stay focused and share original and fresh information or perspective about the topic?

VOICE

5 — This paper shows who I am. The reader can tell it's me.

- A. The reader will definitely want to share this aloud with someone.
- B. I love this topic, so lots of energy comes through.
- C. I'm writing for my readers and I want them to love this topic as much as I do.
- D. This is just the right voice for this topic.

3 — Occasionally this paper shows who I am. The reader can hear ME sometimes. My voice comes and goes.

- A. The reader may want to share parts of this paper aloud.
- B. This was an OK topic, but I couldn't get excited about it.
- C. I write for my readers some of the time. Other times, I don't think about them at all.
- D. I think this voice is OK for this topic.

1 — I don't hear much voice in this writing.

- A. The reader probably will not want to share this paper aloud.
- B. This topic bored me, and I sound bored.
- C. I just wanted this to be over
- D. My voice does not fit my topic well.

Key Question

Would you keep reading this piece if it were longer? Much longer?

CONVENTIONS

5 — A reader would have a hard time finding errors in this paper. It's ready to publish. I should know—I edited it myself.

- A. I used conventions correctly to help make the meaning clear.
- B. I checked the spelling, punctuation, grammar, and capitalization. They are generally correct.
- C. I read this paper silently to myself and aloud, too. I corrected every mistake I saw or heard.

3 — The reader will probably notice some errors. I need to go over this again and look carefully for errors!

- A. I did a lot of things right, but I also made some errors. The reader might slow down once or twice because of the errors.
- B. I checked my spelling, punctuation, grammar, and capitalization. I think they are pretty good. I may have missed a few things, though.
- C. I read this paper silently to myself but missed a few errors.

1 — I made so many mistakes that a reader would have a hard time reading this.

- A. This paper is so full of errors that it's hard to spot the things I did right.
- B. I forgot to check a lot of my spelling, punctuation, grammar, and capitalization. I did not really edit this at all.
- C. I did not read this over to myself. I guess I should. It needs work.

Key Question

How much editing would have to be done to be ready to share with an outside source?

WORD CHOICE

5 — Every word helps make my writing clear and interesting.

- A. My verbs have power. They energize my writing.
- B. My words paint a picture. The reader can tell just what I'm trying to say.
- C. I got rid of clutter (unnecessary words).
- D. I used some words that help the reader see, hear, touch, taste, or smell.

3 — My words are usually clear, but sometimes the reader may really need to concentrate.

- A. A *few* of my verbs have power. Some could use more muscle.
- B. The reader can picture what I am talking about if he or she works at it a little.
- C. I got rid of some clutter, but I missed some, too.
- D. I thought about helping the reader see, hear, touch, taste, and smell, but sometimes I had trouble doing it.

1 — My words are hard to understand. I am not always sure what I'm trying to say.

- A. I am not sure what verbs are. I probably don't have many in my paper.
- B. It's hard to picture what I am talking about. The writing is out of focus.
- C. Clutter? I think I might have some. I repeated words and used some words I did not need.
- D. I did not worry about helping the reader see, hear, touch, taste, or smell. I just used the first words I thought of.

Key Question

Do the words and phrase create vivid pictures and linger in your mind?

ORGANIZATION

5 — My paper is logical and easy to follow.

- A. My lead gets the reader's attention and goes with the paper.
- B. Every detail seems to be in the right order.
- C. My paper follows a pattern that makes sense for this topic.
- D. It's easy to see how things are connected to my main point.
- E. My conclusion is just right! Readers will say, "Wow"!

3 — Readers can follow this paper most of the time.

- A. My lead needs to be livelier—but at least it's there!
- B. Most details are in the right order.
- C. My paper follows a pattern most of the time.
- D. Most ideas are connected to my main point
- E. My conclusion is OK. It's not exciting, but I have one.

1 — This paper is hard to follow.

- A. My paper does not have a lead. I just started writing.
- B. I wrote ideas as they came into my head. I am not sure the order of details works.
- C. I don't see any real pattern here.
- D. I am not sure what my main point is, so it's hard to tell whether my ideas are connected to it.
- E. I don't really have a conclusion. My paper just stops.

Key Question

Does the organizational structure enhance the ideas and make it easier to understand or does it overpower the ideas, like too much perfume in a crowded elevator?

SENTENCE FLUENCY

5 — My writing is smooth. It sounds natural and is easy to read aloud.

- A. The reader will love reading this aloud. It is expressive.
- B. Almost all of my sentences begin in different ways. Some are long, and some are short.
- C. If I used any dialogue, it sounds like real people talking.

3 — Most of my writing is smooth. I might have some choppy sentences or run-ons, though.

- A. The reader won't stumble reading my paragraph aloud, but it might be hard to read my writing with expression.
- B. Many of my sentences begin the same way. Their length doesn't vary enough.
- C. If I used dialogue, it needs some work. Sometimes the people sound real, and sometimes they don't.

1 — This is hard to read, even for me! The reader can't tell one sentence from another.

- A. The reader would have to work hard to read this aloud. I wouldn't want to read it aloud.
- B. All my sentences are the same. There is no variety at all.
- C. I tried, but my dialogue doesn't sound like real conversation.

Key Question

Can you feel the words and phrases flow together as you read it aloud?

TEXTBOOKS AND CLASS MATERIALS

All textbooks and class materials checked out to a student become the responsibility of that student. Students are obligated to pay for all lost, stolen, or damaged books and materials.

Attendance

ATTENDANCE POLICY

Students are expected to be on time and attend classes regularly, to receive maximum benefit from the instructional program, develop habits of punctuality, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absences from class—simply put, **class time cannot accurately be replicated through other means.**

Absences always cause some disruption in the educational progress to the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make-up missed work may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making-up missed work. Irregular attendance and/or tardiness by students not only interrupt their own studies, but also interfere with the progress of other students in class.

It is a fact that students who have a good attendance record get more out of school, learn better, and are more likely to achieve higher grades. Habits of good attendance are important to prospective employers who expect promptness and regular attendance from employees.

In accordance with this belief, Webster City High School has adopted the following Board-approved attendance policy.

With an accepted, valid excuse, students could miss a **total** of **EIGHT (8)** times in a given class or **EIGHT (8)** full days of school per semester. Thus, on the 9th absence from a class, a student **who has all EXCUSED absences MUST** begin the Appeals Process to be able to stay in that class. However, further absences will require proper documentation such as doctor's notes and failure to do so will result in the absence being counted as **UNEXCUSED**. As well, if a student is missing certain parts of the school day, an alternative schedule may be considered with approval from the administration.

NOTE 1: As Iowa law allows, any time a student misses school due to visiting a doctor, a school may require a note verifying such a visit occurred in order to count the absence as excused.

NOTE 2: Iowa law explicitly states that the school ultimately determines what is an excused or unexcused absence.

Absences NOT counting toward the eight (8) allowed:

1. School-related activities: (e.g. field trips, athletic competitions, etc.).
2. Out-of-School (OSS) or In-School-Suspensions (ISS).
3. Inclement Weather ONLY when school is cancelled.

When absences are unexcused, students are only be allowed to miss TWO (2) class sessions or TWO (2) full days of school per semester. If a student is unexcused for **THREE** (3) days of a class, they will be dropped from that class (on the third unexcused absence) and assigned to a study hall or if they choose, elect to stay in the class for ‘No Credit.’ As well, if a student is unexcused and misses **THREE** (3) full days of school, they will be dropped from the enrollment of WCHS. If a student is missing certain parts of the school day, an alternative schedule may be considered with approval from the administration and note that a student who is not enrolled in at least five (5) academic classes is not considered a full-time student and thus will be dropped from the enrollment.

UNEXCUSED ABSENCES include (but are NOT limited):

Truancy (skipping/UNX), oversleeping, transportation problems, shopping, and so forth.

Students may accumulate a combination of excused and unexcused absences. However, these absences cannot exceed a total of **EIGHT** (8) absences per semester (e.g. 7 excused and 1 unexcused). **Additionally, a student CANNOT have more than TWO (2) unexcused absences in their overall total.**

PROCEDURE FOR EXCUSING

Parents/Guardians are required to inform the school of any absence **ONLY by phone** *before* the absence, the *day of* the absence, or by 8:00 a.m. *the morning after* the absence. Absences in which this procedure has been followed and deemed legitimate by the school will be considered excused but will still count towards the eight (8) allowable excused absences. **When these procedures have not been followed, the student will be marked unexcused and this will count towards the 2 unexcused absences.**

FALSIFYING ABSENCES

Only parents/guardians (or other valid “Emergency Contacts”) are permitted to call and excuse a student. If non-parents/guardians such as siblings and friends of a student call them in, the absence will not be excused. Furthermore, should a student—through a sibling, friend, or other person—attempt to falsify an absence by impersonating an approved parent, guardian, or emergency contact, will face disciplinary action and if they are absent, the absent will be marked as “unexcused.”

ADVANCED APPROVAL FOR ANTICIPATED ABSENCE

Anticipated absences (doctor’s appointments, family vacations, college visits, etc.) will be excused if proper procedure for excusing absences is followed, but the excused absence will count in a student’s absence total. Students anticipating an absence from school should submit a valid excuse prior to the scheduled absence. **Failure to follow this procedure may result in the absence being classified as unexcused.** Juniors and Seniors are allowed 2 college visits per year that **will not** count towards their absence total if—and only if—the visit is set up through the Counseling Office.

LATE ARRIVAL TO CLASS (TARDY)

A student who reports to class up to five (5) minutes late will receive a tardy. **Three (3) tardies in a class will equal one (1) unexcused absence** and student will be given 15 minute detention to be served with that teacher within two (2) days.

LATE ARRIVAL TO CLASS (UNEXCUSED)

A student who is more than five (5) minutes late to a class will receive an unexcused absence. A student who arrives with a legitimate pass will **not** be marked tardy or absent.

MAKE-UP WORK

School work missed due to any absence—including field trips and school activities—must be completed to the satisfaction of each teacher whose class or classes were missed. **Work missed for any unexcused absence will result in no credit.** It is the student’s responsibility to arrange his/her make-up work.

Students will be allowed one (1) day in addition to the number of days absent to complete all make-up work, but students should check with each individual teacher concerning make-up procedures and time lines. Students who do not make up their work as required by this rule may be subject to loss of credit for work not completed.

LEAVING SCHOOL DURING THE DAY

Students needing to leave school must submit a valid excuse to the office **BEFORE** school begins on the day of the absence. Students will be given a permission slip to leave the building and they must present it to the teacher at the time of leaving.

Students MUST check out in the office prior to leaving AND when returning to the school to secure an admit slip to class/study hall.

No student is to leave the building during the school day without clearance from the office or the absence will be considered UNEXCUSED and disciplinary action may occur.

EXTRA-CURRICULAR ACTIVITIES & ATTENDANCE

If a student is absent from school, especially due to illness, it is **NOT** expected for them to participate in extra-curricular activities or practices that day. **Students too ill to be in school will be considered too ill to participate in activities.**

Therefore, students must be in attendance at school a minimum of ½ day (from 12:00 p.m. to 3:13 p.m.) in order to participate in the activity that day. **Exceptions will be granted only with the approval of the principal or assistant principal prior to the absence.**

SPECIAL NOTE

Students who are continually absent or tardy during the morning hours on the day following an activity may be subject to disciplinary action or face the possibility of the absence being considered UNEXCUSED.

EXTENDED ILLNESSES, HOSPITAL STAYS, ETC.

Anytime a student misses school due to visiting a DR, a note verifying such a visit is **required** in order to count the absence as excused. Hospital stays and cases of extended illnesses (**three** (3) days or more) with a DR's excuse will be counted as **one** (1) excused absence.

Adjustments to the attendance policy may be made on an individual basis for other extenuating circumstances and such appeals must be made to the principal or associate principal by the parent/guardian.

PARENTAL NOTIFICATION

4 total absences: the teacher will send a notice home advising parents of the attendance of their child and possible consequences of further absences.

7 total absences: the teacher will send a notice to the parent and the Assistant Principal will meet with the student. This notice will serve as a warning that a semester absence of more than eight (8) excused days absent from class could result in the student receiving no credit for the class.

9 total absences: a notice will be sent home advising parents that this student has been absent the maximum number of days; if the student has all excused absences, they will have to begin the Appeals Process and further absences will require the proper documentation for the absences to be counted as “excused.” If the student has 9 (or more) absences and any of them are unexcused, the student has two (2) options: 1. Be dropped from the course and assigned a Study Hall or 2. Elect to stay in the course for ‘No Credit.’ **According to the Board-approved Attendance Policy, students who incur 9 or more absences with any unexcused absences are not eligible for the Appeals Process.**

Students are only allowed a COMBINED TOTAL of NINE (9) absences—either excused or unexcused—and either will have to Appeal or be dropped from a course.

* If a student is dropped from more than 3 classes, he/she may look at some form of alternative scheduling as approved by the administration. However, note that the Alternative School does not [usually] service 9th & 10th graders unless extenuating circumstances exist.

THE APPEALS PROCESS: PROCEDURES

If a student has accrued NINE (9) or more excused absence and feels that justifiable circumstances have contributed to exceeding the nine (9) day limit, the student may ask the Appeal Committee to consider his or her case. This appeal may be granted if the following conditions have been met:

- A. The Appeal Form has been completed and returned to the office within five (5) days of the date specified on the most recent attendance notification.
- B. Attendance after the nine (9) day limit has been satisfactory.
- C. Appropriate doctor statements, if applicable, have been filed with the office.
- D. All class work has been satisfactorily completed.
- E. Student's behavior has met class expectations.
- F. The student has **NO unexcused absences**.
- G. The student has made up appropriate portions of the missed class time.

NOTE: In extenuating circumstances, the administration has the authority to grant an appeal to any student who does not meet the above criteria. **However, an appeal may not be granted if a student has any absences that are unexcused.**

Any student or parent disputing the decision of the Appeal Committee in either the administration or interpretation of this policy may appeal the decision to the next person in the hierarchical order: principal, superintendent, and Board of Education.

STATE OF IOWA LAW REGARDING ABSENCES

In accordance with Iowa's Compulsory Education Law (H.F. 455, *Iowa Code* - Chapter 299) the Webster City Community School District requires regular attendance of all students between the ages of 6 and 16. Pursuant to this, **Webster City High School may refer a student to the Hamilton County Attorney** if the student's absences become excessive; legal action upon both student and the parent is possible following such a referral.

FIELD TRIPS

Many teachers extend their classroom instruction with visits within and outside the community. Field trips are considered school activities and do **not** count toward a student's absence total. It is the student's responsibility to communicate with all teachers of classes missed because of a field trip to get assignments and make-up work. Field trips outside the school district will require parental approval.

Behavior

ADULT STUDENTS

Students 18 years of age or older will be expected to follow the same rules and regulations governing all students at Webster City High School. Married students or students not living with a parent/guardian must check with the Associate Principal concerning attendance policies and procedures; as well, **18-year old students not living with parents/guardians MUST have Consent & Release Waiver form signed and on file.**

BUS STUDENTS/ACTIVITY BUS

Riding the bus is a privilege—not a right. Therefore, students riding the bus for any reason are expected to assume responsibility for good behavior. The bus driver is in complete charge of the bus and will report any infractions of conduct to the principal or associate principal.

Students who choose to misbehave or act inappropriately on the bus may lose the privilege of riding the bus either temporarily or permanently (for the school year). An activity bus to Stratford will run daily following activities, practices, or contests. Times for departure will be announced.

DRESS CODE: GUIDELINES & STANDARDS

There is a strong connection between student academic performance, appearance, and conduct. Inappropriate attire may cause material and substantial disruption to the school environment and/or pose a threat to the health and safety of students, employees, and visitors.

The following dress code reflects the standards of the school district as well as input from students, parents, and the community. Please understand that not every situation can be covered in the below guidelines; therefore, school administrators have the right to address (and resolve) attire issues that arise when they are disruptive to the learning environment. In all cases, the final decision rests with school administrators. The below standards also apply to school-sponsored activities—whether home or away—such as sporting events (including State-sponsored activities), field trips, dances, and so forth.

THE FOLLOWING ARE NOT PERMITTED:

1. Clothing or material containing any print or image that degrades or is derogatory to any individual, race, gender, religion, disability, national origin, or ethnic group.
2. Articles of clothing that advertise, depict, suggest, or condone the use of alcohol, drugs, tobacco, controlled substances, violence, inappropriate language, sexual behavior, illegal activities, and/or harm to oneself.
3. Clothing that is provocative or revealing in nature which includes low-cut tops, tube tops and halter tops. As well, all cleavage must be completely covered.
4. Clothing that reveals undergarments such as bras, men's boxers, and underwear.
5. The midriff—front and back—must be covered at all times; the **BOTTOM** of the shirt/blouse/etc. must meet the **TOP** of the pants/skirt/etc.—at all times.
6. Skirts, dresses, shorts, etc. must extend longer than mid-thigh in length at all times.
7. Articles of clothing that signify or symbolizes gang affiliation commonly known as (or verifiable by local authorities) which includes: a single-raised pant leg, bandanas of any color, or other such emblems.
8. Headwear including—but not limited to—hats, hoods, bandanas, sweatbands, do-rags, scarves, etc.
9. Items of metal jewelry or accessories which pose a hazard including—but not limited to—chains and wallet chains as well as spiked chains, spiked collars, spiked necklaces, and spiked bracelets.
10. Sunglasses (or other eyewear that covers or inhibits normal sight).

—Shoes are required at all times by order of the Fire Marshall—

◆ **Adherence to the Dress Code is mandatory** unless the principal designates a special “theme” day, week, or occasion to promote school spirit and/or to improve school climate (e.g. “Spirit Day” or “Dress-up Days”).

◆ **On the 1st offense**, students who violate the Dress Code Standards will be given the option change, remove, turn-inside out, etc. the offending item(s). In most cases, however, the item will be held in the office until school is dismissed. If this is not possible, parent/guardians will be notified to bring appropriate replacement clothing. At no time will a student be allowed to continue to attend class while dressed in violation of the standards.

NOTE: Repeated violations of the dress code by students will be considered insubordination and appropriate disciplinary action will then occur which can include—but is not limited to—detentions, in-school (ISS) and out-of-school (OSS) suspension, and expulsion.

GENERAL BEHAVIOR & CONDUCT

As a “PBIS School” we take great pride in our school and the positive attitude which has been exhibited in carrying out the following guidelines. At Webster City High School, students will be expected to treat all persons with respect for their individual dignity, welfare, and natural good.

Behavior which is disruptive to the orderly operation of the school program or which poses a threat to the safety, health, and well-being of students and staff absolutely will not be tolerated.

ALCOHOL & DRUGS

Persons on school property are not to consume or possess alcoholic beverages or drugs; nor is a person to be under the influence of alcohol or drugs at any time on school property or at any school activity. Any student in violation of this rule may be suspended and/or possibly recommended for expulsion. As well, students who are under the influence of alcohol on school property will be subject to additional sanctions by law enforcement.

BULLYING & HARASSMENT

All members of the Webster City Community School District, including the Board, Administration, faculty, staff, and the student body are expected to conduct themselves at all times in a manner that creates an atmosphere free from physical, emotional, or sexual abuse, bullying, or harassment.

Any person who engages in abuse, bullying, or harassment of another person based on, but 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 while acting as a member of the school community will be in violation of this policy and subject to disciplinary procedures as outlined by School Board policy. Bullying and harassment absolutely will not be tolerated and when [alleged] complaints are made, they are taken seriously.

CELL PHONES & MUSIC DEVICES

As we all know, cell phone, wireless communication, and music device usage in today's world is common place among both adults and kids. For many people, landlines no longer exist and the only means of direct communication is through the use of cell phones which have a variety of different functions and uses.

Allowing students to use their cell phones on a limited basis during the school day better reflects the reality of our times. Another reality of our times, however, is the disruption and issues that can arise when technology is used irresponsibly or inappropriately.

WCHS believes the appropriate and responsible use of WC&MD during non-instructional times better reflects the reality the role technology plays in the lives of students; with more freedom comes more responsibility and WCHS is confident students will respond favorably to the below guidelines:

- Students will be allowed to use their CP&MD during passing and/or non-instructional time for the purpose of texting, calling, or listening to music only; **taking photographs, recording video, and other such activities are strictly prohibited and will not be tolerated.**
- Students assigned to an academic class, study hall, or study center may **not** use CP&MD unless otherwise approved by the instructor.
- Students *may use* CP&MD during **Advisory** with instructor's approval.

- Cell phones and other such wireless devices (e.g. iPads) can **never** be used in **locker rooms** or **bathrooms**.

Students who do not follow the above guidelines may be subject to the disciplinary measures including detention, in-school suspension, loss of privilege, and confiscation of the device.

DESTRUCTION OR MISUSE OF SCHOOL PROPERTY

Students and parents will be responsible to pay for damage to school property—including the time required to replace or repair the damaged property. As well, the student may incur disciplinary action for acts deemed deliberate AND may be referred to the local law enforcement agency.

DISMISSAL OR REMOVAL FROM CLASS

Any student dismissed from class or study hall for disciplinary reasons is to report to the MAIN OFFICE immediately. Failure to do so will result in additional disciplinary action—including in-or-out of school suspension. Students who refuse to report to the office when directed will be escorted from the building—either by school administrators and/or by law enforcement agents.

DISRUPTIVE BEHAVIOR

Any behavior that interferes with classroom work, study halls, and/or activity of the school will not be tolerated. Any such behavior may result in disciplinary action ranging from detention to in-or-out of school suspension. As well, repeatedly disrupting the learning environment in an academic classroom can result in being dropped from the course and placed in a Study Hall.

FIGHTING/ASSAULT

Fighting or using physical force is not an acceptable means of solving disagreements. It is not conducive to the educational climate and will not be acceptable or condoned under any circumstances. **Fighting, being involved, or instigating a fight**, will result in one or more days of out-of-school suspension. Additionally, assaulting another student may result in referral to the local law enforcement agency.

HALLWAY BEHAVIOR

Students are not to be in the halls during class time unless they are going to a specified location and have a pass. Students may not leave class—early or otherwise—without the teacher’s permission and a pass...if they do, they will be considered “unexcused” (and subsequently will face disciplinary action). Students who do not act reasonable for an educational/hallway setting will also be subject to disciplinary action ranging from a detention to in-or-out of school suspension.

VERBAL ABUSE / PROFANITY

Verbally abusing (a.k.a. “name calling”) and the use of profanity is not appropriate for a school setting and absolutely will not be tolerated. Students who choose to verbally abuse and/or use profanity directed towards other students or staff members will face appropriate disciplinary action such as OSS. As well, students who use profanity in school may have Disorderly Charges pressed against them via the Webster City Police Department.

POSSESSION OF DANGEROUS WEAPONS OR LOOK-ALIKES

Dangerous objects or weapons (or look-alikes) are not allowed on school grounds or at school activities (with the exception of weapons in control of law enforcement officials or those being used for educational purposes and approved by the principal or assistant principal). Students possessing dangerous objects or weapons (knives, brass knuckles, etc.) will face disciplinary action such as out-of-school suspension and law enforcement may be contacted. According to both State and Federal Law, students bringing firearms to school—or possessing firearms at school—will be expelled for not less than one (1) year. Parents of students will be contacted and the student will be referred to law enforcement officials.

TOBACCO

Students are not allowed to use tobacco—in any form—in the high school building or at any school activity. Doing so will result in out-of-school suspension and/or referral to the local law enforcement agency. Students in possession of tobacco products on school property must relinquish them to a faculty member when requested and they subsequently will be destroyed; failure to do so will result in further sanctions. **This also applies to students who are of legal age (18) to purchase tobacco.**

TRUANCY / UNEXCUSED ABSENCES

Students who choose not to attend a scheduled class are considered “unexcused” for that period. As well, students who choose to be truant—a.k.a. “skipping”—will face disciplinary action ranging from, but not limited to, in-school suspension, etc. As well, students who leave the building without permission or by established school procedures/protocols will also face disciplinary action such as in-school suspension and will be marked as “unexcused.”

OTHER / MISCELLANEOUS

Any other behavior not specified yet deemed inappropriate or disruptive to the educational process will not be tolerated and is subject to disciplinary action ranging from detention to out-of-school suspension to expulsion.

DUE PROCESS & APPEALS PROCESS

The Teacher and/or Administrator will inform the student of the infraction and will give the student the opportunity to present his/her side of the story. Parents will always be informed by written notification of the infraction and disciplinary action taken and for major incidents that result in out-of-school suspension, will be notified orally. Parents and students may appeal the incident—in writing—with the next person in the chain of command, which is Teacher/Staff member, Associate Principal, Principal, Superintendent, Board of Education.

GOOD CONDUCT POLICY

The Board of Directors of the Webster City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extra-curricular and co-curricular activities serve as ambassadors of Webster City High School throughout the calendar year (whether away from or at school).

Students who wish to exercise the privilege of participating in these activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Students representing the school district through extra-curricular activities are held to a higher standard of behavior.

Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and sponsors. High school administration shall maintain records of all violations of this policy. This policy as applied to extra-curricular and co-curricular activities is above and beyond Board policies governing participation in the educational program of the school district.

The following activities are covered by the Board's policy and these rules:

Athletics, cheerleading, instrumental and vocal music extra-curricular activities (e.g. swing choir, jazz band), drama productions, speech contests, FFA, FHA, National Honor Society, Student Council, all co-curricular clubs (e.g. French Club, Science Club), or any other activity where the student represents Webster City High School outside the classroom. These guidelines will be in effect throughout the year, including the summer months, from the time a student becomes eligible or participation in high school activities (immediately following the completion of 8th grade) until this eligibility is terminated at the end of the summer season following graduation from the HS or at the end of a student's eligibility (8 consecutive semesters) as defined by IHSAA rules.

*****ACADEMIC ELIGIBILITY**

To be academically eligible for an activity a student must:

- Be enrolled or dual-enrolled in school.
- For students in athletics, music, or speech activities must be less than 20 years of age.
- For students in athletics, music, or speech activities must be enrolled in high school for 8 semesters or less.
- For students in athletics, have not been a member of a college squad nor trained with college squad, nor participated in a college contest or engaged in that sport professionally.
- Maintain a 1.67 grade point average (C-) each grading period. Students falling below a 1.67 GPA must attend four days a week of study table, until the next grading period. Grading periods are every 4 1/2 weeks. If the student is still below 1.67 at the end of the subsequent grading period, they are then ineligible for 10 school days. If their grade is 1.67 or above at the end of the 10 school days, their eligibility is reinstated. If they are still below 1.67 after the 10 days, they will then be ineligible for the remainder of the 4 ½ week grading period. The process will then be repeated for the subsequent grading period.

NOTE 1

A student not fulfilling study table requirements will be declared ineligible for 10 days. The above policy is in addition to the State of Iowa academic eligibility guidelines which the Webster City School District follows.

NOTE 2

Special education students with an IEP or students covered by a 504 Plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team, towards the goals and objectives of the student's IEP or accommodation plan.

OUT-OF-SCHOOL SUSPENSIONS (ISS OR OSS)

Any student who is suspended out of school for violations of school rules, policies, or standards will be ineligible to participate in any extra-curricular or co-curricular activities that are taking place on the day of—or in the case of weekend events, prior to—the suspension.

This standard is in effect for students who are suspended out of school for 1 period or more. The student shall remain suspended from the activity until their entire suspension (1-10 days) has been served, even if it transitions into a weekend, inclement weather, or Holiday.

GOOD CONDUCT RULE

To retain eligibility for participation in Webster City High School extra-curricular and co-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in any activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student will be confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- ◆ Possession, use, or purchase of tobacco products, regardless of the student's age.
- ◆ Possession, use, or purchase of alcoholic beverages, including wine and beer.
- ◆ Being in attendance at a function or party where alcohol or illegal drugs are being consumed by minors. This includes being in a vehicle where alcohol or illegal drugs are present.
- ◆ Possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise legal drugs.
- ◆ Engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members. **Hazing** is defined by Iowa law as “intentionally or recklessly engaging in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.”

◆ Engaging (including encouraging the acts of others) in any harassment activities. **Harassment** is defined by the Webster City School Board (Code No. 502.10) as “conduct of a verbal or physical nature that is designed to embarrass, harry, distress, agitate, disturb, or trouble persons when: submission to such conduct is either explicitly a term or conditions of a student’s participation in school programs or activities and/or has the purpose or effect of interfering with a student’s performance or creates an intimidating or hostile environment.”

◆ Engaging in any activity that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

◆ Inappropriate or offensive conduct including but not limited to fighting or *insubordination.

“Insubordination” defined: “The refusal to comply with reasonable requests of authorities.”

PENALTIES FOR VIOLATIONS

Any student who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule (either during the school year or the summer) is subject to loss of eligibility as follows:

1st OFFENSE

40% of all activities in which the student is currently participating or their next activity of involvement.

SELF-REPORTING

20% of all activities in which the student is currently participating if the student self-reported to a coach or administrator within 48 hours of the offense. The student must also complete 12 hours of community service with the service of choice to be approved by the administration. Unless approved by the administration, community service must be completed before participation.

2nd OFFENSE (within a calendar year)

80% of all activities in which the student is currently participating or their next activity of involvement.

SELF-REPORTING

50% of all activities in which the student is currently participating if the student self-reported to a coach or administrator within 48 hours of the offense. The student must also, complete 12 hours of community service, with the service of choice to be approved by the administration and attend a drug or alcohol class or anger-management or other appropriate program, at the student/parent's expense and at the approval of the administration. Unless approved by the administration, community service must be completed before participation.

3rd (AND SUBSEQUENT) OFFENSES (within a calendar year)

12 calendar months of ineligibility in all activities. After an offense, if there is no subsequent offense for a calendar year, the student goes back to zero offenses. This provision can be used only once during a student's high school career.

NOTES

- ◆ All percentages are rounded down. Example: 40% of 9 football games would be 3.6 games = rounded down is 3 games.
- ◆ The self-reporting provision may be used only once for first offense and only once for second offense during a student's high school years.
- ◆ If a coach, administrator, teacher, or any other representative of the school district questions a student about an offense and the student admits to that offense within the 48 hour period, it will be treated as a self-report.

OFFENSES THAT ARE NOT SELF-REPORTABLE which occur on school grounds or school sponsored events, such as fighting, harassment, hazing, insubordination, etc. will have the same sanctions as the self-reported offense. Example: the student was charged with drinking in April for their first offense and got into a fight in May. Penalty would be second offense, same as self-reported = 50% of all activities.

The period of ineligibility will begin immediately upon the determination of a violation. If the student is not currently involved in an extra-curricular or co-curricular activity, the period of ineligibility will begin at the commencement of the next activity of involvement. If the period of ineligibility cannot be completed during the current activity, it will be carried over to the next activity of involvement.

An ineligible student will be allowed to practice or rehearse but may **NOT** "suit up" or **perform/participate** in a **public performance**. Any student serving out a period of ineligibility must successfully complete that activity season or the sanction will be carried over to the next activity of participation.

REDUCTION IN PENALTY - 2ND OFFENSE ONLY

A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and—if recommended—treatment from a recognized substance abuse facility at the student’s or the student’s parent/guardian’s expense. If the student—**PRIOR to school officials being notified of a 2nd offense**—seeks the evaluation and agrees to waive confidentiality to allow the faculty to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student’s penalty for the second violation will be reduced by one-half (to 40% of the activity season). This reduction is not available for 1st or 3rd violations.

VOLUNTARY ADMISSION OF SUBSTANCE ABUSE PROBLEM

Any student who, on his/her own accord, admits to a school staff member a substance problem will **NOT** be ruled in violation of the Good Conduct Rule. The student will remain eligible contingent upon completion of an approved substance abuse evaluation and recommended treatment program. **This provision may ONLY be used PRIOR to a violation of the Good Conduct Rule**—not “after the fact” of being cited, arrested, etc.

DISCIPLINARY CONSEQUENCES

Unless the student violated the Good Conduct Rule while on school grounds or at a school event (on or off school grounds), there will be no disciplinary consequences (e.g. detention, suspension from school) for the violation.

DUE PROCESS/NOTICE

Whenever a school administrator has probable cause to believe a student is in violation of this policy, the administrator will confer with the student at the earliest possible opportunity. This conference will afford the student a review of the basis of the alleged violation and will provide the student an opportunity to be heard. At the close of the conference, a decision on the status of the student’s eligibility will be made. As well, written notice to the parent/guardian will be sent out.

APPEALS

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. Any penalty/suspension will remain in effect pending the superintendent's decision. If the student is still dissatisfied, he/she may appeal the decision to the school board by filing a written appeal with the Board secretary at least 24 hours prior to the next board meeting. The review by the Board will be in closed session unless the student's parent/guardian (or the student, if the student is 18) requests an open session.

The grounds for the appeal are limited to the following:

- ◆ The student in fact did not violate the Good Conduct Rule.
- ◆ The student was given inadequate due process in the investigation and determination of the [alleged] Good Conduct Policy.
- ◆ The penalty enforced is in violation of either the Handbook or Board Policy.

Any penalty/suspension will remain in effect pending the outcome of the meeting with the Board. If the Board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from their record.

STUDENT PARKING

Parking on school property **is a privilege, NOT a right**, and students are allowed to park in the south, southwest, and parking lot and west parking lots. Students may also park on Lynx Avenue which is a public street. All vehicles must be parked in a designated parking spot which means between two painted parking stall lines and must display a registered parking permit.

All students who wish to park on school property will be required to attend the School Parking Assembly at which time the guidelines will be established and afterwards, students will sign a waiver acknowledging they understand the guidelines and then parking permits will be distributed. Replacement permits cost \$5 and are available in the Main Office.

Parking for mopeds and bicycles should be in designated areas. The southeast parking lot is for ICN and staff parking only. Parking is to be done in a sensible manner. Parking lot speed limit is 10 MPH.

Drivers who fail to observe these rules may result in: the vehicle being towed, the student being disciplined, and/or loss of the privilege of using the school parking lot.

At any time, school officials may patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create reasonable suspicion for further search. The student will be asked to consent to the search; if consent is refused, the student's parents or guardian will be contacted for consent. However, if the apparent contraband is illegal [for a minor to possess], law enforcement will be contacted.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Webster City High School is an academic institution and therefore students shall not engage in physical displays of affection inappropriate for a public setting.

Public displays of affection (PDA) include, but are not limited to: disruptive, distracting, inappropriate or indecent behavior including inappropriate and/or sexually explicit dancing. As well, PDA also includes embracing, kissing, and otherwise engaging in inappropriate behaviors that make others uncomfortable. Public displays of affection will not be tolerated in school or on school property and may result in disciplinary measures.

SCHOOL / CLASSROOM TELEPHONE USE

Students are not permitted to use classroom phones and instead should come to the Main Office to make calls regarding ONLY school business or emergencies. As well, personal cell phones are not to be used, visible, or operational during normal instructional time or school activities in accordance with the school's Electronic Device & Wireless Communication Devices policy.

Building Procedures

ANNOUNCEMENTS

General announcements are posted on the WCHS website to be read daily by students. Special announcements may also be read at various other times during the day. *Student announcements must be approved by the office before submission to the Internet posting.*

CHILD ABUSE REPORTING

School district personnel—in conjunction with the State of Iowa Law—requires certified employees to report to the State Department of Human Services within 24 hours when—in the course of their employment—they reasonably believe a child has suffered from abuse by a caretaker, parent, or guardian.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately.

The building principal and/or superintendent shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurse, who shall be the alternate designated investigator for such complaints. If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered Level II investigators.

DANCE REGULATIONS

Only Webster City High School Students and their escorts will be permitted to attend dances (Exception: Homecoming—where alumni and their dates are welcome). **Students from other schools will not be permitted unless accompanied by a Webster City High School student and pre-registered in the office during the week prior to the dance.** Note that who a guest is signed up with **MUST** be the person they enter the dance with.

Students who are considered “drop-outs” are not permitted to attend school dances. A “drop-out” is defined as “a student who is not enrolled as a full-time student and attending school regularly.” Please note that exceptions can be made with the approval of high school administration.

Also, in the event a Webster City High School student wishes to bring a guest, he/she will accept full responsibility for the guest’s conduct. **All students will have to present their ID cards prior to being admitted to a dance.** As well, Guests will need to bring a picture ID that either verifies their age or enrollment in [another] school.

Dances will be supervised by teachers and parents. All in-school rules concerning dress code, behavior, alcohol, drugs, etc. will be enforced at dances. Any student who violates school rules concerning behavior at a dance will forfeit the opportunity to participate in any remaining dances for the school year (including Prom.)

NO RETURNS: Students who leave the dance at any time for any reason will not be allowed to return. Any student who in any way shows signs of having consumed alcoholic beverages or is under the influence of drugs will be examined for further determination. If it is still believed the student has consumed alcohol, parents will be notified and authorities will be contacted. They will also be banned from attending any dances for the remainder of the school year. No loiterers will be permitted to hang around in the parking lot or outside of the school facility.

DISTRIBUTION OF TYLENOL

Students who are approved via their parents/guardians and the School Nurse can be given Tylenol through the Main Office when requested. However, students must come in between class periods/passing time, not during instruction time, for Tylenol to be distributed.

EMERGENCY PROCEDURES

When the school comes under threat of a tornado, fire, or other unforeseeable event, students are to move quickly and orderly to the designated areas as indicated by the signs in each room or by the teacher’s instructions. Drills will be held at various times during the school year. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull a fire alarm or call in false alarms—in addition to being disciplined under the school district’s rule and regulations—will be reported to law enforcement officials.

Additionally, should it become necessary to institute an internal safety precaution, either because of an emergency situation requiring the hallways to remain clear or the threat of an intruder in the school, the PA system will be used to notify students and staff to remain in the classrooms until the all clear is given. If precautionary measures are necessary to protect the safety of those in the classrooms, instructions will be given at the time of the emergency.

GUEST STUDENTS

Students wishing to bring a visitor to school must make arrangements no less than 2 DAYS IN ADVANCE with the high school administration AND are ONLY ALLOWED ONE (1) VISITOR PER YEAR; this applies to both the WCHS resident student as well as the Guest Student (e.g. A visitor is only allowed to visit WCHS once per year.)

All visitors are required to report to the office upon arrival and they will be issued a Guest Student ID which they are required to have visible the entire day. Recent graduates are not to visit the building unless they have specific business and check in at the office.

HALL PASSES

Students and information of their whereabouts is a two-fold responsibility of both the student and school. Hall Passes in this Handbook are to be used by students when needing permission to be out of their classroom. **Additionally, staff is required to utilize the hall passes.** The student completes the pertinent information and the teacher initials the line. Students in the hallways during class time will be expected to show their pass to any staff member. **Failure or non-compliance of this expectation can result in disciplinary action and/or loss of this privilege.**

LOCKERS

All students are assigned to a school locker for the purpose of storing school materials and personal items needed for school. It is the responsibility of each student to keep the locker clean and undamaged. Expenses required to repair a locker are billed to the student who is assigned to the locker.

As the name implies, “lockers” are meant to be “locked.” The school is **NOT** responsible for items stolen from a locker whether it is locked or unlocked. Please note that while the school will attempt to assist a student if their locker is physically broken into and items are stolen, if a locker is left unlocked or purposefully “jammed” and items are taken, then assisting a student in this regard becomes much more limited—so the bottom line is: LOCK YOUR LOCKERS!!!

Although school lockers are temporarily assigned to individual students, they remain the property of the school and are subject to regular, general inspections by school officials. A student, the student's belongings, locker, and/or car may be searched by school officials whenever they have a **reasonable suspicion**.

Locker inspections may be conducted by school officials without any suspicion or wrongdoing by students. Either the student whose locker is being inspected or another person shall be present, if possible, when a school official conducts a locker inspection.

LOST, FOUND, & STOLEN ITEMS

Articles lost or found should be reported to the office. **The school is not responsible for lost and/or stolen items**—especially if they are left unlocked or purposefully “jammed”; assisting a student who has items taken from an unlocked becomes much more limited. **DO NOT “JAM” YOUR LOCKERS!!!**

PERSONAL SEARCHES ON SCHOOL PROPERTY INCLUDING LOCKERS & CARS

A student, the student's belongings, locker, and/or car (if parked on school property) may be searched by school officials whenever the standard of “**reasonable suspicion**” exists.

This “reasonable suspicion” derives when it is believed that the student is in violation of either the law or school rules that has bearing on the order or safety of the school and that the search will consequently produce evidence of the violation. Regarding lockers, **when feasible**, the student **may** be invited to be present for the search. Any **contraband** (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

At any time, school officials may patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create reasonable suspicion for further search. The student will be asked to consent to the search; if consent is refused, the student's parents or guardian will be contacted for consent. However, if the apparent contraband is illegal [for a minor to possess], law enforcement will be contacted immediately.

VISITORS (PARENTS, PUBLIC, ETC.)

Parents and other adults in the community are welcome to visit our school during the day and will be treated as guests; however, the following screening procedure is to protect all students, faculty and staff from outside individuals whose presence on school property is non-educational or disruptive to its normal working environment.

A visitor must do the following when coming onto Webster City High School property:

1. First report directly to the Main Office.
2. Sign-in by noting their name, date, time, and purpose for visit.
3. Obtain a Guest ID lanyard.
4. Comply with all school rules and regulations.

Upon their departure, visitors must:

1. Check-out with the Main Office.
2. Sign-out and note the time of their departure.
3. Return the Guest ID lanyard.

During observations of classrooms, instruction, and other school functions, visitors are expected to be passive spectators and not interrupt the normal flow of education and school functions. Questions for the instructor must take place after school is out for the day—not during instruction or after the class is finished.

Any visitor that disrupts or disturbs instruction, teachers, or students will be asked to leave immediately; failure to do so will result in law enforcement being contacted.

Recent graduates are not to visit the building unless they have specific business and check in at the office and visitors who do not follow the check in procedures or who violate the above guidelines will be asked to leave or escorted out of the school/off of school property. If necessary, law enforcement will be contacted. No unauthorized person shall be allowed to be in school or to disrupt its educational setting.

Café, ISS, Etc.

CAFÉ GUIDELINES

Café is a privilege as opposed to a right for all students. Students have the option to earn Café through successful academic performance. Students will also lose Café if their academic performance—or behavior—falls below acceptable standards.

FOR MORE INFORMATION, PLEASE SEE PAGES 6-10.

CAFETERIA / LUNCH ROOM GUIDELINES

All food and drink is to be confined to the cafeteria unless under approval is first granted by administration and then only allowed if under the direct supervision of a staff member.

Students may not carry ANY drink or food in the hallways or classrooms (except for water) and may not store these items in lockers unless it is for lunch only. Any items in violation of this policy will be confiscated and discarded. Failure to turn over items that are not in the designated area—also known as “insubordination”—will result in disciplinary action.

Cafeteria tables are to be left clean and trays and utensils will be taken to the appropriate locations. Students are to conduct themselves in a responsible manner or cafeteria privileges will be taken away. **Any student who throws food or other items will face appropriate disciplinary action and may lose their lunchroom privileges for a time period to be determined by administration.**

IN-SCHOOL SUSPENSION ROOM

The In-School Suspension Room is an alternative, in-school educational setting utilized to provide students with an appropriate and individualized learning environment when they have engaged in inappropriate behavior that warrants disciplinary action.

The ISS Room is also employed as a “time-out” or “housing” area for students when needed. Students who are in the ISS Room are expected to abide by that room’s expectations and rules; **if a student chooses not to act accordingly while in the ISS Room, parents/guardians will then be contacted and the student will be sent home. As well, when they return to school, they will serve the remainder of their time in the ISS Room.**

Below are the rules for ISS:

1. Students report to the ISS room at the beginning of the day or period assigned.
2. The first time a student is in ISS, they will read and sign the “ISS Rules & Guidelines” contract which acknowledges they are aware the parameters of ISS.
3. When reporting to ISS, students are required to give their cell phone (or wireless communication device) and/or battery to the ISS supervisor for safekeeping and to prevent unauthorized use.
4. Students who miss any ISS time due to tardiness, appointments, and other like-parental excuses will make-up the time missed on the next day of attendance.
5. Absences from class due to ISS will be reported on *Infinite Campus* as “ISS”.
6. Restroom breaks are provided periodically but at the ISS Supervisor’s discretion.
7. Students will eat “A” lunch in the ISS room.
8. Students assigned through lunch will have the option to either purchase a school sack lunch (which will be charged to the student’s account and brought to the ISS room) or they may bring their own sack lunch.
9. The ISS Supervisor will be responsible for gathering student assignments and work from the student’s teachers.
10. During “C” lunch, at the discretion of the ISS supervisor and dependent upon their behavior, students *may* be given 20 minutes to “stretch their legs”—via physical activity such as shooting baskets, taking a walk, etc. under the supervision of the ISS supervisor.

11. Also during “C” lunch, at the discretion of the ISS supervisor and dependent upon their behavior, students *may* be allowed to check their cell phones for messages, etc.
12. Computers are available in the ISS room for student use only if they will be working on a school-related assignment which will be monitored by the ISS Supervisor. Internet access may be granted by the ISS Supervisor for school-related use only.
13. Students must bring all necessary assignments, books, and materials.
14. All school rules apply in ISS.
15. Students will remain seated in assigned seats and work on assignments, read appropriate materials, or otherwise be engaged academically.
16. Talking or interfacing with other students, sleeping, or lounging will not be allowed.
17. Eating or drinking at any time, other than lunch is not allowed including candy and gum.
18. If a student is dismissed from ISS for inappropriate behavior, he/she will be suspended from school for one (1) or more days and upon returning to school, will be expected to continue the number of ISS days remaining in his/her assignment.
19. Participation in or attendance at any extracurricular activity from the time the ISS is assigned until the next school day after completion is not permitted.

MEDIA CENTER

The Media Center is home to an extensive collection of materials in many formats that support all curricula areas. Internet access, as well as word processing, spreadsheet, and presentation programs are available on all computers in the Media Center. Priority will be given to students who are with a scheduled class.

The Media Center staff is available at all times to assist students and staff. Students and parents should be familiar with the Webster City Community Schools Computer & Internet Acceptable Use Policy. There are no fines for overdue books but students are expected to return materials on time. Overdue notices will be sent to Advisory. Students who fail to respond to overdue notices will be subject to disciplinary action by administration and may include, but is not limited to, loss of privileges such as Open Campus or Parking On School Property or In-School Suspension. Students are expected to pay for any lost, stolen, or damaged items. Once a student has an overdue item, they will **not** be allowed to check out any further items until their account is clear.

Students may come to the Media Center during their assigned study hall period if they have received **prior** permission from an academic teacher and they **require** resources available in the Media Center. The media center is **not** an alternative study hall. Students must sign-in at the beginning of the period for attendance purposes and should they leave prior to the end of the period, must sign out.

Students who have Café or Open Campus may use the Media Center during these times; however, for Café students, they **must** have a pass from the Café supervisor and Open Campus students **must** arrive at the beginning of the period and are expected to remain in the Media Center for the entire period in accordance with the rules and regulations of Open Campus.

Absolutely no food, beverages is allowed in the Media Center. As well, the school's **WIRELESS COMMUNICATION & MUSIC DEVICE POLICY** is in effect when students are in the Media Center which means they are not allowed to use personal Wireless Communication Devices such as phones **unless** and **only if** they are listening to music which **is** permitted.

STUDY HALL & STUDY CENTER GUIDELINES

- ◆ All students are expected to bring work to Study Hall or Study Center prior to class and to be on-task and engaged during the Study Hall or Study Center.

- ◆ The Study Hall or Study Center will be quiet to provide a good work environment. At no time should it ever be a “free-for-all” in which students have the option of not working; if you have completed all of your work, you then must read or engage in some other type of activity quietly.

- ◆ Any student who needs to leave the Study Hall or Study Center to go to another learning center (classroom, computer lab, media center, etc.) or classroom must have a pass from the teacher for whom the work needs to be done **PRIOR** to coming to Study Hall or Study Center

- ◆ Students are not to leave the Study Hall or Study Center for any reason other than an emergency and/or “extreme” use of the restroom. As well, should a student have to leave the Study Hall or Study Center, they will—as for any other class—need their agenda signed by the Study Hall or Study Center teacher.

- ◆ Teachers may set other guidelines as appropriate and necessary to create an atmosphere in their individual Study Hall or Study Center but without exception above guidelines will be in place for every Study Hall or Study Center.

Schedules

CANCELLATION OF SCHOOL OR ACTIVITIES INCLUDING LATE STARTS / EARLY DISMISSALS

Due to unforeseen circumstances, the cancellation of school and/or activities may occur from time to time. When possible, impending storm systems (e.g. snow) that cause school to be cancelled will be announced ahead of time by two main mediums:

- ◆ TV = WOI (Channel 5), KCCI (Channel 8), WHO (Channel 13)
- ◆ Radio = KQWC (95.7 FM) or (1570 AM)

However, when school is in session and an event such as inclement weather (e.g. rain) forces the postponement or cancellation of activities, these cancellations or postponements will be announced as soon as possible by four main ways:

- ◆ Radio: KQWC (95.7 FM) or (1570 AM)
- ◆ Notifying students as much as possible during the day via intercom
- ◆ Notifying coaches (who in turn notify their team/squads)
- ◆ Only updating the High School Sports Calendar on the internet

The SCHOOL WEB SITE WILL NOT BE USED to announce cancellations or postponements of activities. As well, please DO NOT call the school as the office is not capable of handling an influx of phone calls inquiring about postponed or cancelled activities.

CLASS SCHEDULE FOR EARLY / LATE STARTS

Generally, we will attempt to run an abbreviated schedule for **Periods 1-8** so all classes are allowed to meet. However, with the combination of traditional and block scheduling, it is virtually impossible to create a schedule that accommodates all classes. Therefore, the schedule of each early dismissal or late start will be announced on the day of the early or late dismissal.

CHURCH NIGHT

Wednesday night has been designated as “Activities Night” and no High School activity will take place after 6:00 p.m. The only exception to this policy will be events scheduled at the State level by Athletic or Activities Associations.

DAILY CLASS SCHEDULE

NORMAL 1-8 PERIOD CLASS SCHEDULE

8:15-8:57	1 st Period
9:01-9:43	2 nd Period
9:47-10:15	Advisory (Monday), FIXIT! (Tuesday-Friday)
10:19-11:01	3 rd Period
11:05 –11:47	4 th Period
11:50-12:56	5 th Period
	“A” LUNCH = 11:50-12:10
	“B” LUNCH = 12:13-12:33
	“C” LUNCH = 12:36-12:56
12:59-1:41	6 th Period
1:45-2:27	7 th Period
2:31-3:13	8 th Period

The below schedules are not set and due to the State-required “seat time” minutes and therefore require a degree of flexibility.

TRIG, PHYSICS, CHEM

8:20-9:35	“A” BLOCK
10:20-11:35	“B” BLOCK
11:46-12:52	5 th Period
12:56-1:39	6 th Period
1:50-3:05	“C” BLOCK

TRIG, PHYSICS, CHEM

7:55-9:40	“D” BLOCK
9:53-11:38	“E” BLOCK
11:46-12:52	5 th Period
12:56-1:39	6 th Period
1:50-3:35	“F” BLOCK

PRE-CAL & PLTW

8:15-9:45	“A” BLOCK
9:49-10:08	Homeroom
10:12-11:42	“B” BLOCK
11:46-12:52	5 th Period
12:56-1:39	6 th Period
1:43-2:26	7 th Period
2:30-3:13	8 th Period

ADV. ALG & PLTW

8:15-9:57	“D” BLOCK
	<i>Passing for Block Scheduling</i>
10:01-11:42	“E” BLOCK
11:46-12:52	5 th Period
12:56-1:39	6 th Period
1:43-2:26	7 th Period
2:30-3:13	8 th Period

Special Programs

ADVISORY & F.I.X.I.T.

Advisory (Monday) and **F.I.X.I.T.** (Tuesday-Friday) are special programs that take place every day from 9:47-10:15 am. Attendance in both Advisory (every Monday) and **F.I.X.I.T.** is *required* and failure to report to it WILL result in the student being counted as “UNEXCUSED” and disciplinary action such as ISS will occur.

The purpose of **Advisory** is to provide students with a relaxed, non-threatening "home base" for help and assistance in adjusting to life at Webster City High School. Activities and friendly competitions will be held at various times during these periods while, upon approval, club or class meetings can also be held during this time. Students are encouraged to go to their Advisor for any help they may need.

F.I.X.I.T. is a school-wide program designed to assist with relearning, making-up formative and summative work, and credit recovery which all are defined as “Academic Sessions.” Another purpose of **F.I.X.I.T.** it is to provide students with additional time for studying/work completion, physical activity, and to improve literacy by giving them time for free reading during the day.

While on Monday students will report to Advisory, the remaining days of the week each class (9-12 grade) will immediately report after 2nd period to a designated area in the building:

<u>GRADE</u>		<u>LOCATION</u>
9 th Grade	=	Café
10 th Grade	=	Auditorium (North Side)
11 th Grade	=	Auditorium (South Side)
12 th Grade	=	New Gym

At each of the locations Advisory teachers will take attendance and then send any of their Advisory students on the FIXIT! list to their respective Academic Session. The list of students required to attend the Academic Sessions is generated each morning by 8 am using a Google Form generated list.

ACADEMIC SESSIONS

Core areas (Science, Math, English, and Social Studies) meet every day while Elective (other than World Language) will meet 1 time a week. The following is a list of how the Academic Sessions will run by day and room location:

DEPARTMENT	TUES.	WED.	THURS.	FRI.
Science	204	204	204	204
Math	212	212	212	212
English	114	114	114	114
Social Studies	112	112	112	112
World Language		209		209
Art	11			
F&CS		218		
Business			17	
Industrial Tech				25
Music		141		
Ag	20			

For students not required to attend Academic Sessions, they will engage in several other pre-planned activities designed to both boost academics and physical activity:

GR.	TUE.	WED.	THUR.	FRI.
9th	Rec / Study	D.E.A.R.	Study	D.E.A.R.
10th	D.E.A.R.	Rec / Study	D.E.A.R.	Study
11th	Study	D.E.A.R.	Rec	D.E.A.R.
12th	D.E.A.R.	Study	D.E.A.R.	Rec

D.E.A.R. = Drop Everything And Read

Students will be engaged in free reading on this day—books, magazines, newspapers, or iPads, Kindles, etc. The purpose is to provide students free time to read while not only enjoying it, but also improving their literacy. Of course, all reading material and its content must be appropriate for a school setting.

REC / STUDY = PHYSICAL RECREATION (or) STUDY TIME

Students will be encouraged to participate in free physical recreation time—depending on the activity in the PE gym such as volleyball, basketball, Dodgeball, etc. However, students also have the choice to use that day as study time.

CLASS OFFICER ELECTION

Elections for class officers will be made during the 1st semester of the school year. Students wishing to be placed on the ballot for President, Vice-president, Secretary, or Treasurer must pick up and complete a nomination request. Voting will be done in Homerooms. Class Officers are also members of the Social Concerns Committee of the Student Council and must abide by the attendance rules of this group. **Three (3) unexcused absences** from Social Concerns Committee will result in removal from Social Concerns AND removal from the class office. Students that are removed from class office for any reason will **NOT** be eligible to run again.

Junior Class Officers are expected to provide leadership in planning for Prom. The Junior Class President and Vice-President will represent their class during graduation activities including the Senior Recognition Assembly and Commencement. Senior Class Officers will work with the Principal and others in planning and decision making regarding After Prom, graduation, and related activities.

COUNSELING SERVICES & CAREER CENTER

Counseling services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, study helps, help with homework, school and/or personal concerns, or any question students may feel they would like to discuss with a counselor.

Students wishing to visit a counselor should contact the counseling office to arrange a time. Except in cases of emergency, students may go the counselor's office only during study hall or cafeteria time provided they obtain a pass from the counselor prior to their scheduled appointment.

The Career Center is located in the Counseling Office for students, staff and community to research various careers and educational opportunities related to those careers. See **Ms. Ostebee** or **Ms. Martzahl** for more information.

HEALTH SERVICES

School Nurse: The nurse will be in the building from 10:30 am to 11:30 am daily. During this time students becoming ill in school should report to the nurse's office located in the training room next to the Gym area. If the nurse is not in, the students are to report to the office. Students are not to leave the building because of illness without approval or the absence will be considered unexcused.

Medication: The nurse is not to administer medication except by written directions from a physician. Parents or guardians should contact the school nurse to complete the necessary forms. **ONLY** med-certified school personnel are allowed to administer medication **WHICH DOES INCLUDE aspirin.**

HOMELESS STUDENTS

By definition, a homeless student is one who does not have a “fixed, adequate, or regular nighttime residence.” In situations where the status of a student comes into question regarding whether or not they are homeless, the District’s Homeless Liaison Officer will investigate and determine the standing of the student in question.

INFORMED CONSENT

Throughout the school year many opportunities are made available for a student’s participation in school activities. From time to time students are video recorded, photographed, interviewed and included in printed articles. This information may be used in the newspaper, on the radio, on television (Cable Channel 17) or in other publications such as the yearbook, daily announcements, the school’s Internet (on-line daily announcements, on-line Paw Print, etc.) and other teacher or school newsletters, brochures, etc.

Please notify the Superintendent’s Office IN WRITING if you **DO NOT** want information about your son or daughter to appear in any of the above examples. It will be the responsibility of the parent or student to inform the principal, teacher, supervisor, or advisor to the activity that you do not want student information to be released.

OPEN CAMPUS: SENIORS & 3.75 GPA STUDENTS

Seniors—or Sophomores/Juniors who have earned a cumulative GPA of 3.75—may have open campus privileges if they meet the below defined criteria. Open campus allows the senior who meets these requirements to leave school **ONLY** during their *regularly scheduled* **study halls, cafe,** and **lunch.** However, please note **that when a senior earns open campus privileges, then they MUST leave the building during those times UNLESS permission is granted by a specific instructor.** If that occurs, then the senior forfeits their open campus privileges (for that period only) and must abide by that instructor's expectations.

Also, please note that having open campus privileges does not mean that a student may come and go at will—if they have earned, applied, and been granted the privilege, then unless an instructor agrees to be responsible for a student when they wish to stay, that student **MUST** leave the building.

All seniors will start their senior year with open campus privileges if they meet the criteria of: being a fourth-year high school student, are within 12 credits of graduation, are not deficient in credits in any subject area, have no midterms during the last semester of their junior year, and if they have met the behavioral criteria during their junior year. These privileges will remain in force for each senior as long as the following conditions are met:

1. Approval of parent or guardian.
2. Within 12 credits of graduating at the start of their senior year—or within 6 credits of graduating at the beginning of the 2nd semester of their senior year. As well, they are not deficient in credits in any subject area including PE.
3. The senior had no in/out-of-school suspensions during his/her junior year. If there is a suspension during the junior year, the senior may be eligible for open campus privileges at the start of the 2nd semester (assuming there are no other suspensions during the 1st semester of the senior year).
4. The senior has no grades lower than a C- as determined, at each grade update period, or at the end of the semester. Loss of privileges for grades at mid-term may be restored at the end of the semester, and loss of privileges at the 1st semester will result in loss of open campus for the remainder of the year.
5. The senior must earn at least a 2.5 GPA during the final semester of their Junior year with no grade lower than a C-. The senior must also maintain a 2.5 GPA during his/her senior year.

6. If a student has an incomplete on his/her report card, Open Campus privileges may be lost for a time period pending approval by administration.
7. The senior does not have any suspension either in-school or out of school. Loss of privileges for this behavior will be a minimum of 9 consecutive weeks of school.
8. Attendance in Advisory and at Assemblies is mandatory; failure to attend Advisory or an Assembly will result in the immediate revocation of Open Campus Privileges for 4 ½ weeks on the first offense and 9 weeks for subsequent offenses.
9. The senior meets reasonable behavior expectations from students (e.g. cell phone/electronic devices, dress code, etc.) and is not removed or suspended from any class (a.k.a. “kicked out”) for behavioral reasons a teacher. Loss of privileges for these behaviors will be a minimum of 9 consecutive weeks of school.
10. All fines and/or outstanding debts (e.g. overdue book in the Media Center, etc.) are paid. As well, if a fine incurs during the senior year and is not fulfilled by a given deadline, the senior will lose their open campus privileges for 9 weeks and until the fine/debt is cleared.
11. The senior must return to class on time from open campus. He/she will receive one warning and the second offense will cause a loss of open campus privileges. The senior must also comply with the WCHS attendance policy as defined in the student handbook. Loss of privileges for this behavior will be for 9 consecutive weeks of school.
12. If privileges are suspended or revoked twice in a school year, the senior will lose open campus privileges for the remainder of the school year.
13. If a senior leaves during his/her scheduled open campus time and takes another student who does not have open campus privileges, causing this student to be truant, the senior student will lose open campus for 9 weeks of school for the 1st offense and the remainder of the school year for the second offense.
14. Parking illegally, parking in staff parking, or parking in areas not designated for students will result in a loss of open campus privileges for the REMAINDER of the student’s senior year.
15. Failure to take required standardized tests during the junior year will result in a loss of open campus privileges for ALL of the student’s senior year. Failure to put forth reasonable effort on these tests will result in a loss of open campus privileges

for a period ranging from 18 weeks of school to ALL of the student's senior year.

16. If the senior meets the above criteria, he/she will be issued an open campus card that will serve as a pass for leaving and returning to campus. This card must be visible to all staff and school personnel as you exit or enter the building. If a student loses open campus privileges this card must be returned to the assistant principal. If the student loses their open campus card they will be charged \$5 to replace it and they will lose open campus privileges until the card is replaced.
17. When open campus privileges are lost the student must reapply with the assistant principal before regaining this privilege.
18. The senior student is expected to conduct himself/herself as a responsible and respectable citizen while in the community. If reports of inappropriate behavior reach the school the student could lose open campus privileges for a period of time. This behavior includes—but is not limited to—reckless driving, other traffic-related incidents such as speeding, being belligerent while in the community, etc.
19. Seniors must accumulate 15 hours of approved community service by the beginning of their senior year to be eligible for open campus the 1st semester of their senior year. These hours can be accumulated throughout their high school career. A special school form for logging these community service hours MUST BE used to document the service; this form is on the backside of this waiver.
20. WCHS reserves the right to deal with any other situations concerning open campus privileges as they arise.

OPEN ENROLLMENT

Iowa's Open Enrollment Law allows students residing in one district to request transfer to another district upon the parent's request. Students wishing to open enroll to another school must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll, unless there is good cause as defined by the law. In this case, the deadline is June 30. Open enrollment may result in loss of extra-curricular eligibility. Students interested in enrolling out of the district must contact the Superintendent of Schools for information and forms.

STUDENT COUNCIL

All students have an opportunity to serve on Student Council. In addition to conducting fund raising activities to support projects for improving the school climate, the student council acts as a liaison to school faculty and administration in providing a safe, comfortable atmosphere at Webster City High School. Meetings will be held a minimum of once a month during the school day, and at other times outside the school day. Some of the recent projects sponsored by the council include the annual Blood Drive, Food Drive, Dances, and Homecoming activities.

STUDENT DIRECTORY INFORMATION

Student directory information is defined as the student's name, address, telephone number, date and place of birth, 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, the most recent previous educational agency or institution attended by the student, photograph and likeness and other similar information. Student directory information is provided to the public (including military recruiters) without written parental consent unless the parents or adult student have notified the administration within the deadline set in the annual notice defining directory information that they do not want directory information or portions of it about their student to be released without their written consent.

Annual Notice and The Authorization to Withhold Student Directory Information form are included annually in registration materials. Additional forms are available in the principal's office of the student's school or at the superintendent's office.

STUDENT EDUCATIONAL RECORDS

Student Records are maintained in the building administration office. Records containing personally identifiable information are kept confidential. School personnel who have direct responsibilities for the student have the right to view student records; others may view student records only after obtaining and providing the school principal with evidence of permission from parents or adult students.

Parents, legal guardians, or adult students (defined as eighteen years of age or attending an institution of postsecondary education at the post high school level) will have access to the student's records during regular business hours of the school. Parents of adult students are provided access to student records only with the written permission

of the adult student unless the adult student is defined as a dependent by the Internal Revenue Code.

Parents, legal guardians, or adult students may challenge the content of these records to correct or amend alleged inaccuracies. The District will determine whether to amend the records within a reasonable time after receipt of the request and will inform the parents or adult student of the decision in writing.

A complete copy of Board Policy 505.1: Use of Student Records may be obtained from the building principal or the superintendent's office.

STUDENT FEES

In some cases students may be required to pay fees during the school year for various classroom activities including supplies for courses such as Art or Industrial Tech. As well, students taking ICCC Concurrent courses are responsible for purchasing their own textbooks and any other materials associated with the ICCC class. Students should check with the main office staff for any fee they may owe.

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

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

STUDENT INSURANCE

Student insurance is available at a minimal cost and is optional. The school merely acts as a median in supplying this insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. All students participating in athletics must show proof of insurance or parental signature assuming responsibility for possible medical costs.

STUDENT SUCCESS TEAM

The Student Success Team was developed to assist students in confronting and overcoming problems that threaten to interfere with a successful education. Students may be referred to the Success Team by

themselves, their peers, parents, or school personnel. More information on the Success Team can be obtained in the Counseling Office.

TRANSFER STUDENTS

Students transferring to Webster City High School will be eligible to participate in all extra-curricular and co-curricular activities **ONLY IF** they are transferring in “**good standing**.” Any student declared ineligible under their prior school district’s Good Conduct Policy (or like-standard) and then—without having completed the full ineligibility period at that school—transfers to WCHS, will **not** be eligible for participation until the full period of ineligibility (as determined by the prior school district) has been completed.

WORK STUDY PROGRAMS

Webster City High School offers eligible students the opportunity to join a work study program for credit. Students wishing to participate in work study programs must qualify academically and final approval must be given via the MOC Coordinator and Counseling Office.

Technology

ACCEPTABLE USE POLICY

A **complete** copy of the Computer and Internet Acceptable Use Policy is available **upon request** in the Administrative Building. Students and parents should understand the basic information contained in the policy.

The school district has purchased computers and other technology to enhance the educational opportunities for students. The use of technology is a privilege extended to students. Students who act in a responsible manner will be able to use computers and have internet access for the purpose of conducting research and communicating with others. **Some material on the Internet may be objectionable. The student who accidentally accesses inappropriate material will leave that site immediately.**

Students who do not act in a responsible manner will lose computer and internet privileges. Students and parents may be financially responsible for any acts of vandalism or damages. Replacement costs will be assessed to the user. **The user will lose Internet access and all use of computer services, except during a class in which computer use is an integral part and then only under the direct supervision of the teacher of that class, for a time period to be determined by an administrator ranging from 9 weeks to a full semester or 18-week period following the infraction.** Loss of computer privileges will result in students completing an assignment using alternative resources.

The Internet has become an essential tool for learning. Teachers create instructional activities that include the use of the Internet. The card catalog from each media center will be searchable on the Internet. On-line internet resources are provided for staff and students. The internet has become an integral part of the educational system and as a result, all students will obtain automatic internet access.

Webster City School has connected every computer to a local area network that brings the internet to the computers in the classroom, computer labs, media center and career center. All internet activity is monitored and filtered. While this approach to removing unwanted and inappropriate content from the internet is desirable, it is not fully guaranteed. **If staff or students happen to encounter inappropriate content, they must leave that web site immediately.** (A record of time spent on a particular website/page is available for record-keeping.)

The internet is provided for the purpose of obtaining educational resources for school use. Entertainment (such as on-line games, music, videos, etc.), email, and interpersonal chatting as well as downloading or copying files are prohibited activities on the internet. Students will be monitored in computer labs, media centers, and classrooms. High school students have supervised and independent use of the internet. Students who do not use the internet for the educational purposes for which it is intended will lose internet access and as a result, the student will be required to use traditional resources to complete assignments. **Please notify the Superintendent's Office, IN WRITING, if you DO NOT want your son or daughter to be allowed to use the Internet.**

COMPUTER PASSWORD

Students must remember their password to log onto the computers. Students who forget their password will be charged \$5 to reactivate their computer account. Do NOT share your password or use another person's account. Delete files and documents that you no longer need. Students caught accessing another student's account through use of a password will lose all computer privileges for a time period up to—but not limited to—the remainder of the school year.

LUNCH CARD/ACTIVITY CARDS

Webster City High School utilizes a "ticket-free" Lunch System. Each student will be issued a personal identification number (PIN) that will be typed in by the student on a computer keyboard. Students are **NOT** to share their number with other students. Students may deposit money in their lunch account in the Office. **Students must have money in their account to eat. Students may charge up to \$10.00 but after that they will not be allowed to eat. Cash is accepted in the Ale Carte line.**

All students will be issued a student identification card. Activity tickets may also be purchased for admission to all extra-curricular activities during the school year at the cost of \$25.00. A color-coded sticker will be placed on the identification card signifying purchase of an activity ticket.

PRINTER ACCOUNTS

While computer use increases for high school students, so does printing. Each student is given a printing account for 200 sheets of paper. For normal usage, this should be adequate. Students are allowed to print items at their discretion. They should be conservative in printing. Additional printouts are charged 10 cents/page for black-and-white printing and **\$1.00 per page** for **COLOR printing**.

If a student chooses to print extensively from the Internet or reprint a class assignment several times, additional deposits will need to be made into the student's printing account. These deposits can be made in the high school office.

VIDEO SECURITY SYSTEM

Webster City High School utilizes a closed-circuit video security system. This system is to **be used solely by school administrators or law enforcement** for the purpose of securing and maintaining the safety and integrity of the high school.

Videotapes and their content are covered by the **F**amily **E**ducational **R**ights and **P**rivacy **A**ct (FERPA) which means they are confidential in nature; while parents/guardians are allowed to view footage **of their child only**, security footage can only be reviewed in conjunction with authorized individuals such as administrators or law enforcement to comply with the guidelines of FERPA.

Appendix

Webster City High School

