

# **WDHS**

## **STUDENT HANDBOOK**

**2025 - 2026**  
**HOME OF THE BOBCATS!!**

***Principal:***  
Ethan Lensch

***Assistant Principal:***  
Andrew Carbajal

***Activities Director:***  
Scott Kriegel

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# Western Dubuque County Community School District



## VISION

**Better Every Day**

## MISSION

Develop individuals through lasting education and opportunities.

## VALUES

### People First



We prioritize all people; students, staff, families, and community members are the driving force behind our success.

### Continual Growth



We embrace improvement in academics, activities, engagement, environment, and mindset.

### Opportunities for All



We promote opportunities for personal, professional, and collective advancement.

**Strategic Plan 2024 - 2029**

## COMMITMENTS

Provide a safe environment that supports student social, emotional, and behavioral development.

Ensure a satisfying and engaging partnership with families and communities.

Enhance student growth and achievement in all content areas and career-readiness skills.

Create a productive learning environment that utilizes exemplary professional practices.

Secure efficient, effective, and equitable use of resources to support district unity and maintain fiscal integrity.

## **REGULAR SCHOOL DAY SCHEDULE**

<b>Period 1</b>	8:00 - 8:58
<b>Period 2</b>	9:03 - 10:03
<b>BOBCAT</b>	10:08 - 10:29
<b>Period 3</b>	10:34 - 11:32
<b>Period 4</b>	11:37 - 1:03
<b>1<sup>st</sup> lunch</b> 11:32-11:59	<b>Class</b> 12:04-1:03
<b>Class</b> 11:37-12:36	<b>2<sup>nd</sup> lunch</b> 12:36-1:03
<b>Period 5</b>	1:08 - 2:06
<b>Period 6</b>	2:11 - 3:09

## **1 HOUR EARLY (2:09) SCHEDULE**

<b>Period 1</b>	8:00 - 8:51
<b>Period 2</b>	8:56 - 9:52
<b>Period 3</b>	9:57 - 10:48
<b>Period 4</b>	10:53 - 12:18
<b>1<sup>st</sup> lunch</b> 10:48-11:15	<b>Class</b> 11:20-12:18
<b>Class</b> 10:53-11:51	<b>2<sup>nd</sup> lunch</b> 11:51-12:18
<b>Period 5</b>	12:23 - 1:14
<b>Period 6</b>	1:19 - 2:09

## **2 HOUR LATE (10:00) SCHEDULE**

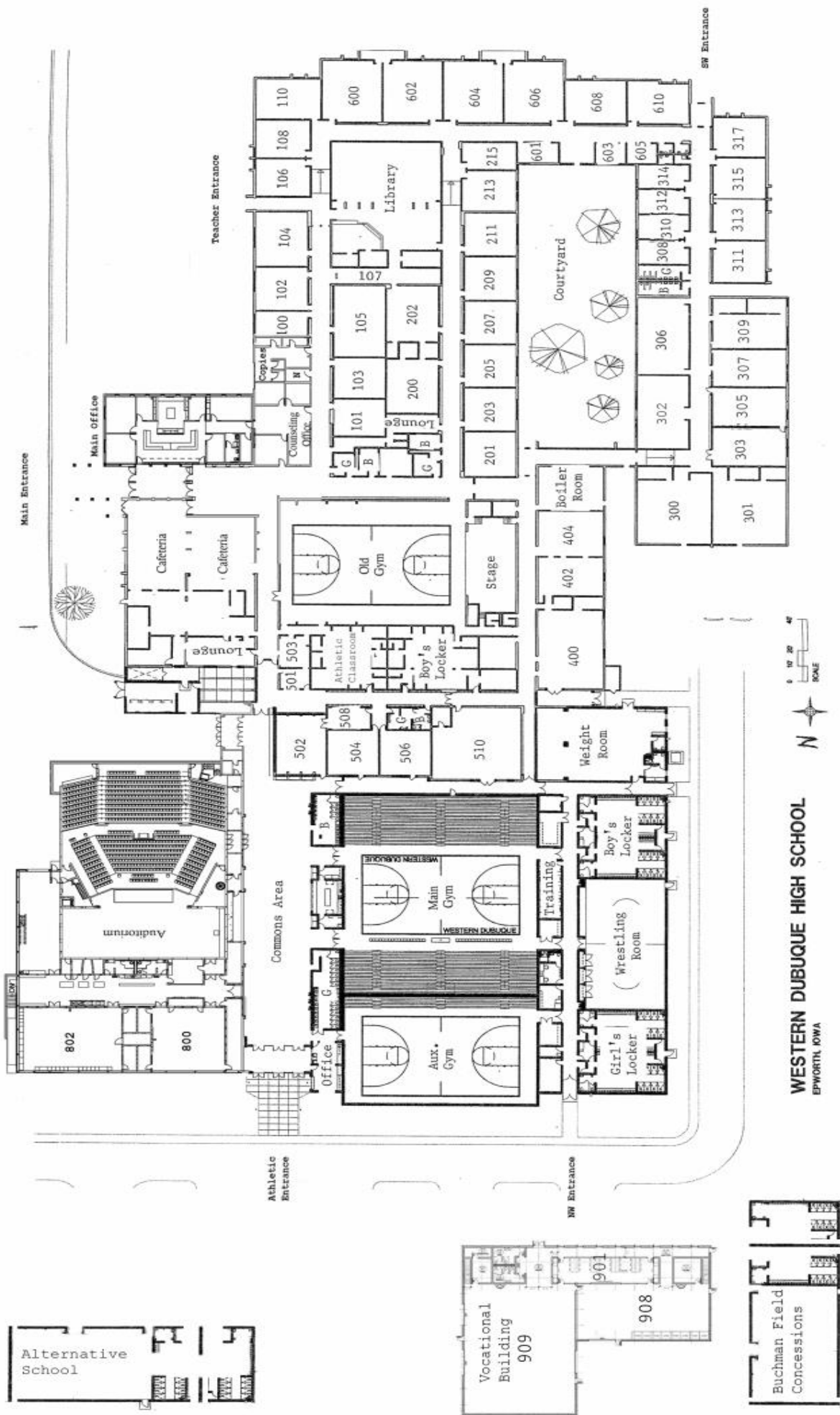
<b>Period 1</b>	10:00 - 10:40
<b>Period 2</b>	10:45 - 11:28
<b>Period 4</b>	11:33 - 12:59
<b>1<sup>st</sup> lunch</b> 11:28-11:55	<b>Class</b> 12:00-12:59
<b>Class</b> 11:33-12:32	<b>2<sup>nd</sup> lunch</b> 12:32-12:59
<b>Period 3</b>	1:04 - 1:43
<b>Period 5</b>	1:48 - 2:26
<b>Period 6</b>	2:31 - 3:09

## **2 HOUR EARLY (1:09) SCHEDULE**

<b>Period 1</b>	8:00 - 8:39	
<b>Period 2</b>	8:44 - 9:28	
<b>Period 3</b>	9:33 - 10:12	
<b>Period 5</b>	10:17 - 10:56	
<b>Period 4</b>	11:01 - 12:26	
<b>1<sup>st</sup> lunch</b>	10:56-11:23	<b>Class</b> 11:28-12:26
<b>Class</b>	11:01-11:59	<b>2<sup>nd</sup> lunch</b> 11:59-12:26
<b>Period 6</b>	12:31 - 1:09	

## **3 HOUR EARLY (12:09) SCHEDULE**

<b>Period 1</b>	8:00 - 8:27	
<b>Period 2</b>	8:32 - 9:04	
<b>Period 3</b>	9:09 - 9:36	
<b>Period 5</b>	9:41 - 10:08	
<b>Period 6</b>	10:13 - 10:40	
<b>Period 4</b>	10:45 - 12:09	
<b>1<sup>st</sup> lunch</b>	10:40-11:07	<b>Class</b> 11:12-12:09
<b>Class</b>	10:45-11:42	<b>2<sup>nd</sup> lunch</b> 11:42-12:09



# WDCCSD 2025-2026 School Calendar

Approved 3/10/2025



## Start Dates

Grades K-12 (Iowa Code) Aug. 25  
Preschool Sept. 2

**PK-11 End Date (anticipated)** May 22

**High School Graduation Date** May 17  
(Senior's Last Day - May 15)

**Weather make up days** Apr. 1  
Apr. 7

**Teacher Comp Days:** November 14, 26,  
February 27, April 2, April 6, May 28 &  
29 (2 Comp Days for PT Conferences, 5  
Comp Days for extra hours)

**Parent Teacher Conferences** will  
be scheduled by each school prior  
to the beginning of the year.

## Calendar Legend:

**T** End of Trimester  
**NO SCHOOL**, Vacation or Holiday  
**Teacher Comp Days**  
**2 hr early dismissal**  
**1 hour early dismissal**  
AND teachers work 60  
minutes exchange

August					Stdnt	Tchr	Date	Event
M	T	W	Th	F	Days	Days		
11	12	13	14	15	0	0	Aug. 19-22	Teacher In-service and Clerical
18	19	20	21	22	0	4	Aug. 21	6th, 9th Grade & New Student orientation
25	26	27	28	29	5	5	Aug. 25	Students' First Day (Grades K-12); Iowa Code
September					5	9	Aug. 27	TK First Day
1	2	3	4	5	4	4		
8	9	10	11	12	5	5	Sept. 1	NO SCHOOL, Labor Day
15	16	17	18	19	5	5	Sept. 2	Preschool First Day (see PK District Calendar for additional PK details)
22	23	24	25	26	5	5		
29	30				2	2		
October					26	30		
		1	2	3	3	3		
6	7	8	9	10	5	5		
13	14	15	16	17	5	5		
20	21	22	23	24	5	5		
27	28	29	30	31	5	5		
November					49	53		
3	4	5	6	7	5	5	Nov. 12	End Trimester (57 days)
10	11	T	13	14	3	5	Nov. 13	No School, Clerical/PD Teacher
17	18	19	20	21	5	5	Nov. 14	NO SCHOOL, End of Trimester, Teacher Comp
24	25	26	27	28	2	3	Nov. 26	NO SCHOOL, Teacher Comp Day
December					64	71	Nov. 27-28	NO SCHOOL, Thanksgiving Holiday
1	2	3	4	5	5	5		
8	9	10	11	12	5	5		
15	16	17	18	19	5	5	Dec. 22	2 hr. early dismissal, Winter Break
22	23	24	25	26	1	1	Dec. 23-31	NO SCHOOL, Winter Break
29	30	31			0	0		
January					80	87		
		1	2		0	1	Jan. 1	NO SCHOOL, Winter Break
5	6	7	8	9	5	5	Jan. 2	NO SCHOOL, Teacher Clerical/PD
12	13	14	15	16	5	5	Jan. 19	NO SCHOOL, Martin Luther King, Jr. Day
19	20	21	22	23	4	4		
26	27	28	29	30	5	5		
February					99	107		
2	3	4	5	6	5	5		
9	10	11	12	13	5	5	Feb. 25	End Trimester (60 days)
16	17	18	19	20	5	5	Feb. 26	NO SCHOOL, Teacher Clerical /PD
23	24	T	26	27	3	5	Feb. 27	NO SCHOOL, End of Trimester, Teacher Comp Days
March					117	127		
2	3	4	5	6	5	5		
9	10	11	12	13	5	5		
16	17	18	19	20	5	5		
23	24	25	26	27	5	5		
30	31				2	2		
April					139	149		
	1	2	3		0	2	Apr. 1	No School, Teacher PD OR Snow Make Up
6	7	8	9	10	3	5	Apr. 2	NO SCHOOL, Teacher Comp Day
13	14	15	16	17	5	5	Apr. 3	NO SCHOOL; Spring Break
20	21	22	23	24	5	5	Apr. 6	NO SCHOOL, Teacher Comp Day
27	28	29	30		4	4	Apr. 7	No School, Teacher PD OR Snow Make Up
May					156	170		
			1		1	1	May 17	Graduation at CHS & WDHS
4	5	6	7	8	5	5	May 22	2 hr. early dismissal, End Trimester (55 days)
11	12	13	14	15	5	5	May 25	NO SCHOOL, Memorial Day
18	19	20	21	T	5	5	May 26-27	No School, Teacher Clerical/PD OR Snow Make Up
25	26	27	28	29	0	4	May 28-29	NO SCHOOL, Teacher Comp Days
June					1118 hrs	190		*(Student Comp days for PT conferences)
1	2	3	4	5	0	0		
(1080 hrs. required)								

# **Western Dubuque High School would like to welcome you to the 2025-2026 school year.**

This handbook will provide an organizational tool for your coursework. It is expected that you use this handbook daily. It also contains important information that will be useful to you throughout the school year. Please take the time to read and understand this publication very carefully.

## **Have a great year!**

WDHS School Web page: [WDHS Website](#)

WDCCS District Web page: [WD District Website](#)

### **WESTERN DUBUQUE HIGH SCHOOL CLASSROOM RULES:**

1. Respect yourself, others and school property
2. Come to class with a positive attitude
3. Be prepared for every class
4. Use your time wisely

### **WD VICTORY MARCH**

**Bobcats fight with winning spirit  
Win the game tonight**

**Fans are cheering – you can hear them  
Don't give up the fight - LET'S GO CATS**

**Show them that you're going to win  
Victory's nearing, never give in**

**Cheer! Cheer! The Bobcats on  
Fly the colors of W.D. High!!**

**GO YOU BOBCATS! FIGHT FOR VICTORY!**



**ACADEMIC INFORMATION**

**GRADUATION REQUIREMENTS**

All students are required to complete a common core of classes in the following areas:

The following credits are necessary for students graduating:

English	8
Social Studies	7
*All students 2 credits of American History and 1 credit of US Government.	
Mathematics	6
Science	6
P.E.	4
Personal Finance	1
Health	1
Total Required Credits	33

Electives – 25 (58 Total Credits)

Students should choose elective courses that support their Career Pathway, or area they wish to pursue at the post-secondary level.

It is required that all students be enrolled in a minimum of 5 classes each trimester of attendance. However, seniors may take a minimum of 4 classes with parental permission, providing they meet certain guidelines, which may relate to GPA, ISASP and ACT scores, attendance, and discipline.

**INFORMATION ON INSTRUCTIONAL MATERIALS - Refer to School Board Policy**

[605.2](#) - Instructional & Library Materials Inspection & Display

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

## **SCHEDULE CHANGE POLICIES**

### **Unacceptable Schedule Changes:**

- To be in the same class as friends
- The student prefers a different class period
- The student prefers a different teacher

### **Acceptable Schedule Changes:**

- Misplacement/Change of career plans
- Special placement
- Crisis intervention

### **Dropping a High School course:**

Students may drop a high school course within the first 15 school days of the term with a “W” (Withdrawal) on their transcript upon approval of administration. After the 15<sup>th</sup> day, the student may receive a “WF” (Withdrawal Fail) on their transcript.

### **Dropping a College course:**

Students may drop a college course within the first 20 school days of the term with a “W” on their transcript upon approval of administration. After the 20<sup>th</sup> day, the student may receive a “WF” on their transcript.

### **Schedule Changes:**

Our goal is for students to have their schedules well in advance of the beginning of each term. All schedule changes should be made within the first 3 days of the term unless permission is granted from the administration. All students will attend the first day of the term and then can fill out a schedule change request form.

### **WF – Withdrawal Fail:**

“WF” during the middle of a term is not allowed without a lengthy mediation process involving parents, teachers, the student, administrators, and the counselor.

# **GRADING SYSTEM**

## **COMMON GRADING SCALE**

100% – 93% = A

92% – 90% = A-

89% – 87% = B+

86% – 83% = B

82% – 80% = B-

79% – 77% = C+

76% – 73% = C

72% – 70% = C-

69% – 67% = D+

66% – 63% = D

62% – 60% = D-

Below 60% = F - No Credit

Our system uses A, B, C, D, F, P, I, W, WF, Cr, and N with + and -. Report cards will be issued three (3) times a year. Only the end of term grades are recorded on the permanent record.

The following outline is an interpretation of the grades:

P = Pass

I = Incomplete; work must be made up in 10 days

W = Withdrawal

AW = Administrative Withdrawal

WF = Withdrawal Failure

\* Incompletes must be made up within a reasonable amount of time. Incomplete grades must have administrative and teacher approval.

Students who fail the 2<sup>nd</sup> portion of a year-long course may need to “audit” the 1<sup>st</sup> portion of that course the following year for no credit. Students must have a passing grade in the 1<sup>st</sup> portion to continue with the 2<sup>nd</sup> portion which would be for credit.

## **ACADEMIC AWARDS**

Students will earn academic awards for outstanding achievement in their program of study. Guidelines for these awards follow.

1. The student must achieve a grade point average of 3.0 or better for all 3 terms during one academic year.
2. Any grade below a straight "C" will disqualify the student for that grading period, even though he/she may have achieved a grade point average for that grading period of 3.0 or better.
3. Students earning an academic patch, star, or academic pin will receive their award(s) at the end of their senior year. Seniors earning an academic pin will be recognized in the Spring at the Senior Awards Ceremony.
4. A student must be enrolled in a minimum of 5 academic subjects per term (4 for seniors) to be eligible for an academic award for a specific term unless permission is granted by the principal.
5. Seniors who have achieved High Honor Roll each of their grading periods (excluding the last term of the senior year) will earn an academic award for their achievement. Any grade below a straight "C" will disqualify the student for that grading period, even though he/she has achieved a grade point average for that grading period of 3.0 or better.

## **HONOR ROLL**

The Honor Roll is published at the end of each term. Students who earn a 3.300 to 4.000 grade point average are listed with High Honors. Students who earn a 3.000 to 3.299 grade point average are listed with Honors.

## **COLLEGE CREDIT OPTIONS**

*Students at Western Dubuque High School have the opportunity to earn college credit during their high school years through several options.*

## **INTERVENTION CLASSES**

Any student that is not proficient on the last two ISASP assessments will be assigned to an intervention course.

## **SENIOR YEAR PLUS**

Students interested in earning college credits while in high school should contact the school counselor for information, application forms and enrollment procedures.

The Senior Year Plus Program provides students a way to concurrently access secondary and postsecondary credit through advanced placement, postsecondary enrollment options, and concurrent enrollment.

Courses may supplement, but not supplant, a course provided by the school district. The content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the district.

Student eligibility for any Senior Year Plus course:

1. The student must attain approval from the school district prior to enrollment in any Senior Year Plus program.
2. The student must have passed appropriate course prerequisites as determined by the school district or the postsecondary institution.
3. The student must meet enrollment requirements of the postsecondary institution.
4. No student may be enrolled as a full-time student in any one postsecondary institution. There is no minimum or maximum number of credits that can be earned with Senior Year Plus.

## **Transfer of Senior Year Plus Credit to Colleges**

Senior year plus credits transferability vary by institution. Credits transfer to colleges based on the discretion of each institution. Contact your school counselor to receive more information regarding transfer credits. It is the student's responsibility to contact the admissions office of the intended institution to see how the credit(s) will transfer.

Advanced Placement credits are awarded based on the Advanced Placement exam score and the postsecondary major of the student. Concurrent enrollment and postsecondary enrollment credits are awarded for a passing grade. The transfer of concurrent enrollment and postsecondary enrollment credits vary by institution and major.

## **POSTSECONDARY ENROLLMENT OPTIONS PROGRAM (for grades 11 and 12, or identified in grades 9-10 by gifted and talented criteria)**

1. Student Eligibility: Counselors, TAG Facilitators, content leaders, principal and/or designated assistant principal may assist in determining student eligibility.
  - a. Parent/guardians of eligible students must furnish transportation to and from the eligible postsecondary institution.
  - b. A student enrolled in an accredited nonpublic school who meets all eligibility requirements (including residency in Iowa) may apply to take a course, provided that neither the accredited nonpublic school nor the school district offers a comparable course.
  - c. Postsecondary enrollment options courses are available to dually enrolled students (competent private instruction).
  - d. No student may audit a postsecondary enrollment option course.
  - e. Students must notify the high school of their intent to enroll in a PSEO course by March 15 for the following year.
  - f. The student must be proficient in reading, math, and science on the ISASP most recently administered.
  - g. Alternative Measures - If a student is not proficient in one or more of the content areas--reading, math, and science--mastery may be demonstrated by an equivalent qualifying performance measure including but not limited to additional administration of the state assessment, portfolios of student work, student performance rubric, or end-of-course assessments.
2. Course Eligibility
  - a. Nonsectarian courses
  - b. Courses not comparable to courses offered by the Western Dubuque Community School District (WDCSD)
  - c. Credit bearing courses that lead to an educational degree.
  - d. Courses in math, science, social sciences, humanities (English, art music, language), vocational-technical education.
3. High School Credit
  - a. Approved and completed college courses will be given high school credit. Each semester length college course equals one trimester high school credit.
  - b. Completed college courses will count towards high school graduation requirements and subject area requirements. Evidence of successful completion of each course and high school units of credit and postsecondary academic credits will be included in the student's high school transcript and GPA.

#### 4. Payment for College Tuition Cost

- a. The school and/or district will pay directly to the postsecondary institution the legally limited costs of contractually agreed upon/approved enrollments by eligible students who complete and receive credit for the approved courses(s) in which they are enrolled.
- b. Students who fail to complete and receive credit for a postsecondary course are responsible for all costs directly related to the course and will be billed by the district for those costs. If the student is under 18 years of age, the parent or guardian will assume the costs.

#### **CONCURRENT ENROLLMENT PROGRAM (for grades 9-12)**

1. The school board must annually approve courses to be made available for high school credit. Comparable courses must not already be offered by the school district.
2. No student may audit a concurrent enrollment course.
3. No student may be charged tuition for a concurrent enrollment course.
4. The student must meet one of the WDCSD academic requirements: ISASP or Alternative Measures. The student must be proficient in reading, math, and science on the ISASP most recently administered.
  - a. Alternative Measures - If a student is not proficient in one or more of the content areas on the ISASP or ACT, mastery may be demonstrated by an equivalent qualifying performance measure including but not limited to additional administration of the state assessment, portfolios of student work, student performance rubric, or end-of-course assessments.
  - b. Career and Technical Education (CTE) Exemption - Students seeking to enroll in a CTE course via concurrent enrollment are exempt from the academic requirements for Senior Year Plus eligibility.
5. Students receive both high school and college credit through the completion of a concurrent enrollment course. The course will go on the student's permanent transcript, as well as their NICC college transcript, affecting both the student's high school and college GPA. There are different times for withdraw dates for the high school and the college. Students must follow the college deadline for withdraw. A withdrawal would result in a "W" on their college transcript rather than a failing grade. A "W" does not affect a student's college GPA but does count towards their college credit completion rate as an incomplete course. Receiving a "W" or "F" on their college transcript could affect a student's future financial aid for college. This is based on their college credit completion rate.

#### **Advanced Placement (AP®)**

Advanced Placement (AP®) courses are rigorous college prep courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit.

#### **Articulated Courses**

Articulated courses are courses from Western Dubuque Community Schools that have aligned their curriculum with courses from a post-secondary institution such as NICC or Kirkwood. Although no college credit is given, if the course has been articulated they would then be able to attend the cooperating post-secondary school after high school is completed and waive that course and continue with the desired program upon successful completion of at least one term. Each post-secondary institution handles articulated courses a little differently, so you should contact the institution of your choice with more questions. This provides a financial savings for the student when they attend the cooperating institution after high school. WDCSD is continuously working to articulate with other institutions such as NICC and Kirkwood. All current courses that are articulated in the curriculum guide will be identified as such with the title of "articulated" following the course title.

## **Who Can Take College Credit Courses?**

Students who have met the requirements of both the school district and the post-secondary institution can take college credit courses. For the college, students must meet any placement test score requirements and any pre-requisite course requirements. At the school district level, students must be proficient in the areas of Reading Comprehension, Mathematics Concepts and Problem Solving and Analysis of Science Materials. ISASP and ACT scores will be used to determine proficiency. If a student is NOT proficient in one or more areas, alternative assessments may be used.

Any student interested in enrolling in a 5th year college program while remaining a student at Western Dubuque High School needs to submit an application by May 15th of their junior year.

## **PARENT & STUDENT PORTAL**

Parents & students may access student's grades and attendance electronically at any time via the parent/student portal at [Parent/Student Portal](#). A username and password can be obtained by calling the office at (563) 275-6775.

## **GRADE CHECKS**

Grade checks will be generated on the 20<sup>th</sup> day, 30<sup>th</sup> day, and 45<sup>th</sup> day of each term indicating the grades in all of the courses in which a student is enrolled. Academic eligibility will not be considered on the 20<sup>th</sup> day but will be for the 30<sup>th</sup>, 45<sup>th</sup>, and 60<sup>th</sup> day grading periods.

Thirty days prior to graduation, the school will notify parents/guardians of seniors if their student is in danger of not graduating.

## **STUDENT DIRECTORY INFORMATION - Refer to School Board Policies**

[506.2](#) - Student Directory Information

[506.2E1](#) - Authorization for Releasing Student Directory Information

[506.2R1](#) - Use of Directory Information

## **STUDENT RECORDS - Refer to School Board Policies**

[506.1](#) - Education Records Access

[506.1E1](#) - Request of Nonparent for Examination of Copies of Education Records

[506.1E2](#) - Authorization of Release of Education Records

[506.1E3](#) - Request for Hearing on Correction of Education Records

[506.1E4](#) - Request for Examination of Education Records

[506.1E5](#) - Notification of Transfer or Education Records

## **ACTIVITIES AND ORGANIZATIONS**

A wide variety of extracurricular activities are offered. All students are welcome to participate; however, in order to do so, they must be in good standing academically and behaviorally. (See Good Conduct Code)

### **FAMILY NIGHT**

School activities will not be scheduled on Wednesday nights beyond 6:30 p.m. Significant events, beyond the control of Western Dubuque administration, may be allowed on an occasional basis.

## **ATHLETICS**

Baseball	Football	Tennis
Basketball	Golf	Track
Bowling	Soccer	Volleyball
Cheerleading	Softball	Wrestling
Cross Country	Swimming (Shared Co-op)	

## **FINE ARTS**

Band	Dance/Poms	Show Choir
Choir	Drama/Plays	Speech
Color Guard	Musical	

## **CLUBS AND ORGANIZATIONS**

Archery	FCCLA	Skills USA
Art Club	FFA	Special Olympic
Book Club	Peer Partners	Student Council
Chess Club	Poetry Club	Student Life
DAYLC	Quiz Bowl	Tri-M
FBLA		

***(These activities & organizations are subject to change)***



## **STUDENT SERVICES**

### **SCHOOL COUNSELING SERVICES**

Professional school counselors and support staff such as substance abuse, and mental health counselors and will provide assistance, upon request, to students who are experiencing problems at home, in school, or with their personal relationships. In addition, they coordinate testing, new-student orientation, class scheduling and the collection and distribution of educational and occupational information. If your child is in need of services, please contact the school counseling office at (563) 424-6041 to request on-site support during school hours or to connect you with additional resources. An updated list of community partners can be found on our [district website](#).

### **SCHOOL HEALTH SERVICES**

#### **EMERGENCY INFORMATION**

Emergency information is kept on file for each school-aged child. Parents/guardians need to update the information at registration. **Parents/guardians are asked to keep all offices updated during the school year regarding changes in emergency contact information, home address, and home/work phone numbers.** Changes in emergency information may also be made via e-mail to Mary Boge at [mary.boge@wdbqschools.org](mailto:mary.boge@wdbqschools.org)

For students taking medication during the school day, Medication Permission Forms should be completed at registration and given to the school nurse or secretary **before** the first day of classes.

#### **ABSENCES**

**Parents/guardians are asked to notify the school by 9:00 AM if your child is absent.** Messages may be left 24 hours a day. Because of safety concerns, phone calls will be made to parents of all absent students not called in by a parent. Phone number for absences is: 563-663-9642 option 0 to leave a message.

#### **ILLNESS**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <101°), without the aid of fever reducing medications, before returning to school. Parents will be notified, and students sent home with any of the following: fever over 101°, vomiting, diarrhea, body rash of unknown origin, untreated impetigo, or untreated ringworm. Please report all communicable diseases to the school nurse. Following directives issued by the State Department of Health, she will advise you on when your child may return to school.

#### **ILLNESS OR INJURY AT SCHOOL – Refer to School Board Policy**

[507.4](#) - Student Illness or Injury at School

#### **PHYSICAL EXAMS/SPORTS PARTICIPATION – Refer to School Board Policy**

[507.1](#) - Student Health and Immunization certificates

#### **ADMINISTRATION OF MEDICATION TO STUDENTS - Refer to School Board Policy**

[507.2](#) - Administration of Medication to Students

Students may be required to take prescription and/or over-the-counter medication during the school day. Medication shall be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners. The course is conducted by a registered nurse or licensed pharmacist. A record of course completion will be maintained by the school district. All medication must be kept in a secure area of the nurse's office. The exception is for students who have demonstrated competence in administering their medication for asthma or other airway constricting illnesses. These students may possess and self-administer the required medication provided an annual self-administration of medication form is completed and on file in the health office.

Prescription medication will not be administered without the completed Medication Permission Form from the health care provider that includes parental signature. All prescription medication must be in the original container, which is labeled by the pharmacy or the manufacturer, with the name of the child, name of the medication, the time of day when it is to be given, the dosage and the duration. When administration of the medication requires ongoing professional health judgment, an individual health plan will be developed by the licensed health personnel, the student, and the student's parents. A written record of the administration of medication procedure must be kept for each child receiving medication including the date, student's name, prescriber or person authorizing the administration, the medication and its dosage, the name, signature and title of the person administering the medication, the time and method of administration, and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

A limited selection of over-the-counter medications will be available and administered as needed for students in PreK-12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in PreK-6 grades. An administration log of over-the-counter medication will be maintained at each school. Emergency protocol for medication-related reactions will be in place.

### **REQUIRED DENTAL SCREENING, VACCINATIONS, IMMUNIZATIONS, BLOOD LEAD TEST**

Click [Here](#) for more information from the Iowa Department of Public Health

### **PARENT CONTACT REGARDING HEALTH ISSUES**

When it is apparent a child has a **significant** health problem, every attempt will be made to contact a parent/guardian, but you will **not** be called each time your child is in the health office.

A significant health problem would include the following situations but not limited to:

- A child who is vomiting
- A child with recurrent diarrhea stools
- A child with a fever 101 or higher
- A child with difficulty breathing
- A child sustaining an injury or other illness that may require medical attention
- A child with a health concern that does not allow them to perform in the classroom similar to their peers per teacher report

When permissible, students will be playing outside during recess and physical education classes, and we encourage students to engage in all types of activities. Exercise and a break from class have been proven of benefit for children in many ways both physically and mentally. Similar to outdoor play at home, during school hours children also experience minor bumps, bruises, and scrapes while playing and parents will not be notified of every incident. In most cases we will try our best to contact you if your child experiences a significant bump on the head or face. In the event your child has special health care considerations, this will be taken into account and staff will be instructed on proper procedure via a written Healthcare Plan. Please understand that with the number of students visiting the health office in a given day it is impossible to contact every parent and may cause problems for some to be repeatedly contacted while at work. We also have non-medical personnel working with students who cannot be expected to make medical decisions so often it is a judgment call.

The health and safety of children when attending school is our primary concern and we will do everything possible to keep this a priority. Together we will continue to work to make Western Dubuque Schools a healthy and safe learning environment for all.

## **FOOD SERVICE/MEAL CHARGES – Refer to School Board Policies**

[710.1](#) - School Food Program

[710.2](#) - Free or Reduced Cost Meals Eligibility

[710.4](#) - Meal Charges

## **LIBRARY-MEDIA CENTER**

Our WDHS Library Media Center is open for students and faculty research, reading, and quiet study from 7:45 a.m. to 3:15 p.m.

## **GENERAL INFORMATION:**

### **APPAREL - Refer to School Board Policy**

[502.1](#) - Student Appearance

The School Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

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

The following items will **NOT** be considered appropriate attire for students in grades 7-12 for students in the Western Dubuque Community School District.

1. Clothing attire, including headwear, must be worn in an appropriate manner, which is not disruptive to others learning and person identification is possible.
2. Clothing that exposes undergarments or undergarment area.
3. Bottoms must reach the thigh at all times
4. Apparel that advertises or promotes alcohol, tobacco, violence, illicit drugs, or that displays obscene/prejudicial material, profanity, sexual innuendos.
5. Chains hanging from clothing longer than 3 inches.
6. Footwear needs to be worn at all times. Athletic footwear is required for all physical education classes.

**RATIONALE:** A student dress code is an important characteristic toward establishing an academic environment. As a parent you need to know this policy. Not only will this impact the clothes you purchase for your child, but it will also provide more guidance to students and parents about what constitutes appropriate attire for school.

Students will be expected to abide by these expectations. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to school.

While the primary responsibility for appearance rests with the students and with their parents, the administration will reserve the right to make the final decision concerning appropriateness of school clothing/jewelry/hair.

## **PARKING RULES AND REGULATIONS**

The regulations listed below are issued to promote safety and order in regard to parking and driving at Western Dubuque High School. It should be clearly understood that failure to comply with these regulations may lead to loss of the driving privilege, fines or suspension from school. Serious driving violations will be reported to local authorities.

Parking is on a first come first serve basis. Students may park in any parking lot except the teacher lot (south end) or behind the school.

Students are not allowed in their vehicles during school hours unless they are leaving school property with an approved early dismissal, on a work study program, or unless they have permission from an administrator.

Cars must be parked in spaces clearly marked for parking. **"NO PARKING"**, **"VISITOR"** and **"RESERVED"** parking must be avoided at all times. **"BOBCAT PARKING"** is reserved for students awarded this privilege. This includes the bus drive in the front of the building. Parking tickets are given out at the discretion of school administration.

Inappropriate and reckless driving will not be tolerated at any time. Students observed driving in this manner will be reported to local authorities. Students are expected to obey traffic laws at all times.

A student's car may be searched when an administrator or designee has reasonable and articulable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulation affecting school order.

## **PARKING LOT PROCEDURES**

Leaving school to go to parking lot is a privilege not a right, at any time students may be escorted by a staff member or denied permission to go to parking lot.

Students may go to the parking lot if:

- Classwork or computer left in car
- Gym clothes
- Car trouble; lights left on, car was hit, windows down, etc.
- Medicine left in car
- Parent request

Procedure:

- Ask for permission from attendance office.
- Attendance secretary will document.
- Student will leave your phone at attendance desk
- When student returns, sign-back in attendance office.

Only allowed 3 times per term. If more than three times must be accompanied by a staff member.

If you have earned a Good Conduct, permission maybe denied or must be accompanied by a staff member at all times.

Students are only permitted to go to their own car.

## **UNAUTHORIZED MOTOR VEHICLES ([Policy 714.1](#))**

Because of the potential hazards to students, staff, and property, unauthorized motor vehicles shall not be allowed or operated on any property owned by the Western Dubuque Community School District, with the exception of those vehicles owned by the District and operated by District staff, nor shall such vehicles be allowed at school sponsored-activity or school-authorized events, regardless of where such activity or event takes place. "Unauthorized motor vehicles" include snowmobiles, go- carts, golf carts, all-terrain vehicles, and John Deere Gators (or similar). Exceptions to this prohibition may be granted by the Superintendent for authorized school functions or purposes. Violators may be charged with trespassing.

**BICYCLES/MOPEDS** - Riding a bicycle/moped to and from school is a privilege. Students who fail to follow the rules set by the administration will have the privilege of bike/moped riding removed and may be subject to additional discipline. Bicycles and Mopeds must be parked in designated area.

**SKATEBOARDS** – There are to be no skateboards used on school ground including sidewalks and parking lots.

## **BOOK BAGS**

Students may not bring book bags, backpacks, or items of a similar nature to the classroom, library, restrooms, athletic event or to the lunchroom. Students should only bring their computer bag to class.

## **DAMAGED BOOKS/PROPERTY**

Students who lose or damage books or other school property may be charged a fine up to the amount needed to replace the item.

## **LOST AND FOUND**

Articles found in the building or on the grounds should be turned in to the Main Office. The high school is not responsible for lost or stolen items.

## **PUBLICATIONS**

Students shall be free to express themselves in school-sponsored publications and/or social media outlets except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere, or infringe on the rights of others. Within these guidelines, advisors and student staff shall maintain professional standards accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications. Staff will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications and journalism when choosing which information to publish in school sponsored publications.

## **EMERGENCY PROCEDURES**

The school conducts fire and tornado drills periodically as well as crisis drills. Students must take these drills seriously and cooperate fully with the directives of teachers, administrators, and other authorities. During a fire drill, students must exit the building with their class and report to the designated area. During a tornado drill, students must report with their class to the area designated in the school's emergency plan. Students may not return to their classroom or study hall until directed to do so.

In the event of a crisis situation (e.g., hazardous materials or terrorist threat), the school will implement planned emergency procedures designed to safeguard the welfare of all persons in the building.

## **ELECTRONIC MEDIA - Refer to School Board Policies**

[605.6](#) - Internet Appropriate Use

[605.6E1](#) - Internet Access Denial Letter to Parents-Guardians

[605.6E2](#) - Internet Appropriate Use Violation Notice

[605.6R1](#) - Internet Appropriate Use Regulation

Students may not use electronic equipment such as earplugs, airpods, iPods, cell phones, smartwatch, etc. during instructional time throughout the day.

Students will have access to personal electronics while not in a classroom setting. Once a student enters a classroom the expectation is that each student will put his/her personal electronics away. Any unauthorized recording and/or taking of pictures is prohibited according to the Student Handbook. The following are the personal technology acceptable use expectations:

Cafeteria	Use is permitted during your assigned lunch period. Wear headphones while listening to music and shall not be disruptive to others
Office (Counseling, Guidance, Nurses, etc.)	When a student enters a classroom/office/locker room, all non-school issued electronics are put away
Locker Rooms/Restrooms	When a student enters a locker room/restroom, all personal electronics are put away. Privacy is an expectation
Resiliency Rooms	Turn in electronic device after completing the sign-in process
Personal Situations	In the event of an important personal situation speak with staff prior to class. Make staff aware of the situation, develop a common understanding of expectations, and handle the situation according to determined plan.

## **Outcomes/Consequences**

1. When electronic device use results in student or device being brought to the office it may result in the confiscation of the device and a referral to school administration. In these situations, the electronic device may be confiscated and returned to a parent and/or guardian. (Example, 1<sup>st</sup> time office referral = student may retrieve device at the end of the day, 2<sup>nd</sup> offense = student may have device confiscated with parent retrieval, 3<sup>rd</sup> offense referral = parent retrieval and disciplinary action may be taken). Students may have to turn in their phone daily.

\*Note\* Any student who refuses to provide personal electronics to the adult will have violated the Student Handbook policy and be subject to discipline (ex. Insubordination).

## **LAPTOP STUDENT/PARENT GUIDE**

## **Laptop Overview**

The student assigned laptop, charger, and carrying case are the property of Western Dubuque Community School District and can be requested back at any time. The district-issued device purpose is to assist with students access of required instructional resources offered by their teachers. This device is an educational tool for educational use only. Student laptops are intended for use at school each day and are required to be taken to classes. Teachers/administrators will have the final say as to the time and method of laptop use in their classrooms/buildings. Western Dubuque Community School District retains sole right of possession and ownership of all computer devices and accessories utilized for the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this document will result in disciplinary action, including but not limited to confiscation of any and all devices lent to students, as well as any other disciplinary action deemed appropriate by Western Dubuque Community School District.

## **Laptop Use and Care**

Students are responsible for the laptops they have been assigned and are responsible for any costs associated with damage, repairs, or loss of loaned laptop. Students will receive their assigned laptop during the start of the school year. Each device will be inventoried and tracked using Western Dubuque Community School Districts software. Students will receive the same computer year after year to maintain user responsibility and quality of their assigned laptop. All 9th grade students will receive a new laptop each year.

Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specially advised not to do so by their teacher.

Student-lead helpdesk support for student assigned laptops will be available for Cascade High School and Western Dubuque High School. Students and their assigned laptops will be required to report any, and all damages or repair needed to the student-lead helpdesk. Student helpdesk or administrative staff will determine the repair needed and if a loaner laptop should be issued. Loaner laptops assume all aspects and policies of the student's originally issued device. Do not take district owned laptops to an outside repair service area for any type of maintenance.

## **Transporting Laptop**

- Make sure no items are on the keyboard and then close the laptop lid before moving the laptop
- Store the laptop in the provided carrying case to help protect when transporting
- Do not overload the carrying case with other items. This could put pressure on the screen causing it to crack.
- Do not transport the laptop with the power cord plugged into the laptop
- Do not leave your computer on when transporting it in the case
- Do not put any amount of weight on top of the case with the laptop inside
- It is recommended to store the laptop in a secure location at school.
  - Lockers with a lock
  - Classrooms that are being supervised and/or locked
- Under no circumstances should the laptop be left unattended unless it is properly secured.
- If an unattended laptop is found, notify a staff member immediately.

## **Care for Laptop**

- Do not eat or drink while using the laptop
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth
- Clean the keyboard and outer surface with a damp, soft microfiber cloth
- Never spray any liquid directly on the laptop
- When not using the laptop for extended periods of time, shut the laptop off instead of letting it go to sleep
- When using the laptop, keep it on a flat, solid surface



- Take care when inserting power cord or USB devices to avoid damaging the laptop ports
- Do not expose the laptop to extreme temperatures or direct sunlight for extended periods of time. This includes leaving it inside of a vehicle.
- Laptops must have the Western Dubuque Community School District asset tag label bar code on it at all times. These labels must not be removed or altered in any way. If the tags are removed or defaced, disciplinary action will result, along with a fine being assessed.
- Never attempt to repair the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Report any damage or technical issue to the student helpdesk as soon as possible.

### **Repairing Laptop**

- Student laptops in need of repair must contact the buildings student run helpdesk
- Loaner laptops may be issued to students when they leave their school issued laptop for repair.
- Loaner laptops may be taken home
- Students are responsible for any damage to or loss of loaned laptop
- Helpdesk will contact students when their laptop is repaired and ready for pick up
- Students are responsible to back-up or store their own data. Students are encouraged to save their data to OneDrive.

### **Returning Student Assigned Laptop**

End of the Year: At the end of each school year, students will be expected to turn in their assigned laptops back to Western Dubuque Community School District. Failure to turn the laptop in could result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

Transferring/Withdrawing: Students who transfer or withdraw from Western Dubuque Community School District must turn in their assigned laptop on their last day of attendance. Failure to turn the laptop in could result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

### **Internet Privileges, Privacy and Acceptable Use**

Use of the districted assigned laptop and any Western Dubuque Community School network is a privilege, not a right. At school, students will have access to the internet through the school network. When not at school, students can access the internet if they have internet access available to them in their home or other locations. Western Dubuque School District will not provide students with Internet access outside of school property. Each assigned laptop has a content filter in place when students access the internet. Therefore, sites that are deemed harmful or un-educational will be blocked. This content filter is in place and monitoring each user regardless of what internet it is connected to.

All levels of Internet access described above adhere to the Children's Internet Protection Act (CIPA) which was a law enacted by U.S Congress in 2000.

No technology protective measure is 100% effective in protecting students from material that is potentially harmful. Western Dubuque School District will perform a best effort case in employing technology protection measures. Western Dubuque Community School District reserves the right to monitor and log the use of its technology and networks by users and examine user files and materials, as necessary.

Western Dubuque Community School District reserves the right to collect and/or inspect the laptop at any time, including via electronic remote access. There is no reasonable expectation of privacy while using Western Dubuque Community School Districts laptops, networks, or other technologies.

By logging into the assigned laptop, you are agreeing to follow the Western Dubuque School District Acceptable Use Policy (605.6), Acceptable Use Regulation and Internet Safety Policy (605.6R1) and Student Internet Access Agreement (605.6E1).



## **Laptop Violation Progression**

1. First offense - Student is called to the office to discuss their online behavior. Parents may be notified. Student gets to keep their computer for school use.
2. Second offense - Student and Parents will be contacted to participate in a discussion about online behavior. The student account is enrolled into a limited access web filter to limit web searches and daytime/weekend hours of online access.
3. Third offense - Student and parents will be contacted. The computer is restricted to only certain sites needed for their schoolwork. The computer will be located in the office and checked out as needed by the classroom teacher.

Should there be any additional violations, administration will contact parents to set-up additional supports up to, and including, the possible removal of technology usage.

## **Right to Waive Access to Laptop Outside of School Hours**

Parents/Legal Guardians have the right to waive their child's access to the laptop outside of school hours by submitting an online form. A record of the form will be kept on file. The student will still have access to the laptop while at school but will not be allowed to take the laptop offsite for any reason. This laptop must be checked in and out each school day for this student. The decision to either waive the right to access or to participate in access to the laptop can be made at any time during the school year.

## **LEAVING SCHOOL GROUNDS –**

### **No Open Campus for Lunch**

Students may not leave the school during the school day except for class trips or other approved school functions. No outside food can be delivered during lunches unless approved by administration. Any student leaving school must have administrative permission and must sign out of the office...use main office only!

## **LOCKERS/DESKS**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It will be the responsibility of students to keep their assigned lockers clean and undamaged. The school district is not responsible for lost or stolen items.

To ensure students are properly maintaining their assigned lockers, the principal or designated staff of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Please keep your lockers locked. Valuables should not be kept in lockers. Western Dubuque High School is NOT responsible for lost or stolen items. Students are expected to use their own lockers and to keep them neat. Students should NOT store books or property in any locker but their own.

PE lockers are not to be used as academic lockers. Locker room lockers are only to be used for PE/Strength/Personal Wellness classes and participants in after school activities. Students are not permitted in locker rooms unless assigned to a PE class or after school hours while participating in extra-curricular activity.

## **SCHOOL FEE WAIVERS - Refer to School Board Policy**

[503.3R1](#) - Student Fee Waiver and Reduction Procedure

## TRIPS

Students who participate in school-sponsored trips must travel with the group unless they have special permission from the Administration to travel with a parent/guardian or another party. The parent/guardian must make the request in person to the Administration, whose decision is final. When students are assigned to a bus for a school-sponsored trip, they may not change buses without permission. For activity travel, see activities handbook.

## **ATTENDANCE POLICY - Refer to School Board Policies**

[501.09](#) - Chronic Absenteeism and Truancy

[501.09R1](#) - Chronic Absenteeism and Truancy Regulation

[501.11](#) - Student Release During School Hours

Regular and punctual attendance is essential for students to fully benefit from the educational opportunities provided by our school. Consistent attendance not only enhances learning but also fosters habits of responsibility and reliability that are valuable throughout life.

### **Why Attendance Matters**

Each day's lessons build upon the previous ones. Missing school can disrupt a student's understanding and progress, making it challenging to keep up with coursework. Moreover, regular attendance contributes to a cohesive and interactive classroom environment, benefiting all students.

### **Definitions**

- **Chronic Absenteeism:** Missing more than 10% of the school days or hours in a grading period. For example, in a 60-day trimester, this equates to 6 or more days.
- **Absenteeism Plan:** Missing more than 15% of the school days or hours in a grading period, regardless of reason, may result in an Absenteeism plan. For example, in a 60-day trimester, this equates to 9 or more days. Once this plan is made, communication will be made weekly on absences.
- **Truancy:** Being absent without a valid excuse for at least 20% of the school days or hours in a grading period. Using the same 60-day trimester example, this would be 12 or more days.

### **Excused Absences**

#### **State Exemptions**

Chronic absenteeism and truancy do not apply to the following students who:

- Have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- Are excused for sufficient reason by any court of record or judge;
- Are attending religious services or receiving religious instruction;
- Are unable to attend school due to legitimate medical reasons;
- Are a military applicant undergoing military entrance processing or are engaged in military service;
- Are traveling to attend a funeral or wedding;
- Have an individualized education program that affects the student's attendance;
- Have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- Are attending a private college preparatory

#### **School Exemptions (Including all the above):**

- A participant in school-sponsored or approved activities.

### **Reporting Absences**

Parents or guardians should notify the school office by 9:00 a.m. on the day of absence, providing the student's name, grade, and reason for absence. Timely communication helps us ensure student safety and accurate record-keeping.

### **Make-Up Work**

Students are responsible for completing missed assignments. They will have a period equal to twice the number of days absent to submit make-up work, not exceeding 10 days. For instance, if a student misses 3 days, they have up to 6 days to complete the assignments. It's the student's responsibility to coordinate with teachers regarding missed work.

### **Unexcused Absences and Truancy**

Unexcused absences occur when a student misses school without a valid reason. Consequences may include:

- Detention or in-school suspension.
- Development of an Absenteeism Prevention Plan at 15% in collaboration with parents/guardians.
- Referral to the county attorney if unexcused absences reach 20% in a grading period.

### **Tardiness**

Punctuality is important. A student is considered tardy if not present in the classroom when the bell rings not to exceed 14 minutes. Arriving 15 minutes late to any given class would result in an absence, rather than tardy. Accumulated tardies can lead to disciplinary actions such as detention.

3 Tardies = 1 lunch detention

Chronic Tardy issues may result in but not limited to Resiliency Room placement to make up the time missed, and/or interventions created collaboratively with administration.

### **Parental Involvement**

We encourage parents and guardians to:

- Emphasize the importance of regular attendance with their children.
- Schedule medical appointments outside of school hours when possible.
- Communicate with the school regarding any attendance concerns or challenges.

### **Support and Resources**

Understanding that challenges may arise affecting attendance, our school offers resources to support students and families. If you're facing difficulties ensuring your child's regular attendance, please reach out to our counseling office for assistance.

By working together, we can ensure that all students have the opportunity to succeed academically and develop positive lifelong habits.

### **DISCIPLINE POLICY:**

Students should conduct themselves in an appropriate manner during class, in the cafeteria and hallways, on school grounds, and during school-sponsored trips and activities. They should show respect and consideration for all people at all times.

The goal is to create an environment where teaching and learning are the highest priority. Cooperation between students, teachers, administrators, and support staff is essential in order to accomplish our goal. The following rules and procedures are established to help ensure the highest quality educational experience for everyone involved.

### **Disciplinary Actions:**

Students who are involved in inappropriate behavior are subject to certain disciplinary actions. Depending on the behavior, one or more of the following actions may be taken. Student misconduct may also result in

suspension, which may result in the loss of the privilege to participate in after-school activities. When a special education student engages in misconduct, which could result in suspension or expulsion, Western Dubuque High School will follow state and federal law. Potential outcomes due to unexpected behavior are as follows:

### **Administrator Notes**

A school administrator will note and document the misconduct.

### **Administrator Conference**

A meeting with a school administrator and the student on how the student should behave.

### **Parent/Guardian Involvement**

A meeting, telephone call, letter, or other form of communication to the parents/guardians outlining the events, behaviors, etc. to which their student was involved.

### **Detention**

The detention room is located on-site. Students serving detention at this center will be required to stay before or after school for a defined period of time. Students will have a maximum of 2 days, from the date of incident, to serve their detention, unless authorized by an administrator. Cell phones are to be turned into the office while serving detention. Lunch detention may also be assigned in various situations where a student will eat their lunch in an assigned location. Cell phones are to be turned into the office while serving detention.

### **Resiliency Room Assignment**

The intervention center is located in the building facility and is monitored at all times by district staff. Students at this center will not be counted absent from classes missed. Teachers will provide assignments and the completion of the assignments will be monitored by center personnel. Center personnel will explore behaviors that resulted in the student's assignment there. Student must complete all stages of Resiliency Room's action plan before returning to general ed. setting determined by center personnel. This may require student to attend multiple days in Resiliency Room. Students in the Resiliency Room will be expected to complete all coursework.

### **Out of School Suspension**

The temporary removal of the student from school. Students on out-of-school suspension shall be counted as excused absence from classes missed due to the suspension. Time will be given to make up work missed during the suspension.

### **Student Contract**

An agreement between the student, parent/guardian, and school officials regarding the expected behavior of the student. The contract will also include consequences should the contract be broken.

### **Board Action**

The student will be dismissed from school by the Board of Education. This action is the most severe punishment that may be imposed by a school. A student who, in the opinion of school administration, has committed an act not listed below will be subject to the discretionary authority of the school administration to levy discipline. Any student who attempts to commit an act of misconduct or knowingly assists another student in committing an act of misconduct may be subject to disciplinary action. Up to the discretion of the Western Dubuque School District Administration, the School Resource Officer (S.R.O.) may be called for support and/or criminal complaints.

**Classroom Managed Behaviors:**

<b><u>State Code</u></b>	<b><u>Definition</u></b>
Disrespect (8)	Student delivers socially rude or dismissive messages to adults or students.
Disruption (9)	Student engages in behavior causing an interruption in a class or activity including, but not limited to, loud talk, yelling, noise making, horseplay, or out-of-seat behavior.
Dress Code (10)	Student wear clothing which does not fit within the dress code guidelines practiced by the school.
Inappropriate Language (1)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (low intensity)
Non-compliance (7)	Student engages in refusal to follow directions or talks back to staff (low intensity).
Property Misuse (24)	Student engages in activity which results in damage, destruction, or the misuse of property. (low intensity)
Tardy (27)	Student is less than 15 minutes late to class.
Other (33)	Low intensity behavior in a category not listed.

**Administratively Managed Behaviors:**

<b>State Code</b>	<b>Definition</b>
Abusive Language (1)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (high intensity)
Alcohol (2)	Student is in possession of or is using alcohol
Bullying (5)	Student delivers direct, indirect, or technology-based unwanted, aggressive behavior which involved a power imbalance and is repeated
Combustibles (6)	Student is in possession of substances which are readily capable of causing bodily harm and/or property damage. Includes, but is not limited to, matches, lighters, etc.
Defiance (7)	Student engages in refusal to follow directions or talks back to staff (high intensity).
Drugs (11)	Student is in possession of, using, or under the influence of illicit or illegal drugs
Fighting (21-23)	Student engages in or instigates a physical fight.
Harassment (14)	Student delivers direct, indirect, or technology based unwanted, aggressive behavior that involves a power imbalance and is related to race, color, natural origin, sex, or disability.
Plagiarism/Algiarism (12)	Student signs a person's name without permission or claims someone/something else's work as their own.
Inappropriate Location (16)	Student is in an area outside of school boundaries as defined by school personnel
Insubordination (7)	Student engages in refusal to follow directions or talks back to staff (medium intensity). This includes not paying for entry of events.
Other (33)	High intensity behavior in a category not listed.
Physical Aggression (19-20)	Student engages in actions involving serious physical contact including, but not limited to, hitting, punching, kicking, etc.)
Property Damage (24)	Student participated in an activity that results in damage, destruction, or misuse of property. (High Intensity)
Skip Class (25)	Student leaves or misses class without permission

Technology Violation (28)	Student engages in inappropriate use of cell phone, pager, music/video players, camera, or other electronic devices.
Theft (29)	Student is responsible for possessing or passing on someone else's property
Tobacco (30)	Student is in possession of or is using tobacco or related products
Threat (4)	Communication of a verifiable threat through any means to endanger students and/or staff en masse
Truancy (31)	Student receives an unexcused absence for ½ day or more
Weapon (32)	Student is in possession of knives, guns (real or look-a-like), or other objects readily capable of causing bodily harm.

School discipline is the guidance of conduct of pupils in a way that permits the orderly and efficient operation of the school, i.e., this maintains a scholarly, orderly atmosphere needed to achieve maximum educational benefits for all pupils.

**DUE PROCESS** is automatically afforded to each student regardless of the severity of the offense. This includes:

1. An informal/formal investigation of the allegations.
  2. Written and/or oral notice to the student of the allegations against him/her and an opportunity to respond.
  3. In cases where suspension or Board Action is contemplated, further legal procedures will be followed.
- Students who cause a substantial disruption to the learning environment including, but not limited to, false fire alarm are subject to disciplinary action including suspension, expulsion, and code-of-conduct violation.

## LOITERING

Students who are found loitering in unsupervised or unassigned areas like bathrooms, hallways, locker rooms, lunchroom, or other common areas, before, during, or after school hours is prohibited and may be subject to a search. Examples; two students in same bathroom stall, student sitting in parked car, found in locker room when not assigned to PE class.

A student must be in assigned areas during school hours. Loitering in the hallways during class can disrupt learning for other students. Students need to have a valid pass to be in the hallways except during passing periods.

At the conclusion of the school day students are expected to leave the building in a timely fashion unless they are participating in a school sponsored activity. Students waiting for rides must wait by exit doors. Students are not allowed to wander the building at any time.

## **Search and Seizure:**

Western Dubuque staff may conduct a search of a student and/or a student's personal property of a student including, but not limited to, coat, purse, book bag, or cell phone, when an administrator has reasonable and articulable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulation affecting school order. Aides, including but not limited to metal detecting wands, may be used to ensure least invasive practices are followed. Students loitering on school grounds and unattended personal belongings may be searched. School issued electronic devices may be also searched at any time. Board Policy [502.8](#) and [502.8 R1](#).

If a student has received discipline on more than one occasion for the same offense, example; tobacco or controlled substance use, the student may be subject to random searches by school administration or designee. Random or daily search of students can be part of a safety plan as a result of District Threat Screener.

## **SAFE & EFFECTIVE USE OF SECLUSION & RESTRAINT – Refer to School Board Policy**

[503.6](#) - Physical Restraint & Seclusion of Students

## **ANTI-BULLYING/ANTI-HARASSMENT - Refer to School Board Policy**

[104](#) - Anti-Bullying/Anti-Harassment Policy

Western Dubuque Community School District (WDCSD) is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the WDCSD School Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. Reports of bullying & harassment should begin with the school counselor.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

Any individual who believes they have been harassed or bullied should follow the district complaint procedures, and the complaint will be investigated.

For additional questions, please contact your building principal.



## **FIGHTING**

### **Refusing to Retaliate:**

Students who refuse to retaliate (fight back) will not be subject to disciplinary penalties. They should report the incident immediately to an administrator or teacher.

### **Instigating a Fight:**

Students who instigate fights, including social media or behavior that antagonizes another student in effort to tease, harass, or annoy, but are not actively involved will be subject to disciplinary penalty. Instigating a fight is defined as carrying rumors, encouraging others to fight, and carrying information back and forth between individuals, including the usage of social media, who are subsequently involved in a fight.

**AT THE DISCRETION OF THE ADMINISTRATOR, LEGAL CHARGES AGAINST PARTIES INVOLVED IN A FIGHT MAY BE PURSUED.**

### **WEAPONS - Refer to School Board Policy**

[502.6](#) - Weapons

### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN THE STUDENT'S POSSESSION - Refer to School Board Policy**

[502.7](#) - Smoking-Drinking-Drugs

## **PLAGIARISM POLICY**

*Webster's New Collegiate Dictionary* defines plagiarism in the following way: "to steal and pass off" (the ideas and words of another) as one's own; to use (a created production) without crediting the source; to commit literary theft" (898). According to the *MLA Handbook for Writers Research Papers*, plagiarism "involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (66). Thus, the act of plagiarism becomes a theft compounded by a lie because your teacher assumes that the words placed under your name, unless properly cited, are your own. Obviously, taking an article or parts of an article and passing it off as your own thoughts and words is plagiarism.

In the case of plagiarized work or other forms of cheating, the administrator has the prerogative to assign a zero, reduce the grade, or to reissue the assignment to the student for a passing grade. A conference may be part of the procedure for reassigning such papers or projects. Included in a conference could be parents, student, teacher, counselor, and an administrator.

## **AI GRIARISM POLICY**

Algriarism is defined as: The use of AI tools to generate work that can be passed off as one's own. This can be argued as different than plagiarism as it isn't taking credit away from someone else, however; it can and should be treated similar to plagiarism as it is still falsely claiming writing for yourself that you didn't do.

## **GOOD SPORTSMANSHIP POLICY**

A primary goal of the Western Dubuque School District activity program is to teach good sportsmanship to students. Good sportsmanship is the overt display of the concepts of fair play, respect for others, ethical behavior, and personal integrity. Good sportsmanship is good citizenship. The concepts associated with sportsmanship are to be taught, modeled, expected, and reinforced in the classroom, on the playground, and in all activity programs within the district.

Any spectator, adult or student, who violates the good sportsmanship policy will be warned and/or suspended from attending any home or away event where their respective school is participating.

## **EXTRA-CURRICULAR ELIGIBILITY - Refer to Activities Handbook**

### **GOOD CONDUCT ELIGIBILITY RULES - Refer to Activities Handbook**

## **STUDENT CONDUCT ON SCHOOL TRANSPORTATION**

### **Bus Discipline Referral Procedures**

The Mission of the WDCSD Student Transportation Department is to provide each student with quality, safe and efficient transportation services with a positive attitude.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students contingent upon the exhibition of proper behavior, therefore, the WDCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs or requirements. Level 1, 2, & 3 behaviors will have specific consequences applied as determined by transportation and school personnel such as: warnings, assigned seats, suspensions, expulsions, etc.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply there as well as in line up at school.

1. Speak only to those around them in conversational (inside) voices using respectful words.
2. Communicate any problems or conflicts with the bus driver.

### **Transportation Miscellaneous**

Students will not be issued bus passes to ride another route due to safety and security concerns.

A student causing damage to the bus, will be held financially responsible.

When a student's transportation privileges have been suspended or revoked, the family is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

When a student's academic privileges have been suspended through suspension or expulsion, the student's transportation privileges are also suspended.

A severe behavior such as, but not limited to injury to a fellow student, breaking the law, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.

**The Mission of the WDCSD Student Transportation Department is to provide each student with quality, safe and efficient transportation services with a positive attitude**

Safety is the priority; therefore, proper conduct on the school buses by all transported students is required.

Transportation is a privilege granted to students depending on proper behavior, therefore the WDCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school provided transportation may be suspend or revoked.

Suspension of a student's bus riding privilege is not considered an exclusion, expulsion or suspension from

school. The district does not provide alternative transportation for a student that has lost his/her riding privilege.

Decisions regarding suspensions for special education students will be based upon their IEP needs/requirements.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply at the bus stop as well as at school in the afternoon during bus line-up

**These bus rules have been established for all students to follow to insure a safe ride for all.**

1. Respect the bus driver, other students, property and themselves.
2. Obey the bus driver's instructions/directions the first time given.
3. Keep hands and feet off other people and their property.
4. Sit while the bus is in motion.
5. Speak only to those around them in conversational (inside) voices using respectful words.
6. Communicate any problems or conflicts with the bus driver.

**To ensure the safety of all students, the following guidelines have been established to respond to students that interfere with the safety of others on WDCSD provided transportation.**

#### **LEVEL 1 - OFFENSE:**

- \*\* Failure to follow bus driver's directions.
- \*\* Standing while bus is moving.
- \*\* Boarding/exiting at other than assigned bus stop.
- \*\* Excessive noise or misbehavior.
- \*\* Horseplay (Playing corners, throwing snow, chanting loudly).
- \*\* Food or drink on bus based on driver preference & state standards.
- \*\* Other forms of misbehavior that, in the view of the bus driver, create a safety concern.
- \*\* Failure to follow bus driver's directions.
- \*\* Standing while bus is moving.

#### **LEVEL 1 - CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share, the information with the school building administration.

**First Offense:** Written warning and up to three (3) day bus suspension

**Second Offense:** Written warning and up to five (5) day bus suspension

**Third Offense:** Considered Level 2 Offense

#### **LEVEL 2 - OFFENSE:**

- \*\* Threatening comments.
- \*\* Disrespecting others.
- \*\* Possession or use of anything that may be considered a weapon.
- \*\* Running beside a moving bus.
- \*\* Distracting the driver.
- \*\* Use of profanity or obscene actions/language.
- \*\* Extending any body parts out of the window while the bus is moving.
- \*\* Throwing or shooting objects.
- \*\* Vandalism of school or student property.

- \*\* Inappropriate use of electronic devices.
- \*\* Spitting on another student
- \*\* Physical Aggression, with or without injury

### **LEVEL 2 -CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share the information with the school building administration.

**First Offense:** Written warning and up to five (5) day bus suspension

**Second Offense:** Written warning and up to thirty (30) day bus suspension

**Third Offense:** Considered Level 3 Offense.

### **LEVEL 3 - OFFENSE:**

- \*\* Possession of tobacco (including e-cigs and vapes), alcohol or illegal drugs.
- \*\* Possession of a weapon (including look alikes & toys), ammunition or firearms.
- \*\* Assault, violence toward bus drivers or student(s) - with serious bodily injury
- \*\* Confirmed case of bullying.
- \*\* Flagrant disregard for safety.

### **LEVEL 3 -CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share , the information with the school building administration.

**First Offense:** Minimum thirty (30) day bus suspension up to the remainder of the school year.

Also referral to school office for additional disciplinary action.

This information serves as notice to parents that safety is of the highest priority of WDCSD Transportation Department. These steps are in place to respond to behaviors that create a hazard to safe transportation. Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure students are aware of the WDCSD expectations for student behavior as stated above.

### **INTERNET ACCESS:**

#### **APPROPRIATE USE POLICY**

Students will be able to access the Internet at school and must abide by the District Appropriate Technology Use Policy unless the parent notifies administration. Refer to school board policy [605.6R1](#)

### **STUDENT ABUSE INVESTIGATORS**

Refer to school board policy [402.2](#), [402.3](#)

The Western Dubuque student abuse investigators is:  
Matt Breitbach – WDHS (563-876-3442).

Please contact Matt Breitbach if you believe that an employee of Western Dubuque has abused a student. If parents or other members of the community have abused any children, you should contact the Department of Human Services. Teachers of Western Dubuque are mandatory reporters of child abuse.

### **STUDENT COMPLAINTS AND GRIEVANCES - Refer to School Board Policy**

[502.4](#) - Student Complaints & Grievances

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the

administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. A copy of the policy and procedures is located in each attendance center. People who want to file a grievance may receive a copy of the procedures from the district office in Farley, Iowa.

## **PUBLIC COMPLAINTS - Refer to School Board Policy**

[213.1](#) - Public Complaints

## **HOMELESS CHILDREN - Refer to School Board Policy**

[501.16](#) - Homeless Children & Youth

Please contact the building school counselor for questions and to support education of the homeless. You may also contact Dr. Dan Butler, the District's liaison for homeless children and youth, at 563-744-3885 x6004 or [Dan.Butler@wdbqschools.org](mailto:Dan.Butler@wdbqschools.org)

## **USE OF RECORDING DEVICES ON SCHOOL PROPERTY - Refer to School Board Policy**

[804.6](#) - Use of Recording Devices on School Property

The use of recording devices, including cell phones, on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of facilities, other students or employees unless the recording is authorized in advance by the building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

## **NON-DISCRIMINATION POLICY**

*Pursuant to Title IX and other applicable state and federal laws, it is the policy of the Western Dubuque County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socio-economic status (for programs) in its educational programs and activities and its employment practices, including applicants for employment.*

*The District has grievance procedures for processing and resolving discrimination complaints, including formal and informal Title IX sex discrimination and sexual harassment complaints, and will respond to complaints accordingly. Discrimination grievances should be directed to Dan Butler, Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-663-9626, [Dan.Butler@wdbqschools.org](mailto:Dan.Butler@wdbqschools.org). If you have any questions related to this policy, please contact Dan Butler. Title IX inquiries may also be referred to the U.S.*

*Department of Education, attn. Assistant Secretary, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202, 800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov)*