

**West Fork Community School District
Sheffield Campus
PK-1/ 9-12
Student Handbook
2016-17**



**453 N 5th St,
Sheffield, IA 50475
Phone: (641)-892-4160
Fax: (641)- 892-4335
www.westforkschool.org**

**Darrin Strike- Superintendent
Clyde Tarrence PK-1/9-12 Principal/AD**

ESSENTIAL LEARNINGS FOR WEST FORK STUDENTS

CRITICAL THINKING

The ability to access and analyze key information to develop solutions to complex problems.

COMPLEX COMMUNICATION

Successful sharing of information through multiple means including visual, digital, verbal, and nonverbal interactions.

CREATIVITY

Incorporates curiosity and innovation to generate new or original thoughts, interpretations, products, works, or techniques.

COLLABORATION

Working among and across personal and global networks to achieve common goals. It requires cultural competence and personal and civic responsibilities in all environments which requires open approaches to leadership.

FLEXIBILITY AND ADAPTABILITY

Includes responding and adjusting to situational needs and changing to meet the challenges of new roles, paradigms,

and environments. The thoughtful balance between an individual's core beliefs and appropriate reaction to change.

PRODUCTIVITY AND ACCOUNTABILITY

Prioritizing , planning , and applying knowledge and skills to make decisions that create quality results. Skills to make decisions that create quality results through efficient time management, personal integrity and self- monitoring.

West Fork Community School District Mission

is dedicated to creating successful learners, citizens, and leaders.

West Fork Community School District Vision

students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.

COMMUNICATING WITH WEST FORK EDUCATORS

WEST FORK teachers and administrators believe that communication is a vital component of a successful school. Therefore, we encourage students, parents, and citizens to bring their questions, concerns, and suggestions to us.

High school classes begin at **8:20 a.m. and end at 3:20 p.m.** Students are welcome to be in the building before and after those hours to get help from teachers, and it is common practice for students to do so. Students are encouraged to see their teachers for help at opportune times during the day, as well. Students should see the counselor or principal to get assistance, if needed, with communication problems.

Parents and citizens are welcome at our high school! Please stop and visit us at any time. If you would like a conference with a specific teacher, please call in advance so that we can schedule it. Our **high school office number is 892-4461**. Work schedules sometimes make it hard to contact school during the school day. Parents should not hesitate, therefore, to contact the high school principal at home in the evening with questions, concerns, or ideas. Evenings are often the only times parents and principal can communicate, and such calls are welcome. To discuss matters in the evenings, call 641-640-1316.

***This student handbook is subject to change during the 2016-17 school year. Any changes to this handbook will be published and distributed on the school website at west.forks.school.org**

Sheffield Staff List

Darrin Strike	Superintendent
Clyde Tarrence	K-1/High School Principal/Athletic Director
Dee Dee Winter	High School Secretary
Shelley Sheppard	Elementary Secretary/Nurse
Jennifer Knudson	Guidance Counselor/Student Services
Wendy Fullerton	Curriculum Coordinator/Elementary/TLC Leader
Eric Burt	Technology Coordinator
Andrea Engh	3-yr. Old Preschool
Ashley Haxton	4-5yr. Old Preschool/Pre-K
Holly Hurley	After School Program
Rebecca Chyle	Kindergarten/TLC Model Teacher
Dianna Ditsworth	Kindergarten
Kristen Determan	Kindergarten
Krista Dickman	1st Grade
Joe Miller	1st Grade
Amy Symens	1st Grade
Gabrielle Ginther	Resource Room
Whitney Hoffmann	Resource Room
Carol Stock	Title I Reading/Reading Recovery
Lucy McLennan	Art/TAG
Shelby Wilson	Music
Vera Campbell	Food Service Director
Kathy Miller	Food Service
Mary Ellen Sprung	Food Service
Joel Enabnit	Maintenance Director
Ross Seidel	High School Custodian
Tom Worley	Transportation Director
xxxxxxxxxx	Bus Driver
Dee Lauffer	Bus Driver

xxxxxxxxxxxxx	Bus Driver
Mike Nuehring	Bus Driver
Donna Siems	Bus Driver
Abbee Dickman	Computer/Business
Mike Elling	Math
Ashley Sears	Math
Emily Trewin	Math
Laura Schafer	English/TLC Model Teacher
Eric Gabe	English
Ashley McKee	Social Sciences
Matthew Nuehring	Social Sciences/Resource Room
Jason Grunklee	Instrumental Music/TLC Mentor Teacher
Anne Meester	Science/TLC Model Teacher
Mark Twedt	Science
Elisha Payton	Family Consumer Science
Mike Schluetter	Spanish
Kaitlyn Bonzer	Vo Ag/FFA
Will Wold	Alternative High School
Jeff Kudej	Industrial Tech
Lance Thompson	Physical Education/Health
Pam Litterer	Resource Room
Mary Smit	Associate
Erika Nielson	Associate
Rhonda Guerero	Associate
Haley Swenson	Associate
Julie Meester	Associate
Chelsey Schulz	Associate
Haley Swenson	Associate
Michelle Brady	Associate
Cindy Rabey	Associate
Pat Christopherson	Associate
Deanna Perkins	Associate
Melissa Lambertson	Associate
Pam Meints	Associate
Lori Hubka	Media/Library Associate
Jill Rowe	TLC Instructional Coach

Kim Johnson	TLC Instructional Coach
Stacey Ubben	TLC Instructional Coach
Sadie Meints	TLC Model Teacher
Kristi Kohler	TLC Model Teacher
Ashley Haxton	TLC Mentor Teacher
Terri Anderson	TLC Mentor Teacher
Mary Jane Neff	TLC Mentor Teacher
Jennifer Otten	TLC Mentor Teacher
Mary Schulz	TLC Mentor Teacher

WEST FORK EXPECTATIONS

In order to serve each student effectively a school must have a set of operation policies. If we are to live and learn together successfully, we need some order and organization, which in turn requires rules and expectations.

- We** are expected to settle disagreements with others in an appropriate manner, without resorting to loss of temper, argument, harassment, intimidation.
- We** are expected to respect other people at all times.
- We** are expected to respect property at all times.
- We** are expected to follow the "golden rule", to treat others as we want to be treated.
- We** are expected to behave in a manner which shows pride in our school, both on and off the campus.
- We** are expected to attend classes regularly, on time, prepared with appropriate learning materials and assignments
- We** are expected to cooperate with our classmates and teachers, follow regulations, and help maintain a positive learning environment
- We** are expected to set goals for ourselves and to work hard to achieve them.
- We** are expected to enjoy ourselves at school...to develop friendships, to have some fun, and to laugh as we learn.

Guideline For Success:

...do what you're **SUPPOSED** to do.

...do it **WHEN** you're supposed to

...do it the **BEST** you can.

District Non-Discrimination Statement

The West Fork School District does not discriminate in their education programs or educational activities, or with students, parents, employees and others doing business with or performing services on the basis of race, color, creed, age (except students), religion, sex, marital status, national origin, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs and activities, hiring and employment practices.

It is also the policy for both districts to have curriculum and instructional materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women and men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias due to race, color, creed, sex, national origin, religion, marital status, sexual orientation, gender identity, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a multicultural/gender fair society.

Any person who feels they have been discriminated against are encouraged to contact West Fork School District's Affirmative Action Coordinator. The Affirmative Action Coordinator is Darrin Strike, Superintendent, West Fork CSD, 210 Second Street, Rockwell, IA 50469, 641-822-1203, darrin.strike@westforkschool.org Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact for the West Fork School District: Darrin Strike, Superintendent, West Fork CSD, 210 Second Street, Rockwell, IA. 50469, 641-822-1203, darrin.strike@westforkschools.org who has been designated by the West Fork Community School District to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504 and Iowa Code 280.3. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

Equal Educational Opportunity

It is the policy of West Fork Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Darrin Strike, Superintendent, West Fork CSD, 210 Second Street, Rockwell, IA 50469, 641-822-1203, darrin.strike@westforkschool.org

Jurisdictional Statement

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. Students are not to engage in public displays of affection are inappropriate in public, students may not kiss, embrace, or caress at school .

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 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 prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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 and comply with the contents of the handbook. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

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 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.

AUTHORITY OF SCHOOL PERSONNEL

All school employees, which include high school and elementary teachers, aides, secretaries, custodians, cooks, and bus drivers have the responsibility to direct or correct any student while at school or school sponsored events.

If in any situation school personnel judge it necessary to correct a student, the student should accept the correction without argument. If the student feels the correction is unnecessary or unfair, he should pick an appropriate moment, usually at the end of a class period, to discuss the problem in private with the teacher. If that discussion doesn't solve the problem, the student should bring the matter to the principal. Most problems can be resolved in this matter. But a problem can only become greater if a student argues with a teacher or challenges his authority during a class or at the moment he is corrected.

OFFICE PROCEDURES

Notification of Absence

- If a student is absent, the parent is asked to notify the office. The school phone system is set up to take messages 24 hours a day (for calls before or after the office is open).
- Upon returning to school after being absent from the building, the student is required to check in with the office.
- Before leaving the building for any reason during the school day, the student is required to check in with the office prior to leaving the building.
- If the school has not been notified and the student is absent the school will attempt to notify the parents or guardian.

Student Attendance

All students are expected to attend school regularly and to be on time. Students and their parents are expected to make attendance a top priority. Regular attendance and promptness are necessary for getting the maximum value from the instructional program, and for developing habits of punctuality, self-discipline, and responsibility. Class participation is vital to learning, and learning lost due to an absence can never be replaced. Students with good attendance records learn more, earn better grades, enjoy school to a greater degree, and are more successful after leaving school. Good attendance fosters a life-long pattern of responsibility.

PARENTS SHALL BE RESPONSIBLE FOR THEIR STUDENT'S ATTENDANCE. Parents shall be expected to see that student attendance is as regular as possible so as to get the most benefit from the school's educational program.

THE SCHOOL SHALL ASSUME NO RESPONSIBILITY FOR CREDIT LOSS DUE TO ABSENCE. Academic activity and class time missed for whatever reason can never be entirely made up. As explained below, the school will help students who want to try to make up work missed due to some kinds of absences. However, the school shall not be responsible for any academic credit loss due to absence.

MAKE-UP WORK: If a student's parent gives the principal a written or verbal explanation of an absence before the absence or immediately after, the school will help the student make up work missed for these kinds of absences:

- personal illness or hospitalization
- medical or dental appointments scheduled in advance
- attendance at a funeral
- court appearance
- family emergency
- recognized religious observance
- school activities
- Other absences approved by administration

The student is expected to contact his teacher about make-up work. When a student absence is not anticipated students will receive full credit for schoolwork missed if the work is made up within a prescribed number of school days (number of days missed plus one). For absences longer than three consecutive days, additional time may be given at the discretion of the teacher. Credit for work not completed within the designated time limit shall be at the discretion of the teacher.

The teacher is expected to help the student make up work for absences of the kinds listed above. The work will be made up by mutual arrangement between the teacher and the student within a reasonable amount of time determined by the teacher. For unexcused absences the student will be required to make up time missed. Final determination for excusing absences will rest with administration. Excessive absenteeism always results in loss of academic credit, sometimes to the point of failing a course. If a student is absent excessively he will be considered to be in danger of failing the course, and the school will attempt to notify parents of the excessive absences. Parents will be requested to work with the school to address the problem. Because excessive absenteeism disrupts the learning climate of the school and interferes with the educational progress of those students who are regular in attendance, the principal may drop a student from a class who is failing that class because of excessive absenteeism. The student has the right to appeal such a decision to the superintendent and school board. Students who need to leave school during the school day must receive

permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents.

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.

Attendance and Participation in School Activities

Students in school activities must be in school at least **1/2 day** on the day of the event in order to participate in a school activity. This rule may be waived for extenuating circumstances, by the principal.

Truancy

Absence for all or part of a day without prior knowledge and permission of either the student's parent or the principal is truancy. The consequences for truancy will be detention or suspension.

Class Time/Tardies

If a student is late for the beginning of the school day, s/he should bring a written explanation or have a parent call the school, just as s/he would for an absence. Tardiness will be accepted or not for the same reasons as absences. The student is expected to be on time for all classes and activities throughout the day. If s/he is late, s/he should give an explanation to their teacher. If the explanation is satisfactory, s/he will be admitted; if the explanation is not satisfactory, s/he may be sent to the office. Students who are tardy (unexcused) should expect to spend time in detention before or after school as a consequence.

DISCIPLINE

Philosophy: Good discipline in the school is vital to learning. The purpose of discipline is to help the student develop self-control, to protect student welfare, and to permit an orderly operation of the school.

It is the firm belief of the school board, administrators, and teachers that the majority of students are well-behaved and ready to learn. The taxpayers' money and the school's efforts should not be misspent by permitting a few students to waste time, upset classes and distract others who wish to learn. For a small percentage of students who do not respond to a positive approach, consequences of some kind are sometimes necessary.

Policy: Behavior which is harmful to the welfare or property of others, and behavior that conflicts with or disrupts the educational program, will not be tolerated. Some examples:

- vandalism and/or destruction of school property
- acts of defiance involving refusal to follow school rules, profane or obscene language, refusal to follow directions of teachers or other school personnel, and conduct which disrupts the orderly operation of the school
- physical attack or threat of physical attack to students, teachers or other school personnel
- theft or taking another's property by force

- storing, possessing carrying dangerous weapons on school property or at school activities
- possessing, using, selling, supplying, or distributing alcoholic beverages, drugs, or controlled substances on school grounds or at school events
- use or possession of tobacco on school grounds or at school events.
- gambling
- display of overt bigotry or intolerance
- personal misbehavior such as intimidation or extortion
- tampering with safety equipment in the school
- demonstrations, disturbances, walkouts, or skipping school en masse
- continued disobedience and/or disrespect for school rules
- exploding firecrackers on school property, tampering with fire arms, and bomb threats
- sexual harassment and/or harassment based on race, color, religion, national origin, disability, age or marital status

Discipline Jurisdiction

- The school building itself, the school campus and athletic fields, parking lots, and the streets around the school buildings and between campus buildings.
- While on school buses or chartered buses, or while being transported under the supervision of school personnel.
- While attending school sponsored or school related activities.

Authorized Disciplinary Actions By The Principal:

- Detention before or after school.
- Detention during the noon period.
- Denial of special privileges which a student may have been given.
- Suspension from school social events and activities.
- Denial of eligibility for extracurricular activities.
- Repair, replace, or pay for stolen property or property damaged or destroyed through careless or reckless behavior or vandalism.
- Suspension from a class or classes.
- In-school suspension.
- Saturday School
- Recommendations to the Board of Education that a student be expelled.

Saturday School

Saturday school will be assigned by the principal if it is deemed necessary. In most cases it will be for repeat misbehavior, but could be assigned for the first instance. If the student fails to attend the Saturday assigned or acts inappropriately at the Saturday school the parents/ guardians may be required to meet with the school board and administration to reinstate the student into school. The parent/guardian will be responsible for transportation of student to and from Saturday school.

Suspension:

*Upon verifications of the facts, suspension may occur on first offense for any of the breaches of discipline described in section B above.

*When suspension occurs, the principal will inform the student's parents in writing.

Expulsion: 503.2

*Only the **board of education may expel a student** and such action must be taken at a board meeting. The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school.

*Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using expulsion for a single offense or for a series of offenses depending

on the nature of the offense and the circumstances surrounding the offense. It shall be 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.

*The **principal** will inform the student's parents in writing that the student is being recommended for expulsion and the reason(s) therefore.

*When a student is recommended for expulsion by the board, the student shall be provided with: Notice of the reasons for the proposed expulsion; The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent; An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf; The right to be represented by counsel; The results and finding of the board in writing open to the student's inspection.

*In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of the meeting should be recorded.

*If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement procedures used by the school district.

Student Rights:

- Before a decision is made to suspend a student or declare a student ineligible for extracurricular activities, the student will be allowed to speak in his own defense, to present the facts from his point of view. The student has the right to call his parents at any time during the initial conference.
- In cases where suspension or ineligibility is declared, or expulsion recommended, the student has the right to a hearing before the administration and school board, the right to have counsel of his own choice at such hearing, the right to have his parents present, the right to hear testimony of witnesses against him, the right to present his own witnesses and testimony, the right to testify in his own behalf, and the right to a fair and impartial decision based on the evidence.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, e-cigarettes, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Anti-Harassment and Bullying

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

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment includes, but is not limited to:

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

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

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

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

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:

-tell a teacher, counselor or principal; and

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

- what, when and where it happened;
- who was involved;
- exactly what was said or what the harasser 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.

Disposition of Anti-Bullying/Harassment Complaint form, Anti-Bullying/Harassment Witness Disclosure form, and the Anti-Bullying/Harassment Complaint forms are available on the district website

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

Students who feel that they have been harassed should:

Request a reporting form from the guidance office or principal's office immediately.

ATHLETICS & ACTIVITIES

High standards of behavior are expected by all students representing WEST FORK in activities, athletics & organizations. Students who frequently violate school rules may be declared ineligible by the administration.

Students who engage in acts of vandalism, theft, terrorism, or criminal behavior (either in or out of school) will be ineligible to participate in the next co-curricular event (*). The next co-curricular event is directly tied to the level at which the student normally participates in athletics, activities and organizations. For example a varsity athlete could not count a junior varsity athletic contest as the next event, nor could an upperclassman count the Freshmen Plays.

(*) The next event is a minimum ineligibility period, which can be extended if the student is on suspension from school for a period of time, which encompasses more than one event, (or) if the coach/sponsor, or principal, deem that a longer ineligibility period is necessary.

National Honor Society members who violate the Citizenship standards of behavior will be subject to a review by the Faculty Council and subject to probation or dismissal in the same manner as violations of the Good Conduct Rules for Alcohol, Controlled Drugs, and Tobacco; violations of state or national laws.

Substantiating Violations for Athletics, Activities, and Organizations

Loss of eligibility will occur when any violation of the Good Conduct Rules is substantiated. Violations may be substantiated in any one of the four ways:

- 1) The violation is witnessed by an employee of the WEST FORK Community School District.
- 2) The student admits to an WEST FORK Employee s/he has committed a violation.
- 3) A Parent of a student admits to a violation committed by their child.
- 4) The student is convicted of a criminal act (other than a simple misdemeanor traffic violation).

Academic Eligibility

In order to participate in activities, athletics, and organizations students must:

- A. be enrolled or dual enrolled in school;
- B. have earned passing grades in all full-time classes the previous semester;
- C. be earning passing grades in all full-time classes during the current semester;
- D. for students in athletics, music, or speech activities, be under 20 years of age;
- E. for students in athletics, music or speech activities, be enrolled in high school for eight Semesters or less:
- F. for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- G. have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- H. maintain an acceptable level of performance in the classroom (see next section).

Athletic Equipment

In most sports, practice and/or game equipment will be issued to athletes. Athletes are responsible for this equipment. All equipment is to be returned promptly when athletes finish the sport; either at the end of the season or upon quitting the sport.

Equipment will be paid for by the athlete if it is lost or destroyed through negligence. (It is negligence on the athlete's part if equipment is stolen.) Cost of equipment will be determined by the athletic director and will be based upon replacement cost of equipment.

School-owned equipment is to be worn only at scheduled practices, games, or meets. Athletes found wearing school-owned equipment in public may be subject to disciplinary action.

Athletes may not be issued equipment, etc. at the start of a new sport season if they have not returned school-owned equipment, or made proper reimbursement for lost equipment from a previous season.

Changing Sports

Athletes who are removed from a squad, or voluntarily withdraw from a squad, cannot start a new sport until the previous sport season has ended. Exceptions may be made by mutual consent of the coaches involved.

Classroom Performance

An acceptable level of performance is defined as (1) earning a 2.0 grade point average (C) and (2) earning passing marks in each class.

Students must be passing all classes at the time of at the time of grade checks to maintain their eligibility. Grade checks will occur every **4 1/2 weeks**. If a student fails to meet the requirements they will be ineligible for a minimum of one calendar week after which time eligibility will be reinstated when the minimum requirements have been met. Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

*The Boys State Iowa High School Athletic Association and the Iowa Girls High School Athletic Union require students to earn passing grades in all academic class credits each semester. Failure to do so will result in a loss of eligibility for 30 calendar days. Rules for summer sports will be 30 calendar days. A minimum of four full time classes must be taken. *Failure to earn credit in a minimum of four classes in a semester will result in loss of eligibility for the next semester.*

Coach and Sponsor Rules

Athletic, activity and organization sponsors may incorporate additional participation rules and regulations for sports/activities under their direction. Such rules and regulations must be communicated to all participants and may not be in conflict with Board Policy or the policies of this handbook.

Good Conduct Rules

As participants in the WEST FORK High School athletics, activities, and organizations students must agree to abide by all Good Conduct Rules, understanding that as WEST FORK High School participants MAY NOT use, consume, acquire, deliver or transport alcohol / controlled drugs / tobacco. Students must understand that any involvement with the aforementioned chemicals will cost them eligibility in the programs that they participate in.

Points of Emphasis:

1. Good Conduct Rules are in force all year round.
2. Violations are cumulative over the course of the student's high school career. Good conduct violations stay on the student's record and are not deleted at the start of a new school year.
3. Any violation of the good conduct rule affects all activity and athletic programs in which a student is involved.

Good Conduct Violations For Athletes

FIRST VIOLATION ...The student / athlete will be declared ineligible for 1/3rd of the known* Boys State Association or Girls Union, scheduled contest dates.

SECOND VIOLATION ... The student / athlete will be declared ineligible for 2/3rds of the known* Boys State Association or Girls Union scheduled contest dates.

THIRD VIOLATION ... The student / athlete will be declared ineligible for a full season. State sponsored tournaments are to be included in the third violation.

FOURTH VIOLATION ... One full calendar year of ineligibility. The period of ineligibility will begin when school officials have been notified of the violation.

* The known dates will include the first round of the state sponsored tournament. Example: It is known that WFHS will be in the first round of basketball tournaments. It is not known if WFHS will be in the football playoffs. If the team or individual advances on in the tournaments each successive contest date will be counted as an ineligible date to fill out the student / athletes ineligibility period.

The following is the formula for figuring the ineligible period: Number of scheduled dates X .333 for the first violation. Number of scheduled dates X .667 for the second violation. Any fraction above the whole number will be rounded up. If a season has less than the state allotted number of contest dates, the smaller number of dates to figure the students' ineligible period will be used.

If the ineligible period covers two sports seasons the number of contest dates that will be missed will be figured on the basis of the percent of the in-season sport left and the percent of the following season to fill out the student's' period of ineligibility.

Practices must be attended throughout the ineligible period of the first three violations. If the student / athlete decides to quit the sport and not practice he or she will be declared ineligible for the same period of time in the next sport he or she participates.

Transfer students will fulfill any suspension due to good conduct policy violations at their former school before participating.

Ineligibility Explained:

- Ineligible students will not be allowed to participate in games, contests, or special activities such as homecoming or prom royalty which occur during their period of ineligibility.
- Ineligibility will begin with the student's first activity, whatever that happens to be: a game, a contest, homecoming, FFA event, etc. Ineligibility will continue week by week as a student's activities occur until the complete period of ineligibility is served. These may or may not be consecutive weeks.
- A week of ineligibility means a week which a game, an event, etc. occurs; it does not include practice weeks.
- During the period of ineligibility, the student must continue to attend practices and rehearsals if he intends to resume that activity when he becomes eligible again. While they are ineligible, students must attend a concerts, contests, performances, and games and help their directors and coaches as instructed. (Ineligibility will not affect a music student's grade, but it might affect his chance to letter.)

Secondary Rules and Penalties:

- Training hours, rules for missing practice, meetings, or rehearsals, and similar details will be determined for each activity by the coach or director of that activity.
- Details of dress and conduct of students in each activity will be determined by the coach or director.

(The current appeals process as describe in board policy and student handbook will remain unchanged.)

Student Rights:

In cases of ineligibility, the student has the right to a hearing with counsel of his own choice present, the right to have his parents present, the right to hear testimony of witnesses against him, the right to present his own witnesses and testimony, the right to testify in his own behalf, and the right to a fair and impartial decision based on the evidence.

Homecoming Candidate Selection Process

To be part of the Homecoming Court your senior year you **CANNOT** have the following violations:

- 1) No School Suspension your Senior Year
- 2) Violation of Good Conduct Policy
- 3) Violation of Citizenship Policy
- 4) Must have a 2.0 GPA
- 5) Not failing any classes

DRESS CODE

There is a strong connection between academic performance, student's appearance and student's 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.

These specific items of dress will not be allowed to school:

- Clothing which advertises or promotes items or actions illegal for minors including, but not limited to, alcohol and tobacco.
- Clothing which displays obscenity, profanity, vulgarity, racial or sexual remarks, or double-meaning sexual references or pictures.
- No midriffs exposed. The student's hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
- Shorts & skirts must be 1/2 the distance between the top of the knee and the groin.
- Head wear (hats, bandanas, sunglasses, or hoods) may not be worn in the building during the school day.
- Undergarments must be worn, not shown.
- Spaghetti straps, tube tops, halter tops, backless tops, and one shoulder tops are acceptable only if they are underneath another upper garment.
- Upper garments must expose no cleavage or visible bra straps.
- Slippers of any type are not allowed. Shoes must be worn at all times.
- Jeans and shorts that have holes in them may NOT show any private areas.

If in the judgment of the administration your conduct or personal appearance constitutes a health or safety problem, disrupts the educational process, or flagrantly violates community standards and values, you will be asked to change your conduct or appearance appropriately, or leave the school. Under certain circumstances or during certain class or activities a stricter dress code may be appropriate, and students will be expected to comply with the stricter requirement. It has been a tradition for all students representing WEST FORK to wear dress clothes when attending basketball games, concerts, speech contests, and similar events.

STUDENT HEALTH, WELL-BEING, AND SAFETY

SCHOOL DAY

Students may be present on school grounds before 8:00 a.m. or after 4:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If the school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student had received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempt from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

ATHLETIC PHYSICAL EXAM

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport.

Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medicine is held in the high school secretary's office or the nurse's office in the elementary building. Medicine is distributed by the school nurse, the high school secretary, or the principal.

Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

STUDENT INSURANCE

Student's health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the high school office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletics who do not have and cannot afford insurance, should contact their coach.

EMERGENCY DRILLS

Periodically the school holds emergency fire, tornado, evacuations, and bomb threat drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being

disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. It is extremely important that students respond both correctly and immediately. Be sure to know the evacuation procedures for each room attended. Students are expected to remain quiet and orderly during a drill or an emergency.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide to formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

CPR Requirement

CPR/AED training is a graduation requirement. The school nurse sets up a course for the 12th graders during the school day in the spring. This course is approved by the American Heart Association to satisfy this requirement.

PLAY IT SAFE!

WEST FORK High School firmly believes that a good learning environment is one in which students are free from harm and the potential for harm.

Everyone at WEST FORK is expected to conduct himself carefully at all times, out of a concern for his own safety as well as the safety of others. Each of us should drive carefully to and from school, obeying all traffic regulations. We should avoid rough-housing and horse-play, pushing and shoving, snowballing, running in the halls, throwing things in the building, and other forms of thoughtless or reckless and potentially dangerous behavior. Students are expected to notify teachers or administration whenever they become aware of a risk of injury or harm to themselves or others.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information of the emergency form changes during the school year.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their

parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Clyde Tarrence at 892-4461 as its Level I investigator. Mr. Tarrence may also be contacted in person.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is necessary to stop a disturbance, to obtain a weapon or other dangerous objects, for purpose of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submissions to or rejection of the conduct is used as the bases of academic decisions affecting that student; or the conduct has the purpose of effect of substantially interfering with a student's academic performance by creating an intimidation, hostile or offensive education environment.

West Fork Academics

WEST FORK SENIOR HIGH SCHOOL GRADUATION REQUIREMENTS

- A student must earn 60 credits to earn a diploma.
- One academic credit is earned for each semester of class work successfully completed in an academic course.
- Band, vocal music, and physical education credits apply toward graduation, but these grades are not included in the grade point average.
- A record of successful completion of the driver's education course will be acknowledged by the school, but completion of this course does not apply toward the graduation requirements.

COURSE REQUIREMENTS FOR WEST FORK

Health	1
Vocational	2
English	8
Math	6
Science	6
Social Studies	6
Electives	18
Total =	60 (Thirty Semesters)

Math- (Six Semesters): May be from any of the math classes offered.

Science-(Six Semesters): Earth Physical Science or Science 9 Biology or Science 10

English- (Eight Semesters):English 9,English 10,English 11 or AP English/ Applied English if approved

Social Studies-(Six Semesters): Must include: Geography - 2 Semesters, U.S. History - 2 Semesters
U.S. Government - 1 Semester Economics - 1 Semester

Health- (One Semester)

Vocational- Two Semesters

Elective-Eight Semesters Unless waiver is granted Electives:

Thirty Semesters **TOTAL CREDITS: 60**

A student is given one credit for every class they take and successfully complete each semester. For example: If a student is taking eight classes and passes all of them he will get eight credits for the semester. Freshmen, sophomores, and juniors are required to take eight classes per semester. Seniors must take six classes per semester.

Graduation Ceremony (Commencement)

Students who are in good standing, who meet the graduation requirements set by the board, and who follow the rules as set forth by the administration are allowed to participate in the graduation ceremony. Home schoolers who do not receive a diploma will not be allowed to go through graduation ceremonies. It is possible that students who are serving discipline at the time of the graduation ceremony will not be allowed to participate. Students are not required to participate in the graduation ceremony in order to receive a diploma.

Graduation Credit

In general, students receive one graduation credit by earning a passing grade in a course that meets one class period every day for a semester. Two graduation credits are received by earning a passing grade a course that meets two class periods every day for a semester. One-half of a graduation credit is received by earning a passing grade in physical education class.

In the event a student transfers in from a state accredited school, the student's cumulative record from the previous school(s) shall be reviewed to determine the appropriate number of credits to be awarded and the appropriate grade level placement.

In the event a student transfers in from a non-accredited school/setting, the district retains the right whether or not to accept credits earned in a non-accredited school setting. The district also retains the right to determine grade level placement. In the event a credit is awarded, neither the numerical nor the letter grades received in the non-accredited school/setting will be recorded on the student's permanent record.

Credits and grades earned through dual enrollment under Iowa Code section 299A.8 will be accepted towards graduation and class rank and honors and awards, if all other criteria are met.

Post Secondary Enrollment Options

Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit. Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course for reason beyond their control, including, but not limited to, the student's beyond their control, including, but not limited

to, the student's incapacity, death in the family or a move to another school district. Students interested in participating should contact the guidance counselor.

OPEN ENROLLMENT

Iowa's open enrollment has allows students residing in the school district to transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by October 31 of the school year preceding the school year in which they wish to open enroll. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the principal for information and forms.

STUDENT RECORDS/ FERPA

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. 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.

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. They are:

- 1) The right to inspect & review the student's education records w/in 45 days of the day the district receives a request.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents 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 or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

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 parents 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 the extent that FERPA authorizes disclosure w/out 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 person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or student assistance team, or assisting another school official in performing a task.

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.

- 4) The right to inform the district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1. The objection must needs to be renewed annually.

5) 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 Ave., SW, Washington D.C. 20202-4605.

Procedures for Students Who are Transferring to Another School or School District 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 are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content to 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 district.

GRADING

- Regular attendance and hard work are necessary to succeed in school. You **will not** be automatically passed from one grade to the next. If you don't put forth any effort, you will fail the course.
- Grades are given every nine weeks. A progress report is sent to parents of students doing unsatisfactory work at the end of the fifth week of each quarter to alert parents to the problem.
- Each of your teachers is expected to explain his grading system to you, and you have the right to ask why you received a certain grade in a class. You also have the right to have any specific point or question explained. However, you do not have the right to take up class time in petty bickering over a minor detail on a test, quiz, or assignment. The best time to discuss your grade with your teacher is in private, after class.
- In general, you will be allowed to change a course until one week of regular classes has met. The principal and/or guidance counselor may make exceptions to this policy if an individual student's circumstances and educational needs justify it. To drop a course you must fill out a form which includes your parent's signature and give it to the principal or counselor

EARLY GRADUATION

Students must attend classes full time at WEST FORK through grade 12 unless they have met the requirements for early graduation as outlined below.

- To graduate early, students must fulfill the requirements for graduation established by the State of Iowa and the Board of Education.
- Students must give notice of their intent to graduate early by completing an application form:
 - students who intend to graduate at mid-term of their senior year must submit the application form no later than the regular school registration time in the fall of their senior year.
 - students who intend to graduate at the end of their junior year must submit the application form no later than the first day of second semester classes their junior year.
 - forms are available from the guidance counselor or principal and must be returned to the counselor or principal.

- forms must have the approval signature of the student's parent or guardian, the high school principal, and the Board of Education President before the student will be allowed to graduate early.
- in all cases, final approval for a request to graduate early rests with the Board of Education.
- Commencement exercises:
 - there will be no mid-term graduation ceremony.
 - early graduates who wish to take part in the regular spring commencement exercises may do so. However, it is the student's responsibility to take care of these matters in advance:
 - order graduation announcements, if desired.
 - get measured for cap and gown and pick up cap and gown.
 - attend graduation practice (mandatory).
- The diploma:
 - all diplomas will be awarded at commencement time in the spring.
 - early graduates who choose to take part in spring graduation ceremonies will receive their diplomas at that event.
 - early graduates who choose not to take part in spring graduation ceremonies will receive their diploma by mail or other means at graduation time in the spring.
 - early graduates may request a letter from the principal after early graduation acknowledging the fact that they have completed the requirements for graduation
- Honors:
 - early graduates' final class rank, grade point average, and class honor will be determined in the same manner as all other students and at the end of what would be the second semester of the senior year.
 - rank, GPA, and honors will be based on the class of which the student was a member when the student entered high school.
 - early graduates will be eligible for honors, scholarships, and special academic recognition at graduation time in the spring.
 - early graduates who apply for college admissions prior to their class graduation in the spring will have their class rank reported as it is at the time of application.
- Extracurricular Activities:
 - early graduates will be allowed to participate in the junior-senior banquet and prom, the senior breakfast, and commencement exercises.
 - early graduates may attend school dances under the status of alumni.
 - early graduates may not participate in extracurricular activities such as athletics, music, speech, etc.
 - early graduates will not participate in the Senior Class trip if that trip occurs after the end of the first semester of school.

Academic Letters

Purpose: to recognize and honor students for consistently high academic achievement.

Requirements:

- Make "Highest Honors" on the school honor roll for four semesters. Or

- Make "Honors" or a combination of "Honors" and "Highest Honors" on the school honor roll for five semesters.

Building Grade Scale

A building wide grade percentage grade scale will be used in high school courses. The exception would be pass/fail classes. Grades will be rounded to the nearest percentage at each grading period. The grading scale is as follows:

A 93-100	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 59 & below
P 60% & above	

HONOR ROLL

Highest Honors: To be cited for highest honors, a student must earn a grade average of A (4.0) to A- (3.6) at the end of a grading period.

Honors: To be cited for honors, a student must earn a grade average of B+ (3.59) to B (3.0) at the end of a grading period.

Note: Physical education, driver's education, band, and vocal music are graded but not considered academic subjects in determining honors and are not included in grade point average for such honors. Honors are announced for each quarter and each semester.

Classification of Students

Students are classified on the basis of number of graduation credits they have earned, not the number of years they have attended high school. Students classified as freshmen, sophomores, juniors or seniors are assigned lockers in their respective class hallways. Students are eligible to be a class officer or student council representative of their respective class, and are afforded all rights, duties and privileges as a member of their respective class. In the event a student has not earned enough graduation credits to move to the next classification level to start the next school year, she/he would be allowed to advance to the next classification level at the beginning of the second semester if the required number of credits were earned.

Class Schedule Changes

Students are able to drop or add classes to their schedules within one week of regular classes that have met at the start of each semester without penalty. Students who wish to drop a class after the first week may be allowed to do so, but will receive an "F" grade for the semester in the class that was dropped. The principal, for extenuating circumstances, may make exceptions to this policy.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the office.

Final Semester Grade

The final semester grade determines credit earned for the course, enters into cumulative grade point average and is reflected on the student's permanent record. The semester final grade indicates performance

over the entire course. The final semester grade is determined by counting each quarter as 40% and the semester test as 20%. If a semester final grade is determined by the average of the two-quarter grades, then each quarter grade is counted as 50%. Percentages will be rounded to the nearest percentage. Students who do not complete all major requirements for a course may be considered as not completing the course and will receive no credit for the semester. An "F" will be entered in the record. Examples of major requirements would include such things as semester tests, term papers or major projects.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Alternative Education

The Alternative Education High School is designed to meet the unique academic needs of a diverse school population seeking the opportunity to excel in their academic requirements, remediation of low or lacking academic skills, and/or recovery of core academic credits to meet graduation requirements. The student-centered learning environment is to help students who have not been successful in the traditional schools obtain a quality high school education while building a positive attitude toward learning and improving self-image. To enroll a student must have a recommendation from principal, guidance counselor. For the benefit of the student who receives Special Education services, an IEP meeting with the Alternative Education staff must be held before enrollment. Students who are enrolled at Alternative High School earn graduation credits, receive a diploma from West Fork, and participate in graduation ceremonies. However, credits earned at Alternative High School will not count towards class rank, honor roll, academic letters, and other such awards.

Incomplete Grades

Incomplete grades will normally not be given unless there are extenuating circumstances. Students who receive an incomplete in a class must complete the class within (2) weeks after the quarter ends. The teacher with the permission of the principal may grant extensions. Failure to finish an incomplete may result in a failing grade or loss of credit.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS), previously known as Response to Intervention (RtI), is an every-education, decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of ALL students starting in general education. The goal is to provide all students with additional, smaller group time, and to work with staff members. As a result of this time, students will be able to achieve overall quality work (80% or higher) and turn in all graded classwork. All students grades 9, 10, & 11 will partake in the MTSS process. Seniors are not required to partake in the MTSS process unless they fall below the Tier 1 criteria (scoring <80% or earning zeros/incompletes). If seniors do not attend the MTSS time provided, they will lose their open campus privileges.

Parent-Teacher Conferences

Parents are highly encouraged to attend and visit with all of their student's teachers. Students are encouraged to attend these conferences as well. Parents are urged to contact the school any time during the year when there are questions or concerns about the academic progress of their students. Telephone conferences or face-to-face conferences will be scheduled at the earliest possible convenient time. E-mail messages may also be sent to the teachers in the following form: (ex: john.doe@westforkschool.org).

Progress Reports

Progress reports, parent conferences, emails, or telephone calls may be made at any time during the year when conditions warrant. It is the practice of the school for the teacher to notify parents or guardians prior to issuing a failing grade.

Semester Tests

At the end of each semester, final exams of some form or another may be given in each high school course. The form of the final exam may vary depending on the subject matter being studied, and the teacher will determine the form to be used. For grading purposes, final exams will carry more value than regular exams. The exact value of the final will be determined by the teacher administering it, but in no instance may the final count more than 1/5 the semester grade.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless excused by the principal. Standardized tests given at WEST FORK include the Iowa Assessment Tests (9th -11th) and Achievement Level Tests (MAP) (9th & 10th). Other standardized tests such as the ACT, ASVAB, and PSAT are made available.

Class Rank

Class rank represents the numerical position of a student in the class with which s/he graduates. The "numerical position" is determined by cumulative grade point average. For example, a senior student who has a cumulative grade point average of (4.00) in a senior class of one-hundred (100) students - would have a class rank of "1/100". S/he would be at the top of the class. Cumulative grade point averages will be calculated to two (2) decimal places.

Credit Waiver for Physical Education

Students who participate in organized and supervised athletic programs* at West Fork High School may request credit waivers for physical education. Only one semester of participation in physical education may be waived each school year for any given student. A waiver may only be enacted during a semester when a student is actively involved in an athletic program. Students who are granted credit waivers will earn one-half (.5) credit in physical education if they successfully complete the identified athletic season. All credits earned under this provision will be registered as a "P" for "pass" on student transcripts.

(* Athletic programs must be officially recognized by the Iowa High School Athletic Association or by the Iowa Girls High School Athletic Union. For example rugby, bowling, and drill team do not count)

Transcripts

Transcripts of grades may be mailed upon a written request at no charge. Student written requests are honored for students who are 18 years of age or older. Parent written requests are honored for students who are under 18 years of age.

Closed Lunch Break

All students in grades 9-11 are restricted to the Sheffield Campus during the lunch break. Exceptions are made for students who have off campus privileges, who are engaged in a work experience program over the noon hour, or who are with their parents.

College, Military, and Career Representative Visits

Seniors and juniors may visit with college, military and career representatives who come to our high school. Permission to attend must be obtained from the guidance office at least a day in advance of the meeting.

College Visits

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. Students are given 2 college visit days per year during their junior and senior years to help make the best decision possible. Consult the guidance department for assistance in making advance arrangements so that the benefits from the visits are maximized.

Excessive Absences/Removal From Class

Should it become necessary to remove a student from a course due to excessive absences, the student will be assigned to study hall in lieu of attending the class for the balance of the semester and the student will forfeit the opportunity to earn credit. Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Off Campus Privileges

Senior students will be eligible for the off campus privilege during study halls. This privilege will be available for all seniors who are in good standing in terms of academics, discipline, and attendance. Seniors who do not have a regular scheduled class must either leave the school building and grounds completely, report to senior lounge in the library or a specific teacher, and are on time.

*Seniors who have been removed from a class due to attendance, disciplinary, or other such reasons will be reassigned to study hall, and will not be eligible for off campus during the period they have been reassigned to study hall.

*Seniors that are failing or have incompletes/zeroes in any classes will lose off campus privileges and be assigned to MTSS until classroom performance improves above 80%.

*Seniors who leave under the off campus policy may not return to school until it is time for their next scheduled class.

*Students who leave under the off campus policy are expected to be law abiding citizens while out in the community.

*Seniors who abuse the privilege of off campus will lose the privilege at the discretion of the principal.

Special Education Attendance

Students identified with special educational needs will be expected to adhere to the West Fork High School attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition

Suspensions and Expulsions

When a student's absence is caused by a suspension such absence will be treated as an administrative absence rather than a voluntary student absence. Suspension days will not be counted as absences.

Health Screening

Throughout the year, the school district sponsors health screening for such things as vision and hearing. A licensed audiologist through the AEA in regards to hearing follows high school students. Vision checks are done on a referral basis either from the teacher or parent. 9th graders are required to have a dental screening prior to starting school.

Homelessness

If a student's family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find affordable housing, the you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the school nurse for more information about these options.

Inclement Weather

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over the radio, television stations, the school website and Iowa School Alerts. For a list of radio and television stations the district reports to, please see the school website.

Physical Restraint Policy

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 and 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 law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

Student Health & Immunization Records

Student health records are kept for two years beyond graduation. Student immunization records are provided to the student upon graduation with a letter stating the importance of keeping the record.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched and inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- 1) eyewitness observations by employees;
- 2) information received from reliable sources;
- 3) suspicious behavior by the student; or,
- 4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g. purse, backpack, etc.) may be searched when a school official has a 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.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the

same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the 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.

School Nurse

The school nurse, Shelley Sheppard, provides health-related services to all public school students in the West Fork School District. The nurse's office is located in the superintendent's office complex at the high school. Office hours are from 8:00 - 4:00 on the days when school is session. The nurse's office can be reached by telephone by dialing the regular high school number, 892-4461 ext.110.

Student Photographs

Student photographs are taken in the fall of every school year. Photographs may be used for such things as student identification cards, yearbook pages, or permanent record information. Students are not required to purchase picture packages. Parents who do not want to have their student's pictures taken are to contact the principal's office.

Visitors/Guests

All visitors to the school grounds must check in at the principal's office. Parents and school personnel are the only ones allowed to visit classes. Students are not allowed to bring visiting friends or relatives to school. The principal may grant exceptions.

Student Activities

Assemblies

Attendance at assemblies is a privilege. Students must behave in an orderly fashion on their way to an assembly, during an assembly and on their way back to the classroom. Students may lose this privilege due to disciplinary action.

Dances

School-sponsored dances must have full approval from the faculty advisor(s) of the sponsoring organization before the principal grants final approval. The latest possible closing times for school-sponsored dances are 12:00 on Friday/Saturday nights, and Homecoming.

Most school-sponsored dances will be for West Fork High School students and their guests. A "guest" is a legitimate student date for the evening. Guests must be signed up in the office in advance. Forms are available in the office. The faculty-sponsors of the dance and the principal reserve the right to reject any guest. Students or guests leaving the dance will not be allowed to return. The doors will be locked and no one will be allowed to enter approximately one and one-half hours after the start of the dance unless special permission has been obtained in advance. The same rules of conduct regarding student behavior during the school day will apply at dances. The popular "grind" dances will not be allowed and students who do may be asked to leave the dance immediately.

Field Trips

If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to field trips may require make up work to be completed. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect.

National Honor Society

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Student's membership in the National Honor Society is based on achieving recognition in these four distinguishing traits.

To be eligible for nomination students must be a junior or senior and have achieved a cumulative grade point average of 3.20. Students nominated by the National Honor Society faculty council are requested to submit a summary of all activities, service projects, elected offices held, and volunteer work in which they have participated. High school faculty members are asked to make recommendations, and to comment on students who are being considered for membership. Final selection will be made by a faculty committee in accordance with the national by-laws. Selection process occurs in Fall.

School Spirit and Sportsmanship

School spirit and sportsmanship often determine whether the students are behind the teams or not. School spirit is valuable; Players appreciate the support of other students and the community more than may be imagined. Sportsmanship is as important as school spirit. A good sportsman is considerate of all opponents, shows admiration for top-notch efforts, and is gracious when winning or losing.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular student prices to attend school district activities.

Student Council

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The Student Council is made up of **10** representatives from the student body. The election of student council representatives is held in the spring of the each school year. Students may run for election by signing a petition in the guidance office. The nominees are voted on by their entire class.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of the principal in advance of the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Transfer Students & Good Conduct Rules

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to West Fork Community High School, will not be eligible for interscholastic competition at West Fork Community High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at West Fork Community High School as far as any Good Conduct Rule is concerned.

Book Fees

Students pay an annual fee for the use of textbooks and online textbooks. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the rules as set forth by the driver, sponsor and chaperones. Violations of these policies will result in disciplinary action.

Care of School Property

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.

Cell Phone and Electronic Device Usage

Students may not possess radios, CD players, televisions, water guns, toys, and other similar items on school grounds or at school activities. Electronic beepers, pagers, recording devices, and cell phones will not be allowed unless advance permission is granted from the principal. The use of cell phones will not be used in classrooms, unless granted permission by the teacher in the classroom. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the internet, or take pictures in the locker room or restroom, are not to take pictures of another for the purpose of ridiculing the other person, are not to use electronic device to harass another person. Inappropriate use of a device the item will be taken from the student and brought to the office. Students found in violation of this policy may be subject to discipline (to include suspension from school and activities), parent notification, and, in cases where a law may be violated, law enforcement may be contacted. On the first offense, the student may pick up the device at the end of the school day. All subsequent offenses the parent must pick up the device. The school is not responsible for the loss or theft of any device brought to the office. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices

are used appropriately. Cell phones and electronic devices are subject to search when a school official has a reasonable and articulable suspicion that the device contains illegal, harassing, or contraband items, pictures, messages or evidence of a violation of law or school policy or rule. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

Eighteen-Year-Old Rule

Students 18 years of age are given the opportunity to exercise responsibility on matters regarding attendance, school correspondence, discipline and scholastic achievement only if they have prior parental approval. Students requesting 18-year-old privileges must have their parents contact the high school principal's office and sign a written agreement.

Internet Access

Access to the Internet is a privilege that is available to qualified users. Students become qualified users by reading and signing the "WEST FORK High School Internet Use Agreement" form and securing parental signatures on the "WEST FORK High School Internet Use Agreement" form.

Once a student becomes a qualified Internet user his/her privilege of continued use is predicated on adhering to the terms of use as found in the "Internet Use Agreement". Students who are found to be in violation shall be subject to the loss of Internet access privileges, school disciplinary action in accordance with board policy, and/or appropriate legal action.

Interrogation by an Outside Agency

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure a current student record.

Lost and Found

Items that are found in the school building or on school grounds are to be turned into the office. Students who have lost items may obtain them by properly identifying them. Items that are turned into the office and go unclaimed will be discarded or given to a charitable organization at the end of the school year.

Lunch / Breakfast

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase lunch and other items, including milk. All lunches, hot lunch as well as cold lunches brought from home, must be eaten in the lunchroom. Delivery of food from restaurants to students for lunch is not allowed. No bringing in food from outside sources is allowed!

All students are restricted to the cafeteria during the lunch break. Exceptions are made for seniors with off campus privileges; and for students who have written permission from their parents.

Students who misbehave will be subject to disciplinary action, which may include having lunch privileges suspended. The breakfast program is operated before the school day begins. All students are able to participate as long as they follow the same basic guidelines as previously outline for the lunch program.

Lunch Ticket Policy

The high school uses a computerized lunch accounting program. All students will be assigned a personal identification number (PIN) in order to deposit money in their accounts or purchase food items. You may not charge your lunches.

In the lunch room you are expected to:

1. Clean up any food you spill.
2. Put all used napkins, straws, empty milk cartons, and uneaten food in trash cans and return utensils and trays to clean-up area.
3. Finish your meal in the lunch room; you are not to take food out.

Media Center

The school media center is available to students during school hours of 8:00 a.m. to 4:00 p.m. each school day. The media center is a place for study and research. Students are expected to conduct themselves as if they were in class while in the center. The center's staff will provide students with individualized assistance as well as a wide range of services and resources. The many and varied resources include books, audio recordings, videotapes, and numerous current periodical subscriptions. The center can provide services in on-line data search, faxing, audiotape duplication, lamination, and instruction in the use of specialized resources, computer assistance, and access to AEA 267 resources.

Money and Valuables

Students must assume all responsibility for their own money and property (valuables). The school does not have insurance for theft of personal valuables nor will it reimburse students who lose valuables. Valuables should be locked up or in personal possession at all times. Students may leave valuables at the office for safekeeping during the day.

Open Gym During Non-School Hours

Open gym time may be scheduled periodically throughout the school year. WEST FORK will follow state high school athletic guidelines when sponsoring this opportunity for students.

Parent Complaints

Contact individual teacher or coach involved to share the concern or register the complaint. Contact the Athletic Director if the issue is not satisfactorily resolved and it involves student/athlete in an extracurricular activity. If the issue still remains unresolved, contact the principal. If unsatisfied with Principal response, you may contact Superintendent.

Parking at School

South Parking & Activity Center parking lot is provided for students 9-11th grade who wish to drive a motorized vehicle to school. Twelfth grade student parking will be asked to park in North parking lot along the building and by bus barn and asked to enter the front door because of open-campus and college privileges. Staff parking will be on West and East side of the building. Parking at the high school is a privilege and will be revoked if rules governing the parking lot & driving on school grounds are not strictly observed. Students who fail to comply with the rules may have their parking privileges revoked and/or referred to law enforcement officials. Students parking in the school lots are cautioned about leaving valuables in their vehicle. Constant supervision of the parking lot is not provided, and therefore, students park in the lots at their own risk. Students assume full responsibility for losses resulting from accidents, thefts, vandalism, etc.

Driving

1. Students may not drive their vehicles nor ride with others during school hours including the noon Period without permission from the principal. Penalty: loss of driving privilege or restriction During the noon period.
2. For safety reasons, students are not allowed to drive around and around the school block hotrodding, burn outs before or after school when bus and pedestrian traffic is heavy. Cars must be parked right away in the morning and leave by the most direct route in the afternoon.
3. Any violations of state or local laws for operation of vehicles will be reported to the police and charges will be pressed.
4. For safety reason, because of the number of high school and elementary students who must use the intersection by the high school and elementary building, high school drivers may not go through the intersection. Athletics heading for the new gym should either wait for the buses to clear or use 4th street.
5. Seniors will be offered the privilege of open campus during the lunch period. They must bring a signed permission slip from parent/guardian. Seniors must have been proficient in their Iowa Assessment from their Junior year and passing all classes to be eligible. They will lose this privilege if the rules for open campus are violated.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal in advance before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities.

Restitution

Restitution may be required of students who have stolen, damaged, vandalized, or lost school or personal property. Vandalism includes but is not limited to toilet papering, graffiti, etc. Any student identified to be associated with such activities may be subject to suspension and/or charges. These students will be responsible for cleaning the campus/area.

Safe Schools

There are many things that students can do to help create safe schools. Talk to your teachers, parents, counselor, and principal to find out how you can get involved and do your part to make your school safe.

School Announcements

School announcements will be sent by e-mail each day to all teachers. Announcements will be posted in teacher classroom and in office. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

School Fees

Students who have concerns about the fees should contact the office. Students whose families meet income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), 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 that they may qualify financial hardship should contact the nurse's office at the time of registration for a waiver form. This waiver form does not carry over from year to year and must be completed annually.

Student Complaints

Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within two days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within three school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage to a student's locker and desk are charged to the student when damage is due to willful abuse.

Although school lockers, desks, the parking lot and other spaces 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; desks, the parking lot and other spaces are properly maintained. For these reasons lockers, desks, the parking lot and other spaces are subject to being inspected without any suspicion of wrongdoing whatsoever. Such inspections may include the use of drug-sniffing dogs accompanied by law enforcement handlers. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain 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.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the principal.

A faculty advisor supervises 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. No student shall express, publish or distribute in an official school district publication material, which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;

- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Vending Machines

Vending machines are available for student use throughout the school day. Cans, bottles and wrappers are to be placed in garbage or recycling containers. Problems with the proper disposal of containers and wrappers may result in the vending machines being turned off.

Counseling & Guidance Services

The guidance program provides four categories of service to students including counseling, information services, appraisal services, and placement services. Each service is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults.

The guidance program is designed to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselor. The employees maintain confidentiality involved in the guidance program.

As a student progresses through senior high school, a guidance counselor will help him/her to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and vocational schools. All students will be making a 4-year plan and do some research on higher education and future careers. Each student is encouraged to become acquainted with the counselor early and to use the guidance services often. Appointments can be made by contacting the counselor.

Senior Leadership

The Senior Leaders Course is open to 12th graders. Senior Leaders is designed to teach the process of helping another person through peer assistance leadership. Students will enter into one-to-one helping relationships; assume leadership roles, discuss leadership roles, advise, tutor, mentor, participate in public speaking, conflict management, peer mediation, team building and in other interpersonal helping roles. Senior leader program taps into the tremendous influence that young people have with each other. Senior Leaders will be available throughout the school day in the Guidance Office. Students may sign up to see a Senior Leader for mentoring or conflict mediation or be referred to the senior leader by a teacher. There are five specific areas that peer counselors are able to serve students:

1. **Tutoring**- offering tutorial help in academic areas for those students who are having problems succeeding in their classes.
2. **Personal counseling**- actively, intently listening to peers and making referrals to counselor and principal when appropriate.
3. **Welcoming new students**- explaining school subjects and conducting tours for those new to our school.
4. **Technology**- assisting the counseling department.
5. **Mentoring**- 9th Grade At-Risk & SPED students coming into the high school.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the supt. Persons wishing to view materials or to express concerns about the materials should contact the principal.

Violations & Procedures for Disciplinary Action West Fork High School “WARHAWK NATION”				
<i>A student has a choice to follow the rules or to break the rules. Failure to follow the rules will result in disciplinary action. Each type of violation and its disciplinary action procedure is outlined as follows: Principal has the right to a higher offense. The following is a guideline.</i>				
Level 1 Violations	1 st Offense	2 nd Offense	3 rd Offense	4 or more Offenses
Tardies (3/4 of class time to be credited)	WARNING	30 minute Teacher Detention Teacher Contact Parent Notify Counselor	Referral to Principal Parent Contact Multiple Detentions Performance Contract	
Truancy (Turns 16 after Sept. 15)	WARNING 1-3 Days Phone Call to parents	Letter to Parent House Check Phone Call	Meeting with Parent Letter to County Attorney Performance Contract	2 nd letter to County Attorney
Excused Absences (ABS) Parents on the day must notify office prior to 9:30 a.m. -----	Office will contact the parents at their home or emergency number. Note signed by parents or call explaining why student was	----- Referral to Principal 30 minute detention	Referral to Principal Parent Contact ----- 1-hour detention Parent Contact	Meeting with Parents ----- Removal from class In-School Suspension (ISS) Parent Contact

Unexcused Absences	absent before allowed back in class. ----- WARNING	Parent Contact Notify Counselor		
Forgery, cheating, plagiarism, academic dishonesty	Zero on the assignment/alternate assignment Teacher Contact Parent 30-minute Teacher Detention	Zero on the assignment Referral to Principal Parent Contact 1-hour detention Notify Counselor	Zero on the assignment Parent Contact Removal from class 1-3 days ISS Suspension	
Disruptive Classroom Conduct	WARNING Teacher meets with student and explains classroom expectations	30 minute Teacher Detention Teacher Contact Parents Notify Counselor	Referral to Principal Removal from class for the day 1-hour detention Parents Contacted	Referral to Principal Removal from class for a couple of days Parent Meeting Performance Contract 1-3 days ISS/OSS Suspension
Insubordination/Disrespect, defiance of authority	WARNING	30 minute Teacher Detention Teacher Contact Parents Notify Counselor	Referral to Principal 1-hour detention Contact Parents	Referral to Principal Temporary Removal from class Performance Contract 1-3 days ISS/OSS Suspension Parent Meeting
(In-Class) Inappropriate Language, obscene gestures, profanity,	WARNING	30 minute detention Parent Contact	Referral to Principal 1-hour detention Parent Contact	Referral to Principal 1-3 days ISS/OSS Suspension Parent Meeting Performance Contract
(Out-of-Class) Inappropriate Language, obscene gestures, profanity, disorderly conduct	WARNING	Referral to Principal 30 minute detention Parent Contact Notify Counselor	Referral to Principal 1-hr. detention Parent Contact	Referral to Principal 1-3 days ISS/OSS Suspension Parent Meeting Performance Contract
Dress Code Violation (Refusal to change will go to ISS for the day)	Change Clothes Contact Parent	Change Clothes Contact Parent 30 minute Detention	Change Clothes Parent Conference 1-hr. detention	Change Clothes Parent Meeting 1-3 days ISS Suspension Performance Contract

		Notify Counselor		
Cell Phones, other electronic devices	Confiscate Phone Give back at end of day. Notification to Principal WARNING	Confiscate Give back to parents at the end of the day Parent Contact 30 minute detention	Referral to Principal Confiscate Give back to parents Parent Conference 1-hr detention	Referral to Principal Confiscate Parent Contact 1-3 days ISS Suspension Performance Contract
Fighting and/or incitement for others to fight	1-3 days of Out-of-School Suspension (OSS) Referral to police (SRO) Contact Parent Notify Counselor	3-5 days of Out-of-School Suspension (OSS) Referral to police Contact Parent Performance Contract	5-10 days of Out-of-School Suspension (OSS) Referral to police Parent Meeting	Recommendation for Expulsion to Superintendent Referral to police Contact Parent
Harassment, Intimidation, or Bullying	WARNING	Referral to Principal 30 min. detention Parent Contact	Referral to Principal 1-hr detention Parent Conference Performance Contract	Referral to Principal 1-3 days ISS/OSS Suspension Referral to police (SRO) Parent Conference
Inappropriate Use of Technology/ Computers	WARNING	30 min. detention given by teacher 1-3 days Restriction of Technology Privileges Contact Parent Computer taken for remainder of period or day.	Referral to Principal Limited Technology laptop turned into Principal each day Laptop taken for 1-week 1-hr. Detention Parent Conference Possible Removal from class	Referral to Principal Loss of Technology for quarter Contact Parent 1-3 days In-School-Suspension (ISS) Removal from class
Parking Violations	Driving privileges lost for 1-week on school grounds Parent Contact	Loss of driving privileges for quarter Parent Contact Contact police	Loss of driving privilege for semester Contact Parent Contact police	Loss of driving privilege for a year Contact Parent Contact police
Public Display of Affection Kissing, prolonged	WARNING	Referral to Principal 30 minute	Referral to Principal 1-hr Detention	Referral to Principal 1-3 days ISS/OSS Suspension Parent Contact

embracing, sitting in another person's lap		Detention Contact Parent Notify Counselor	Parent Conference	
Tobacco Products & lighters	Referral to Principal 1-3 days OSS Suspension Contact Parent Contact Police/Warning	Referral to Principal 3-5 days OSS Suspension Contact Parent Contact Police/Ticket Performance Contract	Referral to Principal 5-10 days OSS Suspension Parent Meeting Contact Police/Ticket	Referral to Superintendent
Vandalism, Damage of school property	1-3 days ISS/OSS Suspension Referral to Principal Restitution- (Full replacement cost and repair) Referral to police Contact Parent	3-5-days OSS Referral to Principal Restitution- (Full replacement cost and repair) Referral to police (SRO) Contact Parent Performance Contract	5-10 days OSS Referral to Principal Restitution- (Full replacement cost and repair) Referral to police Parent Meeting	Referral to Superintendent
Bus Behavior	WARNING Possible seat assignment	Assign specific seat Call Parents Notify Principal	Written Warning to Principal Meet with student /send warning letter to parents	Second Warning letter Meet with student/send letter to parents Loss of Privileges for 3 days Meet with parents Lose privileges for 10 days Loss of privileges for remainder of year Parents may petition Board of Education for alternative manner

Level II Violations <i>These violations are violations of school rules as well as potential legal offenses</i>	
Alcohol/Drugs, Possession Persons on school property are not to consume or possess alcoholic beverages or drugs; nor is a person to be under the influence of alcohol or drugs at any time on school property or at any school activity.	Any student in violation of this rule may be suspended and/or possibly recommended for expulsion to the Superintendent. As well, students who are under the influence of alcohol on school property will be subject to additional sanctions by law enforcement. Parents of students will be contacted.
Arson, Explosive Device, Weapons, Off-Campus Conduct, Gang-Related Acts Dangerous objects or weapons (or look-alikes) are not allowed on	Students possessing dangerous objects or weapons (knives, brass knuckles, etc.) will face disciplinary action such as out-of-school suspension Law enforcement may be contacted.

school grounds or at school activities (with the exception of weapons in control of law enforcement officials or those being used for educational purposes and approved by the Principal/Dean or superintendent.

According to both State and Federal Law, students bringing firearms to school—or possessing firearms at school—will be expelled for not less than one (1) year. Parents of students will be contacted.

