

West Liberty High School

310 WEST MAXSON AVENUE
WEST LIBERTY, IA. 52776
TELEPHONE (319) 627-2115
FAX (319) 627-2046
WEBSITE: www.wl.k12.ia.us
ACT SCHOOL CODE 164-635

2023-2024 Student-Parent Handbook



Our Mission:

To Partner with our families, staff, and community
To Prepare our students for full and productive lives
To Become empowered citizens here and around the world

Notice of Non-discrimination: The West Liberty Community School District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, sex, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information. The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

(N/A means not available in this handbook, but may be available in another handbook)

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COMMUNICATIONS**DISTRICT TELEPHONE****FAX NUMBER****E-MAIL ADDRESSES**

	Telephone	FAX	E-Mail
Activities Director	627-2116	627-2963	aloria@wl.k12.ia.us
Asst Principal HS	627-2115	627-2046	agenz@wl.k12.ia.us
District Business Manager	627-2116	627-2963	aortiz@wl.k12.ia.us
Early Learning Center	627-5089	627-2963	dkruse@wl.k12.ia.us
Elementary School	627-4243	627-2099	kryan@wl.k12.ia.us
High School	627-2115	627-2046	barthurmiller@wl.k12.ia.us
Middle School	627-2118	627-2092	vvernon@wl.k12.ia.us
Superintendent's Office	627-2116	627-2963	skruger@wl.k12.ia.us

HIGH SCHOOL TELEPHONE NUMBERS

Activities Director	627-2963	ext. 1007
Assistant Principal	627-2115	ext. 5003
Attendance Reporting	627-2115	ext. 5002
Guidance Counselor (gr 9 & 11)	627-2115	ext. 5005
Guidance Counselor (gr 10 & 12)	627-2115	ext. 5004
CCT Counselor	627-2115	ext. 5041
Guidance Secretary	627-2115	ext. 5007
Nurse	627-2115	ext. 5043
Office Manager/Registrar	627-2115	ext. 5001
Principal	627-2115	ext. 5000
Voc. Agricultural Dept.	627-2115	ext. 5046

Adam Loria
 Andrew Genz
 Veronica Rivera
 Stephanie Paulsen
 Andrea Shultice
 Sara Schnepfer
 Katie Thrasher
 Tana Deahr
 Deb Kivi
 Brenda Arthur Miller
 Zach Morris

STAFF TELEPHONE NUMBERS & E-MAIL ADDRESSES

Amos, Kennedy	627-2115 ext. 5030	kamos@wl.k12.ia.us	ELL
Arthur Miller, Brenda	627-2115 ext. 5000	barthurmiller@wl.k12.ia.us	Principal
Bartleson, Dan	627-2115 ext. 5010	dbartleson@wl.k12.ia.us	Math
Buyse, Elyse	627-2115 ext. 5012	ebuyse@wl.k12.ia.us	Voc Ag / FFA
Clark, Melanie	627-2115 ext. 5014	mclark@wl.k12.ia.us	Social Studies
Dawson, Lynn	627-2115 ext. 5021	ldawson@wl.k12.ia.us	Special Education
Deahr, Tana	627-2115 ext. 5043	tdeahr@wl.k12.ia.us	Nurse
Espinoza, Vanessa	627-2115 ext. 5011	vespinoza@wl.k12.ia.us	Spanish
Flores, Cynthia	627-2115 ext. 5033	cflores@wl.k12.ia.us	English
Foley, Timothy	627-2115 ext. 5047	tfoley@wl.k12.ia.us	English
Forbes, Morgan	627-2115 ext. 5044	mforbes@wl.k12.ia.us	Art
Frenz, Nicholas	627-2115 ext. 5020	nfrenz@wl.k12.ia.us	Social Studies
Garrido, Kathy	627-2115 ext. 5025	kgarrido@wl.k12.ia.us	Business
Genz, Andrew	627-2115 ext. 5003	agenz@wl.k12.ia.us	Assistant Principal
McCulley, Katie	627-2115 ext. 5023	khearn@wl.k12.ia.us	Math
Hood, Elizabeth	627-2115 ext. 5027	bhood@wl.k12.ia.us	Family & Con Sci, Health / FCCLA
Iske, Jason	627-2115 ext. 5016	jiske@wl.k12.ia.us	Math / Coach
Jennings, Erica	627-2115 ext. 5039	ejennings@wl.k12.ia.us	English
Kivi, Deb	627-2115 ext. 5001	dkivi@wl.k12.ia.us	Office Manager / Registrar
Lamb, Jacob	627-2115 ext. 5040	jlamb@wl.k12.ia.us	Science
Larson, Melia	627-2115 ext. 5035	mlarson@wl.k12.ia.us	Instructional Strategist
Laughlin, James	627-2115 ext. 5032	jlaughlin@wl.k12.ia.us	Social Studies / Coach
Lawson, Skyler	627-2115 ext. 5037	slawson@wl.k12.ia.us	English
Levia-Baird, Elizabeth	627-2115 ext. 5011	eleviabaird@wl.k12.ia.us	ELL/Special Education
Loria, Adam	627-2116 ext. 1007	aloria@wl.k12.ia.us	Activities Director
Martinez, Andrea	627-2115 ext. 5022	amartinez@wl.k12.ia.us	Science
Morris, Zach	627-2115 ext. 5046	zmorris@wl.k12.ia.us	Agricultural Sci / FFA
Mortensen, Paul	627-2115 ext. 5013	pmortensen@wl.k12.ia.us	Science
Otto, Jonas	627-2115 ext. 5019	jotto@wl.k12.ia.us	Physical Ed
Plum, Mark	627-2118 ext. 5017	mplum@wl.k12.ia.us	Spanish
Ramsey, Stephanie	627-2115 ext. 5006	spaulsen@wl.k12.ia.us	Guidance Counselor grades 9 & 11
Rivera, Veronica	627-2115 ext. 5002	vrivera@wl.k12.ia.us	Office Secretary
Samuelson, Amanda	627-2115 ext. 5024	asamuelson@wl.k12.ia.us	Spanish
Saucedo, Lupita	627-2115 ext. 5008	lsaucedo@wl.k12.ia.us	Community Liaison
Schanz, Merideth	627-2115 ext. 5036	mschanz@wl.k12.ia.us	IJAG
Schnepper, Sara	627-2115 ext. 5041	sschnepper@wl.k12.ia.us	CCT counselor
Shultice, Andrea	627-2115 ext. 5004	ashultice@wl.k12.ia.us	Guidance Counselor grades 10 & 12
Simpson, Jack	627-2115 ext. 5042	jsimpson@wl.k12.ia.us	Vocal Music Director
Slemmons, Trent	627-2115 ext. 5045	tslemmons@wl.k12.ia.us	Science
Smith, Ashley	627-2115 ext. 5009	asmith@wl.k12.ia.us	Band Director
Smith, Janet	627-2114 ext. 5038	janetsmith@wl.k12.ia.us	Librarian (Media Specialist)
Thrasher, Katie	627-2115 ext. 5007	ktthrasher@wl.k12.ia.us	Guidance Secretary
Womack, Dawn	627-2114 ext. 5026	dwomack@wl.k12.ia.us	Special Education

ACT SCHOOL CODE

Out ACT testing code for the West Liberty High School is # 164-635.

TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during the school hours are not called to the telephone. The office will take a message and forward it to the student if there is a need. Miscellaneous calls such as work, personal business, etc., will not be forwarded and are discouraged. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of the daily announcements. Students and staff who wish to have an item included in the daily announcements must have it to the office before 8:05 a.m.

TRANSLATION / INTERPRETATIONS

Strengthening the cooperation between school and home is very important to us in the WLCSD and good communication with families is essential. If you need interpretation services to communicate with a teacher, counselor, secretary, nurse, principal or any other school personnel please call the High School (627-2115) and they will find a bilingual staff member to assist you.

USE OF DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS EDUCATIONAL AGENCY OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

SCHOOL FEES/SUPPLIES

BOOK FEES

Instructional Book Fee (Required) \$75.00

LOST & DAMAGED BOOKS OR CHROMEBOOKS.

Students are furnished textbooks at a total cost of \$75.00 per year. They are signed out to students and returned to the instructor by the students upon completion of the subject. If the book has had more than average wear, the student is expected to pay a fine in proportion to the damage. ALL BOOKS/CHROMEBOOKS LOST MUST BE PAID FOR AT THE REPLACEMENT COST OF THAT BOOK.

SCHOOL NURSE

Students may be screened during the school year for vision, hearing, heights, weights, body mass index, and dental. If you do not want your child screened, please provide a note to the health office at the beginning of the school year.

ACTIVITY TICKET

Adult Single Activity Entry	6.00/JH activity 4.00
Student Single Activity Entry	6.00/JH activity 1.00
Student Activity Ticket (K-12)	40.00
Adult Activity Ticket (10 punches)	50.00
Adult Yearly Activity Ticket	120.00

All students are encouraged to purchase an activity ticket. The activity ticket provides a single admission ticket to all-home sports events and music programs, excluding tournaments and variety shows. All students may purchase their tickets from the high school office. No refunds can be made on activity card purchases. If you lose your activity ticket we will replace them one time at no charge.

SUPPLY LIST/FEE LIST

These are suggested supplies necessary for the high school.

Black & Blue pens
1-box of #2 Pencils
6+-Spiral notebooks
Folders
1-Highlighter
2 boxes of Kleenex
Index Cards
Post it notes

Physical Education Supplies:
T-shirt & athletic shorts
Tennis shoes

LUNCH FEES – SUBJECT TO CHANGE

	Hot Lunch (Full Price)	Hot Lunch (Reduced Price)	Breakfast (Full Price)	Breakfast (Reduced Price)
1 day	3.20	.40	2.30	.30
5 days	16.00	2.00	11.50	1.50
30 days	96.00	12.00	69.00	9.00
Seconds	1.50	1.50	1.00	1.00
Extra milk	.55	.55	.55	.55

*** At the end of the year there may be no charges on an account.**

There will be three (3) lunch periods, with three groups eating at separate times. Students will be informed on the first day of school as to which lunch period they are to attend. All students carrying their lunch from home must go to the commons to eat.

1. School lunches will be provided at a cost to be determined by the Board of Education. There are **NO** lunch tickets issued. Each student and staff member will have an individual hot lunch number and a swipe card that must be used to purchase a lunch. When a student or staff member brings money to the office for lunch, that money will be credited to that individual account. This account will be used for extra milk and seconds as well as hot lunch. Each time an individual purchases a lunch, extra milk, or second portion, the corresponding amount will be deducted from that individual's account.
2. Only siblings will be allowed to borrow from one another. Everybody must go through the lunch line even if just purchasing extra milk.
3. Students and faculty must bring money to the office for deposit in their account before 10:00 a.m. on any day that the individual wishes to eat. There will be **absolutely** no money taken in the lunch line.

SCHOOL FEE WAIVERS

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Such fees are those which cover the cost of participation in a course or curricular activity and include the basics; locks, band instrument rentals, and course fees that are required. The waiver will ***not*** apply to the costs of elective student projects.

Parents or students who believe they may qualify should contact the principal or office manager of their school for a waiver form and submit the form to the principal. The waiver will not be considered retroactively after fees are paid. The waiver must be completed annually as it does not carry over from year to year.

ILLNESS GUIDELINES

Below are some guidelines to help you decide whether you should send your child to school or not when they are

ill. Please keep your child home if your child has:

- Fever greater than 100 degrees
- Diarrhea
- Vomiting
- Untreated impetigo or ringworm
- Influenza (Flu) or COVID- both are contagious diseases caused by viruses. Symptoms include sudden onset of fever, headache, chills, muscle aches, sore throat, cough, decreased energy, and sometimes can include nausea and vomiting.
- If your child has been diagnosed with an infection such as strep throat, wait 24 hours from the first dose of antibiotics before sending him/her to school.

Please do not send your child back to school for 24 hours following the last episode of diarrhea or vomiting. Also if they have a fever, do not send them back until they are free of fever for 24 hours without fever reducing medication.

If your child is sent home from school ill, they cannot return the following school day.

CDC COVID Guidance 2023-2024 If you test POSITIVE • Isolate away from people for 5 days ○ 5 days from symptoms begin if having symptoms OR ○ 5 days from positive test if no symptoms • Resume normal activities with a mask for days 6-10 ○ We will be encouraging this but not mandating it Exposure: We will not be quarantining for exposure no matter vaccination status. If having symptoms stay home and test. International Travel: No quarantine period required after travel all information from CDC and IDPH. All guidance is subject to change, we will do our best to keep everyone informed. Please ask questions to your building nurse if you have questions.

If your child has asthma or a food allergy, please have the doctor fill out an action plan and return to the building nurse as soon as possible. If you need a form, please let us know.

If you have any other questions, please contact the school nurse – Tana Deahr, RN tdeahr@wl.k12.ia.us

SCHOOL HOURS

Starting Time: School will begin at 8:15 a.m. All students should be in their classrooms when the bell rings.

Dismissal Time: School will be dismissed at 3:15 p.m. at the high school. All extra class activities will follow this dismissal time. Those students riding buses will be picked up in the front of the building. Buses will depart at 3:20.

Leaving the Building: After leaving school at dismissal time, no student is to be in the school building unless the student has a valid reason. Athletic practices, lessons, working in the media center or with a teacher are valid reasons.

REGISTRATION

Registration is held the month of May online and open afterwards. School book fees, past due fees, and lunch money should be deposited for your student before the start of school. Please make sure to examine past student records to make sure that all contact information is brought up to date.

New students and families will register at the school that the student will be attending or may register online. At that time you will fill out the requested paperwork and you will need to bring proof of age, last school records, and immunizations. High School students register for their courses in the winter/spring of the previous school year. At this time the parents, student and advisors have time to discuss what they need to take to follow their 4-year plan.

Student ID/Lunch/Library Number

Students are assigned a number to be used for lunch and library material check-out. This number should remain confidential to the student.

ATTENDANCE PROCEDURES

The West Liberty Community School District attendance policy (Code No. 501.3) states that students of compulsory age will attend school the number of day's school is in session in accordance with the school calendar. The compulsory school attendance law requires you to ensure your child attends school regularly and on time. Compulsory age is a student under the age of 16. If a student turns 16 during the school year, he/she is required to attend through the end of that academic year. Unexcused absences constitute a violation for which penalties may be imposed against you, the parent or guardian. Please be aware that a first offense conviction for violation of the Compulsory Education Law is punished by imprisonment not exceeding 10 days or a fine not exceeding \$100.00 plus costs and surcharges. You have a legal duty to ensure your child receives a full-time education. If your child is of compulsory age and has accumulated trancies, a referral can be made to the Muscatine County Attorney's office.

Daily, punctual attendance is an important part of the learning experience and is necessary for all students to receive the maximum benefit of the educational program. For this reason, students should not miss more than five (5) days of school in a twelve-week grading period.

If absent more than five (5) absences within a trimester, sanctions may be imposed upon the student. In accordance with Iowa law, it is the parent's responsibility to cause a child to attend school (Iowa Code, Chapter 299).

Reporting Student Absence or Tardiness

- Parents of guardians are expected to notify the high school regarding a student's absence by telephone or a written note within one (1) school day of any absence or necessary tardiness. Without notification within one (1) school day, the absence will be treated as an unexcused absence.

Parents or guardians should call the high school office at 627- 2115 to report absences or tardiness the morning of the absence. When calling, parents or guardians should give the student's name, the date, grade, and the reason for the absence or late arrival. If the high school office has not heard from a parent or guardian by 9:00 a.m. they will be contacted about their student's absence.

If notification is a written note, the parent or guardian shall provide the above information plus the phone number where he or she can be reached to verify the information.

Only a student who has reached majority age or who has become emancipated by marriage and is not residing with his or her parent or guardian may present an excuse for absence without verification.

1. Absences

A student's absence from school may be excused for a valid reason. The decision on whether an absence is excused is at the discretion of the principal despite any approval of the absence by the student's parents or guardians. The decision to treat an absence as excused shall not be unreasonably withheld and shall look at all the circumstances of the absence. The principal's decision on whether or not to excuse an absence is subject to review by the superintendent of the West Liberty Community School District. Valid reasons for excusing absences include but are not limited to the following:

- religious observances;
- illness;
- hospitalization or needed medical care;
- bereavement;
- court appearance or other legal situation;
- medical/dental appointments;
- serious personal or family problems shared with principal or his designee.

The principal, or designee, may, at their discretion request a written excuse from a medical, dental, legal or other professional, as appropriate, if there is reason to believe that the student is abusing the excused absence policies of the high school. The student, and/or his or her parents or guardians must supply said excuse within one (1) school day of the principal's request or the absence will be considered unexcused.

Classes missed because of attendance at a school-sponsored event or trip will not be considered an absence. However, the student will be required to make up work missed.

2. Absences due to suspension

A student's absence caused by suspension will be treated as an administrative initiated absence.

3. Skip Days

There are no school sanctioned skip days for students, and knowledge of one being taken will result in the absence being considered **unexcused**.

DISMISSAL FOR TOURNAMENTS/SCHOOL ACTIVITIES

Excused absences will be allowed if WLHS is participating during the regular school day for state tournaments. Should a student wish to be excused, he/she is to present a note or provide some form of notification to the office to receive a Student Pre-Absence Form - School Activity. This form must be returned to the office with teacher signatures prior to the date(s) the student is to be absent, in order for the absence to be excused. Make-up work or assignments will be due ahead of time at the discretion of the teacher.

STUDENT PRE-ABSENCE APPROVAL

The Student Pre-Absence Form is to be used when a parent/guardian notifies the office of an upcoming absence that is not school related. The student obtains the form from the office, and takes the form to their teachers to receive assignments from all classes that will be missed. The form must be returned to the office prior to the absence for the absence to be excused. This absence will count toward the trimester total.

LATE ENROLLEES

Students enrolling after the first ten (10) days of the term may audit courses or be assigned to the alternative program unless they are transferring from an accredited school.

UNEXCUSED TARDIES TO ALL PERIODS

Students who arrive to school late without a valid excuse: A student's tardy offenses begin accumulating with each new term. Students who are late to first period should immediately report to their first period class where their teacher will mark them tardy unexcused. (If the student believes they should be excused they should be directed to the office.) All consequences for tardies will be handled to the office. Each class period will have its own individual count of tardies during a trimester.

Offense	Consequence
1 st - 2 nd	Warning from teacher or office, no detention consequence.
3 rd	Meeting with administrator, no detention consequence
4 th - 5 th	15 minute detention, meeting with administration, contact parent/guardian
6 th - 7 th	30 minute detention, meeting with administration, contact parent/guardian
8 th - 9 th	45 minute detention, meeting with administration, contact parent/guardian, create attendance contract
10 th - 11 th	60 minute detention, meeting with administration, contact parent/guardian, review attendance contract
12+	60 minute detention, meeting with administration, contact parent/guardian, review attendance contract

TRUANCY/UNEXCUSED ABSENCES

Truancy/Unexcused Absence is defined as any absence from the school or an assigned class(es) without the knowledge of the parent/guardian and/or school permission including lunch and Advisement. Upon reaching the ninth unexcused absence/truancy in any class within a trimester period, the student may be “dropped” from the class and given a “WF” status on their report card.

Below is a list of reasons students will be considered unexcused:

1. Oversleeping
2. Late arrival to class (15 or more minutes late to class without a valid excuse)
3. Failure to clear up an absence within one day
4. Leaving class early without the permission of the teacher
5. Students who are in the building, but fail to report to their assigned class(es)
6. Truancy/leaving campus without permission
7. Missing the bus or a ride to school
8. Excessive family conveniences (e.g., no more than 2 per term)
9. Shopping, hair, nail, tanning appointments; tuxedo fittings
10. Excessive car problems

All consequences for unexcused absences will be handled by the office. Each class period will have its own individual count of unexcused absences during a trimester.

Unexcused absences will be handled as follows:

Offense	Consequence
1st - 2nd	Voice message from office to parent, no detention consequence.
3rd - 4th	30 minute detention, Meeting with administrator, contact parent/guardian
5th - 6th	60 minute detention, meeting with administration, contact parent/guardian, create attendance contract
7th	60 minute detention, meeting with administration, contact parent/guardian, review attendance contract
8th	60 minute detention, meeting with administration, contact parent/guardian, review attendance contract
9th - Drop	Review drop from course option, administration/parent meeting

Make-up policy for Absences due to truancy/skipping class(es)/unexcused absences: The student is required to complete all course work missed in the same number of days as missed for the truancy and/or unexcused absence. For instance, if the student is unexcused for one day, s/he must complete all course work for the next day. It is the student’s responsibility to obtain all assignments that occurred during their period of truancy/unexcused absence upon their return to school or class

EXCESSIVE ABSENCES

1. When a student exceeds five (5) absences in a twelve-week period for any reason other than school activities or suspension:
 - Attendance letter is sent home notifying a parent/guardian.
 - More than 9 absences may result in a “pass/fail” status in the class(es) within a trimester grading period.
 - In a “pass/fail” status, the student may remain in the class(es) and sign an attendance contract which will outline attendance, behavior and academic expectations.
 - Students who accumulate more than 9 absences excused and/or unexcused may be dropped from those courses.
 - Students are allowed 10 days maximum to make up missing work, quizzes, and tests; unless other arrangements are made with administrative approval.

2. Students with ten (10) consecutive absences or 60 periods in a trimester, with the exception of hospitalization or medical excuse, may be dropped from their class(es) and/or disenrolled from school. In situations involving students with IEPs and or 504 Plans, a staffing team will make decisions about dropping the student or any other placement consideration.

EXCUSED ABSENCE DUE TO EXTENUATING CIRCUMSTANCES:

- Extenuating circumstances would include the following:
- a. documented chronic illness
 - b. accident or serious injury
 - c. hospitalization
 - d. serious family emergency/death in family
 - e. court appearance/legal situation not under control of the family,
 - f. other circumstances deemed extenuating by the principal.

Such absences must have administrative approval. If at all possible, these absences should be pre-approved. Necessary documentation should be provided at the time of the request for extenuating circumstances absences.

Note: Excused and unexcused absences will not be combined for the imposition of consequences under the attendance policy.

Sanctions/Alternative School Options

- When it is determined that a student should be dropped from a class or classes, he or she will receive no credit for the class. In addition, the student may be assigned to a structured study hall during the day. The student may also be allowed to attend the alternative program to make-up credits if appropriate under the circumstances.

GRADUATION REQUIREMENTS

- The West Liberty Community School District offers career and technical programs in the following areas of study:
- Agricultural, Food, and Natural Resources Education.
 - Arts, Communications, and Information Systems.
 - Health Sciences.
 - Business, Finance, Marketing and Management.

The District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, sex, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information. The District and the Board will not discriminate in employment opportunities on the basis of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact: Andrew Genz, High School, 319-627-2115

Students must successfully complete each grade level, grade one through grade twelve and complete the required courses of study prior to graduation as determined by the Board and by the Iowa State Department of Education. To receive a diploma from West Liberty School District, a student must have earned the following number of credits:

REQUIREMENTS FOR GRADUATION: Total Credits to Graduate = CLASS OF 2024 = 52			
English	8 Credits	Physical Education	4 Credits
Mathematics	6 Credits*	Financial Literacy	1 Credit
Science	6 Credits*	Electives	24 Credits
Social Studies	7 Credits	CPR Training	

- Algebra/Math 1, 2, 3/and or Topics of Math 1 & 2 are required math courses for graduation (some special education students and ELL students may be excluded from this requirement).

*Integrated Science, Earth Science or Natural Resource, and Biology are required science courses for graduation (some special education students and ELL students may be excluded from this requirement).

1. American Government and Economics are intended to be taken in a student's senior year.
2. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Plan (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.
3. Financial Literacy can be fulfilled by either taking Personal Finance or Economics.

If students come from another school that does not require as many credits as our district's high school, and if those students would thereby be in danger of not graduating at the regular time, individual consideration will be given by pro-rating the number of credits needed for graduation according to the amount of time the student spent in the other school.

School Board may adopt a resolution to modify graduation requirements for special circumstances.

GRADING

Grading System – Reports of students' achievement are issued every twelve weeks. The grading system to be used is a weighted scale system.

West Liberty High School Honor Classes: ALL Advanced Placement (AP) courses offered and taught at WLHS are considered Honor Classes and count for Honor Class Points.

HONORS

A+ = 4.83

A = 4.50

A- = 4.17

B+ = 3.83

B = 3.50

B- = 3.17

C+ = 2.83

C = 2.50

C- = 2.17

D+ = 1.83

D = 1.50

D- = 1.17

F = 0.00

I = Incomplete

ALL OTHERS

A+ = 4.33

A = 4.00

A- = 3.67

B+ = 3.33

B = 3.00

B- = 2.67

C+ = 2.33

C = 2.00

C- = 1.67

D+ = 1.33

D = 1.00

D- = 0.67

F = 0.00

I = Incomplete

Honor rolls will be figured at the end of each trimester.

FAILED COURSES

Failed courses will result in loss of credit. If it is a required class, the student will need to take the class again until they have successfully completed the requirement.

REPEATING A COURSE FOR GRADE

A student may elect to repeat any course to improve their grade. Only the most recent grade will be used in the student's grade point average. Credit can be awarded only once, and a student cannot gain additional credit or lose credit by repeating a course where credit was already earned. A course being repeated may not be taken on a pass/no pass basis. Approval from Principal or designee must be on or before the fifth (5th) day of the term. Exceptions may be granted for Physical Education classes. Students may be allowed to repeat PE for a pass/no pass credit in the same academic year.

AUXILIARY CREDITS

All courses taken through another program or any other institution need prior approval by the counselor or the principal if the coursework is to be credited on the West Liberty High School transcript. Furthermore, all coursework taken through another program, and/or institution will receive credit only. Auxiliary coursework grades will not be used when figuring grade point average. Examples of auxiliary credits may include but not be limited to Correspondence Courses, Online Advanced Placement courses, Advanced Research Projects, Academy College Courses, Edgenuity courses, etc.

HOMEWORK

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work.

MAKE-UP WORK

When a student knows that he/she will be absent from class, he/she is expected to receive an advanced admit from the office and meet all teachers' requirements in advance. When a student has been absent, it is the student's responsibility to meet with all teachers upon returning to receive the work missed and establish deadlines for the completion of that work. It is the **student's** responsibility to approach the teacher no later than the next regularly scheduled class period when the student returns to school. If the student fails to meet with the teacher, the student will not receive credit for the make-up work. All work (assignments, projects, tests, etc.) announced in advance would be due on the announced day regardless if the student were absent the previous day. Exceptions may be made at the discretion of the teacher. Any assignment due the day the student was absent is due on the first day back if they were aware of the assignment. A student will be expected to make up any test missed during an absence if they were aware of the test before they were absent.

MAKE-UP POLICY

Absences due to illness or other unforeseen reasons: The student is required to complete make-up work in the same number of days as the absence(s) plus two additional days. In cases of prolonged illnesses special arrangements may be made with the teacher.

Absence for school-sponsored activities: The student must have his or her work made up on the next day following the activity. Upon returning to school, the student is expected to participate in scheduled class activities.

Absences due to suspension: Academic work must be made up during the suspension period or as arranged with the teacher.

Absences due to truancy/skipping class(es)/unexcused absences: The student is required to complete all course work missed in the same number of days as missed for the truancy and/or unexcused absence. For instance, if the student is unexcused for one day, s/he must complete all course work for the next day. It is the student's responsibility to obtain all assignments that occurred during their period of truancy/unexcused absence upon their return to school or class.

Late Work: Students are expected to complete all assignments, homework, tests, quizzes on or before the end of the unit as defined by the teacher. Late work handed in after the unit will result in a zero. In cases of prolonged illness (i.e., 5 school days or more) or an emergency, special arrangements may be made with the teacher.

PASS/NO PASS

Students in grades 11 and 12 may have the opportunity of choosing one Pass/No Pass course per trimester providing that it is not a required course. NO course, which can meet a graduation requirement, can be taken on a Pass/No Pass basis (unless the required course was previously taken). Additionally, the Pass/No Pass option applies only to elective courses in the subject areas of English, Math, Science, and Social Studies, and not to include Advanced Placement courses, and the World Languages. The Pass/No Pass decision must be made prior to the end of the first 30 days of any term. Contract forms for this option may be obtained in the high school office.

PROGRESS REPORTS/MID-TERMS

Progress reports are posted at conference time. Failing progress reports are mailed home. Report cards are issued during each trimester through the school year. Grades can be accessed at any time through Infinite Campus. Contact the office if you need a username and password.

If anyone needs to have a duplicate sent to another location, you must contact the high school office and let the secretaries know.

EXAMS

The term exam schedule will be established based upon the official school calendar. Each student will take all term exams. The term exam will count as 1/5 (20%) of the term grade. Students who are absent for exams will be allowed to make-up the exams according to the attendance policy. Students who do not make up exams within the allotted time will earn a zero (0) for the final exam.

PHYSICAL EDUCATION EXEMPTION

Students may "opt" out of physical education if they demonstrate one of the following conditions.

Religious Exemption – Physical education and health exemption: A pupil shall not be required to enroll in either physical education or health courses if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the pupil's religious beliefs.

Athletic and Academic Exemptions – A twelfth grade student may be excused from the physical education requirement by the principal of the school in which the student is enrolled under one of the following circumstances: **1)** The student is enrolled in a cooperative, work study, post-secondary course, or other educational program authorized by the school, which requires the student's absence from the school's premises during the school day. **2)** The student is enrolled in an academic course not otherwise available. **3)** An organized or supervised athletic program which requires at least as much time participation per week as one-eighth unit of physical education.

Students in grades ten (10) through eleven (11) may be excused from the physical education requirement to enroll in academic courses not otherwise available to the student if the board of directors of the school district in which the school is located, and /or the principal determine that the students from the school may be permitted to be excused from the physical education requirement.

Note: "not otherwise available" means the course must be in direct conflict with physical education and cannot be taken at any other time during the day.

The student's parent or guardian must request the excuse in writing. The principal shall inform the superintendent that the student is excused. Section 256.11, Iowa Code and 1994 School Rules of Iowa, Chapter 12.5(5) "f".

SCHEDULING CHANGES – ADDING, DROPPING, CLASSES

ADDING A COURSE:

Students can add a course in the first **three** (3) days of each trimester.

DROPPING A COURSE:

- A. Any drop of a course within the first 15 days of the term will not be reflected on the student's transcript.
- B. A drop occurring between the 16th day and up to the 30th day of the term will be recorded as a "W".
- C. Any course dropped **after** the 30th day of a term will appear on the transcript as a "WF" if the student withdrew with a failing grade or a "W" if the grade is passing.
- D. Any course **dropped after the 40th day of a term will appear on the transcript as a "WF" regardless of a passing grade.**
- E. The student must attend the course until the Course Drop Form has been completed and returned to the counselor or office and teacher notification to drop the course is obtained.
- F. **Advanced Placement** Course drops must be reviewed with the teacher and approved by the student's parent/guardian.
- G. Student-Athletes/Student-Activity participants must be enrolled in at least 5-4 courses to maintain academic eligibility the trimester(s) of their activity/sport.
- H. Student-Athletes/Student-Activity participants may take only one (1) *Edgenuity* course a term to maintain eligibility. Student-Athlete-Activity participants must add an *Edgenuity* course on or before the 16th day of a term to maintain eligibility.
- I. Extenuating circumstances may require administrator approval.

CONCURRENT ENROLLMENT

Students can elect to enroll in college/vocational school courses while still in high school at the district's expense if they meet certain requirements. Eleventh (11) and twelfth (12) grade students are eligible if they choose a course we do not offer and if they have taken all available sequential courses from West Liberty High School. Ninth (9) grade and tenth (10) grade students are eligible if they are identified as talented and gifted and take a course, we do not offer (Iowa Code section 257.43).

Both high school and college credits are awarded for these courses. West Liberty Community School District will pay a maximum of \$250 per student per semester for tuition and books. Prior to taking a course, students must receive approval from the school by filling out a form provided by the office. In practical terms, almost any course (not presently offered at West Liberty High School) found at any of the area community colleges, colleges, and universities will be approved for payment and credit toward graduation. The student must carry a minimum of two courses at the high school during the trimester/semester he/she is enrolled at another institution. The district must approve all courses. See the high school office for more details. **Any student who withdraws or fails a course must pay back the cost of tuition to the school district** (20 U.S.C. 1091b).

INDEPENDENT STUDY RESEARCH/PROJECTS

Students in grades 11 and 12 may enroll in an independent study course only if that course is not currently being offered in the curriculum. Juniors and seniors must submit a request for independent study proposal in writing to the principal or designee. If approved by the principal and a faculty member agrees to serve as advisor and evaluator, the student will, upon successful completion of the project, earn academic credit.

The following is a list of guidelines and procedures for independent study classes:

- 1. Juniors and seniors are eligible for the program.
- 2. Independent study projects for credit will not be included as part of the minimum course load requirement and will not replace any courses required for graduation.
- 3. A teacher must agree to serve as advisor, supervisor of the project, and evaluator. The advisor's approval must be secured before the project begins.
- 4. Applications may be submitted at any time to the office. Projects are to be completed prior to the end of the term for which credit is to be issued.
- 5. The student will meet with the faculty advisor to establish guidelines for the project. A time schedule for completion of the work and schedule of regular meetings between the student and teacher will be established.
- 6. The student will be evaluated on a credit/no credit basis (the regular grading system will not be used).
- 7. The faculty advisor must evaluate the project prior to credit being awarded.

ADVANCED RESEARCH

The Advanced Research Project provides research experience for serious students with a strong interest in the core subject areas. Core subject areas include English, math, science, and/or social studies.

Enrollment is limited to those students who have successfully completed at least three years of science, math, English, and/or social studies. One credit will be awarded at the completion of the project. Students will be graded on West Liberty High School grading system listed under *All Others*. Advanced Research Projects may not be used for early graduation. A teacher must agree to serve as advisor, supervisor of the project, and evaluator. The advisor's project must be secured for which credit before the project begins. The student will meet with the faculty advisor to establish guidelines for the project. A time schedule for completion of the work and a schedule of regular meetings between the student and teacher will be established.

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STUDENT RECOGNITION

AP SCHOLAR

The AP Scholar will be granted to students who receive scores of 3 or higher on three or more AP exams within the same May testing period. A medal will be given to recognize their outstanding effort.

ACT "29+ CLUB

This is special recognition for graduates who earn a 29 or higher composite score on the ACT test. Names of recipients are placed on permanent display and will be recognized at the senior awards program and during commencement exercises.

VALEDICTORIAN

The valedictorian medal is awarded to the top student who graduates with the highest cumulative grade point average of the graduating class. In the event of a tie, multiple valedictorian medals will be awarded.

SALUTATORIAN

The salutatorian medal is awarded to the second highest cumulative grade point average of the graduating class. In the event of a tie, multiple salutatorian medals will be awarded.

ACADEMIC EXCELLENCE

Students who maintained a high scholastic standing of 4.0 + cumulative grade point average will be honored at commencement ceremonies.

HONOR ROLL

Honor roll grade point averages are computed by adding the grade point of the courses and dividing by the number of courses. The following course will be excluded when figuring grade point average: driver education. Below are the three (3) categories for honor roll.

- Principal's Honor Roll 4.00 and above grade point average
- Blue Honor Roll 3.50 – 3.999 grade point average
- White Honor Roll 3.00 – 3.499 grade point average

Honors courses are used in figuring the honor roll grade point average, which could result in a grade point average higher than a 4.00.

ACADEMIC LETTER

The official school letter is awarded to students in grades 9-12 who earn a minimum grade point average of 3.5 for three consecutive trimesters within the same academic year. The "Academic Letter" is identical to the Athletic Letter except for the word "academic" printed on the side. Once a student has earned a letter, additional consecutive trimesters of 3.5 grade point average will receive an academic pin. In addition to the 3.5 grade point over three consecutive trimesters, students may receive no failing grades and must carry 5 classes per trimester.

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SENIORS

SENIOR RELEASE TIME

Seniors have Open Campus privileges. Open Campus is a privilege provided for those seniors who have demonstrated a high level of maturity and can handle the responsibility of a less structured school environment. While seniors are on Open Campus, it is very important that they are in school for their classes and advisement period when necessary. Students must adhere to the following responsibilities:

1. If a student wishes to be on campus during their open campus time, he/she may study or wait quietly for the bell to ring in the commons area or the library. Loitering in the building, hallways, parking lot, inside vehicles, or being in an unsupervised area will not be tolerated. Furthermore, students involved in difficulties in the neighborhood, with faculty and staff, downtown and businesses, and with other attendance centers in the district during open campus time will result in loss of privileges for the remainder of the term.
2. Students must be on time for all classes.
3. Seniors are responsible for reading the daily assignments and to stay informed of changes in bell schedules, advisement period meetings, college visits, and end-of-the year details.

4. A parent, principal, or the assistant principal may remove Open Campus privileges at any time.

COLLEGE VISITS

All students visiting a college campus with or without their parents will be counted absent from school, however, it will not count against their attendance and is considered a School Activity. Students wishing to make an on-campus visit must pick up the proper form from the office. Students must have all of the signatures from their teachers before the visit is approved.

TRANSCRIPTS

Students requesting transcripts to be mailed must notify the guidance office with the name and address of the college they want them mailed to.

Transcripts may also be printed for personal use by the student for scholarship applications. These records are held at the high school office after students graduate, along with their personal immunization records. Future transcript and immunization record copies may be requested at the high school for jobs and school applications by the graduate. These records will never be released to the general public without written consent from the graduate/student on the transcript.

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in the board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in prom, senior activities, and commencement exercises. Early graduation must be pre-approved through the Board of Education. The requirement of Government and Economics will need to be taken the first trimester of the senior year. A student must complete the necessary application and have a conference with the high school office before the application is forwarded to the Board of Education.

DRIVING AND PARKING

DRIVING & PARKING REGISTRATION

Driving and parking on school owned property is a privilege. Students are expected to park in parking slots that run north and south in the parking lot. ALL DIAGONAL parking in front of the high school is reserved for faculty and visitors. No student will be allowed to use and/or access his/her vehicle during the school day without permission from a school official. Students are not to be in the parking lot at any time during the school day. This means that all students who drive cars, motor scooters, or motorcycles are bound by these rules and that all students must park their vehicles in the east side parking lot. Students are not allowed to double park or otherwise park outside the painted lines in the parking lot.

The school will not be held responsible for damages to vehicles by weather, theft, accidents, vandalism; or loss of articles left in vehicles. Students are strongly encouraged to lock their vehicles at all times. Note: Vehicles on school property are subject to search under state law. (Reference Code No. 504.5).

PARKING VIOLATIONS/ILLEGAL PARKING

Students who drive accept responsibilities for parking their vehicles correctly. Parking violations and or illegal parking include the following: parking in slots reserved for teachers; parking in slots marked for visitors; parking in the fire zone (front of building, circle drive –anytime of day and/or evening); parking by the Ag-building during the school day; parking that blocks the dumpsters; parking and/or driving on the grass and sidewalks; parking in handicapped slots marked handicapped and without a handicapped tag. Illegal parking or parking violations will result in the following consequences:

- 1st Offense: \$1.00 fine
- 2nd Offense: \$2.00 fine
- 3rd Offense: \$3.00 fine; all subsequent parking violations will result in fines of \$3.00.

CARELESS DRIVING

Driving on school district property carelessly or without due caution so as to endanger a person or property:

- 1st Offense: Warning; 1-hour detention; or 1-day in-school suspension.
- 2nd Offense: Will be treated as insubordination.
- 3rd Offense: Will be treated as insubordination; may result in loss of parking privileges.

SCHOOL DRIVING PERMITS

School driving permit forms must be picked up from the department of transportation. A student must live at least one (1) mile from the high school and have successfully completed a driver education course. Students that do not follow the state restrictions for school permits may have their permit revoked.

HIGH SCHOOL DRIVER LICENSE SUSPENSION

The Department of Transportation shall suspend the license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person (student) does not attend school. Cross Ref: Code of Iowa 200.11AA & 3221.213B

LOST & STOLEN ITEMS

Students are urged not to bring large sums of money or items of great value to school. If it cannot be avoided, please check the money or items into the Principal's office where they will be kept in the safe for security. If an item disappears, please check the Lost and Found in the high school office and describe it to the staff and the circumstances that you misplaced the item. The school is not responsible for lost or stolen items.

CELEBRATIONS/DANCES

DANCES

The following guidelines will be followed for all dances sponsored by West Liberty High School:

1. Dances are for WLHS students (9-12) and their dates 9th grade and above.
2. Out of school dates are subject to all regulations and must be cleared by the administration by 3:00 p.m. on the day before the dance.
3. Students must have attended school at least two periods of the day of the dance to be eligible to attend unless prior arrangements are made with the principal.
4. Students who leave the building during the dance will not be readmitted and must leave the school premises.
5. Autos driven to the dance must be left in the school parking lot and are subject to police supervision.
6. All school and dress code rules apply at dances.
7. Groups wishing to sponsor a dance must submit a dance approval form to the principal or activities director.
8. No profanity is to be sung or chanted under any circumstances.
9. Horseplay, rowdy behavior or slam dancing at school dances is prohibited. Violators will be asked to leave.
10. Out of school dates and older guests must be under the age of 20 years of age. All guests are subject to all regulations and must be cleared by the administration upon providing identification to the high school office at least one day prior to the dance.

School district policies, rules and regulations apply to students as well as guests at school dances. Student and guests violating school district policies, rules or regulations are required to leave the dance and the school grounds. West Liberty students may also be subject to further disciplinary actions.

QUALIFICATION REQUIREMENTS FOR HOMECOMING COURT, PROM COURT, & CLASS OFFICER CANDIDATES

Candidates must meet the following criteria:

1. Royalty court candidates must be members of the senior class to run for Homecoming King or Queen or for Prom King or Queen. Candidates must be members of their respective class to run for office.
2. Candidates must be in good academic standing and have passed all classes from the previous term or grading period.
3. Candidates must be in good character standing with the school and have no record of in-school and/or out of school suspension during the trimester of the campaign.
4. Candidates must have no outstanding Good Conduct Rules violations, rules 1-6, during the trimester of court, the campaign and or election. Any Good Conduct violations that occur during the summer break will be counted in the fall trimester.
5. Candidates must be a full-time student during the trimester of the campaign or election to be an eligible candidate (i.e., must be enrolled in a minimum of 4 classes per term).

N.C. A. A. REQUIREMENTS

The NCAA Division I and II universities have amended their by-laws regarding the requirements that must be met to participate in inter-collegiate athletics and to receive an athletic scholarship as a freshman. In order to be eligible to practice and participate in inter-collegiate athletics and to receive a scholarship towards sports in the first year of attendance, a freshman student must complete a course selection of at least 16 academic classes and get a minimum grade point average of the course selection and achieve a minimum score on the ACT or SAT. If you have additional questions about academic eligibility of NCAA freshman student athletes, please go to the Clearinghouse web site at www.ncaaclearinghouse.net.

STUDENT ELIGIBILITY OF EXTRA-CURRICULAR ACTIVITIES

To be eligible for an interscholastic, athletic activity, and speech contest, students participating must:

- Meet the requirements of Rule 36 as set forth by the IAHSAA, the IGHS AU, the IHSSA, and the IHSMA. The most important points of this rule are that students must take at least **FOUR** classes each block term (**state of Iowa rule**) and must pass all classes that they are enrolled in.
- be enrolled or dual-enrolled in school; and

- be a full-time student the preceding quarter, and also the present quarter/semester (i.e., must be enrolled in a minimum of 4 classes per a 12 week grading period) and pass all classes at the end of each 12 week grading period. All students entering high school for the first time as a ninth grader will be declared academically eligible.
- A student must pass all classes and make adequate progress toward graduation to remain eligible. If a student is not passing all classes at the end of a twelve-week grading period, the student is ineligible for 30 consecutive calendar days from the first allowable date of competition in the interscholastic event in which the student is a contestant. In music, students are declared ineligible for 30 consecutive calendar days from the date grades are reported. Music, Speech, and Athletics are treated as separate entities and if a student is involved in both they will serve a period of ineligibility in both.
- A student with a disability and an Individualized Education Plan (IEP) is judged based on progress made towards their IEP goals. The student is not to be denied eligibility on the basis of grades if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.
- Students may not use summer school coursework or other means to make up failing grades for eligibility purposes.
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for twelve trimesters or less;
- 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; and
- 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.

Special education students shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, or as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan. (Reference Iowa Code, 280.13; Scholarship Rule, 36.15 (2).

GOOD CONDUCT RULE

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

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below.

1. Possess, use, or purchase of illegal drugs, controlled substances, imitation substances, or drug paraphernalia.
2. Possess, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath).
3. Engages in any act that would be grounds for arrest or citation in criminal or juvenile court system, excluding minor traffic violations, for which the student was convicted or adjudicated for the act(s).
4. The use, possession, or purchase of tobacco products and imitation substances.
5. **Exhibit misconduct or behavior/citizenship that is considered detrimental to his/her activity or school.** Student behaviors must be in compliance with acceptable standards of conduct per the current edition of the Student Parent Handbook. Behaviors that could be considered detrimental include, but are not limited to vandalism, theft, physical aggression, etc.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district they will be required to serve the period of ineligibility at West Liberty High School.

PENALTIES:

When a violation of good conduct requirements 1-6 has been determined to have occurred, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense: declared ineligible for 30% of all activities the student is currently involved in as detailed in the good conduct policy violation chart. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity.

Second Offense: declared ineligible for 60% of all activities the student is currently involved in as detailed in the good conduct policy violation chart. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity. (Applies if second offense occurs within a twelve (12) month period after a first offense).

Third Offense: declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility. (Applies if the third offense occurs within a twelve (12) month period after second offense).

*Further information may be found in the *Activities Handbook*.

STUDENT BEHAVIOR EXPECTATIONS (Board Policy 502.1)

The West Liberty School 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. West Liberty students are expected to treat teachers, staff, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

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

REVIEW HEARING

Students have the right of due process. The student shall be informed of the allegation, shall be informed of the basis for the allegation, and shall have the opportunity to respond to the charge.

All students will be entitled to review hearing with the principal concerning ineligibility and/or disciplinary decisions. If the student wishes to appeal the Administrator's decision, the student may request a hearing with the superintendent within ten (10) calendar days of the principal's decision. Within twenty (20) days of the Superintendent's decision, the student may appeal further to the Board of Education.

STUDENT BEHAVIOR—WLHS Comets SOAR to success!

To achieve the educational objectives at West Liberty High School, reasonable rules and regulations are a necessity. The maintenance of order for a better learning atmosphere is facilitated by the enforcement of these school policies. We are a Positive Behavior and Supports School. Students are expected to SOAR as comets; **Self-Discipline, Ownerships,**

Achievement, and Respect.

Students are expected to follow these guidelines of behavior:

1. Attend all assigned classes unless excused by a school official.
2. Be properly equipped for class each day by having paper, pens or pencils, books, and other required material.
3. Show respect for others by not using profane or offensive language and by listening when others are speaking.
4. Refrain from drinking food/beverages in the halls and classrooms.
5. Hats will be allowed in the building, but must adhere to the dress code policy.
6. Bandanas are not to be worn in the building during the school day.
7. Respect public and private property by not writing on desks, walls, bulletin boards, or lockers. Lockers are school property. Defacing any school property will result in disciplinary action and restitution of damages.
8. Avoid public displays of affection.
9. Students who refuse to give a name at a staff member's request will be subject to consequences.

COMMON AREAS	SELF-DISCIPLINE OWNERSHIP ACHIEVEMENT RESPECT			

School-Wide	<ul style="list-style-type: none"> Talk on cell phone only in designated area. Carry your unaltered ID badge at all time. 	<ul style="list-style-type: none"> Take pride in your school. Wear appropriate clothing. Take off hoods/bandanas and put away electronic devices when entering the building. 	<ul style="list-style-type: none"> When you're absent, be sure to have parents/guardians call in to excuse you. Check in/out when leaving building during school hours. 	<ul style="list-style-type: none"> Listen to and follow directions from staff members. Take off bandanas and hoods when entering the building.
Classrooms	<ul style="list-style-type: none"> Be in the classroom before the bell rings. 	<ul style="list-style-type: none"> Bring Chromebook, writing utensil, and other classroom materials. 	<ul style="list-style-type: none"> Be on time to all classes. Complete work on time. 	<ul style="list-style-type: none"> Respect rights of all students and staff. Keep cell phones out of sight in the classroom. Use Chromebook appropriately.
Hallways	<ul style="list-style-type: none"> Keep hands and body to self. Use appropriate language and volume. 	<ul style="list-style-type: none"> Use only your locker. 	<ul style="list-style-type: none"> Carry a pass if you are in halls during class time. 	<ul style="list-style-type: none"> Allow traffic to flow.
Commons/Lunch	<ul style="list-style-type: none"> Form single file line at lunch. Stay in Commons until passing time. 	<ul style="list-style-type: none"> Clean up after yourself. 	<ul style="list-style-type: none"> Use your ID badge as a swipe card to get lunch. 	<ul style="list-style-type: none"> Treat others the way you want to be treated.
Parking Lot/School Grounds	<ul style="list-style-type: none"> Obey posted signs. Drive in a safe manner. 	<ul style="list-style-type: none"> Take pride in your school grounds. 	<ul style="list-style-type: none"> Park in your assigned spot. 	<ul style="list-style-type: none"> Respect others and others' property.
Restrooms/Locker Rooms	<ul style="list-style-type: none"> Use all equipment and supplies as intended. 	<ul style="list-style-type: none"> Keep all areas clean. Practice good hygiene. 	<ul style="list-style-type: none"> Use restrooms during passing times or with a pass. 	<ul style="list-style-type: none"> Honor the privacy of others.
Library/Computer Labs	<ul style="list-style-type: none"> Use appropriate language and volume. 	<ul style="list-style-type: none"> Pick up after yourself when finished using area. 	<ul style="list-style-type: none"> Be ethical when using copyrighted materials. Use your ID badge to check out library materials. 	<ul style="list-style-type: none"> Treat books and equipment with care and respect.
Athletic Events/Pep Rallies	<ul style="list-style-type: none"> Demonstrate appropriate school spirit. 	<ul style="list-style-type: none"> Keep all areas clean. 	<ul style="list-style-type: none"> Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> Cheer for the Comets. Leave noisemakers at home.
Performances/Assemblies	<ul style="list-style-type: none"> Listen attentively. 	<ul style="list-style-type: none"> Sit appropriately in your seat. Keep all areas clean. 	<ul style="list-style-type: none"> Be a positive and active participant. 	<ul style="list-style-type: none"> Use positive feedback at appropriate times.
Field Trips/Away Events	<ul style="list-style-type: none"> Positively represent your school, yourself, and your family. 	<ul style="list-style-type: none"> Take responsibility for your actions. 	<ul style="list-style-type: none"> Apply knowledge gained. 	<ul style="list-style-type: none"> Listen to and follow adult direction.

DISCIPLINE

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined scholarly atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the building.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other student to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, and/or expulsion.

The discipline policy shall apply to students during the following situations:

1. While students are on school property
2. While students are being transported on school transportation vehicles.
3. While students are attending or participating in school activities, either home or away.
4. While away from school ground, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Before a student is subject to disciplinary action, the following minimum steps of due process must be offered to that student:

1. The student must have been informed of the conduct, which is expected or prohibited.
2. Prior to disciplinary action, an informal hearing will be held with the student at which time notice is given as to what he/she is accused of doing.
3. An opportunity should be given during the hearing for the student to present his/her side of the story.
4. The administrator must make the decision relating to disciplinary action based upon the incident, which has been appraised from the knowledge gained.

Detention Hall

Detention Hall is a disciplinary alternative available for use during the school year. Detention may be assigned to students who require disciplinary action, which is of such nature that it requires less than a suspension. Detention allows students the opportunity to serve their disciplinary action while attending school full time, thereby taking full advantage of the opportunities of regular school attendance. It also allows the student to complete work assigned by the classroom teacher. All school rules in the Code of Behavior apply to student while attending detention. In addition, the following guidelines apply.

1. The student is responsible for his/her own transportation to and from the building.
2. Standards of behavior while attending Detention Hall:
 - Students will not be allowed to use the phone (cell or other).
 - Students must bring books, papers, and pencils/pens.
 - Students will follow the instructions of the teacher.

Students violating any of the Detention Hall rules will be removed from detention. They will receive additional consequences.

- Students will not be released from detention for work, computer lab work or co-curricular activities (i.e., athletic contests, practices, lessons, play practice, etc.).

If a detention date needs to be changed, it must be changed 24 hours prior to the date assigned, upon notification from a parent/guardian.

FAILURE TO SERVE DETENTIONS

Conference with an Administrator to determine further disciplinary.

CHEATING

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

LEAVING BUILDING DURING SCHOOL

If a student becomes ill or must leave the building during the school day, he/she must report to the office before doing so. No one is to leave the building during school hours for any reason without first obtaining prior approval from the high

school office. Students who leave school during the day for a medical or dental appointment must sign out at the office, and have proof of an appointment and/or parent/guardian permission.

SPORTSMANSHIP AT EVENTS

All students are strongly urged to participate in or attend school activities. Good sportsmanship dictates that visiting teams be treated as guests. Students that do not behave in a manner that is considered to be appropriate by school officials will be asked to leave the event, regardless if the event is at home or away. A student may be banned from attending any activity if in the opinion of school officials, the action(s) of the student warrants such a response.

The River Valley Conference encourages positive sportsmanship and behavior at our activities. What you say and do during the event reflects on your team, school, and community. Student Leaders during a Leadership have developed 4 Gold standards to which students and adults should adhere to

1. Keep facilities clean
2. Positively cheer for your team
3. Positively promote the RVC teams and participates through media platforms
4. Create a welcoming and positive environment for opposing teams, spectators, and officials.

GANGS

For purposes of disciplinary action, a gang shall be defined as a group of three or more people who 1) have a name; 2) claim a territory; 3) interact together to the exclusion of others, 4) have rivals and enemies; and 5) exhibit anti-social behavior often associated with crime or a threat to the community. Gang behavior which initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds or which disrupts the educational environment is prohibited. Any student wearing, carrying, or displaying gang clothing or exhibiting behavior or gestures which symbolize gang membership, writing gang graffiti or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school shall be subject to disciplinary action. Iowa Code chapter 287 prohibits public school pupils from participating in secret societies; therefore, clothing and symbols which represent such groups are also expressly prohibited during school and at school activities. (Reference Code No. 502.1).

DRESS AND PERSONAL APPEARANCE

DRESS AND PERSONAL APPEARANCE CODE

West Liberty High School respects students' rights to express themselves in the way they dress. All students who attend West Liberty High School are expected to respect the school community by dressing appropriately for a 9th - 12th grade educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the principal).
3. See through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoodies and bandanas are not allowed unless permitted for religious, medical, or other reason by school administration. These items must be kept in the student's locker.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing/jewelry/hats may not display drug, alcohol, pornographic, gangs, violent acts, or hate imagery targeting a group.
2. Clothing/jewelry/hats may not depict or imply pornography, nudity, or sexual acts.
3. Clothing/jewelry/hats may not display or imply vulgar, discriminatory, obscene language or images.
4. Clothing/jewelry/hats may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing/jewelry/hats and accessories that endanger students or staff safety may not be worn.

7. Apparel, jewelry, hats, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at West Liberty High School reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Appropriate disciplinary action may be taken for repeat violators of the dress-code.

BACKPACKS/BOOK BAGS

The expectation is that all backpacks, book bags be kept in the student's locker upon arrival to school. Book bags and backpacks create a security risk and may disrupt the learning environment within the school. School officials may search backpacks/book bags whenever there is reasonable suspicion that a school district policy, state, or federal law has been violated.

CAPS, HATS and HOODS

WLHS faculty believes that our dress and personal appearance code must encourage respect, character, and reasonable levels of modesty within our school environment. WLHS faculty also has to maintain a safe environment. Hats will be allowed in the building as long as they comply with dress code expectations. Bandanas are not permitted. Students are expected to remove their hoods upon entering the building. Bandanas must be kept in the student's locker throughout the school day. Carrying bandanas is not acceptable. Faculty has the right to ask for caps, bandanas, and other headgear if violating dress code policy.

DRINK/FOOD RULE

No food will be allowed in the classroom except for school mealtimes as needed. Only water will be allowed in the classroom at the discretion of the classroom teachers. Only water is allowed in the library. No glass bottles are allowed. Students are encouraged to bring refillable water bottles or bottled water. The refillable bottled water function on the water fountains will be available.

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DISCIPLINE/SERIOUS OFFENSES

ARSON

- Intentional burning or attempts to burn a building, property, or a structure.
- First Offense: Ten (10) day out-of-school suspension; expulsion.
- Second Offense: Expulsion

REMOVAL FROM CLASS

Most students at WLHS conduct themselves in an acceptable manner in the classroom. However, when a teacher or substitute teacher deems it necessary to remove a student from class because of unacceptable behavior, that student must report directly to the office. Failure to report directly to the office will result in additional consequences.

- | | |
|---------------|---|
| 1st Dismissal | Parent notification; student may be assigned a 30 minute detention. |
| 2nd Dismissal | Parent notification; student may be assigned a 1-Hour Detention Hall or may face additional consequences up to and including temporary suspension from class. |
| 3rd Dismissal | Parent notification; 1-Day ISS and or additional consequences; student, teacher and principal will develop a behavioral contract outlining behavioral expectations for re-entry to class. |
| 4th Dismissal | Will be treated as Insubordination Toward a A School Employee which may result in 1 – 3 days of Out of School Suspension. |

BULLYING/HARASSMENT

BULLYING

As defined by the Iowa Department of Education: Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Harassment and bullying are defined in [Iowa Code 280.28](#) as: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

There are 17 protected traits or characteristics in the law. "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Bullying is not...

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with no perceived power imbalance, fight, have an argument or disagree.

HARASSMENT

Harassment 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:

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

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.

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 bullied or harassed should:

- Report the incident to a teacher or administrator immediately. Forms are found online or in the high school office. A school administrator/counselor will assist in filling out the forms as needed.

Consequences:

- First Offense: Consequences range from conference with principal, to in-school-suspension, to a 3-day out of school suspension. The consequence may be upgraded depending upon the seriousness of the offense.
- Second Offense: Five day out of school suspension.
- Third Offense: Ten (10) day out of school suspension; possible recommendation to Board of Education for expulsion.

SEXUAL HARASSMENT

Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process is considered sexual harassment. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.

- First Offense – Three (3) day out of school suspension. Law enforcement authorities may be notified. The consequence may be upgraded depending on the seriousness of the offense.
- Second Offense – Five (5) day out of school suspension. Law enforcement authorities may be notified. The consequence may be upgraded depending upon the seriousness of the offense.
- Third Offense – Ten (10) day of school suspension; with possible recommendation to the Board of Education for expulsion.

DATING VIOLENCE

Dating violence occurs when a person in a current or past relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of behavior is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

WEAPONS (KNOWINGLY POSSESSING, HANDLING, TRANSMITTING OR USING)

Students who knowingly and voluntarily possess, handle, transmit or use any instrument that is ordinarily or generally considered a weapon in school or on school property are subject to the intent of this code. Any object, which could be employed to injure another person, considered weapons: knives of all types, guns, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, unauthorized tools, fireworks, explosives or other chemicals. This list is not intended to be all-inclusive, but merely enumerates examples of weapons, which constitute violations.

- First Offense: Expulsion – police will be contacted when there is a suspected violation of criminal laws concerning weapons. Ten (10) day out of school with a possible recommendation to the Board of Education for expulsion.

THREATS OF VIOLENCE

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

Students engaging in threatening behavior will face disciplinary consequences of suspension to include expulsion.

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

When staff learns of such threats or statements, the situation will be investigated and administration will be made aware within 24 hours. Parents of the student will be contacted within 24 hours of the staff member alerting administration to the threat (HF 604). If the information is substantiated, the student(s) that are involved will be disciplined according to building and District policy.

- First Offense: Ten (10) day out of school suspension with a possible recommendation to the Board of Education for expulsion.

ASSAULT OF A STUDENT

Attempting to or threatening to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury. Fights, assaults, and violent behavior on school property will be reported to law enforcement (Cross Ref: Code of Iowa 723.4).

- First Offense: Three (3) day out-of-school suspension; possible recommendation to the Board of Education for expulsion.
- Second Offense: Five (5) day out-of-school school suspension; possible recommendation to the Board for expulsion.
- Repeated Offense: Ten (10) day out of school suspension; possible recommendation to the Board for expulsion.

ASSAULT OF A SCHOOL EMPLOYEE OR SCHOOL VOLUNTEER

Attempting to or threatening to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury.

- First Offense: Ten (10) day out-of-school suspension with a recommendation to the Board of Education for expulsion.
- Second Offense: Expulsion

INCITING A RIOT OR DISTURBANCE

Students that knowingly and willingly are involved in inciting or encouraging a fight with other individuals and knowingly and willingly behave so as to promote or bring about a mass disturbance(s) and conflict among students will be suspended from school. Students who video record fights and or altercations on school property will be suspended.

- First Offense: Two (2) day out of school suspension.
- Second Offense: Five- (5) day out of school suspension.
- Third Offense: Ten- (10) day out of school suspension to include possible expulsion.

FIGHTING

Fighting in school, on school district property, or at school activities is not acceptable. Students that participate in a fight are subject to the following consequences:

- First Offense: Three (3) day out of school suspension. Law enforcement authorities will be notified.
- Second Offense: Five (5) day out of school suspension. Law enforcement authorities will be notified.
- Third Offense: Ten (10) day out of school suspension; with possible recommendation to the Board of Education for expulsion.

PHYSICAL AGGRESSION

The act of physically assaulting or physically injuring or attempting to assault or injure another person is considered physical aggression and is subject to the following consequences:

- First Offense: Three (3) day out of school suspension. Law enforcement authorities will be notified.
- Second Offense: Five (5) day out of school suspension. Law enforcement authorities will be notified.
- Third Offense: Ten (10) day out of school suspension; with possible recommendation to the Board of Education for expulsion.

DRUGS

The possession, use or being under the influence of illegal drugs, alcoholic beverages, controlled substances, imitation substances, or drug paraphernalia while on school property or at a school activity is prohibited. Possession or use of illegal drugs, alcoholic beverages, controlled substances, imitation substances or drug paraphernalia while on school property or at a school activity **will be reported to law enforcement officials.**

- First Offense: Five (5) day out-of-school suspension
- Second Offense: Ten (10) day out-of-school suspension, requirement of alcohol or drug treatment, and may result in a recommendation for expulsion.

DEALING ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES OR IMITATION SUBSTANCES

The selling of illegal drugs, alcoholic beverages, controlled substances or imitation substances while on school property or at a school activity is prohibited. The selling or distributing of illegal drugs, alcoholic beverages, controlled substances or imitation substances while on school property or at a school activity will be reported to law enforcement officials.

- First Offense: Ten (10) day out-of-school suspension, with recommendation for expulsion.
- Second Offense: Expulsion.

MARIJUANA ODOR

- First Offense: Referral, parent notification
- Second Offense: Three (3) day out-of-school suspension, parent notification.
- Third Offense: Five (5) day out-of-school suspensions, parent notification.

TOBACCO, IMITATION SUBSTANCES INCLUDING VAPES

The use, possession, and/or transmittal of tobacco/imitation/vapes while on school property or at a school activity.

- First Offense: One (1) day in-school suspension. Complete online course regarding health issues related to the use of tobacco products.
- Second Offense: One (1) day in-school suspension.
- Third Offense: Three (3) day out-of-school suspension; possible notification to Board of Education with recommendation of expulsion.

NOTE: All minors in possession of tobacco products will be reported to law enforcement officials.

THEFT

Willingly taking what belongs to another person. Law enforcement will be notified.

- First Offense: Three (3) day suspension depending upon degree of articles stolen; restitution.
- Second Offense: Five (5) day out-of-school suspension; restitution. Expulsion.
- Repeated Offense: Expulsion

VANDALISM

Willful or malicious destruction or defacement of property. Law enforcement will be notified.

- First Offense: Restitution; one (1) day to a ten (10) day out-of-school suspension, with possible recommendation to Board of Education for expulsion.
- Second Offense: Restitution; ten (10) day out-of-school suspension with recommendation to Board of Education for expulsion.

FORGERY

Signing another's name

- First Offense: Detention Hall; one (1) day in-of-school suspension.
- Second Offense: One (1) day out-of-school suspension; three (3) day out-of-school suspensions.

EXTORTION

Taking money from someone under threat or perceived threat of using force or by the use of force. Law enforcement will be notified.

- First Offense: Three (3) day out-of-school suspension.
- Second Offense: Five (5) day out-of-school suspension.

INSUBORDINATION TOWARD A SCHOOL EMPLOYEE

Insubordination is defined as a refusal to follow directions from a school employee and or use of verbal or profane abuse to a school official. In a situation involving conflict, students are expected to obey the directions of faculty or staff. In those situations where students feel they have been treated unfairly, they may discuss the matter with an administrator.

Failure to follow the request or direction of a school employee:

- First Offense: Conference with principal or designee, parent notification. Consequences range to in-school-suspension, to a 3-day out of school suspension. The consequence may be upgraded depending upon the seriousness of the offense.
- Repeated Offenses: Three (3) day out-of-school suspensions, with possible recommendation to Board of Education for expulsion.

PROFANITY, VULGARITY, OR INDECENT GESTURES

Indecent gestures, profanity, and vulgar language are not to be used in school, on school grounds, or at school-related activities. Students who display such behavior may be placed on in-school suspension, out of school suspension, to include expulsion for repeated violations.

- Students who display such behavior may be placed in in-school suspension for 1-2 days.
- A student who directs such behavior towards teachers, administrators, or other school employees will be suspended out of school for 3 days; repeated violations will result in a 3-5 day suspension from school, with a possible recommendation to the Board of Education for expulsion.

CORRIDOR CONDUCT

Loud talking, whistling, shouting, scuffling, and or blocking the hall will not be permitted. Running and boisterous behavior are considered inappropriate. Students are requested not to sit on the floors and to avoid gathering in large groups, since this hinders traffic. While at school, affectionate displays between students will not be tolerated. Students may hold hands and that will be the extent of physical contact allowed. Students are not to be in the building before 8:00 a.m. unless they have supervision of a teacher or coach. Students eating breakfast may enter at 7:45 a.m. All other students will not be allowed entry until 8:00 a.m. Students arriving early must stay in the commons as the classroom hallways are closed until 8:00 a.m.

MISCONDUCT IN COMMONS

Misconduct in the cafeteria of any nature:

- First Offense: Warning; clean-up duty; removal from the cafeteria area: one (1) day out-of-school suspension
- Second Offense: Clean-up duty; removal from the cafeteria area; one (1) to three (3) day out-of-school suspensions.
- Repeated Offenses: Long term removal from the cafeteria area; clean-up duty; one (1) to three (3) day out-of-school suspensions.

INAPPROPRIATE ATTIRE

- First Offense: Conference with administrator; change attire; parent notification.
- Second Offense: Detention Hall; change attire; parent notification.
- Repeated Offense: One (1) day in-school suspension; parent notification.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are expected to demonstrate responsible, mature behavior at school and school activities. Students should not engage in inappropriate public displays of affection. This includes, but is not limited to kissing, prolonged embraces, and other forms of other inappropriate physical contact. Students may hold hands and that will be the extent of physical contact allowed.

- First Offense: Conference with administrator.
- Second Offense: Parent notification and conference with administrator.
- Repeat Offense: Detention Hall; one (1) to three (3) days in-school suspension.

ELECTRONIC DEVICES (Cell Phones, Headphones, Watches and other wearable devices)

Our staff at West Liberty High School have set a school rule within classrooms that cell phones are to be placed in a bucket, bin, or an area that the teacher sets as their policy. Cell phones may also be left in lockers which should always be locked.

The goal of this rule is to promote the responsible use of cell phones and similar communication and entertainment devices in an appropriate manner while maintaining a productive learning environment. Any electronic device brought to school for the purpose of communication or entertainment includes cell phones, laptops, pagers, and any wireless device that can send and/or receive data or information.

As long as the use of the device does not interfere with the student's ability to hear a staff member, respond to directions, interferes with the personal space of others (e.g., volume too loud, etc.), or to be on time to class; personal electronic devices may be used at the following times: 1) Passing periods between classes. 2) During assigned lunch shifts.

Additional Guidelines for Electronic Devices: 1) Cell phones may not be used to take photos/videos in locker rooms, restrooms, or other private situations at school and or district sponsored events. 2) Students may not use cell phones to video record fights and or altercations on school property 24 hours a day. Students who video or record fights/altercations on school property will be suspended. 3) Electronic devices that are misused or interfere with the learning atmosphere are subject to confiscation by staff members. 4) Laser pens, remote control wristwatches, and other devices that interfere with the learning atmosphere are not allowed.

West Liberty High School assumes no responsibility in any circumstances, whatsoever for the loss, destruction or theft of any cell phone and electronic device that is brought to school at any time and or to any extra-curricular activity.

When cell phones and other electronic devices are being used inappropriately, the following procedures will be followed:

- 1st Violation: Item confiscated, returned to student at end of day.
- 2nd Violation: Item confiscated, returned to student at end of day.
- 3rd Violation: Item confiscated, returned to parent or guardian. Final warning; parent notified. 4th violation and subsequent violations the item will be confiscated, returned to parent or guardian, will be treated as insubordination.

MISBEHAVIOR AT SCHOOL ACTIVITIES

- First Offense: Disciplinary action as appropriate to offense; parent notification.
- Repeated Offenses: Serious or repeated offenses could result in being banned from all future school activities.

OTHER INAPPROPRIATE BEHAVIOR

- Behaviors not covered in the above or in the Board of Education's Code of Conduct will be handled on an individual basis with disciplinary action determined by the appropriate administrator. All disciplinary actions will be in accordance with the WLCSD Board Policy 502.1 Student Conduct.

CAFETERIA/COMMONS

MISCONDUCT IN COMMONS

The school district operates a breakfast and lunch program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. In order to promote an efficient, clean, and enjoyable commons, students should observe the following rules:

1. All lunch litter is to be placed in the waste containers.
2. Students involved will clean up spilled food.
3. All trays are to be returned to the dishwasher's window.
4. When finished eating, students must remain in the commons, until released by the bell. Since other classes are in session during lunch, there will be no loitering near classrooms or hallways.
5. Food and drinks are not allowed in the hallways, or outside.
6. Students will be expected to be courteous and cooperative in the commons.
7. Students are not to go to their lockers until the bell rings.
8. Students may be granted permission to go to the library, office, or meet with a teacher; however, students must have a written permission pass.
9. Loitering in the parking lot, outside and outside the front entrances, and/or in the hallways during lunch period is not permitted.

LOCKERS

Students are encouraged to have a durable backpack. P.E. lockers will be available for students who have P.E. or athletic participation. Students will only be allowed to go down the P.E. hallway during their scheduled P.E. class.

INSPECTION & SEARCHES

Students' 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 locker clean and undamaged. Any expense to repair damage to a student's locker is charged to the student.

A student, the student's belongings, locker, backpack/book bag or car may be searched by school officials whenever they have a reasonable suspicion that the student has violated or is violating either the law or school rules bearing on order or safety and that the search will produce evidence of the violation. The student will be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

School officials may search student lockers, backpack, or book bag (as well as personal possessions and automobiles on school property) whenever they have a reasonable suspicion that a school district policy, rule, regulation, state law or federal law has been violated and that a search will produce evidence of the violation. As a result of such a search, items whose presence violates school district policies, rules, and/or regulations will be confiscated. All illegal items found will be confiscated and may be turned over to law enforcement officials.

From time to time, school officials will patrol the parking lot. Items of contraband that are visible when a person looks into a student's vehicle may create a reasonable suspicion for further search. The student will be asked to consent to the

search. If consent is refused, the student's parent or guardian will be contacted for consent. If the apparent contraband is illegal, law enforcement will be contacted. Iowa Code 808A-1(5), 808A -2(1) (a).

Finally, West Liberty High School in cooperation with law enforcement officials, may conduct routine building inspections using a canine unit or "drug dog." These inspections are done during class time, before school, or after school hours. This is a precautionary measure, and not an alarm that signals any drug use. However, if information is produced during an inspection that constitutes "reasonable suspicion," the administration will search within the guidelines of district policy and Iowa statute.

EMERGENCY

EVACUATION DRILL

Upon hearing the order to evacuate, by fire alarm, students and staff will move quickly and silently to the evacuation site. Teachers are to take their red emergency folders with them, and accompany their students to the site. When safe to do so staff will take roll, and report any missing student to the Principal or designee. They will then walk, or bus, the students to the site, reassemble them, and take roll once more. Again, the staff will report to the Principal or designee any missing students. Students will not be released from the site by themselves or with any other person, including parents, guardians, other relatives, etc., until approved by the designated school personnel. Teachers and other staff are to remain with the students until further directions are issued by the Principal or designee.

FIRE DRILL

Fire drills will be designated by a continuous blast of the fire alarm system. Students are to go out the assigned exits and move directly to the southeast corner of the student parking lot. Once there, students are to quickly assemble according to their Advisement period section. Guests, other staff members, and resource students will line up on the south end of the parking lot first, followed by the 9th graders, the 10th grade, the 11th grade and finally the 12th graders. Once all students, faculty, and guests are accounted for, they will then be given further instructions from the principal or designee. Exit the door closest to the classroom following the instruction. In case a fire is blocking off the class from exiting the assigned door, faculty should instruct their students to use the closest exit doorway, and then report to the front parking lot designated area as quickly as possible.

REGULATIONS

- 1. Always stay on the side of the corridor on which your room is located.
- 2. Leave the classroom and building single file.
- 3. Be orderly and quiet.
- 4. Do not push, run or talk.
- 5. When the fire alarm system sounds books and materials are to be left on the desks.
- 6. All windows and doors are to be closed and all lights are to be turned off.
- 7. Advisors should bring their advisement lists and their red folders with them to the parking lot.
- 8. After leaving the building, assemble in class groups in the front of the student's parking lot according to the wall map.
- 9. Treat each fire drill as if it were a fire.

TORNADO DRILL

In case of a tornado, the classrooms will report to the safe rooms (ae: weight room and wrestling room). Advisors names will be posted on the walls and advisors and students should report to their designated areas.

INSTRUCTIONS:

- 1. Continuous blast of the fire alarm system will indicate the approaching tornado.
- 2. Students will proceed directly to their designated area in the Tornado Safe Room.
- 3. Running and pushing is not necessary and all noise must be kept to a minimum.
- 4. Once in the Tornado Safe Room, students must report to their designated area.
- 5. It is important that everyone cooperate to the fullest extent during the drills or actual tornado.



CLUBS / ORGANIZATIONS

F.C.C.L.A. – F.C.C.L.A. is a national student organization opened to both male and female student in Family and Consumer Science classes. The purpose of the organization is to provide opportunities for personal development and preparation for adulthood, strengthen the function of the family, provide opportunities for making decisions and assuming responsibilities, and to promote Family & Consumer Science careers. Various activities done during the school year include fundraisers, helping with Halloween parties, district and state meetings, Christmas activities, end of school year trip, and more opportunities for personal projects.

WEST LIBERTY (F.F.A.) – Future Farmers of America makes a positive difference in the lives of students by developing their potential in premier leadership, personal growth and career success through agricultural education. The West Liberty chapter is involved in community service, individual and team contests, leadership development trips, and recreational activities. All students enrolled in an agricultural education class are eligible to join.

SHOW CHOIR – A select group of vocal music students that focus on performing popular music. Contests and community performances are done throughout the school year. Students audition to be accepted into the group. Additional fees are required to participate such as; dry cleaning and purchasing performance outfits.

VOCAL MUSIC CONCERT CHOIR – All students are eligible to join this choir. Concert Choir performs several concerts throughout the year; performing at large group, small group. Students have the opportunity to sing pop and classical solos and in groups. Everyone in chorus receives individual or group voice lessons.

JAZZ BAND – This is a select group of band students that focus on performing jazz music. Performances are held in our local and other communities. Students audition for jazz band positions.

BAND AND CONCERT BAND – All band students are eligible to be in both groups, as well as participate in individual solo and small group contests.

GSA CLUB or GAY STRAIGHT ALLIANCE CLUB— is a student run club designed to be safe space for all students who wish to attend no matter their gender or sexuality. Over the course of the year, we have weekly meetings after school in Ms. Clark's (English) room, and once a year we attend a leadership conference. Our meetings are a casual and open space to share ideas about social issues, and to just relax in a non-judgement environment.

ART CLUB— is a group of students who enjoy art that meets weekly in the art room. Any high school student may join; one does not need to be in an art class to join. In fact, art club provides artistic opportunities for those who are unable to fit art class into their schedules. However, it is also an opportunity for those in art classes to catch up on their work should they need extra time. The weekly agenda changes: some weeks we may have a guest artist visit or we may go on a field trip to see local art, some weeks we may concentrate on a group effort such as a mural or project for the community, or some weeks students will concentrate on their own art using a variety of media such as drawing, painting, sculpture, or clay. Contest opportunities are also presented. Students may attend for the entire year or simply during seasons when they aren't involved with something else (for example, soccer or football seasons). We elect officers.

NATIONAL HONOR SOCIETY - The criteria will be used to select eligible, self-nominated students to the National Honor Society:

- 3.5 or higher cumulative grade point average
- Students in grades 10, 11, and 12 are eligible for membership
- Be in good character standing with the school (No suspensions and/or Good Conduct violations, no skipping of school or class from the previous semester).
- Members and new inductees must be able to demonstrate high standards of leadership, character and service
- Candidates must submit an application of self-nomination

A Faculty Council will be convened to verify all the information submitted by the student candidates.

Discipline & Dismissal of National Honor Society Members

National Honor Society members must understand fully that they are subject to dismissal if they do not maintain high standards of scholarship, leadership, service, and character that were used to as a basis for their selection to National Honor Society. Members will be informed that they are allowed limited warnings during their membership, but in case of flagrant violations of school rules or civil laws, a warning is not required for dismissal but a hearing will occur. A violation of any Good Conduct standards, 1-6, as defined in the West Liberty High School Student-Parent Handbook, constitutes the bases of a flagrant violation.

Before a member is considered for dismissal, appropriate written notice must be provided and a hearing must be scheduled for the member to present his or her case prior to the vote of the Faculty Council. Once the member is given notice and the opportunity to respond to charges and/or violations, the Faculty Council may vote to dismiss the member. A parent/guardian may be present with the member, however, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.

If the member is dismissed, a written notice of the decision should be sent to the member, and his/her parents, and the principal. The member then must surrender the National Honor Society certificate, emblem and membership card. A member who is dismissed or who resigns is never again eligible for membership in National Honor Society. The dismissed member may appeal the decision of the Faculty Council, under the school district's policies governing appeals in the district, following the normal channels for an appeal process.

STUDENT COUNCIL - Student Council is the governing student organization of West Liberty High School. Student Council was established in order to promote greater school spirit, more extensive participation in extracurricular activities and higher scholarship; to develop more and better student leadership; to help carry through such all-school projects as may arise; to support all measures for the cultivation of high ideals; to provide more cooperation between students and faculty; and to aid in the better development of the school. Student Council members are assigned to report information to their classmates. Their fellow classmates elect them in the spring of the year.

Student Council members who fail to provide adequate leadership and character representation to the High School will be put on probation to include dismissal from Student Council. Furthermore, Student Council members violating the Good Conduct standards 1-6, will be placed on probation for one (1) calendar year. Any subsequent violations of school policy within the one-year probationary period, resulting in detention hall, suspension and/or violation of Good Conduct standard will result in dismissal from Student Council. Copies of the Student Council Constitution are available in the high school office.

DRAMA - Usually two plays are produced each year, in the fall and spring. Students interested in drama are urged to participate in either an acting role or crew work. In addition, it offers opportunities for acting and technical experience to all members. West Liberty High School competes in Large and Small Group Speech activities through the Iowa High School Speech Association with opportunities to participate in one-act plays, reader's theatre, choral reading, mime and improvisation. Additional fees for dry cleaning performance outfits are required to participate.

IMPROV TROUPE - A small, student-led group dedicated to the practice and exploration of improvisational comedy and acting. Students will be asked to meet twice weekly, practice time determined at the start of the year.

SPEECH - West Liberty High School is a member of the Iowa High School Speech Association and of the Iowa Forensic League. Among the many areas of speech are oratorical dramatics and humorous declamations, extemporaneous speaking, interpretive reading, play readings, one-act play, original oratory, radio news announcing, expository address, story-telling, book reviewing, and after-dinner speaking. With the wide variety of speech activities, anyone interested in speech work will find a suitable area. Students who participate in these areas are given individual instruction.

SILVER CORD PROGRAM

Silver Cord Program is a program in which we show the students the importance of community service and encourages students to invest in their community.

When and How can you do it?

Students can begin Silver Cord hours the fall of their freshman year through the spring of their senior year. Students need to have 30 volunteer hours every year, with a total of 120 by the spring of their senior year.

Documentation

Students will be responsible for submitting the Silver Cord Volunteer Hour Approval Application in the HS office after every volunteer opportunity.

Reward

Students will have the honor of wearing a silver cord during their graduation ceremony.

SCIENCE CLUB - West Liberty High School has partnered with the University of Iowa to give advanced biology students the chance to collaborate with working scientists and each other to conduct research on real-world medical issues. Science club members are mentored by U of I graduate students and faculty as they research genetics, biochemistry and cell biology and how they relate to various diseases. Students then present their research at the Eastern Iowa and Iowa State Science Fairs (EISEF/SSTFI) in the spring.

SPANISH CLUB-Spanish Club is a place where all students, regardless of level, can practice and be exposed to different levels and varieties of Spanish. We listen to music, eat food from Spanish-speaking countries, make new friends, and explore Spanish-relevant field trips. Spanish Club provides a place for all students to bond with fellow students interested in the Spanish language and Hispanic culture.

INTERACT CLUB- Interact is a Rotary sponsored club that focuses on building leadership through service learning. Each year, we participate in local, national, and international projects. We meet once per month to plan for upcoming events, but service

projects continue throughout the year. Members have ample opportunities to gain silver cord/volunteer hours through projects like making blankets for the children's hospital and providing childcare for local events.

IJAG or Iowa Jobs for America's Graduates is an elective course and program offered to juniors and seniors at West Liberty High School. IJAG is offered every trimester with the opportunity and expectation that students will enroll in the class every trimester. In IJAG students will learn career and life skills including job interview, attainment and survival skills, college readiness, interpersonal relationship skills, self advocacy, and more! Students will also have the opportunity to engage with community businesses and explore employment opportunities during high school. Students receive academic and social emotional support as well as have an advocate for them within the classroom.

CHESS CLUB--This non-curricular club meets weekly to practice and improve skills in playing chess. It is open to all students. Chess boards are provided.

ESPORTS--This non-curricular club meets weekly to practice for competition. Students will practice and compete in games selected by the Iowa High School ESports Association (IAHSEA). It is open to all students. All equipment is provided.

PUBLICATIONS

WLHS YEARBOOK--The yearbook is a pictorial record of the personnel and the events of the school year. West Liberty High School publishes one each year and has done so for many years. Each year students get involved with this project by signing up for Yearbook. Besides designing the book, advertising sales and contacts are made to help support the project.

SCHOOL SPIRIT AND TRADITION

An excellent administration, faculty, student body and building all are vital ingredients in the establishing of desirable school traditions and school spirit. Yet, it is the attitude and feelings of each individual student, teacher and administrator that truly determines how outstanding a school will be. School spirit is the way an individual feels toward one's school. It is pride in one's school, pride in oneself which motivates one to demonstrate desirable attitudes toward the school. School spirit is knowing that one's school is the best and doing everything possible to keep it that way.

This section will present the traditions that are presently part of West Liberty High School tradition.

SCHOOL COLORS: Royal Blue and White **TEAM MASCOT:** Comets

SCHOOL SONG:

Here's a cheer for good ole' WLHS
Sing your praises loud and clear
Victory will always be our motto
And our honor we hold dear.
Rah, Rah, Rah!

Fearless we are ever marching forward
Always fighting for the right.
Raise your voices,
sing your praise forever
To our colors Blue and White!

Fight! Fight! Fight!

VISITORS / GUESTS:

Visitor and guests must check in at the office. The district feels the need for student visitors from within and/or outside the district is unnecessary, because it no longer serves an educational purpose. Students who are interested in enrolling at West Liberty High School must obtain a visitor's pass and speak with Registrar in the high school office. Approval must be obtained at least twenty-four (24) hours in advance of the visit.