

**West Fork Community School District**  
**Sheffield Campus**  
**Grades 9-12**  
**Student Handbook 2019-20**



*"Warhawk Nation"*

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**[www.westforkschool.org](http://www.westforkschool.org)**

**Mike Kruger, Superintendent**

**Bobby Willms, PK-1/9-12 Principal**

**Mission Statement: West Fork Community School District  
is dedicated to creating successful learners, citizens, and leaders.**

**Vision Statement: West Fork students will be proud of their educational experience and confident in their ability to succeed in a complex global environment.**

## **Essential Learning 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.

## **WELCOME TO WEST FORK HIGH SCHOOL**

West Fork High School is a community dedicated to nurturing each individual to become a responsible citizen and life-long learner in an ever changing world.

Welcome to West Fork High School. We are committed to providing students with the best environment in which to grow and be challenged academically, and to pursue activities which make high school a special time. It is our goal, as the West Fork community, to work with you to help you develop the skills, behaviors, and knowledge necessary to be a contributing member of both the West Fork community and the world community. For this to happen you must work hard and take advantage of the opportunities available at West Fork..

Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co/extra-curricular activities. These activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

Please take some time to read through the handbook. If you have any questions or concerns, please feel free to stop by the office or give me a call.

Enjoy your year and make sure you get involved!

Bobby Willms  
H.S. Principal

## **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.

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### Sheffield Staff List

Mike Kruger	Superintendent
Bobby Willms	PreK-1/High School Principal
Alex Brayton	Athletic Director
Denise Shreve	High School Secretary
Shelley Sheppard	Elementary Secretary/Nurse
Rhiannon Lillquist	Guidance Counselor/Student Services
Wendy Fullerton	Curriculum Coordinator/Elementary/TLC Leader
Eric Burt	Technology Coordinator
Lucy McLennan	Art/TAG
Katie Wilson	Vocal Music
Jason Grunklee	Instrumental Music
Ryan Kruger	Maintenance Director
Ross Seidel	High School Custodian
Jace Winfrey	Transportation Director
Abbee Dickman	Computer/Business
Ashley Sears	Math
Emily Trewin	Math
Laura Schafer	English
Jessica Dodge	English
Ashley Wilkinson	Social Sciences
Matthew Nuehring	Social Sciences/Resource Room
Mark Drier	Science
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
Cindy Rabey	Paraeducator
Lori Hubka	Media/Library Associate
Becky Robinson	Paraeducator
Stacey Ubben	TLC Instructional Coach

# Class Schedule

## Regular Day

Block 1 8:15 – 9:40

Block 2 9:45 – 11:10

Warhawk Time
WT 11:16-11:45
Lunch 11:46-12:15

Block 3 12:21-1:40

Block 4 1:46-3:15

## Wednesday's Late Start

Block 1 9:15-10:25

Block 2 10:29-11:44

Warhawk Time/Lunch
WT 11:47-12:17
Lunch 12:17-12:47

Block 3 12:50-2:00

Block 4 2:05-3:15

## 2:00 Dismissal

Block 1 8:15-9:20

Block 2 9:25-10:30

Warhawk Time/Lunch
WT 10:35-11:10
Lunch 11:10-11:42

Block 3 11:45-12:50

Block 4 12:55-2:00

## Two Hour Delay

Block 1 10:15-11:10

Block 2 12:20-1:15

Warhawk Time/Lunch
WT 11:15-11:45
Lunch 11:45-12:17

Block 3 1:20-2:15

Block 4 2:20-3:15

## 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 it WHEN you're supposed to

...do it the BEST you can.

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

**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.

**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.

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.

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.



# Academics at West Fork

## School Day

High school classes begin at 8:15 a.m. and end at 3:15 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.

## Graduation Requirements

1. A student must earn 60 credits to earn a diploma.
2. One academic credit is earned for each semester of class work successfully completed in an academic course.
3. Band, vocal music, and physical education credits apply toward graduation, but these grades are not included in the grade point average.
4. 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

Language Arts 8 credits  
Science 6 credits  
Mathematics 6 credits  
Social Studies 6 credits  
Physical Education 6 semesters  
Electives 28 credits  
Health 1 semester (counts towards elective credit)  
Vocational 2 semesters (counts toward elective credit)  
CPR/First Aid Completion of school provided training

**Total = 60**

The required course of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

### 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. Athletic programs must be officially recognized by the Iowa High School Athletic Association or by the Iowa Girls High School Athletic Union.

### 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

## 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.

## Graduation Ceremony

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.

## 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:
  - o order graduation announcements, if desired.
  - o get measured for cap and gown and pick up cap and gown.
  - o 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.

**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 the principal and/or the 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.

**Senior Year Plus**

Through Senior Year Plus (SYP), school districts are provided with a variety of options to enhance students' high school experience. Enacted by the legislature in 2008, SYP was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through SYP provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently.

Students who are dual enrolled to access Senior Year Plus programs must be offered an equal opportunity to participate in the district's Senior Year Plus programs. A district may not set different standards for dual enrolled students to access Senior Year Plus programs, and any standards set must comply with the Senior Year Plus law. While the rules require a district's board to approve Senior Year Plus requests for students, including those students who are dual enrolled, the board must act reasonably and must not frustrate the statutory right of dual

enrolled students to access Senior Year Plus programming. Iowa Code § 299A.8(1) (2015) (“shall be permitted to participate in any academic activities in the district”).

**Dual enrollment** is a term used nationally to describe high school students enrolled in college coursework. However, in Iowa, dual enrollment refers to K-12 student enrollment in a school district and competent private instruction at the same time.

**Career academies** are a series of CTE courses at the high school and community college level which may include contracted courses (e.g., concurrent enrollment courses), articulated courses, or other courses. At the high school level, the courses may be for secondary credit only or for both high school and community college credit. Career academies are a part of SYP (and students are jointly enrolled) when the courses are offered for community college credit.

CTE Service (Cluster) Areas

\*Agriculture \*Family Consumer Science (FCS)  
\*Health Occupations \*Business \*Industrial  
Technology \*Marketing

### **Student Proficiency Requirements**

To participate in SYP programming, students must meet the academic requirements of both the school district and postsecondary institution. At the college level, students must meet any assessment requirements of the postsecondary institution including any placement exam requirements of the institution. While Iowa community colleges are open access institutions, they usually have college placement exam requirements, often including mandatory minimum cut scores for enrollment in certain courses. Early placement testing benefits students by helping them better understand their progress toward college readiness much earlier than at the time of matriculation.

At the school district level, students must demonstrate proficiency in reading,

mathematics, and science to participate in SYP programming. Previously, eligibility was primarily determined using the most recent administration of the Iowa Tests of Basic Skills (ITBS) or Iowa Tests of Educational Development (ITED), or an alternative measure of proficiency adopted by the school board. For the ITBS/ITED, students had to score at or above the 41st national percentile rank (NPR) in each of the three subject areas.

### **Career Technical Education (CTE) Exemption**

Students seeking to enroll in a CTE course via concurrent enrollment are exempt from the Iowa Assessment proficiency requirements. However, the student may be required to complete an assessment administered by the eligible community college to determine the applicant’s readiness to enroll in CTE coursework. The student shall meet or exceed any minimum performance measure established by the community college for the initial assessment.

### **Total Post Secondary credits allowed to take in one academic year:**

A student may enroll through SYP in up to 23 credit hours in an academic year at any one eligible postsecondary institution.

The Community School is responsible for providing textbooks to students. Per Iowa Senior Year Plus regulations: for concurrently enrolled students, textbooks must be provided to students in the same way as districts provide books for other courses pursuant to Iowa Code Chapter 301. By district policy, a school may rent a textbook, require a student to buy a book, or provide books at no cost. District textbook fees may be specific to a course.

## Grading

- Grades are given every nine weeks. All grades are monitored through JMC. Notifications can be set up to alert parents grades below a specified mark.
- Each of your teachers is expected to explain

his/her 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. 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.

### **Semester Tests**

At the end of each semester, final exams of some form 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 may carry more value than regular exams, but in no instance may the final count more than 20% of the semester grade.

### **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.

## **Academic Achievement**

### **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.

### **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.

### **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.

## **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). Other standardized tests such as the ACT, ASVAB, and PSAT are made available.

# Student Expectations

## Announcements

School announcements will be sent by e-mail each day to all teachers. Announcements will be posted on the district's Facebook page. 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.

## 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 lifelong pattern of responsibility. In order to monitor chronic absenteeism, letters will be sent home after 5, 10, and 15 absences each quarter.

### Notification of Absence

- If a student is absent, the parent is asked to notify the office.
- 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.

### Attendance and Participation in School Activities

Students in school activities must be in school at least by noon 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.

### Classification of Absences

All absences will be classified in one of two ways:

**#1 Excused Absence** – Parent has notified the school and the school approves. No penalty. All work may be made up. These are limited to:

- personal illness, professional appointments, school activities, funerals, family vacations, emergency work at home with parents, or personal family issues - which must be shared with the principal or counselor.
- Doctor notes should be turned into the office to excuse the absence
- Oversleeping will not be excused.

**#3 Unexcused Absence/Truancy** -Absence for all or part of a day without prior knowledge and permission of either the student's parent or the principal.

Credit for work may be withheld

Student may be required to make up missed time or be issued a detention

A letter will be sent home after 5, 10, and 15 absences each quarter

Meeting with the principal to monitor academic progress

### **Tardies**

Tardiness is defined as any unexcused appearance of the student beyond the scheduled time that a class begins. Students arriving after that time will be considered tardy. All tardies are to be addressed in the office.

1st Tardy -- **Warning**

2nd Tardy -- **Warning**

3rd Tardy -- **Warning/Parent Phone Call**

4th Tardy – **60 minute detention**

**MAKE-UP WORK** is extremely critical as the student has missed the class presentation and discussion. It is the student's obligation to request the make-up work from the instructor upon arrival in class the day after the absence. As a general guideline, students will have one day plus the number of days missed to complete work. In unusual circumstances, as determined by the instructor, additional time may be granted. **Pre-announced tests and/or assignments will be completed upon the student's return.**

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.

### **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.

### **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.

### **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 Phones/Non-issued devices**

These devices are to be **shut off and put away before entering your 1<sup>st</sup> class.**

These devices can be with the student, but NOT IN USE or taken out during school hours unless approved by a staff member or during lunch.

These devices may be used in the building after the completion of the school day.



## Disciplinary Actions for Inappropriate Use

- 1st OFFENSE** – Warning + Phone or electronic device held in office  
Student may pick it up at the end of the school day.
- 2nd OFFENSE** – 60 minute detention + Phone or electronic device held by principal  
Student may pick up device at the end of the school day.
- 3rd OFFENSE** – 60 minute detention + Phone or electronic device held by principal  
Parent to pick up phone or electronic device
- 4th OFFENSE** – Phone or electronic device held by principal. A meeting will be held with the parent & student.  
Discipline upon the discretion of the principal.

## Cheating or Plagiarism

Students are expected to do their own work. 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.

## 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.

## 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 and can not be over the age of 21. 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.

## 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.
- Headwear (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, one shoulder tops, and cut-off shirts are acceptable only if they are underneath another garment.
- Coats are not to be worn in the building. Once you arrive, put them in your locker. Bring a sweatshirt or sweater to wear if cold.
- 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.

## Driving

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.

Students should not drive to another building during the school day (i.e: from high school to Wellness Center).

Seniors will be offered the privilege of open campus during the lunch period. They must bring a signed permission slip from parent/guardian.

## Parking

South Parking & Activity Center parking lot is provided for students 9-11th grade who wish to drive a motorized vehicle to school. There is additional parking from the stop sign up to the gym doors along east side of building. 12th grade students may be issued a parking pass allowing them to park in the North parking lot along the building from gym doors up north to the road. 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.

### Field Trips

If a field trip is required for a course, students are expected to attend the field trip. 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.

Absences in other classes or school activities due to field trips may require make up work to be completed. Students are asked to complete a Field Trip form and submit to the office the day before. Failure to do so by 4:00 will result in a detention.

### Fundraising

Students may raise funds for school activities upon approval of the principal in advance of the fundraising event or the start of a fundraising 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

### Illegal Items

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.

### 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.

### Lockers

Student lockers are the property of the school district. Students shall use the lockers 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 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 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 are properly maintained. For this reason, **magnetic strips** are preferred for posting materials inside and outside of lockers. Students are responsible of cleaning their assigned locker at the end of the year.

Lockers are subject to being inspected without any suspicion of wrongdoing. 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.

### 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 the fall.

### Off-Campus Privileges

Senior students will be eligible for the off campus privilege during open periods. 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 must either sign out in the office if they are leaving campus during this time. They should also sign back in upon arrival. If seniors fail to sign in or out during a free period they will be considered absent unexcused.**

\*Seniors who have been removed from a class due to attendance, disciplinary, or other such reasons will be reassigned to media center 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 should not use open periods to walk around the campus.

\*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.

### 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.

### 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.

### 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.

### Recruiters

All high school students 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.

### 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. During the school day the school will have two main entrances. One that goes into the elementary strictly for elementary students, parents, and visitors. The north entrance will be for high school students, parents, and visitors. Both doors you will need to push a button and state reason for your business. All other doors on west side of building and east side are not to be used as exits or entrances during the school day.

### 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 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.

## Technology 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.

## Transportation

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.

### 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.

### 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.

### Warhawk Time

#### Homeroom

Homeroom is held on Mondays or the first school day of the week. All students are required to attend this time. Each homeroom is a little community in which creates a better connection for students. The homeroom advisor is assigned to that group for the four years they are in high school. One purpose is to provide an atmosphere that supports academic success by

having the teachers checking the student's grades and discussing with individual students that need mandatory guided study time. Another purpose is to foster the relationship between the advisor and student so there will be community building activities.

#### MTSS

Multi-Tiered System of Supports (MTSS) 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. As an accountability piece, all seniors will report to MTSS for any classes where they are receiving a 69% or below. Each teacher will be responsible for letting the senior(s) know if they need to go to MTSS. If seniors do not attend the MTSS time provided, they will lose their open campus privileges.

## Student Conduct

**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. For a small percentage of students who do not respond to a positive approach, consequences of some kind are sometimes necessary.

### Inappropriate Conduct

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. This includes, but not limited to, the following:

- 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, tobacco or imitation substances, 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 firearms, 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

- Detention before or after school.
- 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.
- Recommendations to the Board of Education that a student be expelled.

### **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.

## Student Health, Well-Being, and Safety

### Counseling and 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.

### Anti-Harassment and Bullying

Harassment and bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with the student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school."

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 or bullying 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:

1. what, when and where it happened;
2. who was involved;
3. exactly what was said or what the harasser or bully did;
4. witnesses to the harassment or bullying;
5. what the student said or did, either at the time or later;
6. how the student felt; and
7. how the harasser or bully responded.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when it meets one of the four criteria listed above.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. 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.; and

- \* demeaning jokes, stories, or activities.

Students are encouraged to file an official bullying and harassment report with the school counselor when necessary. 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.

### **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.

### **Athletic Physical Exams**

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.

### **Asbestos Notification**

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, fireproofing 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.

### **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 chickenpox.

### **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.

### 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.

### 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.

### Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department or 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.

### 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 Bobby Willms at 892-4461 as its Level I investigator.

### 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 Illness/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.

### **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 athletes who do not have and cannot afford insurance, should contact their coach.

### **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 serving on an official committee, such as 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.

medical consultant, or therapist); or a parent or student

**Lunch Policies**

**Lunch Guidelines:**

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.

**Expectations:**

In the lunchroom 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 lunchroom; you are not to take food out.

**West Fork Nutrition Account Procedures**  
**Reference: School Board Policy 710.4**

In an effort to eliminate overdue negative balances in our not-for-profit school nutrition program, West Fork CSD will be following the written guidelines posted below beginning with the 2017-2018 school year. These procedures are designed to help families prioritize funding the school nutrition account for their child(ren).  
Guidelines

1. All negative balances must be paid before the start of the school year.
2. Parents can access information to create an online account through JMC our student management system to monitor their account balances.
3. We encourage families to sign up for the JMC parent portal notification that can inform you when your account reaches a threshold you establish.
4. Automated emails will be sent to families on a regular basis making you aware of your balance when it reaches near zero.
5. A letter or email will be sent home when your balance reaches \$-10.00.
6. You will receive a call the next school day as a follow up to the letter.
7. Upon reaching the \$-20.00 balance limit per family, the following rules will apply.
  - Students will not be able to charge breakfast or lunch.(PK-12)
  - A letter will be sent home via US Mail stating that the parent will need to provide a sack lunch for their student(s).
  - The building principal is asked to make contact with parent.
  - If a student has “money in hand” for a meal that student can purchase a meal for that day

only.

- Parents can set up a payment plan but must be making consistent progress toward bringing their account current.

High School Students who have a \$-20.00 balance

- No charging is allowed beyond \$-20.00
- Student Services become involved with trying to work with the family on filling out a free and reduced meal application if needed.
- If the student has money in hand for a meal that day, they will be served a reimbursable meal.

In accordance with state and federal law, the West Fork CSD adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment Options:**

- Payment can be made online through the PaySchools parent portal link.  
<https://parent.payschools.com/categories.asp?id=11805715059A4C129D4507075950DFFF&>
- Cash and Checks will be accepted at each building
- Checks should be made out to West Fork CSD and should have your student(s) first and last name on the memo line.

Students who qualify for free meals shall never be denied a reimbursable meal. Students with outstanding meal charge debt shall be allowed



to purchase a meal if the student pays for the meal when it is received.

## Reunification Procedures

Student / Family Reunification Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called reunification and may be necessary due to weather, a power outage, hazmat, school bus accident, violence or threats in the surrounding community, or if a crisis occurs at school. The reunification process is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends or another off campus site. If this location is another school, then those students may be subject to a controlled release as well.

### **Notification**

Parents may be notified in a number of ways. The school or district may use its broadcast text message system and/ or a form of social media to contact parents. In some cases, older students may be asked to send a text message to their parents. A typical reunification message may read something like this: "Due to unique circumstances, we have closed the "X" building and those students are now located at "X". Parents are to come to the "X" door with identification to pick up their child(ren).

### **Parent / Guardian Expectations**

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification to streamline things during reunification. Second, be patient because

reunification is a process designed to protect the safety of a student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Third, plan to pick up only your children. Neighbor children or relatives will not be released to anyone other than their parent or guardian.

### **What if Parents Can't Pick-up Their Student?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick them up.

### **What if a Student Drove to School?**

There may be instances where a student may not be allowed to remove a vehicle from a parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

### **How it works for students**

The school asks that students be orderly while travelling to the reunification site and while waiting for pick up. Older students may be asked to text a message to their parents or guardians but are also asked not to send other messages to help keep the cellular network usage at the reunification site at a minimum during the reunification.

**Process When Parents Arrive** When parents are driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park only in the designated parking area and not park in other areas so roadways can remain open and the flow of traffic in areas is maintained. Parents should then report to the reunification "Check in" site where lines may be formed based on the first letter of the child's last name or by their grade. While in line, parents may be asked to share identification and to fill out / sign a form. Parents should be advised that in some cases, they may be invited to meet for further information or find that a law enforcement

investigation is occurring and may be advised that they will need to join their child for interviews or emergency and medical

information.

## Athletics and Activities

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

### 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).

### 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

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.

### 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 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.)

### **Good Conduct Policy**

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

### **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).

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

### **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.
3. Any violation of the good conduct rule affects all activity and athletic programs in which a student is involved.

FIRST VIOLATION ... The student / athlete will be declared ineligible for  $\frac{1}{3}$  of the known Boys

State Association or Girls Union scheduled contest dates.

SECOND VIOLATION ... The student / athlete will be declared ineligible for  $\frac{2}{3}$  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 / athlete's 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.

### **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.