

West Delaware 2024-2025 Student/Parent Handbook



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West Delaware Vision

Relationships

Multiple individuals at all levels demonstrate respect, trust, and integrity while working interdependently toward our goals.

Strategic Objectives

- By supporting and teaching positive student behavior
- By supporting and teaching appropriate social interactions
- By enhancing adult to adult connections and communications

Challenging Academics

Educators use effective instructional practices to actively engage students in diverse learning opportunities that require critical thinking and problem solving in real world contexts.

Strategic Objectives

- By deepening knowledge of instructional strategies
- By intensifying active student engagement in rigorous and relevant content learning
- By strengthening systems of teacher to teacher support, including Professional Learning Community, teacher leadership system, and multi-tiered systems of support

21st Century Skills

Students will acquire competencies necessary for 21st century living by developing skills in the areas of civic life, health, finance, technology and career readiness.

Strategic Objectives

- By creating learning experiences in a real world context
- By developing and applying career readiness skills

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Welcome to West Delaware County Community School District

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School rules and regulations will be enforced during the normal school day, time while coming to and going from school including beyond the school property and beyond the school day. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include not participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The student handbook is reviewed annually and the school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant throughout the year, including those contained in the handbook. The student handbook covers most circumstances relating to students but not all situations that arise may be covered. Changes, additions, deletions to the handbook will be announced verbally and posted on bulletin boards as they occur. The administration will review and make decisions based on the school's philosophy and judgments will be made based on facts. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district-buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds. Procedures and definitions used in this handbook may be modified by the Superintendent or principals as needed due to Covid-19 or other emergency situation.

Beliefs

We believe that:

- all individuals can learn.
- everyone should strive to reach their individual potential.
- reading comprehension and writing are foundations for academic success.
- students, staff, family, and community are essential partners in education.
- the educational community facilitates learning at all levels.

- each child deserves a safe, nurturing environment.
- the development of character is essential to the individual and society.
- our community should encourage, model, and teach healthy, active lifestyles.
- everyone should become a life-long learner.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES-Reference Board Policy 107 & 405.07

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation and timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting investigation process.

The school district has appointed a Level I investigator team. The team consists of all guidance counselors, and the superintendent. The team will receive all allegations of abuse and determine which team member(s) can best conduct the investigation. All members of the team have received Level I Investigator Training. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. West Delaware's Level II investigator is the Delaware County Sheriff's office or Manchester Police Department. The Level II investigator is used when a Level I investigation results in a founded allegation.

A student or the student's parent or guardian can initiate investigation by contacting any of the following Level I investigators:

| | |
|-------------------|------------------------------|
| Jen Vance | Superintendent |
| Mackenzie Atwater | High School Counselor |
| Shelby Piersch | High School Counselor |
| Chris Harbaugh | PK-8 Counselor |
| Katherine Mejia | Lambert Elementary Counselor |
| Alicia Soppe | Middle School Counselor |

ACTIVITY TRANSPORTATION – Reference Board Policy 1005.05

School-owned vehicles will be used to transport students who participate in school-sponsored activities, unless specifically stated otherwise in the program description or in this handbook. If a private vehicle is used to transport students to school-sponsored activities for which the district provides transportation, it must be approved in advance by the Superintendent or designee.

It is the expectation of the West Delaware County Community School District that all student activity participants will travel to and from away events on school provided transportation. Exceptions to this rule will be: 1) at the conclusion of the event the participant's parent may greet the coach/sponsor and ask permission to take their son/daughter home with them. There will also be a note required to give to the coach/sponsor at that time. 2) In the event of a student's participation in multiple school activities on any given day, prior approval of the activities director and/or principal will allow a participant to be transported by other participant's parents from one activity to the other activity. Once at the second activity it is expected that the student will ride school transportation home from that activity. Any other special arrangements must be approved by the activities director and/or the principal.

ACTIVITY CONDUCT

All school policies are in effect and enforced for all students at any school sponsored activity. Students are expected to be respectful spectators at events. Please refer to the Performing Activities Policies located in the Appendix of this handbook.

ACTIVITY TICKET

Activity tickets can be purchased during the registration process or at the High School Office. It is recommended that you pay for all fees just before school starts. Your activity ticket is admission to all middle school and high school home sporting events, except district, regional and state sponsored tournaments, and all reserved seating events in Hanson Auditorium. The activity ticket is good for one year, from August to August.

ADDRESS – TELEPHONE INFO

If your address, phone number, or place of employment should change during the year, please contact the school office. Parents can also update this information by using the e-registration page through PowerSchool on the West Delaware School web site. Correct contact information is vital in case of emergency.

AGENTS (Solicitation)

Agents or non-parents are not permitted to solicit students in the building or on the grounds before, during, or after school, unless they have contacted and received permission from the building principal.

APPEARANCE/DRESS CODE - Reference Board Policy 502.00

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial, gang related, referring to parts of the male/female anatomy, or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, reference to prohibited conduct, or gang-related attire or insignia are disallowed. While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Caps, hats, hoods, bandanas, head gear, book bags, oversized purses, sunglasses, chains, tools, or other sharp objects that could be dangerous to students or staff or to school property are not to be worn in the buildings unless designated by the principal. The interpretation of the head gear is left to the discretion of the administration. Clothing which exposes the midriff is not acceptable as well as backless and strapless clothing. Sling shirts, spaghetti strap shirts, halter tops, and tube tops will not be worn unless covered by another shirt that is buttoned or zipped for the day. Items that are torn so to expose bare skin or underclothing will not be worn. Shorts and skirts should be an appropriate length. Any clothing deemed disruptive to the educational process by the administration is prohibited. Administrative discretion will be used in determining what is disruptive to the educational environment.

ATTENDANCE REGULATIONS - Reference Board Policies 501.01 & 502.03

Parents/guardians within the district who have a child of compulsory attendance age as defined below shall have the child attend the school district at the attendance center designated by the Board. Students shall attend school the number of days and hours school is in session in accordance with the school calendar.

A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district.

A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program.

Students with unexcused absences may be considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students will be reported to the appropriate authorities.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students will be expected to attend school and be on time to all classes. The school feels that this is important for several reasons: to develop self-discipline, to develop good work habits which will be used later in life and to help students receive the maximum benefits of the educational program. Irregular attendance not only disturbs the non-attending student's education, but it also disrupts the process of the teacher in presenting the material and learning process of the regular attending student.

Therefore, the West Delaware School District will encourage regular attendance and comply with the Iowa Attendance Laws. Students will be subject to disciplinary actions when absent without a reasonable excuse.

The school determines whether an absence is excused or unexcused. Excused absences may include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Students are expected to be in class on time. Absences due to major illness or hospitalization and dental or medical appointments may be exempted by verification from the doctor's office. Students who are on

school sponsored activities will be exempt. Changes to attendance procedures due to Covid-19 may be necessary and will be communicated to families by administration.

Parents of students with excessive absences or a pattern of absences that may lead to excessive absences will be required to participate in problem solving processes.

Under Iowa Code 299.1B, a person who does not attend a public school, an accredited nonpublic school, competent private instruction in accordance with the provision of chapter 299A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen. If attendance does not sufficiently improve after other problem-solving interventions and discipline are attempted, the principal may notify the Iowa Department of Transportation for possible license sanctions.

Absence Procedures – See each building's section in the back of this handbook.

Notifying School of a Student Absence

It is the responsibility of the parent or guardian to notify the student's attendance center as soon as the parent or guardian knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. The school district determines whether an absence is excused or unexcused. Excused absences may include, but are not limited to illness, family emergency, recognized religious observances and school activities.

Attendance should be reported in a timely and efficient manner. In order to do this, each attendance center uses an automated message system. If a student's teacher has marked a student absent and we have not received parent notification, automated message by phone, email, and text is sent to the parent(s). These messages can be sent in minutes and will ensure that parents are notified of their child's absence earlier in the morning.

If a parent receives one of these messages, they can contact the attendance office in the child's school to let them know why the child is absent that day. To avoid these messages, parents should contact the child's school before 8:15 am to let them know that the child will be absent.

Tardies to School

Children learn responsibility by being on time to school. School starts promptly at 8:00 a.m. at the High School and at 8:05 a.m. at the Middle School and Lambert Elementary. Students arriving after the beginning of classes need to report to the office to sign in and receive an admit slip to class. Parents can come into the office, call, or send a written note with the student explaining the tardy. If a teacher detains a student for any reason, the student must have a pass from that teacher to the next class or the student will be sent to the office for an admit pass.

Leaving School During the Day

Students who need to leave school during the school day must receive permission from the office. Students must then sign out in the office. Students must have a note signed by the student's parents, have their parents telephone the office, or have their parents pick them up in the office in order to leave school. Students who return to class or arrive after the school day has begun must present a signed note from their parent/guardian during the school day unless the office has a note signed by the student's parent/guardian or the school has been notified by telephone of the absence. Students leaving the building because of illness or any emergency will be released by the nurse or the office secretaries to their parents/guardians.

Participating in School Activities

Students participating in school activities must be in school the last half of the day in order to participate or practice in a school activity. Any exceptions must be granted in advance by the principal and/or activities director.

Unexcused Absences/Truancies

An unexcused absence will be recorded if the student misses one or more classes in a given day. Refer to discipline chart for unexcused consequences. The parent/guardian may be contacted either at home or work to verify an absence.

An unexcused absence could be a truancy.

In dealing with truancy situations, the West Delaware attendance policy will be implemented. The County Attorney's office will be used when deemed necessary to assist in matters involving students covered by the Compulsory Attendance Laws.

The following procedures will be used when a student is truant from school/class:

- Truancy from class: the parents will be notified of truancy and the student will be required to make up time.
- Truancy from school: A conference may be required with the principal. Detention, in-school suspension, staffing, contacting county attorney, out-of-school suspension (to consider expulsion) and board action are actions that could be taken. The consequences will be more severe with each additional truancy by the student with the above mentioned consequences.

BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS - Reference Board Policy 504.05

Bicycles are to be parked in the racks provided. Students are to park their bicycles upon arriving at school and are not to ride around the building or sidewalks. Bicycle riders are dismissed with the town students. If a student rides a skateboard, roller blades, etc. to school, the student is to carry it to and store it in their locker for the remainder of the day. The school is not responsible for lost or stolen items.

BOOKS - LOST AND DAMAGED

All textbooks are checked out to students in the fall by assigned number and the condition recorded. Any textbook that shows an unnecessary amount of wear, damage or writing on the cover or pages, will result in a fine established by the building principal, teacher or librarian.

The following procedure will be followed for assessing the cost of the lost or damaged textbook:

| | |
|--------------|-------------------------------|
| Year 1 | 100% of the replacement value |
| Year 2 | 80% of the replacement value |
| Year 3 | 60% of the replacement value |
| Year 4 | 40% of the replacement value |
| Year 5 | 20% of the replacement value |
| Year 6, etc. | \$5.00 charge. |

All money collected for lost books will be returned, if the book is found and not damaged beyond use. Damaged and or lost library books will carry the full replacement charge. The student will be given the book when paying for a damaged book. Any adjustments in the above procedure may be made by the building principal.

BOARD POLICY

All items in the Student Personnel 500 Series of the Board Policy Book are hereby incorporated into this handbook. Copies of all Board Policies are on the West Delaware website, the link is located under the District tab. It is the responsibility of each student to be familiar with the policies of the West Delaware School System.

BULLYING AND HARASSMENT – Reference Board Policy 107.R1

Individuals who feel that they have been harassed should:

Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:

- What, when and where it happened;

- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Complaint Procedures

An individual who believes that they have been harassed or bullied will notify any school staff member. The school staff member will provide immediate assistance if necessary and will notify any Guidance Counselor or designated investigator. The investigator may request that the individual provide additional information included in the Discrimination, Anti-Bullying/Harassment Witness Disclosure form or other district developed documentation may be used in lieu of this form so long as all pertinent information is included. The investigator may request the individual turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant's parent/guardian shall be given a written or verbal notice of complaint. Information received during the investigation is kept confidential to the extent possible. Refer to policy 107 for additional procedures. The investigator, with the approval of the principal, or the principal, has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedures

The investigator will reasonably and promptly investigate upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal

Resolution of the Complaint

Following receipt of the investigator's report, another principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, another principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures and will ensure that state reporting requirements are fulfilled.

Points to Remember in the Investigation

- Complaints will be taken seriously and investigated.
- Evidence uncovered in the investigation is confidential.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, the alternate investigator may investigate.

BUS PERMITS

No student will be permitted to ride a bus that is not the regularly assigned route for that student.

BUS/DISTRICT TRANSPORTATION REGULATIONS—Ref. Board Policies 702.08 & 702.11

Good student conduct contributes to safety. It helps avoid accidents that might occur as a result of a distracted driver. It also reduces the number of accidents in which students injure themselves or each other. The following outline represents the standards and procedures relative to student conduct while riding transportation owned and operated by the West Delaware Community School District. Violations of these standards will be reported to the Director of Transportation or to the school principals.

- 1) Waiting at designated transportation stops.
 - a) Students are requested to stand at least 10 feet from the roadway unless specifically directed.
 - b) Students are requested to be on time as per their schedule.
 - c) Safety standards must be practiced while students are waiting.
- 2) Boarding transportation.
 - a) Students will board ONLY after being signaled by the driver.
 - b) Students must board in single file with no pushing.
 - c) Students are required to go directly to their seats and not block the aisle.
- 3) Conduct while riding the district transportation.
 - a) The students are permitted to converse quietly with the person seated next to them.
 - b) Students are not permitted to change seats or annoy other riders.
 - c) Students should face forward while riding.
 - i) Singing, whistling, yelling and loud noises are not permitted on the bus.
 - ii) Eating is not permitted on the bus, unless permission is granted by the driver.
 - iii) Students must under NO circumstances put their heads, arms, or objects out of the window.
- 4) Musical instruments or large parcels should be left with the driver if he/she so requests.
- 5) Leaving the transportation vehicle.
 - a) Students are required to remain in their seats until the vehicle has come to a complete stop.
 - b) Students will leave in single file.
 - c) Students should not remain to play in the area where district transportation unload.
- 6) The driver is responsible for the safety and good order of riders. He/she has the authority to assign seats.

The driver is responsible for the orderly conduct of the passengers. While on district transportation, the student is under the authority of, and directly responsible to the driver. In the event the student's conduct is inappropriate while being transported to and from school, the following could result but not be limited to:

- Step 1: A letter explaining the incident and a copy of the transportation policy will be sent to the parent or guardian. The student will be disciplined.
- Step 2: A letter explaining the conduct and a copy of the transportation policy will be sent to the parent or guardian. The student will be suspended from transportation privileges not to exceed five days. Prior to the reinstatement of the student's transportation privileges a conference will be held.
- Step 3: A certified letter explaining the incident, a copy of the transportation policy and the available hearing procedure will be sent to the parent or guardian. The student may be suspended from transportation privileges for the remainder of the year, upon parental notification. Parental notification will include notification that they may request a hearing before the Board of Education by requesting such a hearing in writing to the School Board Secretary within five school days of the date the notification was received.

Habitual offenders: Those student riders whose privileges have been suspended by the Board during one academic year could start on Step 2 or 3 of this procedure the next academic year. If the offense jeopardizes the safety of the students and driver, action may be processed at Step 3, Parents will be notified before school starts each school year if they have a child who is a habitual offender.

The West Delaware County Community School District has authorized the use of video cameras with audio on school district vehicles. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the digital recordings may be used in a student disciplinary proceeding. The content of the digital recordings are confidential student records and will be retained with other student

records. Digital recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view digital recordings of their child if the digital recordings are used in a disciplinary proceeding involving their child. Consent is not required from any student or parent also shown in the digital recording if the other students are just bystanders. However, if there is an incident between multiple students, than all parents must give consent in order for the digital recording to be viewed by parents. A decision will be made by the Superintendent.

CAMERAS, DOORS, SECURITY – Ref. Board Policies 508 & 508.R

Students and the public are notified that video cameras have been installed on school property. They are in operation 24 hours a day. Entrances will be locked during the school day. All students and visitors must request admittance and check in through the main office at the appropriate building.

CARE OF SCHOOL PROPERTY

The school building was built and is maintained by tax dollars paid by your parents and neighbors. Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Reimbursement and/or Penalties for Damage to School Property:

It shall be the duty of the building principal to investigate each case of damage or destruction and classify the action into one of the following classifications:

1. Deliberate destruction
2. Carelessness
3. Accidental

Actual damages shall be assessed and collected for all actions classified as deliberate; not less than 50% of damages shall be assessed and collected for all actions classified as carelessness. Records shall be kept of all damage caused by students. Charges could be filed for deliberate damage.

CHILD CUSTODY/COURT ORDERS

In most cases when parents are divorced, both mother and father continue to have equal rights where the children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office, including a picture if available. Unless your court order is on file with us, we must provide equal educational rights to both parents.

CLASSROOM PARTICIPATION AND RESPONSIBILITY BY STUDENTS

Each student must assume responsibility to be prepared to participate in each class activity. This should include having textbooks (if applicable), completed assignments, writing utensils or other equipment necessary to productively participate in any particular class.

CONCERNS FROM PARENTS – Who to contact at school

During the course of the year you may feel a need to discuss questions or concerns related to your child. The first and most important person to talk to is your child's teacher since he/she is in the best position to bring about change. If the problem remains unresolved, either the counselors or the building principal may be able to assist. Unresolved concerns may be addressed to the superintendent.

If these methods do not resolve the concern, other resources and options are available on the Iowa Department of Education webpage at this link: <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

CONCUSSION POLICY AND PROTOCOL – Reference Policy 504.041

The West Delaware County Community Schools will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.12C, and House File 2442 regarding concussion and brain injury policies.

The West Delaware CCSD Concussion Management Team will include at a minimum the School Nurse and the High School Activities Director. Other team members will serve as needed based on the situation and may include teachers, building principal, school health office staff, AEA staff, or other appropriate staff members. Parents will be invited to participate fully at all stages of planning. Recommendations from health care providers will be implemented as appropriate to the school setting.

If a West Delaware County Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in any school setting or school activity, **the student shall be immediately removed from participation.**

If such an injury occurs during the school day, the student should be sent to the school health office, where the school nurse or other designee will assess the student for symptoms of a brain injury, and notify parents/ guardians. Based on the assessment of the school health official, the school health official may recommend immediate medical evaluation. If immediate medical evaluation is not warranted, the parent and school staff may be provided with additional written information on signs and symptoms of brain injury included on the document “Head/Brain Injury Instructions”. The same procedures will be followed if the school is notified of an injury that occurred outside of school hours.

Diagnosed Concussion Protocols of Return to Learn and Return to Play will be implemented anytime the school receives notification of a medical diagnosis of concussion or brain injury.

Return to Learn

Return to Learn readiness should be determined by the Concussion Management Team based on each individual student’s medical evaluation and ongoing symptoms. A plan will be devised based on the stages included in the “Graduated Return to School Strategy”, REAP protocol, or other appropriate resources. Planning will include considerations of teacher observations, student self-report, and ongoing assessment. Accommodations will be recommended based on this information and revised based on student progress.

Students should be performing at full academic activities without accommodations and symptom-free before beginning the Return to Play protocol outlined below.

Return to Play

The Return to Play Protocol will begin when the Concussion Management Team has determined that the student has successfully completed the Return to Learn Protocol. A plan will be devised based on the stages included in the Iowa Administrative Code 641-54 “Concussion or Other Brain Injury Return to Play Protocol”. As outlined in this document, initial step requires written medical clearance from a licensed healthcare provider. The protocol will be directed by the coach or sponsor and include input from the student and parents.

If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse, licensed athletic trainer and/or other healthcare professional.

CONDUCT, STUDENT - Reference Board Policy 502.01

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Respect for authority vested in school employees, regard for public property, and consideration for the rights and welfare of the other students should govern student behavior. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures, include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Actions or behaviors which are unacceptable in the West Delaware School District and will be subject to disciplinary measures include, but not limited to the following:

1. Fighting
2. Verbally or physically threatening staff or students
3. Using or possessing smoking or chewing tobacco
4. Under the influence of, possession of, or selling drugs
5. Under the influence of or possession of alcohol
6. Damaging or destroying school property
7. Stealing from other students, staff or school
8. Profanity or vulgar language and/or obscene gestures
9. Leaving school without permission
10. Gambling
11. Possession of hazardous weapons such as guns, knives, explosives, poisons, etc
12. Insubordination
13. Any action or behavior causing unsafe or hazardous conditions
14. Willfully disobeying school regulations

Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed.

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action.

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. These are detailed in the student handbook. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition.

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the superintendent. The superintendent will review the suspension and decide whether to impose further sanctions against the student. It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally point any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day or on a non-student contact day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either in-school suspension, out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The probation shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. If a special education student's suspensions, either in or out of school, equal ten days in an academic year on a cumulative basis, the IEP team will convene to conduct a manifestation determination as defined by Iowa Administrative Code 281-41.530(5).

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

DELIVERIES TO SCHOOL

If a parent or guardian needs to deliver a package, clothes, homework, etc. the item should be labeled with the student's name and taken to the office. A secretary will see that your child gets the item. If a student calls home for an item, they are to return to class and will be called back when the item(s) arrive. We do not accept deliveries of balloons, flowers, etc. to the school for students.

DISCIPLINE, STUDENT – reference Board Policies 500.01, 502.01

Certain rules and regulations are necessary to make sure these actions are not allowed. Every student has a right to an education and if another student infringes on that right, then the school may enforce certain disciplinary actions.

A committee of faculty, administration, and students originally developed a discipline chart which details a variety of infractions and the consequences that can be expected to be applied to a particular discipline situation. Students should be aware that the Discipline Chart, found in each building's section at the back of this handbook, is not intended to be all inclusive, but shall serve as a guide to behavior expectations.

This handbook is an extension of Board Policy and is a reflection of the goals and objectives of the Board. The Board, administration and employees expect students to conduct themselves in a manner fitting their age level and maturity. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra-

curricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school districts policy, rules and regulations. Students who fail to abide by the school districts policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

Students at West Delaware have the right to take advantage of instructional and related school activities in an atmosphere where students can learn and teachers can teach. Students have the responsibility to abide by district, building, and classroom rules established by school officials to avoid disruptions in the school and to protect the health, safety, and welfare of both students and staff. Behavior that is disrespectful, rude, or which causes harm to the students or adults, and any other behavior that in the view of the building principal's may be detrimental to the learning environment of the school will not be tolerated. Students exhibiting such behavior will be subject to appropriate disciplinary action.

Students missing school work due to behavior problems are responsible for making up this work. Students on detention will be responsible for arranging their own transportation from school. Students who miss a detention will have the detention time doubled. Refusal to serve a detention may result in suspension.

If actions taken by a West Delaware student outside of school hours and/or grounds interfere with instruction or impede the learning of West Delaware students, administration can take corrective action.

Threats of Violence

All threats of violence (oral, written, or symbolic) against students or staff or pertaining to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

The disciplinary actions which can be used to deal with the unacceptable behaviors mentioned above are:

- **Loss of Privileges** Examples of this would be: isolating students during lunch hours, suspending students from riding regular and activity buses and isolating students during

free periods, loss of open campus privileges, disallowing students from attending school activities.

- **Detention** A student may be kept after school by a teacher or a principal. If detention is skipped, then more time will be enforced. Continual skipping of detention will result in suspension.
- **Academic Detention:** Academic Detention can be assigned by classroom teachers to address academic concerns as a result of incomplete or missing assignments. The focus is for students to achieve at the appropriate level and/or earn credits towards earning a diploma. This detention will be served with the appropriate teacher where the student is experiencing academic difficulties. Missing a scheduled Academic Detention can result in being referred to the office for regular detention or along with Saturday Detention to address academic and/or behavior concerns.

Attendance on Professional Development Days/Early Outs

On days when staff members are attending school, but students are not, a misbehaved student could be asked to come in for detention in the school building.

Reimbursement to District

If a student destroys school property, the administration may require the student to reimburse the district for the amount of the damage. In all non-accidental classifications the student shall be reprimanded. Records shall be kept of all damages caused by students and the deposition entered into each offender's file. Assessments not collectable on a voluntary basis shall be turned over to the Board of Education for their assignment to their legal department for disposition.

Restraints - Reference Board Policy 502.08

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notices to the child's parent.

West Delaware County School District has several staff trained in Nonviolent Physical Crisis Intervention who are called upon to assist with students who present a danger to themselves or others. In addition, appropriate staff is trained yearly on restraint and seclusion policies. If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate

Report to Law Enforcement Officials The school will assist local, state, or federal law enforcement officials if a student has committed an offense against any local, state or federal law.

Suspension is the removal of a student from the school environment for periods of short duration. An In-School-Suspension could be used to isolate a student in a designated location, such as the Hawk Center, during the normal school day. The student will complete assignments and will not leave the designated location without permission of the attending principal. Inappropriate behavior at the in-school suspension facility may result in an extension of time spent in suspension. Transportation to and from the school building and

meals will be provided for the student. Parents or guardians will be notified as soon as possible.

An Out-of School-Suspension could be used to suspend a student for up to five school days by the building principal or designee. If the principal or designee feels a suspension should be longer than 5 days, then the principal must receive the approval of the superintendent. No suspension may be longer than 10 days.

A student may be suspended for a commission of gross or repeated infractions of school rules or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

The due process requirements for a temporary suspension are as follows:

- A. Oral or written notice to the student of the allegation(s) against him/her; and
- B. If the student denies the alleged conduct, the student is entitled to an explanation of the evidence in the school's possession, as well as an opportunity to present the student's side.

The above notice and rudimentary hearing should precede the removal of the student from school unless the student poses a danger to persons or property or is an ongoing threat of disruption to the academic process.

In such cases the above procedure for a hearing shall be followed as soon as possible, which normally would be the next school day, so that in the event it is determined not to suspend, the student will miss as little school as possible.

If the student is suspended, the building administrator shall notify the parent or guardian that the student has been suspended. If the student's parents or guardians cannot be notified, then the student shall remain at school until regular dismissal.

During the suspension, the principal may request that the parents or guardians come to the school for a conference, or the principal may review the reasons for suspension by telephone or letter.

Expulsion – Reference Board Policy 502.01, 502.08, 502.02

Expulsion is the removal of a student from the school environment for the remainder of the school year. The school board may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. Only the building principal or his designee shall recommend to the school board to expel a student.

When the principal or his designee has determined that a student has committed gross or repeated infractions of the school rules and has determined that the student should be recommended for expulsion, the building administrator shall follow the following procedure:

1. The administrator shall conduct an informal hearing with the student as set forth in the suspension policy and place the student on suspension, pending a formal hearing with the Board of Education.
2. The administrator shall notify the school board president of the need to set up an expulsion hearing date. The school board president shall then set a date for the expulsion hearing which shall be no later than 10 days from the date of notification.
3. The building principal shall then mail or hand-deliver the notice of the hearing date to the parents or guardians of the student at least five days prior to the hearing. Included in this notice should be a written statement of the alleged misconduct given as grounds for the proposed expulsion. Such statements will include the names of

those school officials and teachers having knowledge of the reasons for the proposed expulsion. The written statement will be accompanied by a copy of the board policy and rules pertaining to procedures for expulsion of students. The student will not be removed from school until after a hearing has been held and a decision made whether the student should be expelled by board action.

If the parent or legal guardian of a student cannot be notified, or cannot be present at the hearing because of extenuating circumstances, and request a postponement, the board shall postpone the hearing until the parents or legal guardians are notified and available to be present. Such request for postponement should be made at least forty-eight hours prior to the scheduled hearing time.

If the student has reached age 18 at the time the alleged acts took place, the student is then authorized to make decisions, sign documents and obtain representation on his own behalf and may elect to be represented by his/her parents or guardians. However, notice shall be also given to the parents as outlined above unless the student shows that he or she is no longer dependent upon or residing with his/her parents and does not want them notified.

If the student, the student's parent, guardian or representative, do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such event, the record will show a factual determination by the board that sufficient and proper notice was given the parties and no postponement was requested.

The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teachers and other witnesses at a time which will not be disruptive.

The superintendent, student, or his/her representative may request the hearing before the board be held in closed session. After due consideration, the board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling and to override the general public policy in favor of public meetings, and hold the hearing in closed session. The student, his/her parents and their representatives may be present.

At the hearing the superintendent or his/her designee shall present evidence in behalf of his/her recommendations. An attorney hired by the board may present evidence and at the same time advise the board. Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.

The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, the student shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.

The board shall take time to discuss the issues presented at the hearing. The board's decision will be based solely upon evidence introduced at the hearing. The school board shall then vote on the issue of whether to expel the student. The vote shall be by roll call in an open public meeting and must be made by an absolute majority of the board and not merely a majority of those in attendance.

Notification of the board's decision and the factual basis for it will be mailed or hand-delivered to the student and his/her counsel within five calendar days of the hearing.

Nothing contained in the above paragraphs shall prevent the immediate expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or well being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate expulsion, a hearing will be held within ten days to determine future action of the board. Such a hearing will be conducted in the spirit of due process.

Conditions for re-admission:

1. The board may consider, and by majority vote of those present,
2. Grant re-admission to a student expelled by board action at any time and upon any condition it may determine.
3. A decision may be appealed under Chapter 29, Code of Iowa

*Attendance and discipline statements are a combination of board policy and school regulations.

EDUCATIONAL RECORDS – Reference Board Policies 502.04, 505.01, 505.01R

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must make an objection in writing to the principal in charge of the school which the student is attending at the beginning of the school year if they do not want the school district to release directory information. The objection must be renewed at the beginning of each school year. Directory information shall include, but not be limited to, the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

EQUAL EDUCATIONAL OPPORTUNITY – Reference Board Policy 102.02

It is the policy of the West Delaware County Community School not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. Policy 102.01 outlines the grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Tim Felderman, West Delaware High School, 605 New Street, Manchester, IA 52057, phone 563-927-3515, ext. 301, e-mail address: timfelderman@w-delaware.k12.ia.us. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all

applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The West Delaware County Community School District will take all necessary actions to comply with the law as stated in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Title V of the Vocational Rehabilitation Act of 1973, and any other state and federal law which prohibits discrimination of educational programs and activities.

FAMILY NIGHT – Reference Board Policy 1004.05

There are to be no school sponsored activities on Sunday, unless Superintendent approved. The district will also observe Wednesday family night with no school sponsored activities scheduled to extend past 6:30 p.m. Family night restrictions need not be observed during summer vacation. Applications for exceptions must be made to the Superintendent or his/her designee prior to the date of the requested exception.

FIGHTING

West Delaware feels it is vitally important that students are safe at school. All students have the right to feel safe from injury by a peer brought on by verbal/and physical means. West Delaware will take immediate action for fighting.

Disciplinary action shall be reported to parents or guardians for any action which results in a suspension, and if law enforcement personnel are involved with the student at school. A report to the parent can take the form of a telephone call, a letter, or a conference with parent and school officials.

These rules will be enforced during regular school hours and during school sponsored activities, whether the student is a participant in that activity or a non-participant.

Principals and staff are mutually responsible for maintenance of the approved discipline standards. The major responsibility for the extremely severe cases of discipline must be assumed by the building principal. See each building's behavior chart in their section at the back of this handbook.

FUNDRAISING

Students may raise funds for school-sponsored events with the prior written permission of the superintendent. Fundraising by students for events other than those which are school-sponsored is not allowed.

GUM, CANDY, POP

To be in compliance with our health education program, regular use of gum, candy, and pop are not allowed at school with the exception of classroom events.

HEALTH SERVICES – See Appendix Page A11

HEALTHY FOOD CHOICES - Promoting Good Habits While Protecting Children's Health

The West Delaware Wellness Committee was formed in August 9, 2005 as part of legislation mandating school districts to have local wellness policies in place by the 2006-07 school years. The legislation was in response to the mounting childhood obesity problem. As part of the West Delaware Local Wellness Policies it is important to note that holiday celebrations, birthday parties and classroom treats need not involve candy and other foods that can undermine children's diets or health and reinforce unhealthy eating habits. A wide variety of alternative non-food and healthy choice items for parties and celebrations are available. To keep all children safe, the Committee encourages parents to only bring food snacks that are commercially bulk packed or individually wrapped. Suggested healthy snacks include string cheese, yogurt cups, granola bars, raisins, juice boxes and snack crackers.

HOMELESS CHILD/YOUTH, DEFINITION – Reference Board Policy 501.16

The West Delaware County Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the High School Counselor as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

Homeless & Migrant Liaison Contact Information:

Shelby Piersch, High School Counselor

West Delaware High School

605 New Street, Manchester, Iowa 52057

Phone: 563-927-3515, extension 306; email shelbypiersch@w-delaware.k12.ia.us

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line Number: 1-800-308-2145.

HUMAN GROWTH AND DEVELOPMENT – Ref. Iowa Code: 279.50 & Board Policy 602.11

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use by contacting the building principal. Parents who wish to have their child excused from human growth and development instruction may do so by filing a written request with the principal.

INSURANCE – STUDENT

The school district does not offer student insurance. However, private companies are allowed to send their student insurance brochures and solicitations. The district does not endorse any company. Parents are responsible for their own insurance coverage.

INTERVIEWS WITH STUDENTS - Reference Board Policy 506.05

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and those other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

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

INSTRUCTIONAL MATERIALS INSPECTION – Reference Board Policy 605.2

Parents and other members of the school district community may view the classroom instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

OBJECTION TO INSTRUCTIONAL MATERIALS – Reference Board Policies 605.3, 605.3R

Parents and guardians of a student enrolled in the district may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials. Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional materials or check out certain library materials. For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials does not include lesson plans.

LOCKERS – Reference Board Policy 502.01A

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

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Either the student or another individual must be present during the inspection of lockers and desks. Student lockers and desks may also be searched, at any time and without advance notice, in compliance with Board Policy 502.05A regulating search and seizure.

PLEASE DO NOT LEAVE VALUABLES IN YOUR LOCKERS, AS THESE ITEMS ARE YOUR RESPONSIBILITY. High School students may pick up a school padlock for his/her locker in the high school office. If a student loses or destroys the padlock, \$5.00 will be charged for replacement. Padlocks on lockers must be school issued.

NO EXTERIOR LOCKER SIGNS ARE PERMITTED, unless approved by the building principal. All interior locker signs and pictures must be appropriate to the school environment.

LOST AND FOUND

There is a lost and found located in or near each school office. All found items should be turned in to the office. Since many students have identical items it is sometimes difficult to know to whom it belongs. Therefore, we ask that you place your child's name on all possessions he/she will have at school. This does not include school owned items such as books and equipment.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): ASSISTANCE TEAMS

The West Delaware Community School District uses a Multi-Tiered System of Supports (MTSS) to address student concerns. Problem solving is a framework of evidence-based practices in instruction and assessment that addresses the needs of all students starting in general education. The procedures used are designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the MTSS process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

MTSS is a process used to determine how teachers and parents can work together to help a student who is having some type of difficulty. The MTSS process is structured so we know what things we try make a positive difference. The process begins when a parent or a member of the school staff has a concern about a student. It begins very informally.

STAGE ONE is initiated by communication between the parents and the teacher. They talk about the problem and come up with ideas to try. Those ideas are put in place and their success is evaluated. If these initial supports work, the process stops. If they don't work...

STAGE TWO is initiated. Additional ideas for helping the student are sought from other teachers or staff members. All of these ideas are considered. Some are selected to try, they are implemented, and their success is evaluated. If the problem gets better, the process stops here. If not...

Assistance Team

STAGE THREE sees the group reaching out for even more support. The school assistance team is used to get even more support. The school assistance team is used to get even more ideas. The building level team consists of both regular and special education staff, counselors, administrators, and others who meet on a regular basis to discuss options for students who are experiencing difficulty. Members of the school's AEA team may be involved as well. The child's problem is discussed in detail to make sure that the exact problem has been identified. Discussions are held regarding what has helped and what has not, and a plan is developed to try additional supports. This plan is monitored to see how well it works. If this plan still does not solve ...

STAGE FOUR: Special education, Talented & Gifted, or other services are considered only when:

- The interventions attempted at the earlier stages of problem solving did not correct the problem.
- The interventions tried are working but the amount of resources necessary make it impossible to continue the support without assistance or...
- The family requests that other services be considered.

NUTRITION DEPARTMENT – Reference Board Policy 701.05

The West Delaware Board of Education has implemented the “offer -vs- serve program” at all centers. This program gives students an option to choose fewer food items than are being offered daily for lunch and breakfast. Items include meat or meat alternative, grains, fruit, vegetable and milk. Students must choose at least three items, with at least one of them being a fruit/vegetable. Students are encouraged to try food from all groups. A peanut butter sandwich and cheese stick or an alternative main dish will be offered daily. Students are not allowed to have pop at mealtime.

High School and Middle School students are required to know their family account number to access their accounts. This number is issued when a student is enrolled and should not change throughout their school years at West Delaware. Lambert students will be issued a computer lunch card. The cards will be kept by teachers and given to students before lunch cards are scanned in the lunch lines, collected and returned to the teacher.

Students are encouraged to eat breakfast every day because students who eat breakfast are better prepared to learn. Breakfast is available to all students. The price of a student breakfast is \$1.50, and an adult breakfast is \$2.05. The price of a reduced student breakfast is 30¢, based on financial eligibility. Students eligible for a free lunch are also eligible for a free breakfast. Lambert serves breakfast from 7:30 until 7:50 a.m. and offers breakfast-to-go after 7:50. The High School and Middle School serve breakfast from 7:45 to 8:05 a.m.

The price of a school lunch is \$2.55 for students in grades Preschool-4 and \$2.70 for students in grades 5-12. The price of an adult lunch is \$4.85. The price of a reduced student lunch is 40¢, based on financial eligibility. Students are allowed to purchase extra items from the daily menu. Sandwich and main dish items are \$1.60 and milk is 50¢. Students who are eligible for free meals receive one free lunch and one free breakfast daily. Students receiving free meals must have money in their account to purchase extra items. No student will be allowed to take extras if there isn't any money in their account.

All meal purchases are to be prepaid before meal service begins. Parents can send money with their student(s) to deposit into their accounts in the morning before the start of school. Money or checks will not be taken in the lunch line. Cash will not be given back to a student, even with a note. Parents can also make payments to their lunch account online through RevTrack. Our lunch program software system allows parents to log on and manage their family account. Parents may sign up to receive low-balance emails, set notice amounts and manage what and how much the children in their family account can eat each day.

Family accounts that do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in their family account, except as described in this policy.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Families with outstanding meal charge debt shall be allowed to purchase a meal if the family pays for the meal when it is received.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance as described below.

If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

High school students will be served a fruit, vegetable and milk for free if the family balance is in a negative, unless arrangements have been made through the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us.

Middle School students will be served an alternative meal that consists of a peanut butter sandwich and milk for free if the family account reaches negative (-\$7.50) unless arrangements have been made through the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us. Calls will be made to parent/guardian once the family account balance goes negative.

Families with students attending Lambert will be informed when their lunch account balance is getting low. Negative account balance notes will be given to the teachers to distribute to students weekly. Calls will be made on negative balances and parents will be informed or messages will be left regarding the negative balances. When a family account balance reaches negative (-\$7.50) or more the student will be given an alternative meal that consists of a peanut butter sandwich and milk for free until the negative balance is paid and a deposit is made to the account or arrangements have been made with the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us.

During the month of May, family accounts with a negative balance will not be allowed to eat the menu items of the day and will receive an alternative meal until the negative balance is corrected through a deposit to the family account or arrangements have been made with the District Food Service Director, Kim Sperfslage, 563-927-3515, extension 211, kimsperfslage@w-delaware.k12.ia.us. All family account balances are carried forward to the next school year.

Negative balances of more than \$100.00, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Unpaid Student Meals Account

The district may establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

Account Reimbursement

Upon graduation or no longer enrolled at West Delaware, all lunch balances above ten dollars (\$10.00) will be automatically reimbursed by a school issued check. Any balance below ten dollars (\$10.00) will be automatically donated to the West Delaware Back to School Fair, the unpaid meals account or any other appropriate school account, unless the district is notified by the parent within 30 days and requests a refund. If notified within 30 days, the district will issue and send a check.

Apply online for free and reduced meals <https://onlineapp.totalk12.com/M9aBUW4Tx0HDD4I5GnAg>. Hard copies of the free and reduced meal application are available on the school's website located under the District Tab Food Services and at the Central Office. The application and information on the free and reduced program will also be emailed to each family twice a school year. If you have any questions regarding the application form, process or program, please call Laurie Buchheit, 563-927-3515, extension 406.

OPEN ENROLLMENT Reference Iowa Department of Education Open Enrollment Handbook and policies 501.02B and 501.02C

Open Enrollment is a cost free option by which parents/guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and the administrative rules of the Iowa Department of Education, 281 Iowa Administrative Code Chapter 17.

The parent/guardian must complete an application form that is available in the central office of Iowa school districts. The form is also available via the Iowa Department of Education's web site under Open Enrollment. The completed form must be filed with both the resident and receiving district.

Parents are responsible for transporting children that are open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule the parent is responsible for this obligation under open enrollment. In some cases district transportation may be available. Contact the Transportation Director for information. If a child open enrolls to a district that is contiguous (borders) to the home district, and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the district.

For further information about open enrollment, including athletic eligibility, appeals, or other questions, please consult the Open Enrollment Handbook, contact the Department of Education at 515-281-3778 or contact the West Delaware Central Office, 701 New Street, Manchester at 563-927-3515, extension 406.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are held twice a year at the Middle School and Lambert Elementary and once each term at the High School. Additional conferences should be held at any time that the teacher or parent feels that it would be beneficial. The purpose of a conference is to inform parents as clearly as possible both the status and progress of their child. Discussion may involve the specific objectives the student has attained as well as those not accomplished. If teachers and parents can share the essential similarities of their goals for their children, student development and achievement can be enhanced. Parents may make appointments for conferences with teachers, counselors, or the principal by telephone and/or e-mail at any time.

PERSONAL POSSESSIONS-VALUABLES

The district is NOT responsible for a student's personal belongings lost or damaged at school or at school sponsored events. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school these items can be safeguarded by leaving them at the main office.

PHOTOGRAPHY/VIDEO

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo. School administrators, teachers, coaches, and other school

officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law. Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

POSTING OF INFORMATION

Students who wish to post or distribute school related information must receive permission from the principal at least one (1) day before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Distribution of materials for non-curricular student led groups may be made by students only. The district reserves the right to control time, place, and manner of distribution but not content. Neither the school district nor employees should be involved in announcing, collecting, or distributing materials in a manner that we would not normally do for other groups. Check with Administration if there are questions.

PROMOTION – RETENTION (K-8) – Reference Board Policy 605.03

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- Retention/Promotion in kindergarten – eighth grade: The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- Retention/Promotion in ninth – twelfth grade: Students in grades nine through twelve will be informed of the required coursework necessary for graduation. When it becomes evident a student in these grades is no longer on track for graduation, the student and parents will be informed.
- Acceleration in kindergarten – twelfth grade: Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- Retention or Acceleration in kindergarten – twelfth grade may also occur in additional instances as provided by law.

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.09 – Student Complaints and Grievances.

SCHOOL CLOSING/DELAYS

The closing of school will be announced by KMCH, local television stations and the West Delaware web site www.w-delaware.k12.ia.us. A school messenger text, voice or email will also be sent to parents who are signed up to receive these messages. If you are concerned about the numbers being called you can choose what numbers are getting the phone calls. Log into the Parent Portal of PowerSchool (what you used for ERegistration) and you will now see a SchoolMessenger icon, on the left hand side. Once you click you will see the past messages available to you. You can also click on the Contacts link at the top of the page and this will allow you to check the boxes next to the numbers you want to be called at for certain types of calls. You will have to do this for every student that you have in PowerSchool.

Parents need to make arrangements for their children in case of a late start or early dismissal due to inclement weather or other emergency. It is important that these arrangements are made prior to the need for them. Please be sure your child and their teacher are aware of where your child should go in case of an emergency dismissal.

SCHOOL COUNSELING PROGRAM

The professional school counselor is a certified/licensed educator trained in school counseling with unique qualifications and skills to address all students' academic, personal/social and career development needs. Our professional school counselors are developing a comprehensive school-counseling program that promotes and enhances student achievement. Their work is differentiated by attention to developmental stages of student growth, including the needs, tasks and student interests related to those stages.

Professional school counselors support a safe learning environment and work to safeguard the human rights of all members of the school community. Collaborating with other stakeholders to promote student achievement, professional school counselors address the needs of all students through prevention and intervention programs that are a part of a comprehensive school-counseling program.

Professional school counselors provide services to all students, parents, school staff and the community in the following areas: school guidance curriculum, individual student planning, and responsive services. Responsive services include; individual or group counseling, consultation with parents, teachers and other educators, and referrals to other school support services or community resources.

Professional school counselors develop confidential relationships with students to help them resolve or cope with problems and developmental concerns. Students can be referred to counselors by parents, teachers, or themselves. If you have any questions or concerns, please contact your student's building counselor.

Lambert Elementary – Katherine Mejia, extension 171; Chris Harbaugh, extension 215

Middle School – Alicia Soppe, extension 172; Chris Harbaugh, extension 215

High School – Mackenzie Atwater, extension 307 and Shelby Piersch, extension 306

SCHOOL SUPPLY LISTS

Supply lists are published in the August District Newsletter, on the school's website and are available in the elementary and middle school offices.

SEARCH AND SEIZURE – Reference Board Policies 502.05A and 502.05R

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, nicotine products, weapons, look alike weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. Refer to Policy 502.05R for regulations.

Types of Searches include:

Personal Search

1. A student's person and/or personal effects (e.g., purse, backpack, phone, technology, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. All searches shall be conducted in private by a school official of the same gender and with another adult witness present.
 - (a) Strip searches, body cavity searches, and the use of a drug-sniffing animal to search a student's body shall not be permitted.

Locker and Desk

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

SMOKING – DRINKING – DRUGS – Reference Board Policy 502.07

The board prohibits the distribution, dispensing, manufacture, possession, use, intent to sell or purchase, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, other controlled substances, vaping devices, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or

controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Nicotine products means any product containing nicotine or any other preparation of tobacco and any products or formulation of matter containing biologically active amounts of nicotine. Nicotine products does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

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

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

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board.

Substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

STUDENT COMPLAINTS AND GRIEVANCES – Reference Board Policy 502.09

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another member of certified personnel, other than administration for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by certified personnel, the student may discuss the matter with the principal within five (5) calendar days. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendent within five (5) calendar days after speaking with the principal.

If a matter cannot be settled satisfactorily by the Superintendent, it may then be brought to the Board. To bring a concern about a school district employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES – Ref. Board Policy 503.09R1

The Board recognizes that while certain fees charged students are appropriate and authorized certain students and their families are not financially able to pay the fees. The school district will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers –

1. Full Waivers – a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers – a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. (The reduction percentage charged will be 40 percent).
3. Temporary Waivers – a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application – Parents or students eligible for a fee waiver shall make an application on the Iowa Eligibility Application or on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality – The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals – Denials of a waiver may be appealed to the Business Manager, West Delaware County Community School District, 701 New Street, Manchester, Iowa 52057.

E. Fines or charges assessed for damage or loss of school property are not fees and will not be waived.

F. Notice – the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the parent and student handbooks:

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student 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 temporary financial hardship should contact the principal's office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT PUBLICATIONS – Reference Board Policies 502.3, 502.3R

(this is only a portion of the policy, to view the entire policy go the website under the staff tab select school board policies)

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an

educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

SUICIDE PREVENTION – Reference Board Policy 405.08

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy. Youth Suicide Prevention Programming will include developmentally-appropriate, student-centered education materials which will be integrated into K-12 education at age appropriate times. The content of these age-appropriate materials will include:

- 1) the importance of safe and healthy choices and coping strategies
- 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others
- 3) help-seeking strategies for oneself or others, including how to engage school resources and refer self/others for help

When a student is identified as being at risk, they will be assessed by a school counselor, building administrator, or designee who will work with the student and help connect them to parents/guardians and/or appropriate local resources.

Students will have access to national resources which they can contact for additional support, such as:

- yourlifeiowa.org
- The National Suicide Prevention Lifeline – 988
 - www.suicidepreventionlifeline.org
- The Trevor Lifeline – 1.866.488.7386
 - www.thetrevorproject.org
- Foundations 2
 - Local Suicide Hotline: 319-362-2174
 - Mobile Crisis Outreach: 1-800-332-4224

All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or others. Students are encouraged to tell any staff member if they, or others, are feeling suicidal or in need of help.

Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

RE-ENTRY PROCEDURE

After the initial crisis is over, the school official will follow up with the parent/guardian the next day. At that time, that person will verify with the parent/guardian whether or not a mental health evaluation has

occurred or is scheduled. It is best practice for the student and parent/guardian to meet with a school official before returning to class. This is done so the parent/guardian and student know what support and/or resources are available from the school. If parent is unable or unwilling to meet with school officials, school officials will follow up with the student to help the student readjust to the school community and address any ongoing concerns.

SUPPLEMENTAL PROGRAMS

Children learn in many different ways. To help each child learn, teachers may individualize instruction. To meet this need, we provide Title 1 Reading, Special Education, Speech, and Language Therapy. Special programming for the academically gifted is provided through Talented and Gifted (TAG).

VOLUNTEERS

The District Volunteer Coordinator is Jacque Lahr. To register as a volunteer contact Jacque at 563-927-3515, extension 207 or email jacquelahr@w-delaware.k12.ia.us.

WEAPONS – Reference Board Policy 502.06

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

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent, and;
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity, and
- school security officers and/or school resource officers in accordance with all applicable laws.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Any object which could be used to injure or threaten another person and which has no school-related purpose may be considered a weapon. This includes specifically, but is not limited to, firearms of all types, knives of all types, fireworks, metal pipes, metal knuckles, and explosives. An object that serves as a facsimile of a weapon may be considered a weapon in the enforcement of this policy. An object that has a school-related purpose but is used to threaten or inflict injury may also be considered a weapon. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district or at school sponsored events.

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

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

APPENDIX


IF YOU HAVE ANY QUESTIONS OR CONCERNS, YOU MAY CONTACT THE FOLLOWING ADMINISTRATORS/STAFF MEMBERS:

- At Risk – Jen Vance
- Attendance Liaison/Truancy – Principals and Counselors
- Director of Buildings, Grounds & Transportation – Gary Fonck
- Director of Finance - Lynnette Engel
- English Language Learners - Matt O'Loughlin
- Equal Opportunity/Equity Coordinator - Tim Felderman
- Director of Food Service – Kim Sperfslage
- Talented and Gifted (TAG) – Matt O'Loughlin
- Health Services – Chelsey Pangburn
- Homeless and Migrant Liaison – Shelby Piersch
- Level 1 Investigators - Alicia Soppe, Katherine Mejia, Chris Harbaugh, Shelby Piersch, Mackenzie Atwater and Jen Vance
- Multi-Cultural Gender Fair – Matt O'Loughlin
- MTSS – Building Principals
- Non-academic Data – Jen Vance
- Professional Development – Matt O'Loughlin
- Safe & Drug Free Schools – Tim Felderman
- Section 504 Coordinator: Kate Mejia, Alicia Soppe, and Shelby Piersch
- Director of Special Education – Matt O'Loughlin
- Director of Technology - Joe Hegland
- Title 1 Reading - Rudi Hameister
- Title IX Coordinator – Tim Felderman
- Volunteer Coordinator – Jacque Lahr

2024-2025 School Calendar

Start **Finish**
August 23 May 29

CALENDAR LEGEND

Start/End 
Work Day* 
Quarter 
Prof. Dev.* 
Holidays 
Vacation Days 
Weather Make Up 

*Professional Development and/or work days may become student days

HOLIDAYS:

Labor Day (9/2)
Thanksgiving Day (11/28)
Christmas Day (12/25)
New Year's Day (1/1)
Good Friday (4/18)
Memorial Day (5/26)

Parent/Teacher Conferences:

- High School 3:30-6:30
Oct 9, Dec 11, Feb 19,
Apr 23
- Lambert/Middle School
2:30-6:30 Oct 16 & 17 and
Mar 12 & 13

Teacher last day TBD may need to add PD/work days to total 195 contract days.

Board Approved February 12, 2024

| August 2024 | | | | | Student Days |
|----------------|----|----|----|----|--------------|
| M | T | W | Th | F | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 1 |
| 26 | 27 | 28 | 29 | 30 | 6 |
| September 2024 | | | | | |
| 2 | 3 | 4 | 5 | 6 | 10 |
| 9 | 10 | 11 | 12 | 13 | 15 |
| 16 | 17 | 18 | 19 | 20 | 20 |
| 23 | 24 | 25 | 26 | 27 | 25 |
| 30 | | | | | 26 |
| October 2024 | | | | | |
| | 1 | 2 | 3 | 4 | 29 |
| 7 | 8 | 9 | 10 | 11 | 34 |
| 14 | 15 | 16 | 17 | 18 | 39 |
| 21 | 22 | 23 | 24 | 25 | 44 |
| 28 | 29 | 30 | 31 | | 48 |
| November 2024 | | | | | |
| | | | | 1 | 49 |
| 4 | 5 | 6 | 7 | 8 | 54 |
| 11 | 12 | 13 | 14 | 15 | 59 |
| 18 | 19 | 20 | 21 | 22 | 64 |
| 25 | 26 | 27 | 28 | 29 | 66 |
| December 2024 | | | | | |
| 2 | 3 | 4 | 5 | 6 | 71 |
| 9 | 10 | 11 | 12 | 13 | 76 |
| 16 | 17 | 18 | 19 | 20 | 81 |
| 23 | 24 | 25 | 26 | 27 | |
| 30 | 31 | | | | |
| January 2025 | | | | | |
| | | 1 | 2 | 3 | 81 |
| 6 | 7 | 8 | 9 | 10 | 86 |
| 13 | 14 | 15 | 16 | 17 | 90 |
| 20 | 21 | 22 | 23 | 24 | 95 |
| 27 | 28 | 29 | 30 | 31 | 100 |
| February 2025 | | | | | |
| | | | | | |
| 3 | 4 | 5 | 6 | 7 | 105 |
| 10 | 11 | 12 | 13 | 14 | 110 |
| 17 | 18 | 19 | 20 | 21 | 115 |
| 24 | 25 | 26 | 27 | 28 | 120 |
| March 2025 | | | | | |
| 3 | 4 | 5 | 6 | 7 | 125 |
| 10 | 11 | 12 | 13 | 14 | 129 |
| 17 | 18 | 19 | 20 | 21 | 134 |
| 24 | 25 | 26 | 27 | 28 | 139 |
| 31 | | | | | 140 |
| April 2025 | | | | | |
| | 1 | 2 | 3 | 4 | 144 |
| 7 | 8 | 9 | 10 | 11 | 149 |
| 14 | 15 | 16 | 17 | 18 | 152 |
| 21 | 22 | 23 | 24 | 25 | 156 |
| 28 | 29 | 30 | | | 159 |
| May 2025 | | | | | |
| | | | 1 | 2 | 161 |
| 5 | 6 | 7 | 8 | 9 | 166 |
| 12 | 13 | 14 | 15 | 16 | 171 |
| 19 | 20 | 21 | 22 | 23 | 176 |
| 26 | 27 | 28 | 29 | 30 | 179 |
| June 2025 | | | | | |
| 2 | 3 | 4 | 5 | 6 | |

180 Days/1080 Hours Calendar

Aug 15&16 New Teacher Work Days
Aug 19-22 Teacher Work Days
Aug 23 First Day of School
Aug 28 **Early Out**-Teacher Collab.

Sept. 2 **No School** - Labor Day
Sept 4,11,18,25 **Early Out**-Teacher Collab.

Oct 2 **No School**-Teacher Prof Dev
Oct 9 **Early Out**-HS P/T Conferences
Oct 16-17 **Early Out** - P/T Conferences JK-8
HS Staff Prof Dev
Oct 23,30 **Early Out**-Teacher Collaboration
Oct 25 End 1st Qtr (44 days/279 hrs)

Nov 6,13,20 **Early Out**-Teacher Collaboration
Nov. 27-29 **No School** - Thanksgiving Holiday

Dec 4,11,18 **Early Out**-Teacher Collaboration
Dec 11 HS P/T Conferences 3:30-6:30
Dec. 23-31 **No School** - Winter Break

Jan 1-2 **No School** - Winter Break
Jan 3 **No School** - Teacher Prof Dev
Jan 6 Classes Resume
Jan 8,22,29 **Early Out**-Teacher Collaboration
Jan 14 End Qtr/Sem (44 days/272.67 hrs)
Jan 15 **No School** Teacher Work Day
Jan 16 Begin 2nd Semester

Feb 5,12,19,26 - **Early Out**-Teacher Collaboration
Feb 19 HS P/T Conferences 3:30-6:30

Mar 5,19,26-**Early Out**-Teacher Collaboration
Mar 12-13 **Early Out** - P/T Conferences JK-8
HS Staff Prof Dev
Mar 14 Weather Make Up Day #1 if needed
Mar 21 End of 3rd Qtr (46 days/290.33 hrs)

Apr 2,9,16,23,30-**Early Out**-Teacher Collaboration
Apr 17 Weather Make Up Day #2 if needed
Apr 18 **No School** - Holiday
Apr 21 **No School** - Vacation Day
Apr 23 HS P/T Conferences 3:30-6:30

May 7,14,21,28-**Early Out**-Teacher Collaboration
Seniors Last Day (tentative)
May 23 Memorial Day
May 29 Last Day of School - Early Out
End Qtr/Sem (45 days/274.17 hrs)
May 30 Teacher Work Days
May 31 Graduation

1,116.17 Total Hours
36.17 extra hours over 1,080

TECHNOLOGY/INTERNET ACCEPTABLE USE – Reference Board Policy 603.10

Acceptable Use Policy/Parent Information

The West Delaware County Community Schools (WDECCSD) is pleased to offer Internet and electronic device access for student, staff and Board member use. The ability to communicate electronically with others and to gain access to primary source data is an invaluable benefit for staff, students and Board members. There are, however, information areas within the structure of the Internet which may be inappropriate for access and use by some or all of our students. The district uses an Internet filter to guide access, makes every effort to block inappropriate materials, and staff members make every effort to ensure student use of the Internet is appropriate and educational. The district reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Acceptable Use Policy.

Students, Staff and Board Members are expected to follow these guidelines:

Acceptable Use

- Use all computers and other equipment for educational purposes. This includes, but is not limited to, classroom activities, research activities, peer review of assignments, and the exchange of project-related ideas, opinions, and questions.
- Abide by the generally accepted rules of network etiquette and safety guidelines.
- Material created and/or stored on the district's network/computers is not guaranteed to be private.
- Adhere to copyright laws and restrictions.
- Follow all school, state and national policies/laws.

Unacceptable Use

- The network should not be used to download, copy, or store any software, shareware, or freeware without prior permission from the information services department.
- The network should not be used to buy or sell products and services for personal use. If there is a question please check with the information services department.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Users may not log in as someone else.
- Vandalism and/or theft of any technology in the district may result in removal of the user from the system. Restitution and/or legal charges may be brought as a result of the violation. The person will be charged no less than \$50, but no more than the actual cost of either repair or replacement of the device depending on what is cheaper and available.
- Unauthorized access or attempts to access others' data is prohibited.
- Users cannot use any technology, personal or school-owned, to circumvent school procedures.

The use of the district's technology services is a privilege. All violations of technology use are subject to disciplinary action by the school and may be turned over to authorities for legal actions. Parents will be notified of actions taken with their student.

Student's Level of Access

Students will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. They will be educated in interactions online including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

In the elementary schools (JK-4), teachers will actively supervise students' use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Teachers will make every effort to ensure the students are directed to sites with only age and topic appropriate material and resources.

In the middle school (5-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise students as they move from teacher guided search activities to a more independent student use. Teachers will make every effort to ensure that students explore only sites with age and topic appropriate materials and resources.

In the high school (9-12), students have the opportunity for independent Internet use with teachers assuming less of a monitoring role and more of an advisory role. The goal is to make each student a responsible user of the information available on the Internet.

Safety Guidelines for Students

- Don't post/give out personal information (name, address, phone number, passwords, etc.)

- Don't post pictures of yourself and keep identifiers to a minimum
- Things that come up inappropriately should be shared with parent/teacher/supervisor
- If something seems wrong, then leave the site immediately
- Keep passwords safe
- Posting something online is permanent, you can't take it back.
- Post only what you would want everyone to see
- Keep it clear/Keep it clean/Keep it yours

Copyright Guidelines

Staff, students and Board members of the West Delaware County Community School District are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, and other District personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works. Examples of creative works include books, computer software, music, and films. The District does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on District equipment, within District facilities, or at District-sponsored functions. Staff, students or Board members who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to reimburse the District for expenses incurred as the result of a violation. Principals or administrators are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff and Board members of District copyright policy, and periodically reminding them of their rights and responsibilities. All school sites and work locations must keep a copy of their computer software site license agreements on file.

Email Use

All staff and students grades 3-12 are provided an email account. Students in grades 3-4 may only email people in our District. Parents who have students in grades 5-12 may request to have their student's access limited in the same capacity. It is the responsibility of the user to comply with the Acceptable Use Policy. The email account is for school-related purposes; it should not be used for personal use. The student or staff member should use a personal email account for such purposes.

Social Networking Sites

- Only use social networking sites approved by our district (ones that are not blocked by our firewall).
- Social networking sites used at school are for school-related purposes, not personal. This also means that school connections with social networking sites are for school uses, not personal uses no matter where they are used.
- The use of personal devices (personal laptops, other direct electronic communication devices, etc.) to get to blocked social networking sites outside of our firewall is prohibited.
- Be aware of copyright laws. Copying information, pictures, music, etc. and putting online (or reposting) may be against copyright laws if a person doesn't have permission. Always make sure to have permission before posting online.
- Staff Social Media Usage Agreement must be signed and on file before posting to district social media sites.

Borrowing of Equipment (including school-issued devices)

School-issued device references the device that a student receives at the beginning of the year and is in charge of over the course of the whole school year.

Use of the technology is a privilege and not a right. Failure to use the technology in an appropriate manner could result in consequences, as determined by the staff and administration of WDCCSD.

This technology is provided for educational purposes only and is intended to support the learning objectives of the WDCCSD. The technology is the property of WDCCSD. WDCCSD is not liable for lost data or time spent on data. Students and their parents/guardians must agree in writing to the following before students will be allowed to take any technology home:

- Student agrees to follow all WDCCSD regulations and policies governing the use of the technology as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- Student shall not remove or alter any WDCCSD identification labels attached to or displayed on the technology nor shall the student change identification within the technology, such as the technology name.
- Student agrees to handle the technology carefully and protect it from the weather and other potential sources of damage, including but not limited to the following:

- Avoid leaving technology in extreme hot or cold temperatures, such as in a car.
- Avoid liquids and food while using technology.
- Avoid leaving technology unattended around children or pets.
- Avoid placing or stacking heavy objects on top of technology.
- Avoid operating technology on soft items such as pillows, chairs, sofa cushions, blankets, etc.
- Avoid leaving technology in an unsecure location when not in use.
- The student and their parents/guardians will assume the risk of loss by theft, destruction, or damage. If during the loan period, the technology is damaged or returned with any accessories missing, WDCCSD may charge the student based on this criteria.
 - If the damage is deemed accidental the person will be charged no less than \$25, but no more than \$300 which will cover half the cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed half of the original cost of the device.
 - If the damage is deemed carelessness (see list above on what to avoid) or vandalism/destruction, the person will be charged no less than \$50, but no more than \$600 which will cover the whole cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed the original cost of the device.
 - If damage is caused because it was not transported using the carrying case that is provided, the cause may be deemed carelessness.
- Student agrees if the technology malfunctions or is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair.
- Student agrees to be responsible for recharging the technology at home on a daily basis. One suggestion would be to charge it at the same time you charge your cell phone at night.
- Student agrees to be responsible for bringing the charged device, cases, and accessories (if applicable) back to school every day.
- Student agrees to not leave any school device unsupervised to help prevent against theft. This would be deemed as carelessness.
- Student agrees to use the devices for school-related purpose only. If it is found that the student is using the device for personal reasons or has altered computer settings in any manner it is the right of the school to suspend usage for a period of time determined by the school.
- The student is permitted to alter or add files to customize the school-issued device to their own working style as long as it does not interfere with the rest of the Acceptable Use Policy.
- The student is permitted to apply identifiers to the school-issued device as long as any are completely removable. If not removable there will be a fine attached. Seniors or students leaving the district must remove the identifiers before the school-issued device is turned in.
- Student agrees to turn a school-issued device at the end of the year or at the time that their enrollment at WDCCSD has ended. Failure to turn in a school-issued device or any other devices borrowed may be considered theft.

Bringing Own Devices

Students may bring their own devices as long as it is approved by the teacher or other certified school personnel in that particular class/activity. This is in addition to any school-issued devices the student is given. Students are responsible for bringing school-issued devices every day. Please remember the following:

- Even though it is a personal device, the user must still comply with the Acceptable Use Policy while in the district.
- Students assume responsibility for only visiting appropriate sites, even on their own devices. Teachers may question the student's rationale for visiting a site. If the student unintentionally logs into something inappropriate, please exit.
- Students are not allowed to access documents, etc. that may be deemed not appropriate for school.
- The school will provide basic networking connectivity to the school network. It is not the responsibility of the information services department to troubleshoot a personal computer.
- The school may confiscate and hold a device as per building policy if a problem arises. The device may also be suspended from school property if the problem continues.

Mobile Devices

- A teacher may allow students to utilize mobile devices for education purposes in that teacher's class. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.
- There may be other acceptable uses as set by each building.
- No mobile devices with audio and/or video recording capability may be used in restrooms or locker rooms.

- Teachers may hold a mobile device that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc.
- People are not allowed to access sites, pictures, videos, etc. that are currently blocked with the school firewall, or considered not appropriate for school.

In compliance with federal law, this policy will be maintained, with appropriate revisions, at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Date adopted: July 11, 2005
 Date reviewed: February 9, 2009; May 14, 2012; July 16, 2012; April 14, 2014; July 20, 2015; July 18, 2016; March 11, 2019; August 9, 2021; March 11, 2024
 Date revised: September 20, 2006; April 9, 2012; June 18, 2012; March 10, 2014; June 8, 2015; June 13, 2016; July 19, 2021; February 12, 2024

Technology and Instructional Materials Board Policy 605.6

The board supports the use of innovative methods and the use of technology in the delivery of the educational program. The board encourages school district personnel to investigate economical ways to utilize technology as a part of the curriculum.

The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal. The superintendent will make administrative regulations necessary to enforce this policy.

It shall be the responsibility of the Director of Technology to develop and monitor a plan for the use of technology in the district. The Director of Technology shall report to the board regularly regarding technology in the district.

Date adopted: October 11, 2010
 Date reviewed: September 13, 2010; May 12, 2014; May 13, 2019; May 13, 2024
 Date revised: April 8, 2019; August 10, 2020; April 8, 2024

Media Permission Request – Preschool-12 – Reference board policy 603.10 F1

This policy covers all West Delaware County Community School District web pages, print, social media and multimedia productions (excluding Inklings, newsletters, and year/memory books).

No student art/work/writing/photograph may be published if a parent denies consent on the district's web site, in a building or district newsletter, used in a multimedia production, district social media, or released to local or regional news media (newspapers, television, and radio) during their enrollment at the West Delaware County Community School District. District privacy policy prohibits the copying of any published items without the expressed written permission of the school district, student, or the student's parent or guardian.

The parent(s)/guardian(s), or student may withdraw or grant permission for publication at any time by filling out the permissions portion of the e-registration page through PowerSchool. Records are stored in PowerSchool and can be accessed by staff who work with that student.

This permission will remain in effect for the calendar year, unless the parent logs back into the system to change the permission. The following year the parent(s)/guardian(s) will be asked again during the e-registration process.

The following question is asked of the parent(s)/guardian(s):

I understand that my student art/work/writing/photograph may be published without additional parent consent on the district's web site, in a building or district newsletter, used in a multimedia production, district social media, or released to local or regional news media (newspapers, television, and radio) during their enrollment at the West Delaware County Community School District. (Note: If this is marked no and your child's picture or name accidentally appears on the website, please contact the school immediately and it will be removed.)

If I do not agree to allow this, I must mark "no" below. Failing to mark no indicates permission to publish.
Yes or No

Date adopted: July 11, 2005

Date reviewed: February 9, 2009; June 18, 2012; February 11, 2013; March 10, 2014; August 10, 2015;
March 11, 2019; March 11, 2024

Date revised: September 20, 2006; April 9, 2012; January 14, 2013; February 10, 2014; July 20, 2015;
February 11, 2019; February 12, 2024

REQUIRED NOTICES

Family Educational Rights and Privacy Act (FERPA) Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Delaware County Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, West Delaware may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow West Delaware to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members; and School website.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, to federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want West Delaware to disclose directory information from your child's education records without your prior written consent, **you must notify the District in writing by September 9, 2024.**

Send your written request to: West Delaware County Community School District, Central Office, 701 New Street Manchester, Iowa 52057.

West Delaware has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone Number
- Date and place of birth
- Dates of attendance
- Grade level
- Major field of study
- Most recent previous educational agency or institution attended by the student, and other similar information
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

• *Receive notice and an opportunity to opt a student out of –*

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

•*Inspect*, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

West Delaware County Community School District has developed policy 505.04, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. West Delaware CCSD will directly notify parents of this policy at least annually at the start of each school year and after any substantive changes. West Delaware CCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. West Delaware CCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: •Collection, disclosure, or use of personal information for marketing, sales, or other distribution. •Administration of any protected information survey not funded in whole or in part by ED. •Any non-emergency, invasive physical examination or screening as described above. *Parents who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school district to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in

which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NOTICE TO ALL PARENTS:

As a parent of a student in the West Delaware County Community School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Iowa has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call 927-3515.

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school principal. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Student Records Access Interagency Agreement – Reference Board Policy 505.01A

AGREEMENT BETWEEN THE WEST DELAWARE COUNTY COMMUNITY SCHOOL DISTRICT & THE DELAWARE COUNTY/STATE OF IOWA JUVENILE JUSTICE

Pursuant to Code of Iowa Chapter 256 and Iowa Administrative Code 281-12.3

This Agreement is entered into by and between the West Delaware County Community School District, and state and local agencies that are part of the juvenile justice system. These agencies include, but are not limited to, the Delaware County Juvenile Court Services, Iowa Department of Human Services, Delaware County Sheriff, Manchester Police Department, and State of Iowa Law Enforcement authorities.

The purpose of this agreement shall be to reduce juvenile crime by promoting cooperation and collaboration and the sharing of appropriate information among the parties prior to a student's adjudication in a joint effort to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well-supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The information shared under the agreement shall be used solely for determining the programs and services appropriate to the needs of the juvenile or the juvenile's family or coordinating the delivery of programs and services to the juvenile or the juvenile's family.

Information shared by the school district or school under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information shared by another party to the agreement with a school district or school pursuant to an interagency agreement shall not be used as a basis for a school disciplinary action against a student.

All parties to this agreement certify that confidential information shared among the parties to the agreement shall remain confidential and shall not be shared with any other person, school, school district, or agency, unless otherwise provided bylaw.

The West Delaware School District will share information contained within the student's permanent record, including name, address, phone, grades, record of attendance, classes attended, grade completed and year completed, educational progress, and official transcript. Pertinent information contained within the student's cumulative record will also be shared in accordance with Iowa Administrative Code Section 281-12.3 (4). Request for information pursuant to this agreement shall be made to the Superintendent of West Delaware Schools.

Juvenile Court records may be disclosed in accordance with section 232.147 (7).

Date adopted: August 12, 2013
Date reviewed: July 16, 2018; May 8, 2023
Date revised: June 11, 2018

Legal Ref.: Code of Iowa Chapter 256
Iowa Administrative Code 281-12.3

West Delaware Health Services Handbook

Chelsey Pangburn RN BSN
School Nurse

563-927-3515 Ext. 206 at Middle School

Kathy Dolan
Elementary Health Office
563-927-3515 Ext. 107

Wayne Timmerman
High School Health Associate
563-927-3515 Ext. 310

West Delaware Health Services web site can be found on the
West Delaware website under the Parent Tab

www.w-delaware.k12.ia.us

HEALTH RECORDS AND MANDATORY REQUIREMENTS:

The School Nurse keeps health records on each student. The State of Iowa has mandated several requirements for entering school.

Health Requirements to Attend School 2024-2025 school year *Please turn in by the 1st day of school*

Preschool

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)

Junior Kindergarten/ Kindergarten

- Physical form completed by doctor's office
- Updated immunization record (or medical/religious exemption form)
- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant.
Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.
- Dental form—screening may be performed by a licensed dentist, dental hygienist, nurse, nurse practitioner, or physician assistant. Screening is considered valid from age 3 years to 4 months after the start of school.

****If your student attended Junior Kindergarten during the previous school year and turned in the required forms, no additional forms are needed****

3rd Grade

- Vision form—may be completed by an eye doctor, medical doctor, nurse practitioner, physician assistant.
Screenings are considered valid if done no earlier than 1 year before and no later than 6 months after school starts.

7th Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had a Tdap and Meningococcal (meningitis) vaccine. ***Students cannot attend the first day of school without a record turned in.***

9th Grade

- Dental form—screening MUST be performed by a licensed dentist or licensed dental hygienist. Screening is considered valid if done no earlier than 1 year before and no later than 4 months after school starts.

12th Grade

- Updated Immunization record (or medical/religious exemption form) with proof of having had the Meningococcal (meningitis) vaccine. 2 doses of meningitis vaccine are required for students.

Please contact the School Nurse if there are any questions or concerns regarding the MANDATORY requirements.

HEALTHY AND WELL KIDS IN IOWA (HAWK I):

Healthy and Well Kids in Iowa is a program that gives students health care coverage. HAWK I provides health coverage for children and teens, ages 0-19. The HAWK I program covers doctors' visits, hospice services, hearing services, dental care, home health care, nursing services, prescription medicines, well-child visits/immunizations, physical therapy, vision care, speech therapy, ambulance services, outpatient hospital services, inpatient hospital services, durable medical equipment and chiropractic care. The HAWK-I application is short and easy to fill out. Applications may be picked up at any Health Office. Call HAWK I at 1-800-257-8563 or visit the web site at <http://dhs.iowa.gov/hawk-i>.

HEARING SCREENINGS:

Keystone Area Education Agency performs hearing tests on grades Kindergarten, 1st, 2nd, and 7th grade. This also includes new students from out of state and students with a known hearing loss. Speech and psychological screening may be done as requested by parents and/or teachers with parent permission from Keystone AEA.

MEDICATION PROCEDURE:

- 1.) The medication dispensed by school personnel must be prescribed by persons licensed to prescribe.
- 2.) The parent or guardian must sign a medication permission form to have the prescribed medication dispensed to their student according to the specific written directions of those licensed to prescribe medication. (See attached form on page A22)
- 3.) The medication must be in the original prescription container that has been filled by a pharmacist. It may be necessary to obtain an extra identical labeled container of the prescribed medication.
- 4.) Non-prescription medications such as over the counter Tylenol, Ibuprofen, cough drops, tums, etc. may be administered by a nurse or non-nurse school personnel who have met the qualifications to dispense medications stated in Chapter 204 of the Code of Iowa and if the parent has completed E-registration giving permission for over the counter medications to be given at school.
- 5.) Any medication which is dispensed will be recorded and all medication will be maintained in a secure location and appropriately identified for each student. All medication permission slips will be filed in the students health file in the health office.
- 6.) Students that carry inhalers and other medications for airway constriction at school, a new law enacted by the 2004 Iowa Legislature requires a specific consent form be signed by both parents/guardians and physician. (See attached form)
- 7.) Any medication that has not been taken or picked up at the end of the school year will be destroyed.

ACCIDENTS AND ILLNESSES:

In the event your student becomes ill during the school day, he/she is to report to the health office. If circumstances prevent this, the student should have another individual notify the office as to the illness and where the student is located. At the judgment of the school personnel, the parent/guardian may be called to pick up their student. Students are not to contact parents via cell or school phone without checking into the health office first. The West Delaware School District has a school nurse who serves the PK-12 student population. In the case of a serious injury, the school nurse or staff trained in first aid/emergency care techniques may give emergency care or first aid to sick or injured students whenever they are under District supervision. The parents/guardians will be notified of the incident. In the event the health office is unable to contact the parents/guardians for medical care of their student, the school will take the necessary action judged to be appropriate by school personnel. For severe or life threatening injuries and illnesses, the emergency Assistance Number (911) will be called and the student will be transferred to an appropriate source of medical care as rapidly as possible.

HEALTH AND SCHOOL ATTENDANCE:

Please notify school when your child is home due to illness and include what symptoms your student has or what they have been diagnosed with. The health offices are required to report to public health when there is an increase in an illness.

Please keep your child home if they have the following symptoms: repeated episodes of diarrhea and vomiting, temperature greater than 100 degrees, or a cough that causes difficulty breathing. Students may return to school when they are fever free (less than 100 degrees) for 24 hours without the use of fever reducing medications such as (Tylenol or Ibuprofen), they are free from diarrhea and/or vomiting for 24 hours, their symptoms are improving, and adequate time has passed per the guidance provided by Iowa Department of Public Health and Centers for Disease Control and Prevention based on the illness or condition. Fever and ill protocol may be subject to change. Parents will be notified of any changes that occur.

Strep throat is a highly contagious condition caused by a streptococcal (bacterial) infection. A student with strep throat should be kept home and treated with antibiotics as prescribed by a physician. After 24 hours on an antibiotic, a student is usually not contagious and can return to school.

Conjunctivitis, or pink eye, is highly contagious and uncomfortable. If your student complains of an eye or eyes burning, itching or producing clear discharge, it could be a minor case caused by an allergy or virus. If there is green discharge it could be a more serious case caused by bacteria which may require prescription medication. The student may return after being on medication for 24 hours.

Head lice or “Pediculosis” is an infestation of the scalp and hair with lice and nits. Head lice results in severe itching. It is transmitted through direct contact with an infected individual and by sharing personal belongings such as clothing, head gear, combs, bedding. Head lice can spread and re-infestation is common. Head lice guidelines for school attendance is as follows:

- 1.) Any student found to have head lice will go home at the end of the day to be treated. The parent/guardian or responsible adult will be called. If there is no phone, a letter will be sent home with the student. Written information regarding the treatment of head lice will also be sent home with the student. If two or more cases of head lice are discovered in a classroom, an informational letter will be sent home with the rest of the students in that classroom.
- 2.) Designated school personnel will be responsible for screening school aged siblings and close contacts of students who have been found to have head lice.
- 3.) Students will be readmitted to school as soon as their hair has been treated with an over the counter medicated head lice shampoo or alternative product. All students who have been found to have head lice will be examined by a school health professional upon return to school and again in 7-10 days.
- 4.) All students who have been found to have head lice will be examined weekly until they have been free of the infestation for three weeks.
- 5.) The district will emphasize prevention and education as a primary measure to control head lice in the school setting.
- 6.) If you discover head lice on your student, they may come to school as long as they have been treated. Please inform the health office so they may assist you with this health issue.

PHYSICAL EDUCATION EXCUSES:

All Physical Education excuses need to be reviewed by the Physical Education teacher or health office. If a student needs to miss two consecutive Physical Education days, the PE excuse must be from their health care provider. If a student is unable to participate in 50% of any unit, they will be required to complete written work in lieu of participation. Students may be asked to participate in class if they are able to perform certain activities such as keeping score, etc., even if they have an excuse.

RECESS:

Students attending school are expected to go outside for recess with their class. If your student is to stay in from recess frequently, a doctor note will be required.



Iowa Department of Public Health CERTIFICATE OF DENTAL SCREENING

This certificate is not valid unless all fields are complete.
RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Student Information (please print)

| | | |
|--------------------|---------------------|------------------------|
| Student Last Name: | Student First Name: | Birth Date (M/D/YYYY): |
|--------------------|---------------------|------------------------|

Screening Information (health care provider must complete this section)

Date of Dental Screening: _____

Treatment Needs (check ONE only based on screening results, prior to treatment services provided):

- ☐ **No Obvious Problems** – the child's hard and soft tissues appear to be visually health and there is no apparent reason for the child to be seen before the next routine dental checkup.
- ☐ **Requires Dental Care** – tooth decay¹ or a white spot lesion² is suspected in one or more teeth, or gum infection³ is suspected.
- ☐ **Requires Urgent Dental Care** – obvious tooth decay¹ is present in one or more teeth, there is evidence of injury or severe infection, or the child is experiencing pain.

¹ Tooth Decay: A visible cavity or hole in a tooth with brown or black coloration, or a retained root.

² White spot lesion: A demineralized area of a tooth, usually appearing as a chalky, white spot or white line near the gumline. A white spot lesion is considered an early indicator of tooth decay, especially in primary (baby) teeth.

³ Gum infection: Gum (gingival) tissue is red, bleeding, or swollen.

Screening Provider (check ONE only):

☐ DDS/DMD ☐ RDH ☐ MD/DO ☐ PA ☐ RN/ARNP (High school screen must be provided by DDS/DMD or RDH)

Provider Name: (please print) _____ Phone: _____

Provider Business Address: _____

Signature and Credentials of _____

Provider or Recorder*: _____ Date: _____

*Recorder: An authorized provider (DDS/DMD, RDH MD/DO, PA, or RN/ARNP) may transfer information on this form from another health department. The other health document should be attached to this form.

A screening does not replace an exam by a dentist.
Children should have a complete examination by a dentist at least once a year.

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Iowa Department of Public Health • Oral Health Delivery Systems

515-242-3683 • 866-528-4020 • <https://idph.iowa.gov/ohds>

A designee of the local board of health or Iowa Department of Public Health may review this certificate for survey purposes.

3/17/2021

**Iowa Department of Public Health
CERTIFICATE OF VISION SCREENING
RETURN COMPLETED FORM TO CHILD'S SCHOOL.**

Student Information (please print)

| | | |
|-----------------------------------|---------------------|------------------------|
| Student Last Name: | Student First Name: | Birth Date (M/D/YYYY): |
| Parent/Guardian Telephone Number: | Student Address: | |
| Zip Code: | | |

Screening Information (vision screening provider must complete this section *or parents may attach a copy of vision screening results given to them by a provider.*)

Date of Vision Screening: _____

Results (visual acuity):

Right Eye _____ Left Eye _____

Overall Result (Please select one):

Pass or Fail
☐ ☐

Referral to eye health professional (Please select one):

Yes or No
☐ ☐

Screening Provider: _____

Provider Business Name/Source of Screening: (please print) _____

Provider Name: (please print) _____ **Phone:** _____

Signature and Credentials of Provider: _____ **Date:** _____

A parent or guardian of a child who is to be enrolled in a public or accredited nonpublic elementary school shall ensure the child is screened for vision impairment at least once before enrollment in Kindergarten **and** again before enrollment in the 3rd grade.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in Kindergarten and no later than six months after the date of the child's enrollment in Kindergarten.

To be valid, a minimum of one child vision screening shall be performed no earlier than one year prior to the date of enrollment in 3rd grade and no later than six months after the date of the child's enrollment in 3rd grade.

RETURN COMPLETED FORM TO CHILD'S SCHOOL.

Iowa Department of Public Health – Bureau of Family Health
321 E 12th Street - Des Moines, IA 50319
FAX 515-725-1760 – Phone 800-383-3826
<http://idph.iowa.gov/family-health/child-health/vision-screening>

12/14/2015

WEST DELAWARE HEALTH SERVICES

CONSENT TO RECEIVE PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

STUDENT _____ Grade _____

PHYSICIAN/PRESCRIBER _____ Phone _____

NAME OF MEDICATION _____

DIAGNOSIS _____

DOSAGE/ROUTE _____

TIME TO BE GIVEN _____

STARTING DATE _____ ENDING DATE _____

SPECIFIC INSTRUCTIONS _____

I request that the prescribed drugs or medication be dispensed according to these written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know.

I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the administration of medication.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

INHALERS

The 2004 Iowa Legislature enacted a law, signed by the governor, which allows students with asthma or other airway constricting diseases to self-administer medication at school (ex. Inhalers) with not only a signed parental consent but also the Physician's signature or a copy of the prescription.

NAME OF MEDICATION _____ DOSAGE AND ROUTE _____

DIAGNOSIS AND SPECIFIC INSTRUCTIONS _____

PRESCRIBER'S SIGNATURE _____

COPY OF PRESCRIPTION ATTACHED _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

WEST DELAWARE IS NOT RESPONSIBLE FOR MEDICATIONS NOT STORED IN THE HEALTH OFFICE

Student Drop-Off & Pickup Safety Procedures

Elementary & Middle School on Doctor Street

Changes to these procedures will be communicated by the building principal.

1. Everyone must do their part in making the arrival and departure of our students as safe as possible. The adults have to teach their children the safe way to cross the street, get out of the vehicles and be respectful to others. By the adults setting a great example for the children, we can make this time of day safe for everyone involved.
2. All traffic going north on Doctor Street should pull up to the curb and drop off students.
3. Do not park on the east side of Doctor Street between 7:30am to 8:30am & 2:30pm to 3:15pm on regular school days. Parking is allowed on the west side of Doctor Street all day long. On late starts or early outs, the times will be adjusted accordingly.
4. The bus lane that travels behind Middle School and Lambert is for WD buses only. No cars are allowed at any time in this bus area.
5. All students should be dropped off on curb side of street. If you are traveling north, your children should be dropped off on the east side of the street. If you are traveling south, your children should be dropped off on the west side of the street. **DO NOT DROP STUDENTS OFF IN THE MIDDLE OF THE STREET.**
6. **SPEED LIMIT IS 25 MPH IN THIS SCHOOL ZONE.**
7. All erratic and unlawful driving will be reported to the Manchester Police Department along with license plate of vehicle and description of incident. Violators will be prosecuted fully according to the law.
8. The turning lane on Harris Street south of Lambert Elementary School must remain open, no parking along north side of Harris Street between Doctor Street and west entrance to Lambert Elementary School parking lot.
9. All handicap areas are to remain open unless vehicle has proper permit. Permit must be visible.
10. All students are to use the crosswalks provided at each intersection.
11. All bike riding students need to walk bike until off school grounds and across the crosswalks.

LAMBERT ELEMENTARY

Lambert Elementary Behavior Matrix and Consequences

7/7/15

| Level | Behavior Examples | Consequences | Responsible Staff | Intervention/Restitution |
|---|---|---|--|---|
| Level 1 (All Level 1's will be logged on Room Log) | <ul style="list-style-type: none"> Insubordination Name calling Dishonesty Incomplete Homework Spreading Rumors Off Task Behaviors Minor disruptions to the learning environment | <p><u>First Offense:</u></p> <ul style="list-style-type: none"> Warning <p><u>Second Offense:</u></p> <ul style="list-style-type: none"> Loss of Recess/Essay etc... <p><u>Third Offense:</u></p> <ul style="list-style-type: none"> Parent Phone Call/Note Home <p><u>More than three offenses:</u></p> <ul style="list-style-type: none"> Refer to next level | <ul style="list-style-type: none"> Classroom Teacher <p><u>The following report to classroom teacher:</u></p> <ul style="list-style-type: none"> Building Associate Custodian Specials Teacher Other Supervising Adults | <ul style="list-style-type: none"> Verbal Promise to correct behavior. Restitution activities (apology letter, make up for lost learning time, assist teacher, Positive Practice etc...) <p>http://www.interventioncentral.org/home</p> <p>To find Behavior Intervention ideas check out this www site.</p> |
| Level 2 (Formal Referral filed in office for student) | <ul style="list-style-type: none"> Use of Profanity Spitting of any kind Inappropriate Body Gesture (includes disrespectful body language) Rough Play/Horse Play Moderate disruptions to learning. Repeated Level 1 offenses | <ul style="list-style-type: none"> Phone call to parents Formal referral documentation filed with office. Time Out in Hallway/Classroom Behavior Essay Other minor consequences as suitable to the behavior. (Could be same as restitution activity) | <ul style="list-style-type: none"> Classroom Teacher Counselor | <ul style="list-style-type: none"> Simple Behavior Contract Conference with Counselor Restitution activities (apology letter, make up for lost classroom time, assist teacher, Positive Practice etc...) |
| Level 3 | <ul style="list-style-type: none"> Stealing/Vandalizing Physical non-incidental pushing/hitting/slapping/kicking Verbal threats of violence Violence/Blatant Disrespect to Staff Endangering self and others with unsafe actions Repeated level 2 behaviors | <ul style="list-style-type: none"> Conference with Principal Parent Phone Call/Conference In-School Suspension, if warranted Out of School Suspension, if warranted Other consequences as suitable | <ul style="list-style-type: none"> Principal Counselor Behavior Staff | <ul style="list-style-type: none"> Behavior contract Positive Practice Problem Solving Conference with parents Restricted Schedule Restitution activities as stated in behavior contract |
| Level 4 | <ul style="list-style-type: none"> Sexual misconduct Bullying/Harassment of students or staff Possession of a weapon or an object that has the likeness of a weapon Repeated level 3 behaviors | <ul style="list-style-type: none"> Conference with Principal/Parents/other staff involved Out of School Suspension Law Enforcement Referral Outside Agency Referral | <ul style="list-style-type: none"> Principal Behavior Staff Counselor Law Enforcement Superintendent | <ul style="list-style-type: none"> Behavior Contract Positive Practice |
| Level 5 | <ul style="list-style-type: none"> Physical Violence causing serious bodily injury Threat with a weapon Repeat offenses from Level 4 | <ul style="list-style-type: none"> Automatic Out of School Suspension Law Enforcement Involved Conference with Parents/Principal/Superintendent/Counselor | <ul style="list-style-type: none"> Principal Counselor Behavior Staff Superintendent Law Enforcement | <ul style="list-style-type: none"> Behavior Contract Positive Practice Outside Agency Referral |

* Discipline steps may be bypassed due to the severity/nature of student action. Students suspended will not be able to attend or participate in activities or athletics through the end of the last school day while on suspension.

Our plans to address bullying at Lambert:

Fly Five is a kindergarten to eighth grade social and emotional learning curriculum developed on the core belief that, in order for students to be academically, socially, and behaviorally successful in, out of, and beyond school, they need to learn a set of social and emotional competencies, namely cooperation, assertiveness, responsibility, empathy, and self-control (C.A.R.E.S.).

- There are daily 20-30 minute sessions ending with a reflection that is to be used as a formative assessment.
- All grade levels have five units with four themes based upon the C.A.R.E.S. standards.
- The lessons provide key points for facilitating discussion and monitoring student interaction.
- Many lessons include specific bully-prevention strategies.

Lambert's Four Anti-Bullying Rules:

1. We will not bully others.
2. We will try and help students who are bullied.
3. We will try to include those who are left out.
4. If we know someone who is being bullied, we will tell an adult at school and an adult at home.

HAWK PRIDE - Positive Behavioral Interventions & SUPPORTS (PBIS)

Positive Behavioral Interventions & Supports (PBIS) is a prevention based discipline model using data driven decision-making, behavioral instruction and positive interventions. The program recognizes the importance of positive relationships among all members of a school community. Through the use of PBIS we will provide school environments designed to be safe, consistent, and caring for all students.

The Hawk Pride goal of the Lambert Elementary is that all students and staff will:

- **H**ave Respect
- **A**ct Responsibly
- **W**ork Together
- **K**indness Counts
- **S**tay Safe

HAWK PRIDE –CLASSROOM & BUILDING EXPECTATIONS

"Hawk Five" Hand Signal

1. Eyes Watching
2. Mouth Quiet
3. Ears Listening
4. Hands and Feet Still
5. Brain Thinking

| <i>Bathroom Expectations</i> | | | | |
|---------------------------------------|--------------------------------|----------------------|---|-------------------------------|
| Have Respect | Act Responsibly | Work Together | Kindness Counts | Stay Safe |
| Keep area clean. | Use bathroom appropriately. | Wait your turn. | Allow for privacy. | Wash hands. |
| <i>Playground Expectations</i> | | | | |
| Have Respect | Act Responsibly | Work Together | Kindness Counts | Stay Safe |
| Follow adult directions. | Follow game & equipment rules. | Include others. | Treat others as you want to be treated. | Play safely in desired areas. |
| <i>Cafeteria Expectations</i> | | | | |
| Have Respect | Act Responsibly | Work Together | Kindness | Stay Safe |

| | | | | |
|---|-------------------------------|---------------------------------------|---|--------------------------------------|
| | | | Counts | |
| Follow adult directions. | Clean up after yourself. | Include others in your conversations. | Use your manners, say "Please" & "Thank You." | Wait your turn. |
| Hallway Expectations | | | | |
| H ave Respect | A ct Responsibly | W ork Together | K indness Counts | S tay Safe |
| Follow adult directions. | Voices Off. | Stay in Line. | Use your manners. | Walk. Keep hands & feet to yourself. |
| Before/After School Expectations | | | | |
| H ave Respect | A ct Responsibly | W ork Together | K indness Counts | S tay Safe |
| Follow adult directions. | Take care of your belongings. | Be a good friend. | Greet others kindly. | Walk to and from the building. |

LAMBERT PBIS STAFF EXPECTATIONS

Active supervision is done in non-classroom settings (common areas). Three components of active supervision are:

- * movement
- * scanning
- * interaction

Hallway:

1. Escort classrooms in the hallways; teacher walks with their class
2. Monitor students and remind them that there is no talking in the hallways.
3. Send a pass with your students in the hallway when needed.

Bathroom:

1. Remind students to follow expectations
2. Monitor the number of students allowed in each bathroom at one time.
3. Check the bathroom area before leaving to make sure the area is clean.

Lunch:

1. One or more teachers per grade level will provide supervision in the lunchroom and dismiss students when finished.

Playground:

1. Walk around the entire playground and supervise students while playing.
2. Scan the playground for equipment prior to going inside.
3. Have passes, band-aids, walkie-talkies, and safety vest for duty.
4. Wear weather-related clothing

Before and After School:

1. All staff monitor hallways to make sure students are entering/exiting the building appropriately.
2. While on duty walk around and supervise students outside the building
3. Escort students to assigned exit door

ARRIVAL TIME

Children are not to arrive at school before 7:50 a.m. unless they are coming for school breakfast, which begins at 7:30 each morning. Children who are finished with breakfast will remain in the cafeteria until the bell rings at 7:50 a.m. Students are allowed to enter their classrooms at 7:50 a.m. Students may be allowed to enter the classrooms earlier than 7:50 only if permission is granted by his or her teacher. School starts promptly at 8:05 am. It is important that

students get to their homeroom by 8:05 am. Students arriving after 8:05 am need to report to the office to sign in and get a tardy pass. Students who are late to class will be sent directly to the office to receive an excused/unexcused tardy pass.

ENTERING THE SCHOOL BUILDING

Parents are visitors and are to enter the school building through the west doors by the Administration Offices. The side and back doors will be kept locked during the school day to monitor visitors in the building. Students and teachers have been instructed to not open the side doors for anyone, even if it is someone they know. This is a rule to keep our school safe.

HOMEWORK

West Delaware considers homework to be a valuable part of a student's instructional program. It is designed to start the process of developing independent study habits in young people. Homework is defined as the out-of-class assignments, which may be considered extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Approximate Expectations:

Kindergarten – 10 minutes per 1 or 2 days

Grade 1 – 10-15 minutes per school day

Grade 2 – 15 minutes per school day

Grade 3 – 20 minutes per school day Grade 4 – 30 minutes per school day

MAKE-UP WORK

The responsibility for completion of make-up work lies with the student. Time allowed for make-up work will be determined by the individual teachers but should be a minimum of two days for each day missed. Students who don't have work done at the end of the grading period will have an "incomplete/not met" assigned to their grade. They have two weeks past the grading period to complete all work. Grades will reflect completed work.

PARENT PERMISSION

Please send a note or call the Lambert Office at least one hour before the end of the day dismissal, anytime your child is to go home a different way than what is "normal" for your child. Students will be sent home the regular way unless a signed parental note is presented to the teacher or a call is made to the office an hour prior to dismissal.

PARTIES

A birthday is a special event in the life of an elementary student. If on that date you wish to send treats to school, please contact the classroom teacher. No invitations for personal parties will be handed out at school unless the invitations are for all students in the class.

Parties in the classrooms are held to a minimum. We often celebrate special occasions and holidays.

PLAYGROUND

The playgrounds at West Delaware are a place where students will **Have respect**, **Act responsibly**, **Work together**, show **Kindness**, and **Stay safe**. On the playground, students will:

- **Have respect** and follow adult directions
- **Act responsibly** by cleaning up after themselves
- **Work together** by including others
- **Kindness counts** by treating others as you want to be treated
- **Stay safe** by playing safely in designated areas

RECESS NOTES

Students should miss recess or break time only when it is essential to their health. Parents will need to send a daily note. Students without a note will participate in regular recess break time. If an excessive number of requests are received, a note from a medical doctor may be requested by the principal or school health staff.

RECESS - Temperature/Coats

When the weather gets cold, the safety of our students becomes an issue at recess. All students will be encouraged to wear coats at recess when the temperature/wind chill is 40 degrees or below. Students will stay inside for recess on days when the temperature/wind chill is 10 degrees or below.

Multi-Tiered System of Supports (MTSS)

Lambert Elementary will use a systematic focused process to collect and analyze relevant data for adults and students which will be used to make decisions regarding the instructional practices used in our classrooms, the Professional Development provided for all staff, the curriculum and resources and ultimately the educational achievement of our students.

MTSS is a framework to implement effective practices. MTSS is a data analysis system to identify the needs in our educational system and collaboratively match those needs with the resources to provide each individual student their best educational opportunities.

TELEPHONES – STUDENTS

Telephone calls may be made to the Lambert School office (927-3515) between the hours of 7:30 a.m. and 4:00 p.m. Students will be called to the telephone only in emergencies. Callers must identify themselves and leave a return telephone number. If they do not identify themselves their message will not be given to the student. Only messages of an urgent nature will be delivered to students during class time. All other messages will be delivered after class. School telephones are for business, not social calls. Students will not be allowed to make unnecessary phone calls.

TELEPHONES – TEACHERS

Messages for teachers may be left in their voicemail. Messages pertaining to a student's dismissal or pick up should be called directly to the office. Teacher's voicemails are checked only periodically, so urgent messages need to go through the office.

TESTING

ISASP (or Iowa Statewide Assessment of Student Progress) will be administered to all 3rd-4th grade students in the Spring. Iowa Assessments are a series of tests: Math, Reading, Language and Writing. These tests are given to provide teachers with information to meet the student's individual learning needs and to improve instruction.

Lambert will administer assessments throughout the year to determine student progress and identify need for additional support. These assessments may include: aReading and aMath, CBM (Curriculum Based Measures), or other assessments required by the Department of Education or recommended by a teacher.

TRAFFIC CONTROL AT DISMISSAL

Students in grades PK through 4th should be dropped off before school starts and picked up after school on the eastside of Doctor Street. Please do not encourage students to cross Doctor Street in between vehicles. Use the crosswalk if your child needs to cross the street. If everyone exercises patience and good judgment, our children will be safe from injury.

VISITORS – reference board policy 1007

We encourage parents to visit school. This is one of the very best ways possible to learn about your child's classroom. Please contact your child's teacher if you wish to set up a visit. Visitors must enter through the main front door and stop at the office to sign in and pick up a nametag. Students are not to bring other children to visit school, unless the principal has granted permission. **Visitors to classrooms may be restricted.**

| LAMBERT ELEMENTARY STAFF 2024-2025 | | | |
|--|----------------------|-------------------------------------|-------------------------------------|
| To contact staff via e-mail use firstnamelastname@w-delaware.k12.ia.us | | | |
| Updated: 7/12/24 | | | |
| Rudi Hameister | PK - 4 Principal | rudihammeister@w-delaware.k12.ia.us | |
| Linda Havertape | Elementary Secretary | | |
| Jennifer Loughrer | Elementary Secretary | | |
| | | | |
| <u>PRE-SCHOOL</u> | | <u>SCHOOL COUNSELORS</u> | |
| Ellen Clar | Karrie Dunkel | Kate Mejia | Chris Harbaugh |
| <u>JR. KINDERGARTEN</u> | | | |
| Pam Koloc | | <u>INSTRUCTIONAL COACH</u> | <u>VOLUNTEER COORDINATOR</u> |
| <u>KINDERGARTEN TEACHERS</u> | | Karla Beckman | Jacque Lahr |
| Becca Gaffney | Lexi Jasper | | |
| Rylee Lahr | Paige Wenger | <u>DISTRICT NURSE</u> | <u>HEALTH ASSOCIATE</u> |
| <u>FIRST GRADE TEACHERS</u> | | Chelsey Pangburn | Kathy Dolan |
| Nancy Cook | Amanda Downs | | |
| Kaitlyn Hunt | Lori Roberts | <u>ART</u> | <u>ELL</u> |
| <u>SECOND GRADE TEACHERS</u> | | Chelsie Mangold | Cathy Heisler |
| Melissa Coates | Lisa Hoefer | | |
| Jennifer Pettlon | | <u>LIBRARIAN</u> | <u>GIFTED AND TALENTED</u> |
| <u>THIRD GRADE TEACHERS</u> | | Carolyn Shives | Dawn Schechtman |
| Ally Martin | Meg Palmer | | |
| Morgan Ryan | Megan Schachterle | <u>MUSIC</u> | <u>PHYSICAL EDUCATION</u> |
| <u>FOURTH GRADE TEACHERS</u> | | Allyson Engelken | Abby MacTaggart |
| Julie Gillihan | Rachel Hageman | | |
| Cheryl Kuhn | Sheri Stickney | <u>PARA-EDUCATORS</u> | |
| | | Shannon Baldwin | Special Education |
| <u>SPECIAL EDUCATION</u> | | Laura Barrett | Special Education |
| Kelsey Carroll | Christi Imsland | Joleen Beatty | Special Education |
| Rachel Kramer | Kristin Milroy | Sheryl Becker | Special Education |
| Ashten Wolff | | Jamie Betels | Preschool Associate |
| <u>TITLE 1 READING TEACHERS</u> | | Jamie Carroll | Special Education |
| Lisa Kass | Carolyn Klein | Jessica Finnell | Preschool Associate |
| | | Gwen Geiss | Special Education |
| <u>KEYSTONE AEA STAFF</u> | | Brenda Hansel | Special Education |
| Sara Kluesner - Social Worker | | Amy Hartman | Special Education |
| Shelley Schafer - Special Ed Consultant | | Lori Havertape | Cafeteria/Recess Associate |
| Lyndi Leonard - Speech Pathologist | | Courtne Holtz | Special Education |
| Krista Briggs-Occupational Therapist | | Julie McMahon | Preschool Associate |
| Penni Gaul- ECSE Consultant | | Meghan Mensen | Media Associate |
| Tiffany Liddle- Speech Pathologist | | Christa Mohr | Special Education |
| | | Jessica Perry | Special Education |
| <u>CUSTODIAL STAFF</u> | | Lisa Pfeiler | Cafeteria/Recess Associate |
| Darrell Norem | April Fisher | Taylor Trumblee | Special Education |
| | | Julie Werner | Cafeteria/Recess Associate |
| <u>KITCHEN STAFF</u> | | Jeanette Wickman | Special Education |
| Kim Sperfslage-Food Service Director | | Angela Zehr | JK Associate |
| Linda Foster | Lynn Cooper | | |
| Jamie Jones | Becky Kafer | | |
| Sharon Koopman | Jeanne Riniker | | |

West Delaware Middle School

1101 Doctor Street
Manchester, Iowa 52057
563-927-3515
563-927-9115 FAX
www.w-delaware.k12.ia.us

2024-2025 Student/Parent Handbook

Jacqueline Lahey, Principal, extension 201
Patrick Woods, Activities Director, extension 339
Alicia Soppe, Counselor (5-8), extension 172
Chris Harbaugh, Counselor (PK-8), extension 215
Gary Fonck, Transportation Director, extension 410

Student Name _____

Homeroom _____

This handbook has been reviewed by parent/guardian _____
parent/guardian signature

WELCOME!

Welcome to West Delaware Middle School!

It is the mission of WDMS to work collaboratively with students, families, staff, community, and other school officials to ensure high expectations for safety and academics so that students can reach their highest potential academically, socially, emotionally, and physically.

This handbook was developed as one of many tools to review and guide you through some of the policies, processes, and procedures that will help us to accomplish this mission. Please take some time to go through it with your parent(s)/guardian(s). It will help you to be successful here at WDMS. As a WDMS student, you are an important part of the traditions and history of excellence.

We encourage you to be a positive, active participant in school activities and set personal goals that will help to determine your future. We are here to guide and encourage you through this process.

We are excited to be a part of your journey to excellence!

West Delaware Middle School Staff

We often receive questions about student appearance, bikes, bus, deliveries to school, personal possessions, and school closures. Please note that this portion of the handbook is specific to WDMS. There are also many district procedures/policies that WDMS uses that can be found in the district portion of the Student/Parent Handbook. The district Student/Parent Handbook is traditionally sent out via email at the start of each school year by our central office. An electronic version can also be found at <https://www.w-delaware.k12.ia.us/> by clicking on the “students” link.

For questions regarding student appearance, bikes, bus, deliveries to school, personal possessions, and school closures (along with many other items) please refer to the district portion of the Student/Parent Handbook.

**West Delaware Middle School
2024-25 Staff List**

Office Staff

Jacqueline Lahey-Principal
Patrick Woods-Activities Director
Chris Harbaugh-School Counselor (K-8)
Alicia Soppe-School Counselor (5-8)
Hannah Clemen-Secretary
Kat Rogers-Secretary

5th Grade

Amanda Armstrong-Math/Science
Natalie Felton-Math/Science
Becky Giesler-Social Studies/Language Arts
Karen Kehrl-Social Studies/Language Arts

6th Grade

Phil Hess-Science
Mary Kelley-Social Studies/Language Arts
Lisa Senne-Social Studies/Language Arts
Sheila Tibbott-Math

7th Grade

Rebecca Funke-Math
T.J. Hansel-Language Arts
Jennifer Lang-Social Studies
Leah Willie-Science

8th Grade

Rachel Carlson-Language Arts
Hayle Pillard-Language Arts
Doug Engel-Science
Stacey Fink-Social Studies
Sara Mensen-Algebra/Math

5th - 8th Grade

Roxanne Anderson-Special Programs (8th)
Heather Baxendale-Special Programs (BD)
Christian Carper-FCS (7-8, HS)
Jacob Edgington-Interventionist (5-8)
Jill Hefel-Band (5-8)
Sara LaPage-Special Programs (6&7)
Angie Lee-Special Programs (5-8)
Brad Lott-Computer (5-8)
Ben Moser-TAG (7-12)
Alisa Neil-Art (5-8, HS)
Martha Reinoso-Special Programs (BD)
Brittany Sabers-Special Programs (5&7)
Dawn Schechtman-TAG (K-6)
Chad Sellers-Tech Ed. (7-8, HS)
Stephanie Stocks-Media Specialist (5-12)
Tony Tjaden-Physical Education (5-8)
Jake Voss-Physical Education (5-8, HS)
Derrick White-Chorus, Gen Music (5-8, HS)
Robyn Wulfekuhle-Band (5-8, St Mary's)

Associates

Nicole Axline-Special Programs
Jessica Boge-Special Programs
Lori Blommers-Special Programs
Kori Gish-Special Programs
Amanda Hawker-Media Associate
ShaleeAnn Hallock-Special Programs
Kyli Hass- Special Programs
Lori Hoeger-Special Programs
Falisha Letts-Special Programs
Tina Long-Special Programs
Melisa Nefzger-Special Programs
Jennifer Quint-Special Programs
Alisa Weis-Special Programs

Custodians

Larry Schuman-Head Custodian (Day)
Trever Rhines-Custodian (Night)
April Golka-Custodian (Night)

ELL

Cathy Heisler-(K-12)

Food Service

Tracy Traver-Supervisor
Joanne Utter-Asst. Supervisor/Cook
Judy Errthum-Cook
Sarah Kelley-Cook
Barb Reth-Cook

Instructional Coach

Jennifer Cassutt

School Nurse

Chelsey Pangburn

Other Staff

Jacque Lahr-Volunteer Coordinator
Joe Hegland-Technology Director
Gary Lubben-Technology Specialist

PBIS Mission Statement:

As a school community, students are learning and accepting responsibility, developing respect for themselves and others, and participating in positive relationships.

Hawk Pride “R” Way RESPECT – RESPONSIBILITY – RELATIONSHIPS

What is Positive Behavior Interventions Support:

A set of systematic and individualized strategies for achieving social and learning outcomes while preventing problem behavior.

Four Core Elements:

- 1) Clearly defined outcomes
- 2) Research-validated practices
- 3) Supportive administrative systems
- 4) Use of information for problem solving

Main Logic:

1) Prevention

- All children need behavior support
- The most efficient approach to improving behavioral climate is through prevention.

2) Teaching

- Teaching and supporting appropriate behavior is the most powerful behavior support intervention.
- Combine effective teaching with clear continuum of consequences for problem behavior.

3) Effective practices

- Information gathering and use for decision-making.

Expectations By Setting

| | ENTER/EXIT | CLASSROOM | CAFETERIA | HALLWAY | BUS | RECREATION TIME | OFFICE | RESTROOM |
|--|--|---|--|---|--|--|--|--|
| Respect – To treat others as you would have them treat you, to value the worth of every person, including yourself | Follow adult direction, give others space, be courteous | Value the opinions or differences of others, be teachable, be courteous | Follow adult direction, use good manners | Stay in own space, give others space, follow adult supervision, be courteous | Follow direction of adult supervision, treat others as you want to be treated, use appropriate tone, volume and language | Treat others as you want to be treated, play/interact with kindness and respect, follow all area/game rules | Wait with patience, follow directions of adults, be polite and courteous | Respect the property by taking care of supplies and equipment, give others their space and privacy |
| Responsibility– To do what is right, what you ought to do, to be accountable for your behavior and obligations | Walk away from trouble, follow proper procedures (use crosswalks, bike racks, correct doors, etc.) | Be prepared, be on time, keep eyes on own paper | Clean up your area, obey cafeteria rules, put tray, utensils and trash in proper area | Walk to and from destination by quickest route, keep hallways clean and safe, have a hallway pass during class time | Stay in your seat, follow safety rules, remain quiet | Follow adult supervision, take care of school equipment and grounds, accept consequences if there is a problem | Sign in and out per proper procedure, notify office staff of problems and broken items in school | Use restroom between classes, keep area clean and safe, wash hands with soap and water |
| Relationships – To be sensitive to the well being of others, to work with and help others, to tell the truth, to act in such a way that you are worthy of trust | Be kind and polite, treat others as you wish to be treated | Work cooperatively with peers and adults, be kind and polite, be truthful | Positive peer interactions, have pleasant and appropriate conversations, invite others to sit with you | Show kindness and respect to others, be polite to peers and adults, give others appropriate space | Help younger students, invite others to sit with you, give others appropriate space | Invite others to play/interact with you, walk away from trouble, give others appropriate space | Show respect to other students and adults | Wait patiently, be kind and polite to others, give others appropriate space |

West Delaware Middle School Behavior Matrix and Consequences

6/16/15

| | Behavior Examples | Consequence Menu | Intervention/Restitution |
|---|--|--|--|
| Level 1 (All Level 1's will be handled by supervising adult) | <ul style="list-style-type: none"> Insubordination Name calling Disrespect Incomplete Homework Spreading Rumors Off Task Behaviors Minor disruptions to the learning environment Noncompliance Teasing/harassing of students or staff Inappropriate use of electronic device Public display of affection Cheating Tardies Use of Profanity Spitting of any kind | <ul style="list-style-type: none"> Essay/Reflection Parent Phone Call/Note Home Conference with teacher Verbal reprimand/reteach Lunchroom detention See electronic device policy 603.10 See middle school handbook for tardy policy | <ul style="list-style-type: none"> Verbal agreement to correct behavior. Restitution activities (apology letter, make up for lost learning time, assist teacher, Positive Practice etc...) http://www.interventioncentral.org/home http://www.pbisworld.com/ To find Behavior Intervention ideas check out these sites. |
| Level 2 (Handled by supervising adult) | <ul style="list-style-type: none"> Throwing any object at someone Leaving the classroom without permission Inappropriate body gesture (includes disrespectful body language) Rough Play/Horse Play Bullying/Harassment of students or staff Moderate disruptions to learning Repeated level 1 behaviors | Mandatory Office Discipline Referral (ODR) <ul style="list-style-type: none"> Phone call to parents Time Out in Hallway/Classroom Behavior Essay Before or after school detention Other minor consequences as suitable to the behavior (Could be same as restitution activity) | <ul style="list-style-type: none"> Simple behavior contract Conference with counselor/principal Restitution activities (apology letter, make up for lost classroom time, assist teacher, Positive Practice etc...) |
| Level 3 (Consequence handled by principal, counselor or behavior staff) | <ul style="list-style-type: none"> Stealing/Vandalizing Physical non-incidental pushing/hitting/slapping/kicking Verbal threats of violence Violence/Blatant Disrespect to students or staff Leaving the building without permission Endangering self and others with unsafe actions Repeated level 1 or 2 behaviors Sexual misconduct Possession of a weapon or an object that has the likeness of a weapon Possession of a controlled item (drug, tobacco, alcohol, etc.) Repeated levels 1, 2 or 3 behaviors | Mandatory Office Discipline Referral (ODR) <ul style="list-style-type: none"> Conference with Principal Parent Phone Call/Conference In-School Suspension, if warranted Saturday school detention, if warranted Out of School Suspension, if warranted Other consequences as suitable | <ul style="list-style-type: none"> Behavior contract Positive Practice Problem Solving Conference with parents Restricted Schedule Restitution activities as stated in behavior contract |
| Level 4 (Consequence handled by principal, counselor, behavior staff, law enforcement, or superintendent) | <ul style="list-style-type: none"> Physical Violence causing serious bodily injury Threat with a weapon Repeated levels 1, 2, 3 or 4 behaviors | Mandatory Office Discipline Referral (ODR) <ul style="list-style-type: none"> Conference with Principal/Parents/other staff involved Saturday school detention, if warranted Out of School Suspension Law Enforcement Referral Outside Agency Referral | <ul style="list-style-type: none"> Behavior contract Positive Practice Problem Solving Conference with parents Restricted Schedule Restitution activities as stated in behavior contract |
| Level 5 (Consequence handled by principal, counselor, behavior staff, law enforcement, or superintendent) | <ul style="list-style-type: none"> Physical Violence causing serious bodily injury Threat with a weapon Repeated levels 1, 2, 3 or 4 behaviors | Mandatory Office Discipline Referral (ODR) <ul style="list-style-type: none"> Automatic Out of School Suspension Law Enforcement Involved Conference with Parents/Principal/Superintendent/Counselor | <ul style="list-style-type: none"> Behavior contract Positive Practice Problem Solving Conference with parents Restricted Schedule Restitution activities as stated in behavior contract Outside Agency Referral |

*Discipline steps may be bypassed due to the severity/nature of student action.

ACADEMIC ELIGIBILITY POLICY

West Delaware Middle School provides multiple classes that help prepare our students for college and career readiness. Active participation in these classes develops competencies necessary for productive 21st century living. For this reason, incomplete/failing grades are not acceptable.

If a student has an incomplete or a failing grade at the end of the grading period, a plan will be developed between the subject area teacher and the student. This plan may include before or after school tutoring, working during lunch recess time, making up work during any other free time during the school day (including not participating in a planned activity), and/or making up work at before or after school. The plan is between the student and the subject area teacher, parents will also be notified via phone or email by the subject area teacher. The subject area teacher will check on the progress of a student's plan and make changes if improvement is not shown. An example of the "Passing Grade Plan" form is included at the end of this handbook.

If after two weeks there is no improvement, a phone call will take place between the subject area teacher and parent/guardian to discuss the grade situation. The reported grade will then become a failing grade, until the work is completed. When the work is completed the subject area teacher will assign the appropriate passing grade.

ACADEMIC ELIGIBILITY POLICY - Extra-Curricular

The West Delaware Middle School is proud of the strong academic and extra-curricular offerings that benefit our students. The primary emphasis of our school is academic achievement and learning at high levels should be the goal of every student. Participation in extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status in order to participate in extra-curricular activities. As always, your assistance and support will help make this a positive process.

Each week during an activity season a grade report will be distributed to the school counselor and the activities director. All coaches and sponsors will be notified by the activities director of any students in their extra-curricular activity that have failing grades in one or more subjects. The activities director will meet with any student who is involved in an activity who is failing, to review the subject and current grade with them. Each student will be given a "Passing Grade Plan" form that they will need to complete with their teacher(s) on how to improve their current academic failing grade. The activities director will follow up with the student and mail the completed Passing Grade Plan to the students' parents/guardians.

This plan may include before or after school tutoring, working during lunch recess time, practice time or making up before or after school. The plan is between the student and the subject area teacher. The student is still eligible to participate during this two-week evaluation period. The activities director will check on the progress of a student's plan and make changes if improvement is not shown.

If after the two week evaluation period the student is still failing the coach/sponsor and parents/guardians will be notified by the activities director that the student will not be able to participate in the next game, contest, or other extra-curricular event until they are no longer failing. Students still must attend any practices or rehearsals scheduled by the coaches and sponsors.

We want all of our students to participate in as many activities as possible and still maintain a high level of academic achievement. It is only as a last resort that a student will have to sit out an event. It is a privilege to participate in our extra-curricular activities and it takes a great commitment by the student to ensure they succeed in the classroom as well.

Activities affected by the ineligibility policy include but are not limited to: football, volleyball, cross country, basketball, wrestling, track, jazz band, back-up band, show choir, honor choir, memory book, and youth leadership team.

ARRIVAL TIME/PROCEDURE

Middle school staff contract time starts at 7:45 AM. For this reason, the middle school entrances will remain locked until 7:45 AM. Students desiring breakfast at this time may go to the breakfast area; students choosing to eat breakfast at this time are expected to follow the lunchroom expectations listed below. When entering the building, as a show of respect, please remove caps and use a soft conversational voice. When temperatures/wind chill falls below 10° F, students will be allowed to enter the building earlier. Due to building renovation to our entrances and drop off sites, further clarification about students entering the building will be provided at a later time.

Throughout the school year, a number of school activities are scheduled before 7:45 AM. Students participating in these activities should be with their sponsor until 7:45 AM.

TARDIES TO SCHOOL

School starts promptly at 8:05 a.m. It is important that students get to their assigned rooms and in their seats by 8:05 a.m. Students arriving after 8:05 a.m. need to report to the office to sign in and get a tardy pass. Parents/Guardians will be contacted by office staff for excessive tardies to school. Excessive tardies to school will also be reported to the district attendance liaison.

TARDIES DURING SCHOOL DAY

When a teacher detains a student for any reason, the student must have a pass from that teacher to the next class. Classroom teachers will monitor student tardiness. A tardy is when the student enters the room after the scheduled start time without a pass from the previous teacher. The consequences are:

- 3 & 4 tardies - 1 lunch detention w/assigned teacher
- 5 tardies – before/after school detention w/assigning teacher
- 6 + tardies – Excessive tardies should be referred to the Tier II team.

Tardies will be marked TV or TU meaning Tardy Verified or Tardy Unverified. Verified means that a reason (or a pass) from parent/guardian or teacher was given. Unverified means that tardy with no reason for being late.

PASSES - Leaving School Early

Students are not permitted to leave the school grounds at any time during the school day without a pass from the office. **Students planning to leave the building during the day for an appointment or other reasons must bring a note from their parent or guardian and pick up an early dismissal slip in the office by 8:05 am.** Before students leave the building, they must sign out in the office. The student must sign in upon returning to school. Students leaving the building because of illness or any emergency will be released by the nurse or the office secretaries to their parents/ guardians.

DETENTION - Responsibility Room

Student's assigned detention will have detention scheduled before or after school or during the lunch /recess hour. The staff member assigning the detention will have a note/email sent or phone call made to the students' parent/guardian prior to the student serving detention. If a student does not show up for the assigned detention, the detention will be rescheduled using the above procedure mentioned. Should the student fail to show a second time, the student will receive a referral to the office.

DIRECT/PERSONAL ELECTRONIC DEVICES

Cell Phones, I-Pods, etc. (reference school board policy 603.10)

The school cannot guarantee the security of personal electronic devices at school.

5th/6th grade students are not to have personal electronic devices during the academic school day (first bell – last bell). Students are not to be using personal electronic devices during school hours unless they have permission from a staff member.

7th/8th grade students may check personal electronic devices during non-instructional time (such as lunch/recess, passing time). Use of a personal electronic device during instructional time is only allowed with permission from a staff member. Students should never have these devices out while in the restroom, locker room, or other areas where privacy is expected.

It is a privilege for 7th/8th grade students to be able to have electronic devices in the educational setting; any misuse of an electronic device that has an effect on the school day, may result in that student losing their privilege to have an electronic device at school. Misuse may include, but is not limited to:

- Any pictures captured of others, without that person's permission
- Inappropriate messages, pictures or graphics of any kind
- Using at improper times or in inappropriate locations
- Using after directed to put away

There can be many other examples of a misuse. With a misuse the student may lose their privilege of having a personal electronic device here at school, along with other consequences.

When a student misuses a personal electronic device, staff members will use the following guidelines (please note that depending on the severity of the misuse, steps may be skipped):

| | |
|------------------------------|--|
| First offense: | electronic device to be given to the staff member staff member will take electronic device to office staff member notifies parent/guardian of concern student may pick up electronic device in the office at the end of the day |
| Second/third offense: | electronic device to be given to the staff member staff member will take electronic device to office staff member notifies parent/guardian of concern parent may pick up electronic device in office at parent's convenience |
| Fourth + offense: | electronic device to be given to the staff member staff member will take electronic device to office staff member notifies parent/guardian to pick up from office at parent convenience student will lose privilege of PED for a period of time and/or student will check in item at the office at the beginning of the day and will pick up from office at the end of the day as determined by administration. |

Students needing/wanting to make phone calls during the academic school day, need to seek permission from an adult, and make the call in the school office.

Staff will document misuse via office discipline referral system. Office personnel will keep number of offenses documentation of electronic device misuse – ie. 1st – 2nd – 3rd, etc.

CO/EXTRA-CURRICULAR ACTIVITIES

7th & 8th graders who participate in sports must have a sports physical in order to compete.

The following activities are offered at the middle school:

7 & 8 Grade: Basketball, Cross Country, Football, Jazz Band, Track, Volleyball, Wrestling, Softball

5 & 6 Grade: Mid-Hawk Relays, Running Club

5-8 Grades: Band, Choir, Empowering Youth Team, Honor Choir, Show Choir, Special Olympics, Honor Band

8th Grade: Memory Book

*Activities are subject to change

DISMISSAL

All students will be dismissed at the end of the day bell. Busses will be located on the east side of the school, so bus students should exit to the east. Car pick up and walkers should exit to the west. For car pick up, please park parallel to the school on the west side of the school.

GRADING SCALE

| | | |
|-------------|-----------|--------------|
| 100-93% = A | 82-80%=B- | 69-68%=D+ |
| 92-90%=A- | 79-78%=C+ | 67-63%=D |
| 89-88%=B+ | 77-73%=C | 62-60%=D- |
| 87-83%=B | 72-70%=C- | 59%-Below =F |

HAWK CODE OF CONDUCT

It is a privilege and an honor for any student to represent West Delaware Middle School in competitive, performance, and leadership roles. WDMS offers numerous opportunities for students to become involved in school activities with a wide range of teams, organizations, and positions. Our school has a strong tradition of pride and sportsmanship, and we dedicate ourselves to these ideals by “empowering adolescents to achieve their personal best” through hard work, citizenship, and positive attitudes. WDMS students and staff believe that responsibility, respect, honor, and acceptance of others characterize what it means to be a Hawk. When a student is found to be in violation of the Hawk Code of Conduct, a school team (ex. Principal, AD, homeroom teacher) will determine the appropriate course of action.

STUDENT ACTIVITIES

Special events may take place during the school day, after school or in the evening. Students who are attending these activities are representatives of the Middle School and are expected to demonstrate appropriate, responsible behavior.

Students must be in school a half day in order to practice or participate in a sporting event, musical, play, concert, etc. If the student goes home ill during the day of such an event, he/she cannot participate.

If an activity is canceled, students are responsible for notifying their parents. School telephones are available. In case of an early dismissal due to poor weather conditions, all after school events at the Middle School are canceled.

7th and 8th graders who participate in sports must have a sports physical on file in the school office in order to compete in the sport(s) they choose.

HAWK TIME

A scheduled block of time during the school day for students in grades 6-8 to proactively receive extra help they need to reach the essential learning standards in their courses. This structured time will allow teachers to reach all students to provide immediate, proactive, and specific support.

HOMEWORK

Homework or home study is a necessary part of each student's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Parents are encouraged to do a nightly check of their child's schoolwork. Please contact your student's individual teacher for questions pertaining to homework.

HONOR ROLL

The 7th & 8th grade honor roll will be determined as follows:

1. Honor roll shall be based upon quarter grades only.

2. Honor roll shall consist of those students whose grade point average for the quarter's work is equal to or exceeds 3.5.
3. The names of those receiving Honor Roll status will be published in the local paper at the completion of each term. 4.0 students will be noted by an asterisk*.

RECESS - Temperature/Coats

When the weather gets cold, the safety of our students becomes an issue at recess. All students will be encouraged to wear coats at recess when the temperature/wind chill is 40 degrees or below. Students will stay inside for recess on days when the temperature/wind chill is 10°F or below.

LUNCHROOM PROCEDURES/EXPECTATIONS

Follow the 3 R's

| Respect | Relationship | Responsible |
|--|--|--|
| <ul style="list-style-type: none"> * Follow adult directions * Use good table manners (appropriate use of utensils, chew with mouth closed, don't talk with food in mouth, etc.) * Talk quietly * Use manners (please, thank you, etc.) * Stand patiently and quietly in line * Wait quietly until dismissed | <ul style="list-style-type: none"> * Positive peer interactions * Have pleasant and appropriate conversations * When picking a spot to sit, invite others to sit with you * Use appropriate language * Be patient | <ul style="list-style-type: none"> * Clean your own spills, food, crumbs, garbage, etc. * Obey cafeteria rules * Put tray, utensils, and trash in proper location * Consume meals, drinks, snacks and other items in cafeteria * Help keep the cafeteria/recess area neat and clean * Come to cafeteria prepared to go outside |

When a student is not following the 3 R's, that student can be assigned a different seat and/or location for lunch/recess for a period of time – with or without warning depending on their behavior.

STUDY HALL GUIDELINES

| Expected Behavior | Accepted Behavior with Study Hall Teacher Permission | Not Acceptable Behavior |
|---|---|---|
| <ol style="list-style-type: none"> 1) Follow the 3 R's – Respect, Responsibility, Relationship 2) Read books, magazines, newspaper, etc. 3) Writing/journaling 4) Sitting quietly where teacher assigns 5) Working on homework 6) Arriving on time 7) Dismissing when teacher dismisses 8) Asking the adult for permission to work with | <ol style="list-style-type: none"> 1) Quietly working with others 2) Use technology for classroom/ educational purpose 3) Going to another room with pass that was obtained prior to coming to study hall 4) Going to bathroom, water fountain, etc. Limited to 1 student | <ol style="list-style-type: none"> 1) Sleeping/napping 2) Using school technology for non-educational purposes (ie. Game playing, texting) 3) Inappropriate language/conversations |

| | | |
|--|--|--|
| others, use bathroom, go to water fountain, etc. | being sent at a time. 5) Board/card games | |
|--|--|--|

LIBRARY MEDIA CENTER

All middle school students are encouraged to use the Library Media Center. It is open from 8:00 a.m. until 3:00 p.m. during regular school days. The LMC is closed to walk-in students when Media Classes are being taught and when library staff are assigned duties outside the library. Students who have a pass signed by their teacher may use the LMC to check out books, study, read, and/or work in small groups. If they have no pass, students will be sent back to their classroom to get one. The number of walk-in students will be limited to ensure everyone stays on task. Students are expected to follow instructions, work quietly, and show respect while in the LMC. Students will be given one warning about their behavior. If the unacceptable behavior continues, they will be sent back to their classroom.

Gum/candy/food are not allowed in the media center. A waste basket is available inside the LMC door to dispose of these items.

The student and faculty ID cards contain the bar code number that must be used to check out materials. Loan periods are: books - 2 weeks, magazines - 1 week, and electronics - overnight only. The first time an item is renewed, a student may renew it themselves online. Items must be brought to the LMC for additional renewals.

Overdue lists are printed weekly and given to homeroom teachers. Students are expected to return all library materials on time. Damaged and/or lost library items will carry a replacement charge and will be billed through the business office. Students may be denied checkout privileges until overdue items are returned and replacement charges for damaged/lost items are paid. If a lost item that was already paid for is found, please return it to the LMC for a refund.

PLAGIARISM

Plagiarism is copying someone's words or ideas without giving them credit. It is against the law. Federal copyright laws protect published materials. If you use published material and claim that information as your own, either in writing or speaking, you are guilty of plagiarism. It also includes finding material on the Internet, copying, and inserting it into your work without giving credit to the original source. If a staff member suspects that a student has plagiarized and finds the original source of work, that student will be subject to disciplinary action as outlined by the staff member and/or administrator. The Media Center subscribes to Noodle Tools, which is a tool that will help students create a bibliography and avoid plagiarism. Students can see the Media Specialist to create an account and learn how to use this tool.

MAKE UP WORK

Students, who are absent for any reason, will be required to make up the work missed in each class. Students will have two days to make up each day of work missed. Only in cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the teacher or principal. All make-up work must be in by the end of the grading period. Grades will be withheld in case the make-up work is not turned in and will lead to failure if the situation is not remedied immediately. **To request a student's make-up work, parents need to call the office by 9:00 a.m. the morning of the student's absence.** It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

PASSES

When a student needs to leave a class, they are expected to carry their passbook. The student is to have the destination, time leaving, teacher's signature and the appropriate date. When using the restroom during class time, 7/8 students will be expected to leave their cell phone with the classroom teacher. Each student will receive a new passbook at the beginning of each semester.

POP/SOFT DRINKS/JUICE/WATER

Students are allowed to bring water bottles to school for use throughout the school day. Only on special occasions, as designated by a teacher and/or the principal, juice, sports drinks or pop will be allowed. Juice and sports drinks will be allowed during lunch.

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

Each year the United States Department of Education recognizes students graduating from eighth grade that have performed at an outstanding academic level. The President's Award for Educational Excellence is a certificate signed by the President and the Secretary of Education. This award for Educational excellence is awarded to the eighth grade students, based upon two criteria:

1. By obtaining the standard score required by the Department of Education in 2 of the 3 areas on the Iowa Statewide Assessment of Student Progress (ISASP)
 - a. reading (greater than or equal to 594)
 - b. math (greater than or equal to 606)
 - c. science (greater than or equal to 609)
2. Average grade point of 3.5 during seventh grade and the first semester, of eighth grade year.

If you have a seventh grade student, encourage them to do their best so they might receive the highest academic award we presently give.

SCHOOL PARTIES

Classroom celebrations are held throughout the school year. Students who do not wish to participate in these activities may be excused by the teacher(s) and/or the principal.

STUDENT RECOGNITION

| All Star Student | Hawk Pride |
|--|---|
| Criteria - Student is recognized for exhibiting the 3 R's through respectful and responsible behavior and building strong relationships as evidenced by the following: <ul style="list-style-type: none">• Assignments turned in on time• Good attendance• Exemplary behavior• Passing grades (C or above)• Demonstrates Hawk Pride | Criteria - Student is recognized for an act, incident, or experience in which he or she demonstrated exemplary relationship building as evidenced by the following: <ul style="list-style-type: none">• Positive action occurred at school or at a school activity or event• Nomination from a peer or adult who witnessed the student's action(s) that promoted positive relationships |
| Recognition - Students will be recognized at a ceremony each semester where they will receive a certificate. | Recognition - A letter will be mailed home to guardian and or parents communicating how their student displayed Hawk Pride. |

TELEPHONES

Telephone calls may be made to the school office, 563-927-3515, between the hours of 7:30 a.m. and 3:30 p.m. **Students will be called to the telephone only in emergencies and students will not be allowed to receive or make non-emergency phone calls.** Once school begins, students need to have a pass from their teacher to use the student phone in the office. Students with cell phones needing to make a phone call need to come to the office to make the call.

THERAPY DOG

We are fortunate to have a therapy dog! Students are provided the opportunity to spend time with our therapy dog. Our school counselor, supported by our behavior program, are responsible for organizing our therapy dog's day. The counseling office has provided the following guidelines:

I understand that it is a privilege to walk our therapy dog. I understand that I need to follow the expectations listed below. Not following the expectations will result in the loss of the privilege to walk our therapy dog.

- I will have signed pass from a teacher
- I will know what time I need to be back to class, and I will not be late.
- I will pick up and properly dispose of any dog poop.
- I will stay in the designated areas with our therapy dog.
 - Stay on Middle School property (do not go to Lambert Elementary).
 - Understand where behind the track our therapy dog is allowed to run.
 - Stay away from windows, and do not distract classroom instruction.
- I will have the lanyard stating that I am walking our therapy dog.
 - Only two students are allowed to walk our therapy dog at a time.
 - I will leave my cell phone in the counseling office or behavior room when taking our therapy dog for a walk.

VISITORS

All visitors must enter the middle school building through the front door to stop in the office, sign in and pick up a name tag. **Visitors to classrooms may be restricted.**

WITHDRAWAL FROM SCHOOL

Any student who is moving out of the school district must have a parent(s) notify the guidance office prior to the student's last day. Prior to withdrawing, the student must return school district supplies, pay outstanding fees, check lunch account; clean out locker, etc.

WITHDRAWAL – ADD BAND/CHORUS

Students may add/drop band or chorus within the first week of each term. Students taking band or chorus must complete the term before being allowed to withdrawal after the drop date.

To add or withdraw from band or chorus:

1. A parent/guardian conference is appreciated and strongly recommended.
2. A parent note is given to the counselor when requesting a withdrawal.
3. A parent note is given to and signed by the band/choir teacher.

West Delaware Middle School

Passing Grade Plan

Student:

Grade:

Subject Area Teacher:

Date:

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If a student has an incomplete or a failing grade, at the end of the grading period, a plan will be developed between the subject area teacher and the student. This plan may include before or after school tutoring, working during lunch recess time, making up work during any other free time during the school day (including not participating in a planned activity), and/or making up work at a Saturday school. The plan is between the student and the subject area teacher, parents will also be notified via phone or email by the subject area teacher. The subject area teacher will check on the progress of a student's plan and make changes if improvement is not shown.

If after two weeks there is no improvement, a phone call will take place between the subject area teacher and parent/guardian to discuss the grade situation. The reported grade will then become a failing grade, until the work is completed. When the work is completed the subject area teacher will assign the appropriate passing grade. Students who do not have a passing grade at the end of the school year, may be assigned to attend school during teacher work days by the subject area teacher or principal.

PLEASE MAKE ENOUGH COPIES TO PROVIDE STUDENT, TEACHER, PARENTS, AND ADMINISTRATION A COPY

West Delaware Middle School Passing Grade Plan

Your student, _____, is currently receiving an Incomplete/Failing grade for term, _____, in _____. I met with your student on _____ and the following plan was developed:

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____

HIGH SCHOOL

ACADEMIC PROGRESS REPORTS

Mid-term grades in progress reports are distributed to parents at parent-teacher conferences for all students. Teachers may send out progress reports at any time during the school year. Whenever possible, a warning of potential failure in a class will be indicated on these reports. End of term report cards will be sent home with students. Iowa Assessment Scores may affect which classes a student may take and in what order the student may take the courses. Parents can check student progress at any time by accessing PowerSchool on the West Delaware website at www.w-delaware.k12.ia.us. Contact the high school office for a password or for any questions.

Incomplete Timelines for WD and NICC Class:

- **WD credit only**
 - Incompletes can be provided up to 2 weeks past the end of term unless Principal approval beyond 2 weeks. A request to extend the deadline must be communicated to the Principal no later than two school days past the end of the term or semester.
- **WD/NICC credit**
 - If class is only one term:
 - Follow NICC guidelines for the incomplete.
 - If the class is two terms:
 - For the first term – Incompletes can be provided up to 2 weeks past the end of term unless Principal approval beyond 2 weeks. A request to extend the deadline must be communicated to the Principal no later than two school days past the end of the term or semester.
 - For the second term – Follow NICC guidelines for the incomplete.

ACTIVITY PROGRAM

Board Policy 503.06 & 602.13

***Student led groups**

Activities

Annual Staff
Art Club
Band
Cheerleaders
Drama (Musical and Spring Play)
eSports
FBLA (Future Business Leaders of America)
FCA*
FCCLA (Family Career & Community Leaders of America)
FFA (Future Farmers of America)
French Club
Inklings (School Newspaper)
LGBTQ*

National Honor Society
Prom
Show Choir
Skills USA
Speech
Special Olympics
Student Council
TADA (Teens Against Drug Abuse)
Thespian Club
Vocal
YADC (Youth Assoc for Disabled Citizens)
WDCVC (WD County Volunteer Coalition)
WD Iowa Productions*

Athletics

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Soccer
Softball
Track
Volleyball
Wrestling

ACTIVITIES TRANSPORTATION AND OFF CAMPUS PRACTICE

West Delaware High School does not provide transportation to home practice sites located off the West Delaware campus. The following activities have established practice locations off campus and transportation to these sites is the responsibility of the participant(s):

West Delaware Boys and Girls Cross Country - Hart Ridge Golf Course, and Baileys Ford Park
West Delaware Boys and Girls Bowling - Lightning Lanes
West Delaware Boys and Girls Golf - Hart Ridge Golf Course, Pin Oak Links, and the Delaware County Fairgrounds
West Delaware Baseball - Beckman Complex and Hitters Depot
West Delaware Softball – Hitters Depot

In the event a practice is held away from the established practice location, or any activity's regular practice facility, transportation will be provided.

ANNOUNCEMENTS

Daily announcements to students and faculty will be read over the intercom and be sent via e-mail to faculty to be read at the beginning of first hour. Students are held responsible to know the contents. The only exception would be material that does not pertain to them. A teacher and/or activity sponsor must sign all announcements brought in by students. Announcements from student-led groups may be included in the daily announcements if a student member from the group obtains approval from Administration.

ATTENDANCE AND CLASS PERFORMANCE

The High School has an obligation to provide a learning environment that is safe and orderly to support the academic success of all students. Reasonable expectations are in place for student behavior, including school attendance, and may impose reasonable sanctions when those expectations are not met, subject to provision of legal due process.

For a high school student, failure to attend school may be considered behavior that is subject to disciplinary sanctions. For high school students less than 16 years of age and their parents, school attendance is a legal obligation.

When a student has missed four (4) or more times a term or when an undesirable pattern of attendance occurs, teachers shall conference with the student and the high school office shall notify parents of the situation. All persons should be aware of the possibility of being dropped from class with a loss of credit should problems continue.

If the problem continues, additional parent contacts should be made by the teacher. In most classes, this will occur when a student reaches 5 - 6 absences in any class. A conference may be requested of student, parent, teacher(s) and administrator(s) to discuss the situation. Excess absences may result in an individual attendance plan between the student and the school, requiring a doctor note for all absences.

Possible future action may include one or more of the following:

- Loss of Privileges
- Dropped from class with a loss of credit
- Suspension from school
- Other appropriate action

Make-up Schoolwork

Students are responsible for arranging to make-up schoolwork. Students who know they are going to be absent prior to an absence must request an advance make-up slip from the high school office by bringing a note or having a parent/guardian call. If advance notification is not possible, parents must notify the office at 927-3515 on the day of the absence prior to 8:30 a.m. If advance notification is not given, the student must bring a note to the high school signed by the student's parent/guardian explaining the reason for the absence. Students have two (2) days to make-up assignments, for the first day missed and one (1) day for each additional day missed upon return from the absence. It is the obligation of the student to contact the teacher to make arrangements for missed work or tests. Permission to extend the term shall be granted only by the principal.

Attendance and Participation in School Activities

Students participating in school activities must be in school the last half of the day (last two periods) in order to participate or practice in a school activity. Any exceptions must be granted in advance by the Principal and/or Activities Director or designee.

Attending a School Activity or State Event

Students attending a school activity or state event as a spectator must have permission from a parent and an advance make-up slip. Students attending a school activity or state event (sport, vocal, speech, band etc.) as a participant with their coach do not need an advance make-up slip.

AWARDS – Reference Board Policy 503.08

Academic Excellence Award

Seniors who have a cumulative grade point of 3.8 or better for sixteen (16) terms will receive this award. This award will be given at the Commencement Ceremony.

Presidential Education Awards

Two Presidential Education Awards are presented to seniors at the end of their high school careers on Senior Awards Night commending their achievement and hard work. The President's Award for Educational Achievement silver award

is given to high school seniors who have a cumulative grade point average of 3.5 or higher. The President's Award for Educational Excellence gold award is given to high school seniors who have a cumulative GPA of 3.8 or higher.

West Delaware Board of Education Academic Award

Students in grades 9, 10, 11, or 12 who earn a 3.5 GPA or better for a term will be eligible to purchase an 8 inch chenille letter of West Delaware for the first time they earn the award. Students will be eligible to purchase a gold bar for each term they earn a 3.5 for the school year. These items may be purchased in the high school office.

BOOK BAGS

Book bags are not allowed to be in classrooms. Book bags and Chromebook cases are allowed in the High School Commons during lunch with lunch supervisor permission. Chromebook cases and pencil pouches are allowed in classrooms.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another's schoolwork, copying others' work, copying and plagiarism from other sources, including any form of Artificial Intelligence, or similar cheating is not tolerated. In addition to the discipline outlined at the end of this handbook, discipline may include the loss of credit for the assignment/exam, loss of class credit and a possible F on the transcript. Discipline will be applied based on the level of the offense.

COLLEGE VISITS AND COLLEGE REPRESENTATIVES AT WDHS

Students (Juniors and Seniors only) are encouraged to visit college campuses in the summer, on weekends, or on school holidays. Students planning on attending a college day on a school day must have a note requesting such from your parents. If 18 years old, you still need a note from your parents if you are under the guardianship of your parents.

This day will be excused, but count on the school's attendance record. Two days will be granted for the senior year and additional days during senior year or any days during the junior year must have administrative approval. All college days must be taken before May 1.

When college representatives visit our campus, students will be notified in advance of their visits.

The administration may deny college visitations due to excessive absences. Failure to follow procedures will result in school consequences.

COMMENCEMENT

The District reserves the right to control the commencement ceremony. This includes but is not limited to ceremony details, ceremony program, student behavior, and any decorations or alteration to cap, gown and/or tassel.

COURSE CHANGES/DROPS

Students will not be allowed to alter their course requests once the registration process is completed unless extenuating circumstances exist. A two term course may not be dropped at the end of the first term of the course unless the student has the approval of the teacher, high School Counseling Office, and the principal.

Students must be scheduled for all four blocks for each of the four terms in the 9, 10, 11th grades. The only exception will be those 12th grade students who are to take 3 blocks and open campus should they qualify. Students who do not qualify for open campus must sign up for a 4th class.

Students are required to make all schedule changes for the school year during the first three weeks of the school year, with deadline date determined by administration. Term one changes need to be completed during the first three days of the term. Schedule changes after this time period will need approval from the building principal. Exceptions may include:

- Student lacks the prerequisite, as stated in the Program of Studies, for a course.
- Student fails one term of a two term course and needs to be rescheduled.
- Student lacks a course that is required for college entrance and cannot get the needed course before graduation.
- A senior who has met the requirements for open campus in the previous grading period and is taking four classes may drop one of the classes and elect to take open campus. This must be done within the first six school days of the term.
- A senior who has not met the requirements for open campus.

- Student is missing a course needed toward graduation.
- Student earns a qualifying ALEKS Assessment score after the scheduling deadline.

COURTS

From the time Homecoming or Sweetheart nominees are announced the student must remain a “student in good standing” based upon the Good Conduct Policy.

DANCE

School-sponsored dances must be approved by the principal at least two (2) weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

School dances will be held during the year and all students are cordially invited to attend. Certain rules will be enforced and they are as follows:

- All dances will normally run from 8:00-11:00 p.m.
- No one will be admitted one hour after the dance begins.
- One guest per student.
- West Delaware students must sign up their guest on the sheet provided in the high school office.
- Students leaving the dance may not return to the dance unless permission was granted by a faculty sponsor or the administration.
- No student under ninth grade will be allowed and no student over the age of 21 unless approved prior by the principal.
- Students suspected of being under the influence of alcohol or drugs will be assessed and law enforcement may be involved.

DISTRIBUTION OF MATERIALS

Distribution of materials for non-curricular student led groups may be made by students only. The district reserves the right to control time, place, and manner of distribution but not content. Neither the school district nor employees should be involved in announcing, collecting, or distributing materials in a manner that we would not normally do for other groups. Check with Administration if there are questions.

DRESS CODE

The student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. The primary responsibility for a student’s attire resides with the student and his/her parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase a hostile or intimidating learning environment for any student based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and/or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Basic Principle: Extremes in dress may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors are inappropriate for school. Clothes must be worn in a way such that private areas are always covered. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Students must wear*, while following the basic principle above:

- Shirt with fabric in the front, back, and on the sides under the arms
- Pants/skirts or the equivalent
- Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and career readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

Students cannot wear:

- Clothing with violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment.
- Any clothing that reveals visible undergarments.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance and/or health and safety reasons).
- Clothing which exposes the midriff is not acceptable as well as backless and strapless clothing.
- Spaghetti strap shirts, halter tops, and tube tops will not be worn unless covered by another shirt that is buttoned or zipped for the day.

School directed changes to a student's attire should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to school. Enforcement of the dress code shall be gender neutral.

EXCHANGE PROGRAM STUDENTS

Upon enrollment, all exchange students will be classified as Junior status (11th grade) and take the following courses in addition to the course requirements of their exchange program:

- Algebra II or equivalent
- Chemistry or equivalent
- English III or equivalent
- US History or equivalent
- Physical Education

GRADING SYSTEM – Reference Board Policy 605.01

Each term (9 weeks) report cards are prepared and sent home with the students to their parents/guardians to communicate the student's grade. This grade is based on such factors as major tests, quiz grades, class discussion, daily work and class participation. In descending order, you may receive an A, B, C, D, F or Incomplete. A senior who receives an Incomplete fourth quarter has four and one-half days from their last school day to complete these requirements or an F is placed on the transcript.

At the end of each term, students who receive a GPA of 3.5 or better for that term will have their names published in the local paper. Term grades shall be given the following values for determining honor roll eligibility:

| | | | | |
|----------|----------|----------|----------|------|
| A 4.0 | B+ 3.333 | C+ 2.333 | D+ 1.333 | F .0 |
| A- 3.667 | B 3.0 | C 2.0 | D 1.0 | |
| | B- 2.667 | C- 1.667 | D- 0.667 | |

❖ Pass/Fail does not have a bearing on GPA and must be approved by the principal.

GRADUATION REQUIREMENTS - Reference Board Policies 602.08

Please reference policy 602.08 or contact the counselor for more information. Students must successfully complete the courses required by the Board and by the State Department of Education in order to graduate.

It shall be the responsibility of the Superintendent to ensure that students complete grades one through twelve and that high school students complete 56 credits, as defined in the Program of Studies, prior to graduation. The following credits will be required:

| | |
|--------------------|------------|
| Language Arts | 8 credits |
| Science | 6 credits |
| Mathematics | 8 credits |
| Social Studies | 7 credits |
| Physical Education | 4 credits |
| Electives | 23 credits |

All students must complete a unit in CPR to graduate.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Beginning with the Class of 2025, students will complete a portfolio of artifacts aligning with West Delaware's Career Ready Skills. The portfolio will include documentation of a Work Based Learning Experience by the student. Examples of a work based learning experience include but are not limited to the following:

- Apprenticeship
- Course with an embedded Pre-Apprenticeship
- Multi-Occupational Careers (MOC) course
- Agricultural Occupation Employment Experience (AOEE) course
- Career Exploration course
- Foods Internship course
- College and Career Connection program

CPR and PE may be waived by the superintendent with no further Board action if the Iowa Department of Education gives districts that authority.

Required courses of study will be approved by the Board annually.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will receive social studies credit.

Please refer to Board Policy 603.6 for Physical education requirements and excusals.

Graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

The District may provide a certificate of completion/attendance to those students receiving special education services who do not complete 4-3-3-3. Students who receive a certificate of completion/attendance remain eligible for special education services until they reach maximum age of 21 or as determined by the IEP team.

Early Graduation – Reference Board Policy 505.05

Students applying for early graduation must fulfill the credits needed and formally apply for early graduation through the high school Principal.

Requests for early graduation will only be considered by the board once per term at the board meeting before the end of the quarter. The request for early graduation must have the approval of the principal, superintendent, and school board. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for graduation ceremonies, prom, and senior awards night.

Participation in Commencement Ceremony

The commencement ceremony is a privilege not a right. Students may not participate in the commencement ceremony unless they have successfully completed all credits necessary for their diploma. Students will not participate in commencement until all financial and disciplinary obligations are fulfilled or a plan is Established with the business office.

If an individual becomes a student of West Delaware through open enrollment or revoking of open enrollment paperwork, achieves Graduation Requirements, and is enrolled for at least one term, a student may walk across the stage at Commencement. The student must be considered to be in good standing with all other school rules and regulations.

Only West Delaware students who have met all graduation requirements may participate in the Commencement Ceremony. The student must be a West Delaware student in the most recent **full** term before meeting graduation requirements. This applies to students whether they complete graduation requirements in term 1, 2, 3, or 4. Exceptions will be made for students who physically move into the district and have been a WD student for less than a term due to the date of the move, but who meet graduation requirements. Students who become WD students for less than a term due to open enrollment in or revoking of open enrollment out will not be eligible to participate in commencement.

MOBILE DEVICES

Students are not allowed to use mobile devices during the school day. Students may check personal mobile devices during non-class time (such as lunch and passing time). Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy. Teachers may hold a mobile device that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc. Use of a personal mobile device during class/instructional time is only allowed with the permission from a staff member. Students should never have these devices out while in the restroom, locker room, or other areas where privacy is expected. No mobile devices with audio and/or video recording capability may be used in restrooms or locker rooms. Cell phone, ear buds, PDA, laptops, etc. may be used during appropriate times, but these items can be confiscated. When using the restroom during class time, students will be expected to leave their mobile device with the classroom teacher or designee.

SCHOOL COUNSELING DEPARTMENT

The school counseling department is located on the second floor of the high school building. The counselors are available to answer any questions you might have with regard to school program, vocational plans, extra-curricular program of activities, or any problem which may be preventing you from doing your best work or enjoying your school year to the fullest.

College, university, community college, trade or technical school bulletins are kept in the counseling office for your use in planning your own education beyond high school. A vast amount of material on occupations and vocations are also kept there for your use.

All students should become acquainted with the counselors early in the year. Do not feel upset if you are called in, for such a call represents an attempt to help you as an individual in a way that cannot be done in a regular classroom. Parents too, are urged to become acquainted with the counselors. Appointments with counselors can usually be made at the convenience of the parents.

HONOR ROLL

The senior high honor roll will be determined as follows:

- Honor roll shall be based upon term grades only.
- Honor roll shall consist of those students whose grade point average for the term's work is equal to or exceeds 3.5 and students must be enrolled as full time students during the grading term.
- The names of those receiving Honor Roll status will be published in the local paper at the completion of each term.

LUNCH REGULATIONS

The school has closed lunch periods. You may bring a lunch from home or eat the school furnished lunch, no take-out or order-out lunches are allowed. Students are to eat their lunch in the cafeteria/commons area. Book bags and Chromebook cases are not allowed in the High School Commons during lunch.

Students with parental permission may leave to go home for lunch if they live within walking distance within the designated radius and permission is cleared with the principal. It is understood that students leaving during their lunch period will not drive or ride in a motorized vehicle. Lunch permits are available in the high school office. Students who have permission to eat at home must go home and not go to the lunchroom and then go home. Students remaining at school during their lunch period are required to follow all school rules and in addition are required to stay in the cafeteria.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is the central resource center of the school and is open for students from 7:45 a.m. until 3:45 p.m. each school day. Students are encouraged to use the LMC before and after school and during passing times. Students may also visit the library with a pass from their teacher during class.

The LMC has the following available for student and staff use: Fiction and non-fiction print and online resources, magazines, Mac & PC computers, a 3D printer, a digital camera and camcorders, and daily and weekly newspapers. The student and faculty ID cards contain the bar code number that must be used to check out materials.

Loan periods are as follows: Books, videos, and audiobooks-3 weeks, Magazines-3 days; technology equipment-3 days. The first two times an item is renewed, a student may renew it themselves online. Items must be brought to the LMC for additional renewals.

Students are expected to return all library materials on time. Damaged and/or lost library materials will carry a replacement charge and will be billed through the business office. Students may be denied checkout privileges until overdue items are returned and replacement charges for damaged/lost items are paid. If a lost item that was already paid for is found, please return it to the LMC for a refund.

OPEN CAMPUS

Open campus is a privilege for seniors who have earned a 1.667 or better in the term previous. Should a student receive a "D" or "F", he/she would not be granted open campus. If grades improve to a 1.667 G.P.A. in the next term, students will be eligible for open campus the following term. Open campus may not be an option if PE, AOEE, Service Experience or Career Exploration is also scheduled for the term.

All seniors who wish to be on open campus will have to have a signed, parent permission slip on file in the guidance office.

A student who elects to stay and work in school must report to the library and abide by the librarian's rules. Students who violate school rules, cause problems off-campus or prove unable to handle the open-campus privilege may lose open campus and may be placed in a study hall under the supervision of a teacher. Should a student be tardy to class more than two (2) times, he/she will lose his/her privilege. Faculty may request a student to stay during the student's open campus period to complete work. Should a student choose not to cooperate, his/her privilege may be revoked.

Open campus will be given A or C lunch only if open campus is adjacent to the lunch period. Students who have open campus 2nd block and A lunch will not be required to come back to eat A lunch. Those who have 4th block and C lunch will not be required to be here C lunch. If students choose to stay for their lunch period, they are required to remain for the entire lunch period.

PARKING

Do not park in areas designated for handicapped, staff, visitors, or the nurse. Students parking illegally will be dealt with as outlined in discipline chart. If a student needs to go to their vehicle during school hours they must first obtain permission from the high school office.

PROM

Prom is a high school event for our juniors and seniors. If a junior or senior wishes to bring a guest who is not a member of our high school, they must register their guest in the high school office prior to the prom and get principal approval. The dance regulations previously noted in this handbook will also apply to prom.

SENIOR YEAR PLUS PROGRAMMING – Reference Board Policy 602.12

The following factors shall be considered in the Board's determination of whether a student will receive credit toward the District graduation requirements through Senior Year Plus programming the course is taken from a public or accredited private postsecondary educational institution;

- to be eligible to enroll in a course pursuant to this policy, a student shall demonstrate proficiency as defined in the High School Program of Studies in reading, mathematics, and science for an arts and science course, meet enrollment requirements established by the post-secondary institution, as well as be required to meet course prerequisites and/or achieve a satisfactory score on the College approved placement instrument;
- the course provided to a high school student for postsecondary credit supplements, and does not supplant, a course provided by the school district in which the student is enrolled. For purposes of this policy, to comply with the "supplement, not supplant" requirement, the content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the school district;
- the course is in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education, or a course offered in the community college career options program;
- the course is a credit-bearing course that leads to a degree;
- the course is not religious or sectarian; and
- the course meets any other requirements set out by the Board.

Freshmen and sophomores in the TAG program and juniors and seniors who have implemented the postsecondary enrollment options (PSEO) of Senior Year Plus Programming will earn one high school credit for every three (3) semester hours of postsecondary credit in a subject area. Postsecondary credit not granted as semester hours will be prorated according to the postsecondary institution's guidelines. Institutions are prohibited from enrolling students full-time in college credit courses at any one postsecondary institution through Senior Year Plus programs.

Students enrolled in concurrent enrollment under Senior Year Plus Programming through a community college will earn credit as approved by a District and Community College agreement.

For PSEO course, the school district is required to pay the cost of tuition, textbooks, materials and fees up to \$250 per course for eligible students who take a postsecondary course during the school year. The purchase of special equipment required by the course is the obligation of the student and parents. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

If a student begins a PSEO course but does not complete the course or does not pass the course, it still becomes part of the student's academic record. The cost of the course then becomes the responsibility of the student and his/her parents.

For concurrent enrollment courses, the district is responsible for costs as agreed to in the agreement with the community college. Textbooks will be provided in the same manner as provided for other high school courses.

The parent or guardian of an eligible student who has enrolled in and is attending an eligible postsecondary institution shall furnish transportation to and from the eligible postsecondary institution for the student.

The Superintendent or designee, shall be responsible to annually notify students and parents of the opportunity to take courses at postsecondary educational institutions in accordance with this policy. The Superintendent shall also be responsible for developing the appropriate forms and procedures for implementing this policy.

Contact the high school TAG coordinator or guidance office for further information. Application for enrollment in Fall courses, must be made by the previous May 15th. Application for enrollment in the Spring courses must be made by the previous November 1st.

STUDENT CLASSIFICATION

Student grade level classification may be determined by accumulated credits.

TRANSCRIPTS

If you need a copy of your transcript or need an official copy sent somewhere, make the request in the guidance office.

VISITORS

Visitors will normally not be allowed during the school day unless they are part of a student exchange program or unless a family is looking at the school as a place for their son/daughter to attend. Other visitors may visit after the school day ends. Please let the office know of any classroom visitors such as speakers, as they should be checking into the office first before going to the classroom.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school must complete all pending obligations such as turning in textbooks, payment of fees, etc. To facilitate the withdrawal from school, a withdrawal permit form is required. This can be obtained through the school counselors' office. The high school Principal must sign the withdrawal form.

FACULTY & STAFF

Tim Felderman – Principal
Matt Weis – Assistant Principal/Activities Director

| | | |
|--|---|---|
| AGRICULTURE Rachel Findling ALTERNATIVE SCHOOL Corey Coates ART Alisa Neil Jolene Pitzenberger-Timp HUMAN SERVICES Christian Carper INDUSTRIAL TECHNOLOGY Jason Guyer Seth Harms Chad Sellers LANGUAGE ARTS Becky Bardgett Laura Gelwicks Abigail Goldsmith John Kruse Helen Temeyer MATH Bev Hermsen Tammy Philipp Brett Mather Max Stoltz Mary Wegmann MEDIA SPECIALIST Stephanie Stocks MUSIC Jonathan Green Jackie Hawkins-Keck Derrick White | PHYSICAL EDUCATION Matt Seabold Jake Voss SCIENCE Diane Crnkovich Kathy Naughton Jennie Seabold Cloey White SOCIAL STUDIES Cole Duncalf Jennifer Huehnergath Ryan King Patrick Woods SPECIAL EDUCATION Jessie Allan Jillian Frater Melissa Hauschild Mike Mullis TAG (Talented and Gifted) Ben Moser WORLD LANGUAGE Marianne Sandberg Dale Sperflage SCHOOL COUNSELORS Mackenzie Atwater Shelby Piersch INSTRUCTIONAL COACH Jamie Smith BRAIN HEALTH LIAISON Makenna Kelley | ASSOCIATES Jami Cannon Colleen Jennings Jackie Rodriguez Brianna Schultz CUSTODIANS Lisa Ingles Jeromie McDowell Gary Nadermann Marge Putz Chuck Rowray Lisa Tutton KITCHEN Cathy Cook Rebecca Geers Nancy Hough Kay Mulder Rhiannon Wooten NURSE Chelsey Pangburn, School Nurse Wayne Timmerman, Health Associate PRINT SHOP Kelly Wulfekuhle SECRETARIES Karen Goebel Erin Gudenkauf Kay La Rosa TECHNOLOGY Joe Hegland Gary Lubben |
|--|---|---|

COACHES & SPONSORS

ATHLETICS

| | | |
|--|--|--|
| BASEBALL Kevin Werner Head Coach Seth Baumhover Assistant Dunston Werner Assistant BASKETBALL Brad Wubben Head Girls Coach Rich McMahon Assistant Girls Shannon Funke Assistant Girls Max Stoltz Head Boys Coach Jay Salow Assistant Boys Vacant Assistant Boys BOWLING Bob Morris Head Boys Sue Morris Head Girls CROSS COUNTRY Nathan Goranson Head Boys Ben Moser Head Girls Jason Guyer Assistant Girls | FOOTBALL Ryan King Head Coach Corey Coates Assistant Brian Klaus Assistant Matt Lee Assistant Bob Morris Assistant Jesse Popp Assistant Josh Vorwald Assistant GOLF Christi Imsland Head Boys Cloey White Asst Boys Brett Mather Head Girls SOCCER T.J. Hansel Head Boys Hannah Crumpton Head Girls SOFTBALL Ryan King Head Coach Alissa Holtz Assistant Claire Ridenour Assistant | TRACK Doug Engel Head Girls Hailey Hellmann Assistant Girls Chris Harbaugh Head Boys Jesse Popp Assistant Boys Josh Vorwald Throwing Coach VOLLEYBALL Brett Mather Head Coach Shea Putz Assistant Cloey White Assistant WRESTLING Jake Voss Head Coach-Boys Kris Lenz Assistant-Boys Matt Seabold Assistant-Boys Vacant Head Coach-Girls Jason Guyer Assistant-Girls |
|--|--|--|

ACTIVITIES *student led

| | | |
|--|---|--|
| ANNUAL STAFF Helen Temeyer ART CLUB Jolene Pitzenberger-Timp BAND Jonathan Green CHEERLEADING Caitlyn Scherbring Wrestling Angie Zehr Football/Basketball DRAMA PRODUCTIONS Tina Ostrander Dir Fall Musical Julie Slepser Asst Fall Musical Tina Ostrander Dir Spring Play Vacant Asst Spring Play ESPORTS Christian Carper FBLA Vacant FCA* FFA Rachel Findling | FRENCH CLUB Marianne Sandberg INKLINGS Helen Temeyer LGBTQ* NATIONAL HONOR SOCIETY Kathy Naughton PROM Michele Africa SHOW CHOIR Jackie Hawkins-Keck SKILLS USA Seth Harms Chad Sellers SPECIAL OLYMPICS Angie Lee Teresa Murray STUDENT COUNCIL Shelby Piersch Jamie Smith | SPEECH Cole Duncalf Co-Head Director Tina Ostrander Co-Head Director Rebecca Bardgett Assistant Cole Duncalf Assistant Jennifer Lamb Assistant Nathan Lamb Assistant Tina Ostrander Assistant THESPIAN CLUB Tina Ostrander TADA Kathy Naughton VOCAL Jackie Hawkins-Keck Head Vocal Derrick White Asst. Vocal YADC Jean Resor WDCVC Stephanie Stocks WD IOWA PRODUCTIONS* |
|--|---|--|

REGULAR SCHEDULE

1ST Period 8:00 - 9:35

2nd Period 9:45 - 11:15

3rd Period 11:25 - 1:15

Lunch Schedule:

A lunch 11:15-11:40 - class 11:45-1:15

B lunch 12:05-12:30 - class 11:25-12:05 / 12:35-1:15

C lunch 12:50-1:15 - class 11:25-12:50

Skinny Schedule:

Class 11:25-12:05

Lunch 12:05-12:30

Class 12:35-1:15

Instrumental Schedule:

Band 11:25-12:05

Lunch 12:05-12:30

Skinny 12:35-1:15

Vocal Schedule:

Bass/Treble 11:25-12:05

Mixed 12:10-12:50

Concert 12:35- 1:15

4th Period 1:25 - 2:55

Intervention/Reteach 3:00 - 3:30

ALTERNATE SCHEDULES

Early Dismissal/Homeroom

| | |
|------------------------|-------------|
| 1 st Period | 8:00-9:00 |
| 2 nd Period | 9:05-10:00 |
| Homeroom | 10:05-10:40 |
| 3 rd Period | 10:45-12:15 |

Lunch Schedule:

| | |
|---------|-------------------------|
| A Lunch | 10:40-11:05 |
| class | 11:10-12:15 |
| B Lunch | 11:15-11:40 |
| class | 10:45-11:15/11:45-12:15 |
| C Lunch | 11:50-12:15 |
| class | 10:45-11:50 |

Skinny Schedule

| | |
|-------|-------------|
| Class | 10:45-11:15 |
| Lunch | 11:15-11:40 |
| Class | 11:45-12:15 |

Instrumental Schedule

| | |
|--------|-------------|
| Band | 10:45-11:15 |
| Lunch | 11:15-11:40 |
| Skinny | 11:45-12:15 |

Vocal Schedule:

| | |
|------------------------|-------------|
| Bass/Treble | 10:45-11:15 |
| Mixed Choir | 11:20-11:40 |
| Concert Choir | 11:45-12:15 |
| 4 th Period | 12:20-1:15 |

2 Hour Delay

| | |
|------------------------|-------------|
| 1 st Period | 10:00-11:10 |
| 2 nd Period | 11:15-12:15 |
| 3 rd Period | 12:20-1:50 |

Lunch Schedule:

| | |
|---------|-----------------------|
| A lunch | 12:15-12:40 |
| class | 12:45-1:50 |
| B lunch | 12:50-1:15 |
| class | 12:20-12:50/1:20-1:50 |
| C lunch | 1:25-1:50 |
| class | 12:20-1:25 |

Skinny Schedule:

| | |
|-------|-------------|
| Class | 12:15-12:50 |
| Lunch | 12:50-1:15 |
| Class | 1:20-1:50 |

Instrumental Music:

| | |
|--------|-------------|
| Band | 12:20-12:50 |
| Lunch | 12:50-1:15 |
| Skinny | 1:20-1:50 |

Vocal Schedule:

| | |
|------------------------|-------------|
| Bass/Treble | 12:20-12:50 |
| Mixed Choir | 12:55-1:15 |
| Concert Choir | 1:20-1:50 |
| 4 th Period | 1:55-2:55 |
| Intervention/Reteach | 3:00-3:30 |

60 Minute Early Dismissal

| | |
|------------------------|-------------|
| 1 st Period | 8:00-9:20 |
| 2 nd Period | 9:25-10:40 |
| 3 rd Period | 10:45-12:35 |

Lunch Schedule:

| | |
|---------|-------------------------|
| A lunch | 10:40-11:05 |
| class | 11:10-12:35 |
| B lunch | 11:25-11:50 |
| class | 10:45-11:25/11:55-12:35 |
| C lunch | 12:10-12:35 |
| class | 10:45-12:10 |

Skinny Schedule:

| | |
|-------|-------------|
| Class | 10:45-11:25 |
| Lunch | 11:25-11:50 |
| Class | 11:55-12:35 |

Instrumental Schedule:

| | |
|--------|-------------|
| Band | 10:45-11:25 |
| Lunch | 11:25-11:50 |
| Skinny | 11:55-12:35 |

Vocal Schedule:

| | |
|------------------------|-------------|
| Bass/Treble | 10:45-11:25 |
| Mixed Choir | 11:30-12:10 |
| Concert Choir | 11:55-12:35 |
| 4 th Period | 12:40-1:55 |

60 Minute Homeroom

| | |
|------------------------|-------------|
| 1 st Period | 8:00-9:20 |
| Homeroom | 9:30-10:30 |
| 2 nd Period | 10:35-11:50 |
| 3 rd Period | 11:55-1:35 |

Lunch Schedule:

| | |
|---------|-----------------------|
| A Lunch | 11:50-12:15 |
| class | 12:20-1:35 |
| B Lunch | 12:30-12:55 |
| class | 11:55-12:30/1:00-1:35 |
| C Lunch | 1:10-1:35 |
| class | 11:55-1:10 |

Skinny Schedule:

| | |
|-------|-------------|
| Class | 11:55-12:30 |
| Lunch | 12:30-12:55 |
| Class | 1:00-1:35 |

Instrumental Schedule:

| | |
|--------|-------------|
| Band | 11:55-12:30 |
| Lunch | 12:30-12:55 |
| Skinny | 1:00-1:35 |

Vocal Schedule

| | |
|------------------------|-------------|
| Bass/Treble | 11:55-12:30 |
| Mixed Choir | 12:35-1:00 |
| Concert Choir | 1:00-1:35 |
| 4 th Period | 1:40-2:55 |
| Intervention/Reteach | 3:00-3:30 |

Early Dismissal/ 1 Hour

Homeroom

| | |
|------------------------|-------------|
| 1 st Period | 8:00-8:50 |
| Hawk Time | 8:55-9:55 |
| 2 nd Period | 10:00-10:45 |
| 3 rd Period | 10:50-12:30 |

Lunch Schedule:

| | |
|---------|-------------------------|
| A Lunch | 10:45-11:10 |
| class | 11:15-12:30 |
| B Lunch | 11:25-11:50 |
| class | 10:50-11:25/11:55-12:30 |
| C Lunch | 12:05-12:30 |
| class | 10:50-12:00 |

Skinny Schedule

| | |
|-------|-------------|
| Class | 10:50-11:25 |
| Lunch | 11:25-11:50 |
| Class | 11:55-12:30 |

Instrumental Schedule

| | |
|--------|-------------|
| Band | 10:50-11:25 |
| Lunch | 11:25-11:50 |
| Skinny | 11:55-12:30 |

Vocal Schedule:

| | |
|------------------------|-------------|
| Bass/Treble | 10:50-11:25 |
| Mixed Choir | 11:30-12:05 |
| Concert Choir | 11:55-12:30 |
| 4 th Period | 12:35-1:15 |

Discipline Chart
2024 – 2025 West Delaware High School

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|--|---|---|---|
| GENERAL CLASSROOM OR HALLWAY MISCONDUCT & GENERAL USE OF PROFANITY (Referred to Admin., beginning with third offense.) | <ul style="list-style-type: none"> Warning or Staff assigned Detention | <ul style="list-style-type: none"> Warning or Staff assigned Detention and Student Conference | <ul style="list-style-type: none"> Detention Staff (Parent conference via phone call) |
| | FOURTH OFFENSE <ul style="list-style-type: none"> Student removed from class for one day Admin/Parent Conference | FIFTH OFFENSE <ul style="list-style-type: none"> Student removed from class for two days with loss of class time Parent notified | SIXTH OFFENSE <ul style="list-style-type: none"> Parent notified |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | SUBSEQUENT CONSEQUENCES |
|---------------------------------|---|--|--|--|
| UNEXCUSED TARDY TO CLASS | <ul style="list-style-type: none"> Teacher Warning | <ul style="list-style-type: none"> Parent notified by staff | <ul style="list-style-type: none"> Staff assigned detention Parent notified by staff via phone | <ul style="list-style-type: none"> Refer to attendance policy |

| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSES |
|--|---|---|--|
| LEAVING SCHOOL WITHOUT PERMISSION & UNEXCUSED ABSENCE | <ul style="list-style-type: none"> Extended detention Parent notified | <ul style="list-style-type: none"> Extended detention Parent notified | <ul style="list-style-type: none"> Suspension ISS/OSS Admin/Parent conference required |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | SUBSEQUENT OFFENSES |
|--|--|---|--|---|
| UNEXCUSED ABSENCE FROM CLASS BUT REMAIN IN SCHOOL | <ul style="list-style-type: none"> Detention to make up missed class time | <ul style="list-style-type: none"> Assigned extended detention | <ul style="list-style-type: none"> Extended detention possible Withdraw from class | <ul style="list-style-type: none"> Withdraw from class |

| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSES |
|---|---|--|---|
| USE OF PROFANITY DIRECTED AT STAFF | <ul style="list-style-type: none"> Immediate + Saturday detention or One Day Suspension ISS/OSS Teacher/Student/Admin/Parent Conference | <ul style="list-style-type: none"> Immediate + Saturday detention and One to Two day Suspension ISS/OSS Parent notified Scheduled hearing panel as outlined in Handbook | <ul style="list-style-type: none"> Immediate + Three to Five Days Suspension ISS/OSS (with same staff=removal from class) Admin/Parent Conference Possible Expulsion |

* Discipline steps may be bypassed due to the severity/nature of student action.

| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSE |
|--|---|---|---|
| BULLYING, HAZING AND HARASSMENT OF STUDENTS | <ul style="list-style-type: none"> • Immediate + One to Five Days Suspension ISS/OSS • Admin/Parent Conference Required | <ul style="list-style-type: none"> • Immediate + Five Days Suspension ISS/OSS with referral to Superintendent for possible expulsion | <ul style="list-style-type: none"> • Removal from School pending a hearing |

| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSE |
|--|---|--|---|
| SEXUAL ASSAULT OF STUDENT/STAFF | <ul style="list-style-type: none"> • Immediate + Three to Five Days Suspension ISS/OSS • Admin/Parent Conference Required | <ul style="list-style-type: none"> • Immediate + Seven Days Suspension ISS/OSS with referral to Superintendent for possible expulsion | <ul style="list-style-type: none"> • Removal from School pending a hearing |

| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSE |
|-----------------------------------|---|---|---|
| HARASSMENT OF STAFF MEMBER | <ul style="list-style-type: none"> • Immediate + Two to Five Days Suspension ISS/OSS • Admin/Parent Conference Required | <ul style="list-style-type: none"> • Immediate + Five Days Suspension ISS/OSS with referral to Superintendent for possible expulsion | <ul style="list-style-type: none"> • Removal from school pending a hearing |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|-----------------|---|--|---|
| FIGHTING | <ul style="list-style-type: none"> • Immediate + One-Five Days Suspension ISS/OSS • Admin/Parent Conference • Possible referral to law enforcement | <ul style="list-style-type: none"> • Immediate + Five Days of Suspension ISS/OSS • Admin/Parent Conference • Possible referral to law enforcement | <ul style="list-style-type: none"> • Referral to Superintendent for expulsion • Parent notified • Possible referral to law enforcement |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|------------------------|--|---|--|
| INSUBORDINATION | <ul style="list-style-type: none"> • Extended detention, or Suspension ISS/OSS • Teacher/Student Conf. | <ul style="list-style-type: none"> • Immediate + Saturday detention or One Day Suspension ISS/OSS • Admin/Parent Conference | <ul style="list-style-type: none"> • Immediate +One day Suspension ISS/OSS or Two days Suspension ISS/OSS • If same class, possible removal from class |

| | FIRST OFFENSE | SECOND OFFENSE |
|--|---|---|
| THEFT OR ASSAULT ON STUDENTS OR STAFF | <ul style="list-style-type: none"> • Immediate + Saturday detention or One to Five Days Suspension ISS/OSS and referral to Superintendent • Admin/Parent Conference • Parent notified • POLICE NOTIFIED | <ul style="list-style-type: none"> • Removal from school pending a hearing with Superintendent and/or School Board • Parent notified • POLICE NOTIFIED |
| <ul style="list-style-type: none"> • Students who are involved in Extra-Curricular activities are subject to Additional punishment as specified in the Athletics/Activities Handbook. | | |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|--|--|---|--|
| SMOKING AND/OR POSSESSION OF TOBACCO OR NICOTINE PRODUCTS | <ul style="list-style-type: none"> Immediate or One Day Suspension ISS/OSS Parent notified Possible Police Referral | <ul style="list-style-type: none"> Immediate and/or One to Two Days Suspension ISS/OSS Parent notified Possible Police Referral | <ul style="list-style-type: none"> Referral to Superintendent for possible expulsion Admin/Parent conference Possible Police Referral |
| <ul style="list-style-type: none"> Students who are involved in Extra-Curricular activities are subject to Additional punishment as specified in the Athletics/Activities Handbook | | | |
| | FIRST OFFENSE | SECOND OFFENSE | SUBSEQUENT OFFENSES |
| POSSESSION, OR USE OF ALCOHOL, DRUGS, OR RELATED ITEMS | <ul style="list-style-type: none"> Immediate + Two Days Suspension ISS/OSS/ Possible Expulsion Admin/Parent Conference required POLICE NOTIFIED | <ul style="list-style-type: none"> Immediate + Three Days Suspension ISS/OSS/ Possible Expulsion Admin/Parent Conference required Notification to the Superintendent for further action POLICE NOTIFIED | <ul style="list-style-type: none"> Removal from school pending a hearing w/ the Superintendent and/or School Board POLICE NOTIFIED |
| <ul style="list-style-type: none"> Referral to SASC for Counseling Students who are involved in Extra-Curricular activities are subject to additional punishment as specified in the Athletics/Activities Handbook | | | |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|----------------------------|--|--|--|
| VANDALISM TO SCHOOL | <ul style="list-style-type: none"> Extended detention or Suspension with work detail assigned and payment of damages Parent notified | <ul style="list-style-type: none"> Extended detention or Suspension with work detail assigned and payment of damages Admin/Parent Conference | <ul style="list-style-type: none"> Immediate + One to Three Days Suspension ISS/OSS and payment of damages Parent notified |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
|--|---|--|---|
| POSSESSION OR USE OF ANY ITEM WHICH MAY BE IDENTIFIED AS A WEAPON | <ul style="list-style-type: none"> Immediate + One to Five Days Suspension ISS/OSS with referral to Superintendent Admin/Parent Conference POLICE NOTIFIED | <ul style="list-style-type: none"> Immediate + Five Days Suspension ISS/OSS with Referral to Superintendent Admin/Parent Conference POLICE NOTIFIED | <ul style="list-style-type: none"> Removal from school Pending a hearing w/ the Superintendent and/or School Board PARENT AND POLICE NOTIFIED |

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE | SUBSEQUENT OFFENSES |
|--|---|---|---|---|--|
| ILLEGAL PARKING (includes faculty parking lots, visitor parking, nurse parking 8:10 am-2:55 pm) | <ul style="list-style-type: none"> Warning and requested to move vehicle | <ul style="list-style-type: none"> One detention and requested to move vehicle | <ul style="list-style-type: none"> Two detentions and requested to move vehicle Parent notified | <ul style="list-style-type: none"> \$20 fee assessed and requested to move vehicle | <ul style="list-style-type: none"> Vehicle cannot be on campus Admin/Parent conference Possible suspension Vehicle towed |

* Discipline steps may be bypassed due to the severity/nature of student action.

| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | SUBSEQUENT OFFENSES |
|-------------------------|---|--|--|---|
| CELL PHONE USAGE | <ul style="list-style-type: none"> • Warning | <ul style="list-style-type: none"> • One detention, Phone confiscated and will be returned at the end of the school day to the parent | <ul style="list-style-type: none"> • Two detentions Phone confiscated and will be returned at the end of the school day to the parent | <ul style="list-style-type: none"> • Phone cannot be brought to campus • Admin/Parent meeting |

| | FIRST OFFENSE | SECOND OFFENSE |
|--|--|---|
| THREAT OF VIOLENCE TO SCHOOL, STAFF, OR STUDENT | <ul style="list-style-type: none"> • Immediate 1 to 5 day ISS/OSS • Admin/Parent/Student Threat Assessment • Possible police notification | <ul style="list-style-type: none"> • Removal from school pending a hearing with parent and Superintendent and/or School Board • Police notified |

* Discipline steps may be bypassed due to the severity/nature of student action. Students suspended will not be able to attend or participate in activities or athletics through the end of the last school day while on suspension.

** Extended detention is any detention longer than 45 minutes as assigned by the office.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES

West Delaware High School offers a variety of voluntary activities designed to enhance the classroom education of its students. “*Activities*” from this point forth will refer to both extracurricular and co-curricular activities. Students who participate in activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in activities must conduct themselves in accordance with the Student Handbook and board policy and must refrain from acts that are illegal, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual coaches and sponsors. The Activities Director shall keep records of violations of the Activities Conduct Policy.

The following activities (unless required for class credit) are covered by the board's policy and these rules: Athletics, instrumental and vocal music performances, drama/musical productions, speech contests, Annual Staff, Cheerleading, Show Choir, FFA, FBLA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming or Sweetheart King/Queen/court, class officer, student government officer or representative), or any other activity where the student represents the school outside the classroom.

Attendance and Participation in School Activities

Students participating in school activities must be in school the last half of the day (last two periods) in order to participate or practice in a school activity. Any exceptions must be granted in advance by the Principal and/or Activities Director or designee.

Academic Eligibility

Athletics

West Delaware High School will follow the standards that have been established by the Iowa Department of Education – **Scholarship Rule 281-IAC 36.15(2)** as it applies to Interscholastic Athletics, including cheerleading. Ineligibility period is 30 calendar days beginning on the first day of competition in the next activity. The full interpretation of the “No Pass No Play” can be found on the Iowa Department of Education website: <http://www.state.ia.us/educate/>.

Speech/Music

The IHSSA (speech) and the IHSMA (music) have established guidelines for academic achievement. The penalty for failing a course carries a 30 calendar day ineligibility period immediately after failing grades have been established.

Other Co-curricular

All other co-curricular groups will follow the 30 calendar day ineligibility period immediately after failing grades have been established.

Ruling on academic status will be made at the end of the third working day at 4:00 p.m. following the end of the grading period(term).

Summary of Scholarship Rule, 281—IAC 36.15(2)

- A student must receive credit in at least 4 subjects at all times. (Note: West Delaware is on the block schedule. Full time student requirements, as set forth by West Delaware High School must be met.)
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Additional Note

If a student who has been ruled ineligible chooses to join a team after competitions have started, they must do so prior to the second scheduled competition in order to have their penalty served in that activity. If they do not join by the deadline, they may choose to continue with the activity, but the ineligibility will carry forward to their next activity.

If it is an academic ineligibility, the 30 day period will start from the next scheduled competition. If it is a Activities Conduct Policy violation the penalty will be enforced as outlined in the "Penalties" section.

Activities Conduct Policy

To retain eligibility for participation in West Delaware High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Violations of the Activities Conduct Policy include but are not limited to the following prohibited conduct and actions:

- Assault or physically or sexually abuse any person
- Intentional damage or vandalism
- Theft
- possession, use, or purchase of tobacco/nicotine products, including e-cigarettes, vapor devices, and look-alike substances/products regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs or look-alikes, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs or look-alikes;
- any act resulting in a citation or charge in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations).

A student will be found in violation of this code if any of the following apply:

- Notification by law enforcement or citation by law enforcement
- Staff member observes violation
- Material evidence of the violation is presented to school administration
- Student admits to violation of the code

Students suspected to be in violation of the code will be presented with the alleged violation and given an opportunity to tell their side of the story. Administration retains the authority to determine the extent of investigation required and whether a violation occurred.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Activities Conduct Policy in the previous school, the student shall be ineligible until such time as the penalty has been served.

Quantifiable and Non-Quantifiable Activities

Quantifiable Activities are ones which are subject to a pre-determined schedule such as Basketball and Show Choir.

Non-Quantifiable Activities are ones which are not subject to a pre-determined schedule such as school recognized clubs, class officer, FBLA, FFA, etc.

Quantifiable Activities Penalties

Any student who, after meeting with the Principal and/or Activities Director, is found to have violated the Extracurricular Conduct Policy, during the school year or summer, is subject to a loss of eligibility in Quantifiable Activities as follows:

First Offense Within One Calendar Year- loss of participation in extra-curricular competitions/performances for one half of the season plus 12 community service hours. (Rounding up will occur at the .5 level)

Second Offense Within One Calendar Year - loss of participation in extra-curricular competitions/performances for 100% of the season plus 24 community service hours.

Third or More Offense Within One Calendar Year - loss of participation in extra-curricular competitions/performances for one calendar year plus 36 community service hours. Any additional offense will start the calendar year time period

Quantifiable Reduction in Penalty

If a student comes forward to self-report prior to a finding of violation by the administration, the penalty may be reduced as follows. (This self-report must occur in writing within 2 days of the violation and prior to determination by administration). The student's penalty may be reduced to one-third plus 6 community service hours for a first violation, 50% plus 12 community service hours for a second violation, and nine (9) months plus 36 community service hours for a third violation within one calendar year.

Non Quantifiable Activities Penalties

Any student who, after meeting with the Principal and/or Activities Director, is found to have violated the Extracurricular Conduct Policy, during the school year or summer, is subject to a loss of eligibility in Non-Quantifiable Activities as follows:

First Offense Within One Calendar Year- Will be assigned 20 hours of community service.

Not allowed to participate in meetings, performances/competitions in the activity until the completion of the community service hours.

*Will still be allowed to practice for upcoming performances/competitions in anticipation of regaining eligibility. This is in line with Quantifiable Activities.

Second Offense Within One Calendar Year – Will be assigned 30 hours of community service.

Not allowed to participate in meetings, performances/competitions in the activity until the completion of the community service hours.

*Will still be allowed to practice for upcoming performances/competitions in anticipation of regaining eligibility. This is in line with Quantifiable Activities.

Third or More Offense Within One Calendar Year - loss of participation in extra-curricular activities for one calendar year plus 36 community service hours. Any additional offense will start the calendar year time period .

Items 1 through 6 apply to both Quantifiable and Non-Quantifiable Activities. 7 and 8 are only for Quantifiable Activities.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not completed, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
4. If a student violates the Extracurricular Conduct Policy while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
5. All community service hours must be completed prior to reinstatement of eligibility.
6. Students who are involved in both Quantitative and Non-Quantitative Activities will be allowed to count community service hours completed for both penalties.
7. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
8. All consequences are related to competition events (scrimmages do not apply).

Non-Quantifiable Reduction in Penalty

If a student comes forward to self-report prior to a finding of violation by the administration, the penalty may be reduced as follows. (This self-report must occur writing 2 days of the violation and prior to determination by administration). The student's penalty may be reduced to 10 community service hours for a first violation, 20 community service hours for a second violation. There is no reduction in penalties for the third violation.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Activities Conduct Policy, the penalty for the violation will not begin until the student regains eligibility. Example: A student violates the Activities Conduct Policy and is ruled ineligible for half of the season. While ineligible, the student again violates the policy. The second penalty attaches when the first penalty is completed.

Additional Consequences

In the event the violation of the Extracurricular Conduct Policy occurred (a) on school grounds, (b) at a school event, regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time there may be additional consequences per the school discipline policy.

Any additional penalties the sponsor wishes to put into effect must be approved by the Activities Director and clearly presented to the participant and his/her parent(s) or guardian(s) at the beginning of each season.

General Misconduct

Any student who is involved in highly inappropriate or repeated discipline violations as defined in the Student Handbook may be subjected to a loss of eligibility. That period of ineligibility will be a minimum of the next scheduled contest/performance and a maximum of the corresponding level of offense as defined on page 2 under Penalties.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

Appeals

Any student who is found by the administration to have violated the Extracurricular Conduct Policy may obtain review of this determination by following the procedures outline in Board Policy 502.09.

If the decision of the administration is reversed, the student shall be immediately eligible and shall have any record of the ineligibility period and violation expunged from the student's record.

By signing below I am verifying I have read the "STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES" document, understand it, and will adhere to the West Delaware Senior High School Activities Conduct Policy presented in the document.

Student Signature

Date

By signing below I am verifying my son/daughter and I have read the "STUDENT ELIGIBILITY FOR EXTRACURRICULAR and COCURRICULAR ACTIVITIES" document, understand it, and will adhere to the West Delaware Senior High School Activities Conduct Policy presented in the document.

Parent/Guardian Signature

Date

Iowa Seal of Biliteracy

The Iowa Seal of Biliteracy is an award given by a district to recognize students who have attained proficiency in two or more languages, one of which is English, by high school graduation.



Governor Kim Reynolds signed SF475 into law during the 2018 legislative session. To receive a seal, students in participating schools must demonstrate proficiency in English and at least one other language through approved assessments. All languages will be recognized, including Spanish, Chinese, and American Sign Language. Approximately 140 languages are spoken in Iowa.

Requirements to Demonstrate Knowledge of English

To be eligible to be awarded the Iowa Seal of Biliteracy, each student shall demonstrate proficiency in English. The requirement must be met during the course of each student's high school years. The assessment options to demonstrate proficiency in English include:

| Exam | Minimum Score |
|---|--|
| ACT | English 18 |
| AP Language or AP Literature Exam | 3 |
| English Language Proficiency Assessment for the 21st Century (ELPA 21) in grades 9-12 | 4 or 5 in all domains (reading, writing, speaking, and listening) which equates to an overall proficiency of 3 |
| SAT | English 470 |
| Iowa Statewide Assessment of Student Progress (ISASP) in grades 9-12 | Proficient in English/Language Arts |
| Most recent Iowa Assessment results in grades 9-12 | Proficient in Reading Comprehension |

World Language Assessment Options

To be eligible to be awarded the Iowa Seal of Biliteracy, students shall demonstrate proficiency in a world language. The assessment to demonstrate proficiency in a world language at West Delaware include:

| Assessment | Language(s) | Minimum Score to Qualify for Seal of Biliteracy |
|---|--|--|
| ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) Measure | Arabic, Chinese (Mandarin), French, German, Hindi, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Thai | Intermediate Two (I-2) This level is required on all four components of the assessment: <ul style="list-style-type: none">• Interpretive Listening• Interpretive Reading• Interpersonal Listening and Speaking• Presentational Writing |

*** Other State Approved World Language Assessments maybe utilized to demonstrate proficiency. West Delaware will pay for and support the use of the ACTFL/AAPPL. Please see Mr. Felderman to make arrangements if a student wishes to assess with a tool other than AAPPL.

Awarding the Seal

The Iowa Seal of Biliteracy will be placed on qualifying student's diploma and transcript and the student will be recognized at Senior Awards Night with a certificate and medallion (can be worn at graduation).

Please contact Tim Felderman, High School Principal/Biliteracy Program Coordinator, or Marianne Sandberg/Dale Sperflage, World Language Instructors, for more information. !