

Waterloo West High School

STUDENT PLANNER 2017 – 2018

“The mission of West High School is to provide the highest quality education to allow students the opportunity to achieve at their highest possible potential.”

This agenda belongs to:

NAME _____

Waterloo Community Schools
Superintendent Dr. Jane Lindaman

Board of Education

Shanlee McNally Angela Weekley
Sue Flynn Lyle Schmitt
Andrea Sparks Mike Young
Mike Kindschi

West High School

425 East Ridgeway

Waterloo, IA 50702

Established: 1872

Bellamy Award School: 1962

West High School Administrators

Principal Mr. Andy Miehle
Asst. Principal/ADDr. Anthony W. Pappas
Performance Based Diploma Academy
Asst. Principal.....Mr. Brenton Shavers
Health Services Academy
Asst. PrincipalMr. Steve Winters
Engineering, Technology & Manufacturing Academy
Asst. Principal.....Mrs. Jennifer Willand
Human Services Academy
Asst. Principal.Mr. Byron Phillips
Arts, Communication, & Business Academy

Phone Numbers

Main Office –319-433-2700 / Fax Number – 433-2749
Athletic Office – 433-2707 / Athletic Office Fax – 433-2748
Attendance Office–433-2712
Counseling Services Office –433-2726 / 433-2747

School Code: 164520

www.waterlooschools.org

Alma Mater

Where the rolling plains of Iowa
Meet the Cedar's stream
Stands our dear old Alma Mater
High in our esteem.

Chorus:

***"Duty, Honor, Service" always
May they never die.
Hail to thee, our Alma Mater
Hail, all hail, West High.***

May her splendor shine forever
In each loyal heart
And our thoughts remain together
When we're far apart.

Chorus:

Comrades, classmates,
Friends we rally!
"Loyalty" we cry!
Pledge our hearts and
Hands to honor
Our beloved West High.

Chorus:

From our halls still echo footsteps
Of alumni true,
Holding high our honored banner
They, our faith renewed.

School Colors: Old Rose and Black

Motto: "Duty, Honor, Service"

Conference: Mississippi Valley Conference

School Spirit Name: Wahawks

(Name is a combination of the city name,
Waterloo, and the county name, Black Hawk)

Fight Song

(Tune: "On Wisconsin")

[For Football]

"On, Dear West High!
On, Dear West High!
Fight on for your fame,
Take the ball right down the field
For a victory sure this game!"

"On, Dear West High!
On, Dear West High!
Fight on for your fame,
Fight, fellows
Fight! Fight! Fight!
We'll win this game!"

[For Basketball]

Take the ball right down the floor

[For Wrestling]

Pin that man right to the mat
For a victory sure this meet
(We'll win this meet)

Spirit and Traditions

An excellent student body, a highly-qualified faculty, a consistently fair administration, and a clean orderly building are vital ingredients in establishing desirable school traditions and school spirit. The attitudes and feelings of each West High citizen truly determine how outstanding the school will be. School spirit is the way an individual feels toward school. It is pride in self and in school which motivates a student to demonstrate desirable attitudes and behavior necessary for academic, social and athletic success. School spirit is knowing that West High is the best and doing everything possible to keep it that way. Generations of West High supporters have incorporated that spirit in the school traditions.

Waterloo Community Schools 2017 - 2018 Calendar

<u>1st Term</u>	<u>August 24-October 25</u>
Aug 7-8	District-Wide Registration
Aug. 21-23	Teacher Professional Development Days
Aug 24	First Day of School
Sept 4	Labor Day Offices & Buildings Closed
Sept. 15	District Professional Development Day
Sept 25	Mid Term
Oct 10	Regular School Day/Conferences Gr. K-12
Oct 12	No School/Conferences Gr. K-12
Oct 23	Additional Professional Development Day
Oct. 25	End of 1 st Term
<u>2nd Term</u>	<u>October 26-January 11</u>
Oct 26	First Day of 2 nd Term
Nov 13	Professional Development Day
Nov 22-24	Thanksgiving Break Offices & Buildings Closed

Dec 1	Midterm
Dec 11	Professional Development (No School)
Dec. 22-Jan 2	Winter Break
Jan 11	End of 2 nd Term (43 Days)
Jan 12	Teacher Work Day (no School)
Jan 15	Martin Luther King Jr. Birthday Offices & Buildings Closed

3rd Term

January 16-March 27

Feb. 13	Regular School Day/Conferences Gr. K-12
Feb. 15	No School/Conferences Gr. K-12
Feb. 24	No School
Feb. 16	Mid Term
Feb. 26	Teacher Professional Development(No School)
Mar. 12-16	Spring Break
Mar. 27	End of 3 rd Quarter(45 Days)

4th Term

March 28-June 5

Mar. 28	First Day of 4 th Term
Mar. 30	Building and Offices Closed
Apr. 2	Snow Make-up day or No School
Apr. 30	Professional Development Day(No School)
May 2	Mid Term
May 21	Snow Make-Up Day or District-Wide PD
May 28	Memorial Day Observed Office and Buildings Closed
May 30	Seniors Last Day
May 30	EXPO Graduation
May 31	East Graduation
Jun. 1	West Graduation
Jun. 5	Last Day of School
Jun. 5	End of 4 th Term (45 Days)
Jun 6	(PreK-12) Teacher Work Day

Note: Information for this calendar is current as of the print date; check the official school calendar for possible changes or additional information and events.

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***Nondiscrimination**

It is the policy of the Waterloo Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District Equity/Affirmation Action Officer, Dr. Beverly Smith, Associate Superintendent for Human Resources/Equity, 1516 Washington Street, 319 433-1800.

<smithb@waterlooschools.org>

Academics

Academies – Career Academies

Career Academies are smaller learning groups of students taking courses with a career theme while being served by a common group of teachers, an administrator, and counselor. Instruction is designed to engage students through real world relevance and high academic standards while providing students with the necessary employability skills to be successful after high school. Regardless of the academy, students will have access to all the core subject areas (Math, Science, English, Social Studies) and elective classes available. For additional academy information, go to the district website:

www.waterlooschools.org

Arts, Communication and Business Academy (ACB)

The ACB Academy is a SLC with a focus on the Performance Arts (Music/Theatre), Business/Marketing, Communication including oral and written, Design centered on graphic, fusion, or interior design and visual arts.

Engineering, Technology, and Manufacturing (ETM)

The ETM Academy is a SLC with a focus on Electronics Tech, Engineering Tech, Manufacturing Tech, Automotive/Power/Transportation tech and Horticulture.

Health Services Academy (HHS)

The Health academy is a SLC with a focus on Health Sciences, Animal Sciences, (i.e. Veterinarian science).

Human Services Academy (HS)

Human Services is a SLC with a focus on Human Services, Culinary Arts, Hospitality and Tourism Social Services, Law Enforcement, and Military Sciences.

PBDA (Performance Based Diploma Academy)

The Performance Based Diploma Academy (PBDA) is an alternative learning environment for students who have fallen behind in credits and are at risk of not graduating on time or possibly even dropping out of high school altogether. Four core teachers, a lead teacher and a counselor facilitate self-paced, computer-assisted learning that allows students to earn credits faster than they could in traditional classes.

PBDA Components

Academic

- Students take their academic courses in a smaller focused environment using PLATO, which allows them to do most of their coursework on the computer working at their own pace. PLATO software is designed for mastery, assuring students of no less than an 80% average on the computer part of each course.

- PBDA students will still take required electives along with the full student body and will receive the same **West High School Diploma**.

Career

- Students will complete a variety of career exploration activities and will take courses in their areas of career interest.
- Basic workplace skills will be emphasized.
- Job shadowing will be available.

Counseling

- PBDA will be staffed by a full-time counselor who will meet with students regularly to discuss any issues which may affect their success.
- Goal setting / decision making and self-improvement skills will be emphasized.

Mentoring

- Students will be assigned a supportive adult mentor who will serve as a positive role model.

Students in this program are eligible to participate in all of West High School's activities and will receive a WHS diploma upon completion.

Advanced Placement Courses / Testing

Advanced Placement is a program of college-level courses and examinations available at the high school level. Many colleges and universities award AP college credits based on students' scores on the national AP exams. AP examinations are given in May on a national test schedule. All students enrolled in Advanced Placement courses at the beginning of the second semester have the option of paying for and taking the Advanced Placement exam(s). Students who are not enrolled in AP courses may also pay to take the AP examinations. The Advanced Placement coordinator should be contacted for registration, payment, and testing information.

Auditing a Class

Students may retake a course in which previous credit has been earned on an "audit" basis. The student follows all classroom, course and attendance requirements. Completion of the course is recorded as "Aud" or no credit.

Assessment Programs

Assessment is used to measure learning for individual students, for individual schools, and for the district as a whole. Scores on tests are very important. They indicate achievement levels and competence of students in high school subject matter.

Required Assessment

The district assessment schedule requires that all students in grades 9-11 take the Iowa Assessment. Test results are used not only to measure student and district growth, but are also used in making adjustments for classroom instruction and course scheduling.

Optional Testing

In preparation for entry into a post-secondary institution, students need to plan for additional testing. Sophomores and juniors are encouraged to take the PSAT/NMSQT (Preliminary Scholastic Achievement Test/National Merit Scholarship Qualifying Test) if they are likely to qualify for National Merit standing or if they plan to enter a post-secondary institution that requires an SAT test.

ACT (American College Test) and SAT (Scholastic Achievement Test) are optional tests but are required by many colleges and universities for entry. These tests charge fees, which need to be paid by the student. If a chosen college or university requires the ACT or SAT, students should complete the application process well in advance of the time they wish to take the tests. Application deadline dates and test dates can be obtained from the Counseling Center. Students who plan to attend a four-year college are encouraged to take the ACT or SAT test in the spring of their junior year and re-take it in the fall of their senior year, if necessary.

Early Graduation

Students have the option of graduating at the end of the junior year if all graduation requirements have been met, the minimum score requirement on the Iowa Assessments as stated in board policy 602.5 has been attained, and the request has been approved. The appropriate Early Graduation Form may be obtained from the student's counselor or dean. The request requires approval from the parent, counselor/dean, assistant principal (scheduling), and Associate Superintendent for Educational Services.

Additional Options For Learning

Acceleration Option

In accordance with Waterloo School District policy, secondary students have the opportunity to test out of a course through the acceleration option. This option is to be exercised in the spring semester prior to fall enrollment, upon written request from the student and the parent. It is highly recommended that the application to accelerate be made sufficiently in advance and no later than March 1 to ensure timely completion by June 1.

Acceleration credit is granted if the student achieves an "A" or 90% on a content assessment developed and administered by the respective department chair. Transcripts will be noted with an **A** and the course title. Students interested in this option should contact the appropriate counselor/dean, department chair, or principal. (Policy 602.3 and 602.3-R2)

Outside Credits

In addition to credits earned in the Waterloo Community School District (WCSD), students who are residents of the WCSD may earn four (4) credits from another accredited institution or high school. This does not include credits for students: (a) placed in treatment programs and placements by Juvenile Court Services and the Department of Human Services, (b) participating in Post Secondary Enrollment Options, or (c) attending an institution of higher learning through an articulation agreement, such as Hawkeye Community College or University of Northern Iowa. Students may transfer more than four (4) credits under special circumstances approved by a building administrator. Credits from Waterloo alternative programs are not considered outside credits. Credits from Waterloo alternative programs are not considered outside credits. These credits are recorded as letter grades for inclusion in the student's grade point average. In order to be transferred, outside credits must be taken at educational institutions approved by WCSD. These include schools approved by the Iowa Department of Education or appropriate regional accrediting association, such as North Central Association of Colleges and Secondary Schools. A Waterloo School's building administrator must approve the course before the student enrolls in the course. Questions concerning program approval/non-approval may also be directed to the Associate Superintendent for Educational Services. (Policy 502.3) Outside credits count toward graduation requirements, but the grades do not count on the student's GPA.

Pass/No Pass Option

A high school student wishing to receive pass/no pass credit for a subject must:

- Be enrolled in at least 6 courses, excluding physical education.

- Have prior written approval from the student's parent/guardian and counselor.
- Make a final determination, no later than the end of the sixth week, to either continue in the course on a pass/no pass basis or take a letter grade.
- A pass/no pass form must be turned in to the counseling center Office by the end of the sixth week.
- Complete all work required in the subject of students under the regular grading system.

The pass/no pass option is not available for required core classes. Core classes are defined as academic subjects in the areas of English, Science, Mathematics, and Social Sciences. Required courses in the non-academic areas as well as electives may be taken pass/no pass. Students will have the opportunity of choosing one course per semester as pass/no pass; however, no more than four pass/no pass credits may be taken over the four-year high school career. A no credit will be recorded as "No Credit" and will not result in a penalty to the student's grade point average. The no pass will count as an "F" for eligibility purposes. (Policy 505.7R)

Physical Education

Students not exempt are required to take Physical Education one semester each school year they are enrolled.

Retaking a Course

A student who earns a D or F in a course may retake the course. A subsequent higher grade will replace the previous D or F, but the student will not receive an additional credit for re-taking the course in which credit has already been earned. The new grade will be recorded as the grade for the course and will be included in computing the grade point average and class rank. The transcript will retain the course and title from the first effort. Any student who retakes a course will not be considered for valedictorian status at the time of graduation.

Shared Coursework with East or West

Students may enroll in a class at East or West if it is not offered to them at their home school. Students must see their counselor/dean to enroll in these courses. Transportation is provided, if needed, for travel between schools to accommodate students taking JROTC courses, I-JAG (Iowa Jobs for America's Graduates) courses, and/or other courses not offered at their home schools.

Summer Courses/Academic Eligibility

The Iowa High School Athletic Association and Iowa Girls' High School Athletic Union do not allow a student to use summer courses to meet

eligibility requirements. A student may repeat a failed course in summer school or at an approved institution; however, it will not be used to determine eligibility. The letter grade will be recorded for the spring semester after an official transcript has been received.

Transfer Credit / Enrollment

Students Attending a Non-Accredited Educational Institution:

Students who have attended a non-approved educational institution may enroll in Waterloo high schools up to the last two (2) weeks of the school year. The records and transcripts of enrolling students will be reviewed and, if needed, an assessment will be given to determine placement in the most appropriate educational program.

Students Re-Entering High School: Students enrolling after the 10th day of the semester or who have not attended another school within a two-week transfer period may be allowed to enroll or will be recommended for an alternative program. The determination will be on a case by case basis. Alternative programs include enrollment in Expo High School at the beginning of a quarter, enrollment in the Graduate with Required Academics and Diploma program (GRAD Connection), or a reduced academic load. Students entering an alternative program and earning credit may enroll in East High School or West High School the following semester. English Language Learner (ELL) students and students with Individual Educational Programs (IEP's) will be considered individually. (Policy 502.2R)

Weighted Grades

Students enrolled in AP and / or IB courses receive weighted grading.

Weighting a grade adds to the grade point value earned in the class. Grades in weighted classes will each receive one extra grade point. Therefore, an A in a weighted class will yield 5 grade points. Transcripts would include a weighted GPA and non-weighted GPA. In addition, class rankings will be available to students using both methods.

Athletic Program

West and East High School are members of the Mississippi Valley Conference. This league has proven itself to be well-balanced with its teams rated the best in the state. It is made up of Cedar Falls, Waterloo East, Waterloo West, Iowa City West, Iowa City High, Cedar Rapids Prairie, Cedar Rapids Kennedy, Cedar Rapids Xavier, Cedar Rapids Jefferson, Cedar Rapids Washington, Linn-Mar, Dubuque Senior, Dubuque Hempstead and Dubuque Wahlert.

Athletic Eligibility

Basic Eligibility Grades 9-12

All students shall be considered eligible in the fall of their ninth grade year unless a good conduct violation occurs during the summer prior to their 9th grade year. Special education students, or students covered by a section 504-B plan that is directly related to their course work, shall not be denied eligibility if the student is making adequate progress towards the goals and objectives on their IEP or accommodation plan. This will be determined by the building special education team based on the student's progress towards the IEP goals.

To be eligible for athletics and activities, students in grades nine through twelve must meet Iowa High School Athletic Association and Iowa Girls High School Athletic Union requirements and the Waterloo Community School District requirements:

1. In the preceding semester, a student must have passed four semester credits and be enrolled in four semester credits in the current semester. Students who fail to meet these criteria at the end of the first or second semester will be ineligible for 30 calendar days.

Good Conduct Rule

To retain eligibility for participation in Waterloo Community School District 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 members of the community.

Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss of eligibility for participation in extracurricular activities, as set out in the section marked Penalties.

- Possession, use, or purchase of tobacco/ nicotine products, regardless of student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
- Participation in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of

whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Penalties: 510.1-R

When school officials find students to be in violation of the Good Conduct Rule, the students will be denied the privilege of participating in a number of extracurricular activities as follows:

1st offense - 30% of scheduled events; if student self reports within 48 hours of the incident or prior to the next event, whichever comes first, to the athletic director, then a less severe consequence may be imposed

2nd offense - 60% of scheduled events (this can be a combination of 2 sports, for example, 32% of football and 28% of basketball – end of season, beginning of another)

3rd offense – 1 complete sports season (this can be a combination of 2 sports, for example, 44% of football and 56% of basketball – end of season, beginning of another)

4th offense – 1 calendar year

5th offense – middle school and/or high school eligibility for sanctioned extra-curricular activities is permanently revoked.

- The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
- An ineligible student shall attend all practices or rehearsals but will not “suit up” or perform/participate.
- If a student fails to complete an activity in which he/she is serving a penalty for a code of conduct violation, the full penalty will attach when the student next seeks to go out for an activity.
- If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for one-third of the competitions or performances. While ineligible, the student

again violates the Rule. The second penalty attaches when the first penalty is completed.

- The Administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws.

Rules:

Any student at West High School may participate in any part of the sports program provided he/she meets the eligibility rules set forth by the Iowa High School Athletic Association, Waterloo Board of Directors and the Iowa Girls' High School Athletic Union. Before a student is originally eligible for participation in interscholastic competitions, he/she must be enrolled in a minimum of four subjects at the beginning of each semester.

Any student who receives an out-of-school suspension does not participate in extracurricular activities during the suspension time.

The following sports are sponsored at East and West High School:

Fall

Cross Country–Men & Women
Football– Men
Golf - Men
Hockey
Swimming–Women
Volleyball–Women
Dance – Women
Cheerleading- Men & Women

Winter

Basketball–Men & Women
Swimming–Men
Wrestling–Men
Bowling–Men & Women

Spring

Golf–Women
Soccer–Men & Women
Tennis–Men & Women
Track–Men & Women
Trapshooting–Men & Women

Summer

Baseball–Men
Softball–Women

Behavioral

Positive Behavior Intervention Supports (PBIS)

School Wide PBIS is a positive, data driven, discipline framework to proactively prevent or reduce challenging behaviors and produce positive outcomes (Turnbull et al., 2002)

The focus of this approach is to make problem behavior less effective and desired behavior more relevant. Like reading and math, behavior can be taught. PBIS creates positive environments utilizing proactive strategies such as introducing, defining, modeling, teaching and supporting positive behavioral expectations school-wide and then reinforcing and rewarding students for these positive social behaviors (Schoenly et al., 2002). It's about creating positive school environments where all children feel safe and can learn.

Some of the goals of PBIS are to:

- Reduce unnecessary punishment such as discipline referrals, detentions, suspensions, and expulsions
- Establish the capacity of schools to educate all students
- Increase commitment to school
- Improve parent engagement
- Enhance the continuum of behavior support for students and their families that display significant behavior challenges
- Improve the provision of individualized interventions to students at high risk for behavioral challenges.

What are West High Schools PBIS Expectations?

West High student will understand the importance of living a life of Duty, Honor, and Service. They will display these attitudes through our W.E.S.T. expectations.

Be “WEST”

Wise
Engaged
Safe
Trustworthy

Consequences

Upon verification of any violation of the Student Conduct Code, the building administrator or designee may take any authorized action. The district utilizes a progressive discipline approach in which the consequences increase upon subsequent violations of like offenses. Student suspension shall proceed as set forth in the administrative regulation. The district may discipline a student even though the same act may be punished in another way outside of school.

District Policy — Examples of Violation

The following list outlines examples of violations; however, it is not all inclusive.

- (1) Weapons
 - (a) Possession
 - (b) Threats with a weapon
 - (c) Use of a weapon
 - (d) Possession of look alike weapons
 - (e) Use of dangerous objects (legitimate tools such as compasses, pens, etc. if used in a manner meant to do harm)
 - (f) Laser Devices

- (2) Threats and Batteries
 - (a) Fighting
 - (b) Physical assault/battery (threats and confrontations)
 - (c) Intimidation
 - (d) Extortion

- (3) Arson/Chemical Devices
 - (a) Attempted arson (attempting or intentionally starting a fire or other combustible item, such as a smoke bomb)
 - (b) Arson (includes possessing, lighting or setting off fireworks or chemical devices)
 - (c) False fire alarms
 - (d) Bomb threat
 - (e) False 911 call or text
 - (f) Chemical Devices (pepper spray, mace)
 - (g) Combustibles (matches, lighters, firecrackers, gasoline, lighter fluid)

- (4) Drug/Alcohol/Controlled substances violation
 - (a) Possession/storing
 - (b) Use
 - (c) Under the influence in school or at school functions
 - (d) Sale/supply/distribution

- (e) Possession of look alike drugs
- (5) Thefts
 - (a) Robbery
 - (b) Larceny
 - (c) Possession of stolen property
 - (d) Burglary
- (6) Property Damage Violations (Restitution may be required in addition to consequences.)
 - (a) Destruction of school property
 - (b) Destruction of personal property
 - (c) Misuse of school property
- (7) Tobacco/Nicotine Violations
 - (a) Possession/storing
 - (b) Use
 - (c) Possession of look alike tobacco/nicotine products (including e-cigarettes and vapor pens)
- (8) Defiance/Insubordination or non compliance
 - (a) Willful disobedience/defiance
 - (b) Visible signs of representing an unauthorized group (i.e. cults, gangs) (This may include, but is not limited to the display of symbols, signals, hand signs, bandanas, or tattoos, or the wearing of colors).
 - (c) Personal electronic devices are prohibited in high school classrooms/academic settings.
 - (d) Insubordination
 - (e) Defiance
 - (f) Repetitious infractions
 - (g) Persistant disobedience
- (9) Harassment
 - (a) Racial (display of overt bigotry or intolerance, including the use of derogatory names, either verbally or in writing)
 - (b) Sexual
 - (c) Profanity (language and gestures)
 - (d) Bullying/Intimidation
- (10) Dress code violation
 - (a) Failure to Wear approved dress code attire.
- (11) Gambling

- (12) Vehicle Violations
 - (a) Careless or reckless driving on school property
 - (b) Inappropriate parking
- (13) Inappropriate Personal Behavior
 - (a) Molesting
 - (b) Indecent Exposure
 - (c) Inappropriate display of affection
- (14) Attendance Violations
 - (a) Unexcused absences
 - (b) Tardies
 - (c) Attendance concerns
- (15) Lying/cheating/plagiarism
- (16) Other
 - (a) Sharing lockers
 - (b) Excessive display of affection
 - (c) Refusal to serve detentions
 - (d) Being in unauthorized area
 - (e) Leaving classroom, school grounds without permission
 - (f) Loud or boisterous conduct
 - (g) Falsifying signatures
 - (h) Misuse of permits or passes
 - (i) Loitering
 - (j) Littering
 - (k) Running in hall
 - (l) Cafeteria misconduct
 - (m) Verbal abuse of students or staff
 - (n) Refusal to identify self
 - (o) Inciting others to break school rules
 - (p) Refusal to bring materials
 - (q) Abusive language/Inappropriate language/verbal argument
 - (r) Inappropriate Location/Out-of-bounds area
- (17) Bus Rule Violations

Additional, School-Specific Rules

Each school site may develop, with the approval of the District dress code committee, additional rules which are more restrictive than the District Dress Code policy and regulation, but shall not permit items prohibited herein. Schools are responsible for notifying their students

and parents/guardians in a timely manner of their building's additional Dress Code rules.

Exceptions

Exceptions to the Dress Code may be made for students with IEPs, religious beliefs, JROTC uniforms, or health conditions that require accommodations.

Savings Clause

In the event that any administrative or judicial body declares any portion of this policy or any attending regulation illegal, the remaining portion of this policy or attending regulation not declared illegal shall remain in full force and effect without further action by the District.

ADOPTED: 12/13/10

Expulsion

Expulsion is a consequence used for serious behavior infractions. All expulsions are in accordance with the provisions of the Code of Iowa and Board Policy.

The superintendent or her designee is authorized to recommend that a student be expelled from school. Only the Board may expel a student. Principals will make a recommendation for or against expulsion for weapon violations, arson/chemical device violations and drug/alcohol violations. Due process will be afforded to all individuals concerned.

During the period of expulsion, a student is not permitted to be on school property nor participate in any school activity. This includes all after school events such as games, dances and meetings. Failure to comply may result in a charge of criminal trespass.

A student who voluntarily withdraws from school to avoid disciplinary action **must** apply to the Board for reinstatement to the Waterloo Community Schools.

Eye Safety Program

- All students taking the following shop classes are required to wear protective eye covering (safety glasses): wood, metal, machine and automotive shops.
- Any person entering the above-mentioned areas must wear eye hazard protective eye covering (safety glasses). This includes the following groups: school administrators, faculty members, custodians, office personal, and all visitors.
- Any persons using shop equipment in the shop area are required to wear protective eye covering (safety glasses).
- Persons wearing prescription safety glasses are not required to wear special type safety glasses.

- Special type safety glasses are provided for use in areas when special protection is needed, such as in the welding and grinding areas.
- Protective eye covering (safety glasses) is to be worn in any science class when using caustic or explosive materials, or in combined chemical physical laboratories involving caustic or explosive chemicals, hot liquids or solids.
- All students are banned from bringing or using aerosol cans in the school building (School Board Policy). Any student with aerosol cans should give them to an administrator so they can be disposed of properly.

Hallway Conduct

Running and boisterous behavior are considered inappropriate. Students are requested not to sit on the steps and to avoid gathering in large groups, since this hinders traffic. Students who are in the building before school are expected to use their time wisely. All food, including pop, must be consumed in the commons area. Pop cans or bottles are not to be taken to a student's locker unless unopened. Glass bottles and large containers are prohibited.

In School Suspension (ISS)

ISS is a discipline consequence that isolates students from the student body for part of the day or the entire school day. Assignments from the student's classroom teachers are worked on in a highly supervised atmosphere.

ISS is an attempt, on the school's part, to keep a student working academically while enforcing the regulations of the school. Failure of a student to remain quiet, to cooperate or work in ISS will result in an out of school suspension.

Out of School Suspension (OSS)

Each building principal or designee may suspend students up to five days from all school attendance and activities. Such suspension is for violation of school rules, gross misconduct disobedience when, in their judgment, such suspension is necessary for the good of the student or of the school. Verbal and/or written notification is given to the parents, guardian, legal custodian or adult relative prior to an OSS. The notification describes the nature of the violation and details the intended discipline consequence.

During the period of suspension, a student is not permitted to be on any school property or participate in **any** school activities. This includes all after school events such as games, dances and meetings. Failure to

comply will result in a charge of criminal trespass. If a student has prior written administrative approval, administrative discretion will apply. Suspension is considered an excused absence from school. The student may make up class work. It is the responsibility of the student to make arrangements with each teacher for make-up work. Schoolwork must be made up within 3 days of returning to school.

Referrals

Any member of the faculty may refer a student to the counselors or administrators by means of an online referral. Referrals are issued for many reasons. (Inappropriate behavior and attendance) However, it is felt that the referring teacher should first make every effort to solve any student's classroom problems. If a problem should develop that teachers need assistance with, they should contact the administration.

Special Education Students

In general, the discipline consequences for special education students follow the same guidelines as above. However, in cases where the student may receive a suspension or expulsion, the IEP/Staffing Team must determine if the student's IEP has established consequences for the misbehavior in question. The IEP/Staffing Team meets to determine if the student's behavior that led to the disciplinary action is related to the student's handicapping condition. If so, the IEP/Staffing Team will develop or modify the student's IEP goals and objectives as necessary. If the total number of days of a student's suspension approaches ten school days, the team must begin to consider the appropriateness of the student's program and the relationship of the student's inappropriate behavior to the student's handicapping condition. Due process procedures as outlined in PL94-142 will be followed when a student has been suspended for ten days in a single year.

Standards of Conduct Code Regulations

The maintenance of good discipline is essential to the educational process and is the joint responsibility of the home and school. Therefore, the parent/guardian will be involved in the disciplinary process as early as needed. Students are expected to adhere to all standards during school, during school transportation, and at any school related activity. This includes the immediate areas as well.

Students must adjust their behavior to the standards of the school and not hinder the safety and/or the education of the others. Each student has the responsibility to know and abide by the regulations of the school. Unacceptable behavior infringes on the rights of others to learn. Therefore, appropriate discipline will be maintained. Behavior which tends to conflict with the educational environment or which is

antagonistic to the welfare of other students and faculty will not be accepted.

The following actions include (but are not limited to) consequences which are authorized to be taken in cases where student behavior does not meet the established requirement:

- Denial of privileges
- Loss of extra curricular activities
- Counseling (student mediation programs are available at some schools)
- Limited time away from normal school activities to gain composure or modify behavior
- Student behavior contract
- Probation
- Detention
- In school suspension
- Required attendance when school is not in session
- Out of school suspension
- Referral to a licensed substance abuse program
- Recommendation of expulsion
- Referral to Alternative School Program
- Any action deemed appropriate by the building administrator, which may require discipline or behavior modification and which does not violate school policies or regulations.

Student Rights

Each student will be afforded due process.

Students identified as special education students (as defined by the Code of Iowa) shall receive all due process considerations required under federal and state legislation. When a student, for disciplinary reasons, is to be out of school more than ten (10) days pending a hearing before the Board of education, an alternative educational program will be given until the student is expelled or declared eligible to return to school.

The Waterloo Community School District has in force a Grievance Procedure, Policy 503.3 which provides students and parents a means of questioning the interpretation, application or possible violation of policies and/or regulations of the district.

Communications/Visitors/Deliveries

We encourage parent and student communication. A school newsletter is posted monthly on our website www.waterlooschools.org/schoolsites/westhigh/ to keep parents/guardians informed of West High news and activities. If you would

like to receive a newsletter in the mail please contact West High's main office.

Change of Address Information

Please inform the office if your address or telephone number changes. It is very important we have accurate information in case of an emergency.

Deliveries – Food(Pizza)/Gifts

Flowers, balloons, food (or other forms of deliveries) are not allowed to be delivered to students or be in the possession of students during the normal school day hours. Any delivery made to a student will be returned to the florist or vendor.

Media Relations

The Waterloo Community School District promotes an open-door philosophy, which includes welcoming the news media to visit schools.

News Media Coverage of School News: News reporters and photographers frequently are invited to cover student and staff achievements, as well as innovative programs for our schools, so the community will better understand and support our important mission of education. With the approval of the building principal or the Director of School and Community Relations, district staff may initiate contact with the media to encourage positive school activities or events.

Media requests for student or staff interviews, pictures, videotaping, audio taping or filming in the building will be referred to the Superintendent or to the Director of School and Community Relations for approval. Permission to interview, take pictures or videotape on school property will not be disruptive to the school environment or infringe on the privacy of students, staff members or their families. If a request from the media cannot be accommodated, an attempt will be made to work out an acceptable alternative.

Media personnel are expected to contact the principal/designee immediately on entering school premises. The Director of School and Community Relations or the principal/designee will supervise all media visits to the school, ensuring they are conducted in a way that does not disrupt or detract from classroom learning and student welfare. The best interests of the students always are a top priority during such visits.

Parents/Guardians who do not want their students to be interviewed, photographed, videotaped, or audio taped by the media, should inform the principal of the school in writing by the second Friday of September. Parents should remind their students to avoid media in their building.

Crisis Communication: During a time of crisis, all media would be referred to the Education Service Center. The Superintendent or the Director of School and Community Relations will issue all statements.

Parental Concerns with School Officials

The Board of Education, administration and staff encourage parents, guardians or legal custodians to discuss their children's education with district staff.

Specific concerns should be discussed directly with the child's teacher, counselor or building administrator as appropriate. If the matter continues to be a concern, the building principal should be contacted. If the situation is not resolved at the building level, the superintendent or designee may be contacted.

Parents are encouraged to deal with such concerns within a reasonable time. Your support is necessary and required to allow your child to fully benefit from the school's educational program.

A conference in which the problem is discussed may be held with the teacher and/or building administrator or counselor. During the discussion, the consequences of further misconduct will be explained.

Parent Involvement

- Academic Boosters
- Athletic Boosters
- Band Boosters
- Speech and Drama Boosters
- Vocal Music Boosters
- Building Site Council: The building site committee is made up of parents, students and staff. They meet monthly. This council will participate in purposeful, systematic and integrated efforts to change school beliefs, conditions and practices to increase the achievement and success of our students.

Phone Calls/Messages

Students may use the school office phone for emergency calls after first obtaining permission from a secretary or administrator.

Messages cannot always be delivered immediately. Message delivery cannot be ensured if phone calls are received during the last 20 minutes of the day.

Visitors

Student Visitors: No high school aged visitors are permitted.

Other Visitors: Parents are always welcome to visit classes and confer with the principal or any other staff member. When possible, please call ahead to make sure that the staff member you wish to see is available.

All visitors must sign in through raptor in the main office by using a valid driver's license or a government issued ID and MUST wear a visible visitor's pass.

CONDUCT EXPECTATIONS REVIEW FORM 2017-2018

The following policies have been reviewed with me. They are intended to help all of us work together toward a positive, productive environment in a school of which we can be proud.

1. Reasonable standards of discipline and the rules of the Waterloo Community School District apply to all students regardless of race, sex, social or economic status. School areas in which the conduct code can apply include:
 - a) The building itself, the school campus and parking lot as established by the school boundaries.
 - b) In close proximity to the school campus, close proximity to the school day, or away from school grounds or school event if the misconduct directly affects the good order of the school district.
 - c) While on school operated or chartered buses or while being transported under supervision of school personnel or in close proximity to the school bus stop.
 - d) While attending school-sponsored or school-related activities in which a district school participates.
2. Any student who shows disrespect to staff will be subject to disciplinary action, which may include suspension from school. Examples include: not attending detention, failure to give correct name, obscenities, racial slurs, gestures, and refusing to cooperate.
3. Any student who brings a weapon to school as defined by Regulation 504.3-R may be recommended to the Executive Director of Student and At-Risk Services for expulsion.
4. Any student involved with a bomb threat, possession of a chemical device or false alarm will be subject to disciplinary action, which

may include a recommendation to the Executive Director of Student and At-Risk Services for expulsion.

5. Any student under the influence of or possessing, storing, using, selling, supplying or distributing alcohol, drugs and/or controlled substances will be subject to disciplinary action, which may include recommendation to the Executive Director of Student and At-Risk Services for expulsion, and the student will be subject to arrest.
6. Any student who assaults or fights another student will be subject to disciplinary action which may include, but is not limited to, recommendation to the Executive Director of Student and At-Risk Services for expulsion.
7. Any kind of student harassment, intimidation, or bullying will result in disciplinary action which may include, but is not limited to, recommendation to the Executive Director of Student and At-Risk Services for expulsion, and the student will be subject to arrest.
8. Any student, grade (6-12) who continues to disrupt the school environment may be enrolled in an alternative program, and if the behavior continues, may be recommended to the Executive Director of Student and At-Risk Services for expulsion.
9. Any student who has been suspended from school or expelled by the Board may be referred to the School Resource Officer or to local police for trespassing if found on school grounds during the period of the suspension and/or expulsion.
10. Any student found to have used a photographic (picture or video) cell phone in any district facility is subject to discipline according to the student conduct code and policy 512.0 Student Use of Handheld Technology Devices, Cellular Telephones, Pagers, and Other Devices.
11. Any student who does not meet the state guidelines of attending school for a minimum of 148 days a year may be retained or lose credit in a class. If a student in grades 9-12 is scheduled for 5 or fewer classes, he or she may be referred to an alternative education program.
12. Any student who leaves the school building during the school day without first securing permission from a school official is recorded as truant and subject to disciplinary action.

13. Any student who fails to wear the approved dress code attire is subject to disciplinary action according to the Board approved policy regulation 504.2-R.

PREGLED OČEKIVANIH PONAŠANJA 2017-2018

Sljedeće polise su pregledane sa mnom. One su namijenjene da pomognu svima nama da radimo zajedno ka pozitivnom, produktivnom školskom okruženju na kojeg možemo biti ponosni.

1. Odgovarajući disciplinski standardi i ponašanja u Školskom distriktu Waterloo se odnose na sve učenike bez obzira na njihovu rasu, pol, socijalni ili ekonomski status. Školske oblasti u kojima se primjenjuju pravila ponašanja su:
 - a) Škola, školski kampus i parking koji se nalazi u okviru školskog posjeda.
 - b) U neposrednoj blizini školskog kampusa, pred početak školskog dana, dalje od školskog posjeda ili nekog zbivanja u školi ako nepristojno ponašanje direktno utiče na mir i red školskog distrikta.
 - c) Školski autobus ili putnički autobus ili za vrijeme prevoza koji nadzire školsko osoblje ili u blizini školskog stajališta za autobus.
 - d) Tokom prisustvovanja raznim aktivnostima koje sponzorise škola ili aktivnostima vezanim za školu u kojima škola ima učešće.
2. Bilo koji učenik koji pokaže nepoštovanje prema osoblju će biti predmet disciplinke akcije, koja može biti i suspendovanje iz škole. Primjeri uključuju: neizvršavanje detencije, davanje pogrešnog imena, nepristojnost, rasne uvrede, grimase i odbijanje saradnje.
3. Bilo koji učenik koji donese oružje u školu, što je opisano u Regulacijama 504.3-R može biti preporučeno Izvršnom Direktor za učenička pitanja za izbacivanje iz škole.
4. Bilo koji učenik koji prijeti bombom, posjeduje hemijske uređaje ili daje pogrešne alarme, biće predmet disciplinske

akcije može rezultirati davanjem preporuke Izvršnom Direktoru za učenička pitanja za izbacivanje iz škole.

5. Bilo koji učenik pod uticajem ili koji posjeduje, sprema, koristi, prodaje, nabavlja ili isporučuje alkohol, drogue ili druge kontrolne supstance će biti predmet disciplinske akcije koja može rezultirati davanjem preporuke Izvršnom Direktoru za učenička pitanja za izbacivanje iz škole i učenik će biti subjekt hapšenja.
6. Bilo koji učenik koji napadne ili se potuče sa drugim učenikom će biti predmet disciplinske akcije koja može rezultirati, ali nije ograničena na davanje preporuke Izvršnom Direktoru za učenička pitanja za izbacivanje iz škole.
7. Bilo kakva vrsta zlostavljanja učenika, zastrašivanja ili nasilja u školi će rezultirati ali nije ograničena na davanje preporuke Izvršnom Direktoru za učenička pitanja za izbacivanje iz škole i učenik će biti subjekt hapšenja.
8. Bilo koji učenik od šestog do dvanaestog (6-12) razreda koji nastavlja da uznemirava školsko okruženje, može biti uključen u alternativni program i ako se takvo ponašanje nastavi, može biti preporučeno Izvršnom Direktoru za učenička pitanja za izbacivanje iz škole.
9. Bilo koji učenik koji je bio suspendovan iz škole ili izbačen na osnovu odluke Odbora može biti upućen Oficiru za sprovođenje reda u školi ili lokalnoj policiji ako se nađe na školskom posjedu tokom perioda suspendije i/ili isključivanja iz škole.
10. Bilo koji učenik koji se nađe da je koristio mobilni telefon (sa slikom ili videom) u bilo kom dijelu objekta biće predmet disciplinskog postupka u skladu sa kodom ponašanja učenika i polise 512.0 Učeničkog korištenja ručnih tehnoloških uređaja, mobilnih telefona, pejdžera i drugih uređaja.
11. Bilo koji učenik koji ne zadovoljava državna uputstva vezana za prisustvo u školi od najmanje 148 dana u toku godine, može ponavljati godinu ili izgubiti kredit za čas. Ako učenik

od devetog do dvanaestog razreda ima na rasporedu 5 ili manje časova, on ili ona mogu biti preporučeni za alternativni obrazovni program.

12. Bilo koji učenik koji napusti školsku zgradu u toku školskog dana, bez dobijanja dozvole od školskih zaposlenih, biće upisan da je pobjegao i biće predmet disciplinskog postupka.
13. Bilo koji učenik koji odbije da nosi određenu školsku uniformu će biti podvrgnut disciplinskom postupku na osnovu regulacija polise 504.2-R.odobrenih od strane Odbora.

REVISIÓN SOBRE LAS EXPECTATIVAS DE CONDUCTA

2017-2018

Las siguientes políticas han sido revisadas conmigo. Las mismas tienen como intención ayudarnos a trabajar juntos hacia un ambiente productivo y positivo en una escuela de la cual nos podemos enorgullecer.

1. Los estándares de disciplina y las reglas del Distrito Escolar de la Comunidad de Waterloo aplican a todos los estudiantes independientemente de su raza, sexo, estado social o económico. Las áreas escolares, en donde el código de conducta aplica, son las siguientes:
 - a) El edificio en sí, el plantel escolar y estacionamiento según establecido por los límites de la escuela.
 - b) En las proximidades cercanas al plantel escolar, cerca del día escolar, o fuera de los predios de la escuela o eventos escolares si la mala conducta afecta directamente el buen orden del distrito.
 - c) Mientras se esté en autobuses operando o alquilados o mientras se esté transportando bajo la supervisión del personal escolar o cerca de las proximidades de la parada del autobús escolar.
 - d) Mientras se asista a actividades patrocinadas por la escuela o actividades en las cuales el distrito escolar participe.
2. Cualquier estudiante que falte el respeto al personal escolar estará sujeto a medidas disciplinarias, las cuales pueden incluir suspensión de la escuela. Los ejemplos incluyen: no asistir a

detención, fallar en ofrecer el nombre correcto, obscenidades, insultos raciales, gestos, y negarse a cooperar.

3. Cualquier estudiante que lleve un arma de fuego a la escuela según definido por la Regulación 504.3-R puede ser recomendado a expulsión por el Director Ejecutivo de Servicios Estudiantiles y En-Riesgo.
4. Cualquier estudiante que esté involucrado con una amenaza de bomba, posesión de un objeto químico o falsa alarma será sujeto a medidas disciplinarias, las cuales incluyen una recomendación de expulsión por el Director de Servicios Estudiantiles y En-Riesgo.
5. Cualquier estudiante bajo los efectos de o en posesión, almacenamiento, uso, venta, suministro o distribución de alcohol, drogas y/o sustancias controladas, estará sujeto a medidas disciplinarias, las cuales incluyen una recomendación de expulsión por el Director Ejecutivo de Servicios Estudiantiles y En-Riesgo, y el estudiante está sujeto a ser arrestado.
6. Cualquier estudiante que asalte o pelee con otro estudiante estará sujeto a medidas disciplinarias las cuales incluyen, pero no se limita a, una recomendación de expulsión por el Director Ejecutivo de Servicios Estudiantiles y En-Riesgo.
7. Cualquier tipo de acoso a estudiantes, intimidación, o burlas resultará en medidas disciplinarias las cuales pueden incluir, pero no se limita a, una recomendación de expulsión por el Director Ejecutivo de Servicios Estudiantiles y En-Riesgo, y el estudiante estará sujeto a arresto.
8. Cualquier estudiante, de grado (6-12) que continúe interrumpiendo el ambiente escolar puede ser inscrito en un programa alternativo, y si la conducta continua, puede ser recomendado a expulsión por el Director Ejecutivo de Servicios Estudiantiles y En-Riesgo.
9. Cualquier estudiante que haya sido suspendido de la escuela o expulsado por la Junta puede ser referido al Oficial de Recurso Escolar o a la policía local por traspaso si se encuentra en predios escolares durante el periodo de suspensión y/o expulsión.
10. Cualquier estudiante que se encuentre utilizando celulares con cámara (que tome foto y video) en cualquiera de las facilidades del distrito estará sujeto a medidas disciplinarias según el código de conducta para estudiantes y la política 512.0 Manejo del

Estudiante con el Uso de Aparatos Tecnológicos, Celulares, Teléfonos, *Pagers* y Otros Dispositivos.

11. Cualquier estudiante que no cumpla con las directrices del estado sobre la asistencia escolar con un mínimo de 148 días por año puede ser retenido o puede perder los créditos en una materia. Si el estudiante está en 9-12 y ha sido programado con 5 clases o menos, el o ella puede que sea referido/a a un programa de educación alternativo.
12. Cualquier estudiante que salga del plantel escolar durante el día escolar sin un permiso oficial del personal escolar, será considerado ausente y estará sujeto a medidas disciplinarias.
13. Cualquier estudiante que falle vestir según el código de vestimenta aprobado estará sujeto a medidas disciplinarias según con la regulación de la política aprobada 504.2-R de la Junta.

Entering College or University

Students planning on entering either a college/university or technical school after graduation are advised to **keep their scholastic records in excellent standing all four years** for several reasons:

- Successful college work can ordinarily be done only by those who have learned to study.
- The junior year GPA is used when applying to schools.
- Colleges “look” at student performance for **all four** years.
- Certain colleges will not admit students who are too low in scholarship.
- Scholarships and grants are available to those with excellent high school records.

The three Iowa state-supported schools of higher learning will admit a graduate of an approved Iowa high school who has the proper subject-matter background, who earns a score of 263 or higher on the Regent Admission Index, who takes the ACT, and who meets specific curricular requirements upon certification of graduation.

Planning Schedules

Course offerings, staff assignments and the master schedule for the following school year are determined by students' initial course requests. Based on those requests some courses may not be offered in

the “final” master schedule. Four-year academic plans are created in 8th grade that incorporate appropriate course selections for students’ future career interests. In addition to core requirements identified in the plan, electives are also chosen and should be selected to strengthen a student’s area of career interest. The four-year plans are reviewed annually throughout high school. To be “on schedule” to meet graduation requirements, students should register for six courses each semester plus one semester of Physical Education (PE) per year. Students are required to carry a minimum course load of 5 classes each semester and take a semester of PE each year. Only students with senior status will be allowed to arrive late and/or leave early during the school day.

GRAD Connection

Graduation Connection (GRAD Connect) is an individualized credit recovery program for various identified students on a graduation plan who need additional credits in order to graduate. Students apply through their home school counselor/administrator and attend at a designated time, Monday through Friday before, during and after-school hours. Students sign an individualized contract based on their graduation plan and are required to make steady progress toward completion of that contract.

- Serves approximately 200 high school students per year in a blended approach between online learning and offline enrichment activities and assignments.
- Offers students flexibility in scheduling as well as attendance hours to meet individual student needs

Weighted Grades Regulation

Weighted grades will be applied to students in Advanced Placement (AP) or International Baccalaureate (IB) classes. Students must complete the class to receive the weighted grade.

Weighted scale:

A = 5.0

B = 4.0

C = 3.0

D = 2.0

Non-weighted scale:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

Plus and minus will be included when calculating the grade point average (GPA).

Weighted scale:	Non-weighted scale:
A 5.0	A 4.0
A- 4.67	A- 3.67
B+ 4.33	B+ 3.33
B 4.0	B 3.0
B- 3.67	B- 2.67
C+ 3.33	C+ 2.33
C 3.0	C 2.0
C- 2.67	C- 1.67
D+ 2.33	D+ 1.33
D 2.0	D 1.0
D- 1.67	D- .67

Valedictorian & Salutatorian Status (starting with the graduating class of 2018)

Valedictorian - The student(s) with the highest GPA in a graduating class. Salutatorian - The student(s) with the second highest GPA in a graduating class.

All students in Advanced Placements (AP) classes will take the AP exam in May. The Waterloo Schools will pay for AP exams.

GENERAL INFORMATION

Bus Regulations Waterloo Community School District

Transporting students to and from school and other school-sponsored activities requires the cooperation of bus drivers, students, parents, and other district staff. The purpose of this information is to outline school bus safety rules and regulations that apply to all students using district

transportation services and to establish procedures for dealing with student behavior problems.

To help students understand the importance of obeying bus safety rules, parents are asked to discuss the information contained in this section with their child(ren).

Any questions regarding school transportation services should be directed to the Transportation Office (Bus Garage) at 291-4879.

Thank you for your assistance in helping the district maintain a safe transportation program.

Bus Rules and Regulations

The bus driver is in charge of the bus. Students must obey the driver. Failure to obey the rules or regulations given by the driver may result in disciplinary action.

706.4-R1 All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus disciplines procedure for student violations of this policy. Video cameras may be in operation on the school buses. Your child is responsible to ensure bus safety is maintained.

- Bus riders shall be at the designated loading point before the bus arrival time.
- Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission from the parents/legal guardians to get off at a different bus stop is sent to the building administrator who will then notify the bus driver. A student may only ride their assigned bus unless written permission from the parents/legal guardians to ride a different bus is sent to the building administrator who will then notify the appropriate bus drivers.

- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the transportation service for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Respectful behavior is expected.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
- Students shall assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
- Students shall not throw objects about the vehicle, out through the windows, nor at the vehicle.
- Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
- Students shall keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students shall refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle. Discipline will be subject to the substance abuse policy.

- Board policy 504.3 *Student Conduct Code* is in effect.
- When a bus violation occurs, the bus driver will fill out a discipline referral for misconduct of students on the bus and submit it to the building administrator.

Please remember that the school bus is an extension of the school. The Waterloo Community School District's Student Conduct Code is in effect whenever students are bused and will be enforced.

Bus Evacuations

All students who ride school buses will participate in two school bus safety lessons and bus evacuation drills each year.

Bus Security Cameras

The Board of Directors of the Waterloo Community School District has authorized the use of video cameras on all regular route and trip buses as a means to monitor and maintain a safe environment for students and employees. The contents of the videotapes may be used as evidence in student disciplinary proceedings. Parents/guardians may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child in accordance with district policy. Policy 706.4-R2

Food, Gum, Pop, Candy

Students will be allowed to eat food **only in the cafeteria**. Food will not be taken to any other area in the building. Each individual faculty member will decide whether or not gum may be chewed in class. Food from outside sources (i.e. McDonalds, Hardees, etc.) will not be brought into the building.

Hall Passes

Students must have a pass to be in the hall during class time. Students who are in an unassigned area are subject to disciplinary consequences.

Lockers

A locker is assigned to each student. All defective lockers should be reported to the Scheduling Office. Lockers have built-in combination locks. No other lock should be added. Only the assigned student will be

given the current combination. Lockers are for the use of the student during the school year but remain at all times the property of the school district. Students are expected to use their own lockers and keep them neat. Students are not to share lockers or give their combinations to any other student. Do not leave money or valuables in your locker. The school does not assume responsibility for items missing from lockers (i.e. clothes, jackets, textbooks, etc). Each student is responsible for the contents of his/her locker.

School administrators and/or designated representatives possess the authority to conduct searches of student lockers. (Policy 502.8 & 502.9)

Lost/Found/Stolen

Lost and found items are located in the Attendance Office. All lost textbooks will be returned to the teachers. Any student who has lost an item should check with the office secretaries.

Money and Valuables

Students are responsible for their own money and valuables. Students are discouraged from carrying a large sum of money to school and reminded not to leave money or valuables **in gym classes**. The school is not responsible for stolen money or valuables.

Notice of Physical Restraint of Students by Staff

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

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

Release of Name, Address, and Telephone Number to Military

The Waterloo Community School District has adopted a policy designed to assure parents and students the full implementation, protection and

enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools. This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. **This includes information released to the branches of the military upon their request.**

Student use of handheld technology devices, Cellular Telephone, pagers, and other devices

The Waterloo Community School District believes that appropriate use of Handheld Technology Devices offers users the opportunity to become a community of learners who live and work productively in the changing digital age. The following guidelines apply to all students in the Waterloo Community School District:

1. Handheld Technology Devices are to be turned off or set on silent during class time. Students may have Handheld Technology Devices turned on vibrate during authorized times of use.
2. Handheld Technology Devices may not be used in any manner that will cause disruption to the educational environment.
3. The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.
4. Students found to be using any Handheld Technology Devices in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to reasonable discipline, and the device shall be confiscated and not returned until a parent conference has been held.
5. Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms and a parent/guardian must come to pick up the phone or device from the school. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities, without the consent of a teacher, coach, or school administrator.

Consequences

1st Offense

Upon the first offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The device

will be returned to the student at the end of the school day, after reviewing the policy with the principal or the principal's designee.

2nd Offense

Upon the second offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's parent/guardian must pick up the Handheld Technology Devices from the principal's office following a conference. **512.0-R**

3rd Offense

Upon the third offense during any school year, the student's Handheld Technology Devices will be confiscated by the student's teacher or other District personnel and taken to the principal's office. The student's Handheld Technology Devices will be delivered to the Student Services Office at the Educational Service Center (this may take up to 2 days). The student's parent/guardian must pick up the student's Handheld Technology Devices between the hours of 8am-4:30pm at the Educational Service Center.

Any Further Offense

Once Handheld Technology Devices are confiscated, it is delivered to the Educational Service Center. Parent/Guardian will need to pick up the Handheld Technology Devices between the hours of 8am-4:30pm in the Student Services Office. Handheld Technology Devices will only be released to parent/guardian by the Executive Director of Student and At Risk Services or Designee.

Weather Related Dismissals

On some days it may be necessary to alter the school day or cancel school based upon the weather conditions. Information about these changes will be available on local television and radio stations.

Graduation

Graduation activities include each senior providing a graduation picture for the yearbook. Seniors order caps and gowns, announcements/cards, and may participate in commencement exercises. Graduation announcements and name cards may be ordered shortly after the beginning of the second quarter of the senior year. Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement. **Students are allowed to participate in commencement only if all graduation requirements have been met prior to the ceremony.**

A student who does not wish to participate in commencement ceremonies may pick up his/her diploma the week following graduation.

Students who complete graduation requirements after the specified graduation deadline will graduate with the next year's class. (Policy 602.5 VI).

Female Attire

All females will wear a dress, blouse and skirt, or appropriate pants. No jeans or shorts of any type will be allowed. All females will wear low heel or flat shoes, no shower, house or tennis shoes. Do not bring a purse or other valuables.

Male Attire

All males will wear a dress shirt and long pants. An appropriate tie is suggested. **No jeans or shorts of any type will be allowed.** All males must wear dress shoes with socks that coordinate with their attire. No shower shoes, house shoes (slippers), tennis shoes will be allowed.

Cap & Gown

The cap will be worn with the top of the cap as flat as possible, not at an angle. The gown will be pressed (free of wrinkles) and neat. The tassel will be worn on the right side of the cap. At commencement practice you will be instructed when to move the tassel to the left side. There will be no writing on caps or gowns and no corsages should be attached to the gowns. Girls do not wear the white collar that comes with the gown. Check your gown as soon as you receive it for tassel, rips, etc.

Graduation Ceremony

Students participating in commencement exercises must have met all graduation requirements by the published deadline date. In order for students to participate in commencement exercises, all graduation requirements must be met, all fees and fines must be paid, and students must attend commencement practice.

Students are not permitted to participate in commencement if they have not met **every** requirement. Students who complete graduation requirements after the specified graduation deadline will graduate with the next year's class. (Policy 602.5 VI)

Graduation Requirements:

English	8
Mathematics	6 (must include Algebra I/equivalency)

Science	6 (must include 2 credits life science & 2 credits physical science)
Social Studies	6 (must include 2 US History, 2 World Studies, 1 US Gov., 1 Contemporary Affairs)
Economics	1
Physical Education	4
Electives (additional minimum)	11
C3 Foundations	1
Health	1

See Program of Studies

Minimum credits for graduation = 44. In addition, a scaled score of “263” must be obtained on the Iowa Assessment in the areas of Reading Comprehension and Quantitative Problem Solving.

Post-Secondary Enrollment Options

Under the Post-Secondary Enrollment Options Act (PSEOA), eligible juniors and seniors may attend a post-secondary institution while enrolled in high school.

Freshmen and sophomores who have been identified for Talented and Gifted programming are also eligible for PSEOA.

Students must be registered for a minimum of five academic subjects, including dual enrollment, post secondary and Waterloo high school courses. The entire application process must be completed before the dual enrollment or post secondary class begins.

Post-Secondary Enrollment: If a student enrolls in a course for which there is no comparable course offered in the Waterloo Community Schools, with prior approval from the Associate Superintendent for Educational Services, the school district may pay up to a maximum of \$250 per course for tuition. Post-secondary institutions require students to meet appropriate standards or requirements for entrance into a course.

The PSEOA includes very specific and detailed guidelines. It is important that students consult with their counselors/deans for specific information, enrollment forms, and assistance with the PSEOA registration process.

Dual Enrollment: Students may register for any course which is approved by the post secondary institution and the Waterloo Community School District. Students/families are responsible for tuition payment.

Scholarships

Students interested in scholarships should be aware of the requirements early in their high school careers. Most applications must be completed early in their senior year. Both schools maintains a file with scholarship listings that all students may use.

Special Graduation Recognition

Top graduates are honored during commencement exercises. Students who have achieved superior performance on the Iowa Assessments may also be recognized.

Study Halls

All students will be assigned to a supervised study hall during any unscheduled class time. Students should be on time to study hall as any other class. Students are expected to sit in assigned seats and have work or reading materials.

Immunization Requirements for Iowa Schools

Upon enrollment all students must have received the following immunizations OR present a valid Iowa Department of Public Health Certificate of Immunization Exemption:

DTaP	5 doses required with one dose after age 4 if born on or after September 15, 2003 4 doses required with one dose after age 4 if born on or after September 15, 2000, but before September 15, 2003 3 doses required with one dose after age 4 if born on or before September 15, 2000
Polio	4 doses required with one dose after age 4 if born on or after September 15, 2003 3 doses required with one dose after age 4 if born on or before September 15, 2000
MMR	2 doses required with one dose on or after 12 months of age, and one dose no less than 28 days after the first dose
Hepatitis B	3 doses required
Varicella 2	doses required on or after 12 months of age if born on or after September 15, 2003 1 dose required on or after 12 months of age if born on or after September 15, 1997, but born before September 15, 2003 OR a reliable history of natural disease

All incoming 7th Grade and above students, if born on or after September 15, 2000, must also have the following immunization completed:

Tdap 1 dose of tetanus/diphtheria/acellular pertussis-containing vaccine required

Iowa law **requires** that every child must have a completed immunization record on file at the school by the **first day** of school. If immunizations are in process, the child is enrolled in school on a provisional status. The law allows 60 days for completion. At the end of the 60 days, students will not be allowed to attend school until immunizations have been completed. All immunization records are audited by the Black Hawk County Health Department.

Dental Screening Requirements for Iowa Schools:

Iowa law requires all incoming kindergarteners and 9th grade students to have proof of a dental exam completed prior to the first day of school. A specific form will need to be completed and signed by your Dental Provider.

Vision Screening Requirements for Iowa Schools:

Iowa law requires all incoming kindergarteners and 3rd grade students to have proof of a child vision screening completed no earlier than one year prior to enrollment and no later than six months after enrollment.

Notification to Schools Regarding Student Health Concerns:

It is important to inform the school of any health concerns regarding your child that may affect school performance. Examples of health concerns are: asthma, ADD/ADHD, allergies (Including food allergies), diabetes, seizures, headaches, any life threatening health concerns. Be sure to indicate any health concerns on the Annual Health Update and/or notify your school nurse directly.

Learning Support

Educational Alternatives

Students may apply and/or be assigned in various alternative education programs in our district. Various alternatives may be utilized to help students complete graduation requirements. Some alternatives include After Hours Program, Crossroads Connection, GRAD Connect, Virtual School. Students are advised to contact their administrator, counselor, or dean for more information.

Credit Recovery

Students who fail a required class will have the opportunity to recover the credit by retaking the course. This may be done by using the districts' on-line learning system facilitated by a teacher. On-line recovery is offered in the summer and during the school year.

Independent Study Coursework

Independent study is available on a limited basis for eligible students with unique learning situations. Students may contact their counselor/dean for information concerning independent study.

Tutoring and Academic Support

It is our intent that all students will be successful and earn a diploma. Several options exist for academic help. Please contact your counselor/teacher/administrator for information about tutoring programs.

Lunch/Breakfast

The cafeteria provides a service, which requires cooperation on the part of all individuals. Observing the regulations makes the lunch period a pleasant one for all involved. There are several menu items served on a daily basis along with a plate lunch or ala carte lunch.

All students are required to stay in the building for lunch.

The following procedures are required during lunch periods:

- All students eating at school must eat in the commons/cafeteria; this includes students who bring sack lunches.
- Students return their own trays and trash to the proper places so that the next group will have clean tables. Leaving trays on the table may result in loss of privileges in the cafeteria or administrative consequences.
- The lunch period is one-half hour. Students need to arrive in the cafeteria within four minutes. Students stay in the cafeteria for the entire lunch period. Restrooms are available in the commons.
- Students enter the serving area they prefer. Food items range from a “standard” lunch to ala carte and specialty items.

School meal prices for the 2017-2018 school year are as follows:

	Breakfast:	Lunch:
High School	\$1.80	\$2.70
Reduced Price	\$0.30	\$0.40

These Prices are subject to change.

Online Payments

The Waterloo Community School District is pleased to offer parents and guardians an option to deposit money into their child’s lunch account via a credit card through an online payment service called RevTrak.

- There is no fee to use this service, and parents still have the option by paying with cash or check at their child’s school.
- Note that you must have an Infinite Campus Parent Portal account to use this service. If you don’t have an account, please contact your child’s school for an activation code. Please view the step-by-step guide below for more information on how to complete an online payment.

Orderly Environment Guidelines

Crisis Response Plan

The Waterloo Community School District works with a broad-based team representing law enforcement, emergency services, hospitals, the Red Cross, human service agencies and others to continually improve our plans for many different kinds of crisis situations. For any kind of crisis, our response would be:

- Shelter-in-place – Keep students and staff in designated locations inside the building; lock classroom doors where possible; stay out of the hallways, open areas; may lock outside doors in some cases.
- Evacuate – Take students outside the building to the Alternate Site if necessary.
- Dismiss early – If there is enough time for buses to run and parents to pick up children safely, this option may be used.

Which one of these actions is used would depend on the lead-time we have before the incident and the location of the incident. Parents would be notified through the media, cable TV, the web, and Phone Master which action was being taken. In all cases, we will work closely with local law enforcement and Emergency Management authorities. Unless school is dismissed, children would be released only to a parent/guardian or other person designated in advance as the emergency pickup person. The building's Alternate Site would be used as a parent-child reunification center if the building is not safe.

Emergency Procedures

Fire and evacuation drills: Fire and evacuation drills are conducted to acquaint the students with the correct exits to be used. A plan has been established to make it possible to evacuate the building quickly. Students should move quickly and quietly during these drills and follow staff instructions. Exit instructions are posted in each room.

Tornado and civil defense drills: In preparation for a natural disaster, West High follows a disaster plan approved by the Waterloo Office of Civil Defense. Drills are held periodically.

Stay Calm and Follow Instructions

Because crisis incidents could cause great confusion and disruption to our communities, all persons should follow the instructions of local Emergency Management authorities. Our goal in all cases would be to provide the safest possible shelter for our children and to communicate fully what we are doing. As phone lines could be jammed, tuning to local media would provide the best source of information. If you have any questions, please contact your building principal.

Scheduling Classes

Academic Load/Academic Probation

Students are required to carry a minimum academic schedule of 5 courses (excluding PE) each semester. Students may request a voluntary schedule reduction to fewer than 5 courses per semester, which results in academic probation. This process is initiated with the counselors/deans and requires administrator, parent, student and counselor/dean approval. Students may be placed on academic probation by administrators for disciplinary, behavior, or attendance reasons. This process is initiated with the assigned administrator. Course enrollment includes dual enrollment, work experience, and post-secondary courses.

Attendance Policy

There is a strong correlation between good attendance and successful completion of high school courses. Students who receive excessive excused absences can expect that their achievement will be effected even though work may be made up. Excessive absences in a class will cause the administration to recommend that the student be removed from the course. Students who fall below 5 classes (excluding physical education) will be reassigned to an alternative setting. Interventions will be explored for excessive excused absences.

The District recognizes that instances occur where a student may be absent from school. Parent(s)/Guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. If this is not possible, an absence must be reported within twenty four (24) hours of the date of the absence, either by phone or note. Even though the absence is reported to the school, it may not meet state guidelines for an excused absence. Examples of valid reasons for which a student's absence from school will not count toward the district limit of five (5) allowable absences per quarter are:

- a. medical documentation for chronic or extended illness, hospitalization, medical or dental verification of absence;
- b. death or serious illness in the immediate family or household;
- c. suspension from school;
- d. religious holidays requiring absence from school;
- e. prior approval or notification of court appearances or other legal proceedings beyond the control of the family;
- f. classes missed because of attendance at a school-sponsored trip or activity;
- g. other verified absences as approved by the building administrator;
- h. other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator

Schoolwork missed because of absence must be made up. Students will be given two (2) days for each day missed to make up work. Make up time may not exceed six (6) school days following the student's return. The time allowed for makeup work may be extended at the discretion of the classroom teacher or at the discretion of the building administrator. Full credit will be given for schoolwork made up because of absences.

An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Class work missed because of an absence can be made up at the discretion of the teacher and/or building administrator. Make-up work and assignments may be obtained and submitted within three (3) days of returning to school. If unexcused absences become excessive each child's case will be reviewed for intervention.

Excessive absence is any absence beyond the limit of five (5) allowable absences per quarter. Any absence by a student over five (5) classes or days will be considered excessive and in violation of the student attendance policy. The parent(s)/guardian(s) may be subject to prosecution under Iowa Code Chapter 299.

When a student has been absent from school for twelve (12) days, the parent(s)/guardian(s) may be contacted via certified mail and a required meeting may be scheduled with the School Attendance Review Board (SARB) to develop an intervention plan to improve the attendance of the student. If parent(s)/guardian(s) fail to implement interventions and/or attend SARB hearing, documentation will be sent to the county attorney of nonattendance by the student. The parent(s)/guardian(s) may be subject to prosecution under the Iowa State Code Chapter 299.

Students attending a building on a Voluntary Student Transfer (VT) are subject to revocation if violations of the attendance policy occur.

Dropping a Course

Students may drop a course prior to the tenth school day of class in any semester. The dropped course will not affect the student's grade point average (GPA). For students who are academically exempt from PE, dropping a course rescinds the PE exemption, and PE will be added to the student's schedules. Students who are removed from a class as a result of their behavior or attendance or those who voluntarily drop a class after the tenth day of the semester will lose credit for the class and receive a failing grade. Students who are administratively "withdrawn" from a course will receive no grade, and it will not affect the GPA.

Grade Level Placement

Grade level determination is made at the beginning of the first semester of the school year.

- Students who have earned 11 credits are considered 10th grade
- Students who have earned 22 credits are considered 11th grade
- Students who have earned 33 credits are considered 12th grade

Schedule Changes

All schedule changes are initiated through the counselors or academic deans. Schedule changes for reasons other than inappropriate or incorrect course placement are kept to a minimum and made on a "space available" basis. Changes must be completed prior to the first day of classes in each semester.

Withdrawal from a Course

Students who receive a "F" at the end of the first and third quarters may request to withdraw from the course. A student taking seven or more classes may withdraw from up to two classes and a student taking five or six courses may withdraw from one class. This option only applies to students taking five or more academic classes. A request to withdraw from a course can occur two weeks or ten school days after the end of the first and third quarters. Approval is required from the parents and the building principal/administrator. The withdrawn course will not affect the student's grade point average (GPA). A student who is taking an academic course as pass/fail and receives an "F" or "NC" at the end of the semester will still be considered as an "F" for eligibility purposes.

Student Activities

There are many organizations and activities at West High. Students should watch for posters and listen carefully to announcements for the meeting places and starting dates. We are always interested in adding new organizations based on the interest of our students. If you have a suggestion for a new club, please see an administrator. Currently, students may participate in:

- **Cheerleaders:** The West High School cheerleaders work to boost the school spirit and enthusiasm for all sports. Members of the cheer squad will be considered athletes subject to IHSAA rules and be eligible to earn letters. Cheerleaders

should participate in no other major activity (such as another sport) during the season(s) of their assignments. Instructional workshops and try-outs will be organized by the coach(es).

- **Color Guard:** The flag squad is a part of the Marching Band. They begin practice in the summer after spring try-outs. They perform at games and parades.
- **Dances:** Several dances will be held during the year. The standard West dances are Homecoming (informal), Winter Formal (dressy), Sadie Hawkins (informal), and Prom (very formal). Other dances may be approved through the Assistant Principal's Office in charge of activities. Students who leave an event are not re-admitted.
- **Dance Team:** Students must audition and be chosen for the squad. Instructional workshops and try-outs are organized by the coach(es). Performances include games, pep assemblies and Variety Show.
- **Homecoming Activities:** Homecoming at West High is conducted in the fall during football season. During the week many varied and fun activities are planned. There are many ways for students to be involved. The week concludes with the football game and the dance.
- **Instrumental and Vocal Music:** Our music program includes Orchestra, Marching Band, Symphonic and Wind Symphony, Concert Bands, Jazz Band, Swing Choir, Concert Choirs and Bass and Treble Choirs.
- **JROTC:** The mission of Air Force Junior ROTC is to motivate young people through mentoring citizenship, morals, self-discipline and leadership, and ethics and behavior. Cadets enrolled in Air Force JROTC are expected to uphold the highest standards of conduct in and out of school.
- **National Honor Society:** Scholarship, leadership and service are the cornerstones of the National Honor Society. This is an organization that encourages academic excellence, civic responsibility and service in the community. Students must have a minimum of a 3.25 Cumulative G.P.A. and complete an application to be reviewed by a selection committee.

- **Prom Activities:** The Junior-Senior Prom is planned by the Junior Class with a committee appointed specifically for this occasion. The prom acts as the final big social event of the year. Underclassmen are permitted to attend if asked by a junior or a senior.
- **Speech/Debate Teams:** The Speech and Debate Teams practice on a weekly schedule and participate in competitions with other schools. The teams work on many different kinds of oratory skills.
- **Student Spirit Team:** This group of students applies and is chosen by the principal. They serve as an input-decision-making group for the school.
- **Theatre:** The theatre department presents two productions a year. These include a stage play and a "Studio" presentation..

Student Publications

West's student newspaper is the *Spectator*. The paper is written by a staff of student editors and reporters supervised by a faculty advisor. The staff is drawn primarily from the junior and senior classes. Staff members must have completed Journalism.

West's yearbook is the *Wahawk*. The yearbook includes pictures of underclass students and seniors, as well as sections on activities, sports, faculty, administration, and student life. Students under the supervision of a faculty advisor assemble this publication. Editors are upperclassmen, but any student may submit an application to become a member of the staff.

Student Leadership Team. This Group of students applies and is chosen by the principal. They serve as an input-decision-making group for the school.

Student Senate. Student government does and should play an active role in the life of students at West High School. Although it does not make or enforce policies, it makes important decisions and provide student representation on many projects.

Variety Show Activities. The Variety Show is a long running tradition at West High school. It is held during the Fall. The talent extravaganza consist of show choir, Jazz Band, and individual acts.

Upward Bound. Students participate in college visits and tutoring projects. Upward Bound Talent Search is designed to provide opportunities for students to be successful in life.

Student Recognition

- **Academic Letters:** Academic letters are awarded to students who earn a GPA of 3.5.
- **Department Awards:** Outstanding seniors are chosen by each department and honored at the Senior Honors Reception.
- **Honor Roll:** Students who receive a 3.0 GPA in any semester are named to the Honor Roll.
- **National Honor Society:** Students are invited to join National Honor Society based on their academic performance and citizenship.
- **Outstanding Athlete Award:** Each year, an outstanding senior athlete (male and female) is honored with special recognition.
- **Student of the Month:** Each month during the school year, the West High School faculty nominates students from each of the classes to be selected as Student of the Month. This is not just an academic award but also considers citizenship, school loyalty, and participation in activities. Each student selected will receive a certificate and be invited to lunch by our Partner in Education.

Student Services/Fees/Opportunities

Books

Those students who have outstanding fees or fines in a previous year and have not yet paid the fee will be allowed to use textbooks in class **only**. They will not be issued texts to take home until the fee is paid. Students who have textbook loss or damage will not be allowed to participate in school activities, such as dances, class trips, etc.

Fees/Waivers/Fines

All fees are subject to change.

The general school Instructional Fee will be collected in the Business Office from all students. This fee pays for all required classroom materials as dictated by the curriculum. If a student wishes to use materials beyond those required, the student is responsible for the additional cost. **Fee waivers are available for those who meet**

federal guidelines. The waivers provide for free/reduced or waived lunches and instructional fees.

All students are encouraged to purchase an activity ticket (\$40.00). The activity tickets, which are usually purchased in the fall, include admission to all home athletic events and music programs, excluding tournaments and variety show events. **Activity fees are not waived.**

Music students will be charged cleaning fees and are responsible for some "costume" expenses.

Drivers' education fees must be paid the first day of the class or the student will be dropped from the class.

Guidance and Counseling

The counseling program is a service that West High offers to assist students in academic planning, understanding and solving problems, career exploration and scheduling.

Students should feel free to consult with a school counselor at any time. Any student desiring to see a counselor should fill out a request form and leave it with the secretary in the Counseling Services Office. Individual teachers may refer students to the Counseling Services Office.

Health Services

The Nurse's Office is located in the Main Office. A registered nurse is on call. Students who become ill or have injuries that may require attention should go to the Nurse's Office to receive first aid treatment. Students who become ill after arrival at school should secure permission from their teachers to go to the Nurse's Office. Parental permission must be received before a student will be allowed to go home. **No student is to leave the school without administrative and parental permission.**

Instructional Media Center (IMC)

The Instructional Media Center is open from 7:30 a.m. until 3:00 p.m. The center's collection includes reference books, books to enrich, supplemental textbooks, material as well as books for recreational reading. Computers are available. Students are encouraged to use these resources.

School Pictures and ID Cards

Pictures are taken early in the school year. These will be available for purchase. The pictures are also used to create student ID cards.

Students must carry their ID's with them while at school and at school activities. **Cost to replace ID cards is \$3.00.**

Special Services Personnel

In addition to the West High counselors, the school provides the services of a speech therapist, a child psychologist, a social worker, and when the need arises, a homebound instructor.

Success Street

Success Street services are available to East and West High students. Success Street's schedule varies, so please check the posting on the Success Street door for their hours.

Summer Trips

High school students may have the opportunity to participate in summer trips, often to Europe or other foreign destinations. The sponsor or adult chaperone is frequently a teacher in our school. These trips are not sponsored by the school or the district, but rather they are a private business. Parents and guardians should:

- Read the contract carefully.
- Note the cancellation/refund policy.
- Be aware that if snow days extend the end of the school year and the trip dates fall within the extended year, absences will not be excused.

Iowa High School Athletic Association

Eligibility requirements 281-36.15(1)

Local boards of education may impose additional eligibility requirements not in conflict with these rules. Nothing herein shall be construed to prevent a local school board from declaring a student ineligible to participate in interscholastic competition by reason of the student's violation of rules adopted by the school pursuant to Iowa Code Sections 279.8 and 279.9.

Scholarship rules 36.15(2)

- All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

- All contestants must be under 20 years of age.
- All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken under the provisions of Iowa Code Chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. The student will become eligible at 4:00 p.m. on the 20th day. For purposes of this subrule, a "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.

At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

- A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight

consecutive semesters upon entering ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

- All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
- A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
- The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

Transportation Policy

Public and nonpublic school students will be eligible for transportation if they live one or more miles from school at the elementary level, two or more miles at the intermediate level and three or more miles at the high school level.

Drivers cannot pick up or discharge students at places other than the regular bus stops unless special arrangements have been made. On occasion, a student who is eligible to be bused may make arrangements to go home with another student after school. The parent should make any request in writing to the building principal for temporary busing to accommodate this. The principal will notify appropriate transportation staff and issue a temporary bus pass only if space is available. In an emergency, these arrangements can be made by calling the building principal. Any requests for long-term changes in bus stops should be made to the Transportation Office at 291-4879.

Driving and Parking Regulations

Driving is a privilege. Student drivers are to display mature, responsible driving and parking habits. Consequences for violating parking/driving regulations may result in any combination of the following:

- Warning
- Fine
- Loss of parking privileges
- Suspension
- Towing (expense paid by owner)

Each student wishing to use the high school parking lot must obtain a parking application from the Business Office. An application must be completed and placed on file in the Business Office for each vehicle used as transportation to school.

To receive a parking permit, you must show a valid driver's license and proof of insurance at the time of registering in the Business Office. Parking lot permits will be issued to those who have an application on file. The cost of the permit is \$20.00. Only those vehicles with valid permits will be permitted to park in the designated areas on school property.

The speed limit in the parking lot is no more than 15 MPH. Students are not to loiter in parked vehicles during the school day. The parking lot is off limits during school hours. Any student needing to retrieve something from his/her vehicle during the school day must have permission from the principal or designee.

Parking is limited to the student parking area. Students who park in the no parking zone, staff parking lot, handicap zone, or fail to follow regulations may be fined up to \$20.00 or have one of the previously stated consequences imposed. The school is not responsible for the vehicle or its contents.

Vehicles driven to school by students and parked in the school parking lot are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.

Cars parked improperly (outside lines, etc.) or illegally (in teacher lots), in grass area, on sidewalks or without permits will be issued a parking fine.

**According to state law, high schools must notify the State of Iowa when a student is no longer in attendance. The student's license can be suspended by the state. (See policy in Section 8)

Any student driving to school must show proof of insurance.

Waterloo School Dance Guidelines

Waterloo Middle and High Schools strive to provide a positive social atmosphere at scheduled dances that are held throughout the year .To promote an appropriate environment for students, both dress code regulations and student behavior guidelines are enforced. Students are expected to follow school rules as outlined in the Student Handbook and Behavior Code.

Admission

Students may attend school dances with administrator approval. Students who do not display proper behavior at school may not be allowed to attend dances. Students with fees must pay the fees or if fees are \$50.00 or more a payment plan is available through the business office. Detention time is also checked before a student is eligible to purchase a ticket. Tickets to all dances are purchased in advance through the school Business Office. No tickets are sold at the door.

Dancing Guidelines

Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No slam dancing, break dancing, freak dancing, grinding or other sexually provocative dancing is allowed. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance.

Dress Code

All dances attendees should dress appropriately. School administration reserves the right to make decisions on student dress based on Appropriateness and good taste. Students who are dressed inappropriately will be denied access to the dance or could be removed from the dance. No refunds will be issued for students found in violation of the dress code policy.

Guests and Proper Identification

Dances are held for the enjoyment of Waterloo High School students. For High Schools- guests 20 years of age or older are not permitted to attend the dances. Current Waterloo School I.D.s are required to purchase dance tickets and must be presented at the door for admission to the dance. Waterloo students must also present a

copy of their guest's I.D. to purchase a guest ticket and obtain administrative approval to bring a guest. Waterloo students are responsible for the guest's behavior at school dances. If the guest's behavior is inappropriate both the guest and student will be removed from the dance.

Student Behavior

Waterloo staff and administration want students to experience a drug and alcohol-free dance. Students may be subject to search upon entering a dance. No alcohol, drugs, or tobacco are allowed. Possession, use, or being under the influence of a controlled substance or alcoholic beverage while going to or coming from a dance or while attending a dance are a violation of district policy. Students observed during the course of the dance to be in possession of, using, selling, furnishing, or under the influence of a controlled substance or alcoholic beverages will be removed from the dance and parents will be contacted to pick up their student. (Appropriate referral to the Police Department may also be an option.) Students are not allowed to bring liquids, or lighters to school events. School-assigned Personnel reserve the right to search limousines and party buses which transport students to a dance. If any alcohol is found, no students on the limo/bus will be admitted to the dance. No refunds will be given. We appreciate parent assistance in prohibiting the consumption of alcohol by students prior to and following any school event.

**What
should a
bystander
do?**

STOP.WALK.TALK

- **Work together** (Stay with your friends)
- **Don't look at the bully** (A bully can't bully if they can't communicate with you)
- **If the bully won't leave, have everyone in your group stand up tall and face the bully. Use your loud voice and tell the bully to "Back Off!"**
- **Tell a teacher/counselor or other adult when you see bullying**
- **Report bullying by text or voice mail at 319-435-8187**