

Westwood Family Handbook 2011-2012

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Activities Sponsors

Athletic Director	Todd Greder
Quiz Bowl	Dan Witten
Future Problem Solving	Cass Burkhart
National Honor Society	Cass Burkhart
High School Student Council	Jill Muenchrath
Yearbook Sponsor	Jerry Donahue
School Newspaper	Jerry Donahue
Senior Class Sponsor	Steve Tower
Junior Class Sponsor	Jill Kerr & Melissa Winters
FFA	Dan Witten
Drama	John Wagner
Speech	Jerry Donahue & Kay Scott
Drill Team	Carol Hobbs
9-12 Instrumental Music	Amanda Schnuckel
6-12 Vocal Music	Tom Gerking
Rebelaires	Tom Gerking
5-8 Instrumental Music	Jennifer Dreyer
K-5 Vocal Music	Amanda Schnuckel
High School Cheerleading	FB: Jill Kerr; BB: Wrestling: Stacey Mead
Junior High Cheerleading	BB: Wrestling: Rita Harrison
Junior High Student Council	Jill Muenchrath
Co-Ed Cross Country	Sheryl Book
High School Head Volleyball	Sylvia Berg
High School Assistant Volleyball	Rich Lamoureux
Junior High Head Volleyball	Jill Kerr
Junior High Assistant Volleyball	Jessica Post
High School Head Football	Andy Homan
High School Football Assistants	Todd Greder, Eric Nelson
Junior High Head Football	Cass Burkhart
Junior High Assistant Football	Steve Lemke
High School Head Wrestling	Dan Thompson

High School Assistant Wrestling	Todd Greder
Junior High Head Wrestling	Jack Harrison
Junior High Assistant Wrestling	Kerry Kaufman
High School Girls' Head Basketball	Matt Drees
High School Girls' Assistant Basketball	Eric Nelson
Junior High Girls' Head Basketball	Jim Mendenhall
Junior High Girls' Assistant Basketball	Sheryl Book
High School Boys' Head Basketball	Cass Burkhart
High School Boys' Assistant Basketball	Brian Hobbs
Junior High Boys' Head Basketball	Dan Witten
Junior High Boys' Assistant Basketball	Don Gallagher
High School Head Boys' Golf	Steve Tower
High School Head Girls' Golf	Scott Willmott
High School Girls' Track	Sheryl Book
High School Assistant Girls' Track	
Junior High Girls' Track	Rich Lucas
Junior High Assistant Girls' Track	Jill Muenchrath
High School Head Boys' Track	Kerry Kaufman
High School Assistant Boys' Track	Todd Greder
Junior High Head Boys' Track	Dan Witten
Junior High Assistant Boys' Track	Kerry Kaufman
High School Head Softball	Dan Thompson
High School Assistant Softball	Mark Ouellette
High School Head Baseball	Tommy Mousel
High School Assistant Baseball	



WELCOME TO WESTWOOD

Welcome to the 2011-2012 school year at Westwood Community School. The administration, Board of Education, teachers, and support staff share a commitment to educational excellence for every child at Westwood.

Working together with all of you, we can build upon this meaningful commitment of support for our students in this new school year. We hope this handbook will give you information that will help you understand the procedures, policies, and goals which are necessary for orderly function of the school. With this thought in mind, we expect all students to be thoroughly familiar with the contents of this handbook.

School is for students . . . all decisions at Westwood Community School reflect the needs of students. Parents, board members, teachers, and administration must always answer the question, "What is best for the individual student?" This will assure quality education.

Invitation to Parents

Parents are welcome at school and should feel free to ask for a conference with teachers, principal, or counselor at any time.

Parents, we also want to invite you to visit your child's classroom. You are welcome, but we would like you to abide by the following procedures so that your visit will be most beneficial and cause the least disruption to the classroom:

1. Please send a note to the teacher or call the day before you wish to visit.
2. Leave small children at home.
3. At the time of your visit, stop in the office first and inform the secretary that you are in the building and where you will be visiting.
4. Use the visit as a time to observe your child. Plan an outside-of-class time conference if you wish to discuss your student's progress.
5. Plan your visit for no more than 30 to 45 minutes. Remember that students do sometimes behave differently in front of visitors.
6. Your visit will mean a lot to your child just to know that you care enough to see him/her in the school setting.
7. Visits are discouraged the first and last two weeks of the school year.
8. Guests of students other than parents are not allowed to visit classrooms because of the legal liabilities and responsibilities involved. Office staff will immediately direct visitors, and vendors who enter the school building to the appropriate room after signing in as a guest.

Insert school calendar

Mission Statement

The mission of the Westwood Community School District is to provide the environment and curriculum necessary to allow each student to achieve his/her fullest potential.

Philosophy of the Westwood Community Schools

The purpose of the Westwood Community School is to provide opportunities for each person to become a secure, self-reliant individual who recognizes the significance of his/her own life ability to contribute to the lives of others. Personalized programs must be developed which identify and accommodate the person's abilities, interests, needs, and creative potential. The dignity, worth, and uniqueness of each individual and his/her heritage will be preserved.

In the practical application of this philosophy, opportunities shall be provided for each individual to:

1. Develop physical, mental and emotional health.
2. Develop a positive set of values and responsibility for personal behavior.
3. Develop respect for other's rights, opinions, property, and values.
4. Develop the ability to communicate ideas and feelings.
5. Develop awareness of self-worth and promote participation in family and society.
6. Develop skills for effective participation in society and in the democratic process.
7. Develop ability to use leisure time effectively.
8. Develop foundations and motivation for continued lifelong learning.
9. Develop awareness, understanding, sensitivity, and respect of the environment.
10. Develop capabilities to function in the real world.

Westwood Outcomes

1. Students should be able to communicate effectively (read, write, speak, listen)
2. Students should be able to apply technology competently.
3. Students should be able to utilize problem solving and decision-making skills.
4. Students should be able to exhibit good citizenship by acting responsibly for the public good.
5. Students should be able to work together in a group.
6. Students should be self-directed learners.

K-12 Comprehensive Counseling and Guidance Program

The Mission of the Westwood Community School's Guidance Department is to promote excellence for all students in the areas of academic, career, and personal/social development. Development will be achieved through a K-12 comprehensive counseling and guidance program.

The Westwood School District is staffed with a K-8 and 9-12 counselors who are graduate degreed professionals trained in school counseling and guidance. Westwood's comprehensive counseling and guidance program is comprised of four major components.

PROGRAM COMPONENTS: The guidance program components organize the work of counselors into direct and indirect activities and services. They include the direct counselor services of guidance curriculum, individual planning and responsive services, and the indirect services of system support.

- 1. GUIDANCE CURRICULUM:** Includes structured developmental experiences presented systematically through classroom and large group activities, kindergarten through grade 8. The curriculum emphasizes decision-making, self-understanding, career exploration and preparation, and the improvement of study skills.
- 2. INDIVIDUAL PLANNING:** Includes counseling activities to assist all students to plan, monitor, and manage their own learning as well as their personal and career development. Individual student education/career plans are developed no later than eighth grade in collaboration with parents/guardians. Individual planning emphasizes test interpretation, advisement, and the identification of short and long term goals.
- 3. RESPONSIVE SERVICES:** Includes counseling, consultation, and referral activities to meet the immediate needs and concerns of students. Responsive services include personal counseling, crisis counseling, agency referral, consultation with parents, teachers, and other professionals, support groups, and problem solving.
- 4. SYSTEM SUPPORT:** Includes guidance management activities that maintain and enhance the total guidance program. Responsibilities in this component include staff and community relations, program evaluation, research projects, committee work, and professional development.

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school staff members, and parents/guardians. Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information is considered confidential. When appropriate, counselors will be responsible for explaining the ramifications of and exceptions to this confidentiality. All records and discussions of personal issues will be handled in a confidential manner.

HUMAN GROWTH AND DEVELOPMENT:

The Human Growth and Development curriculum is available for perusal by parents prior to classes beginning. Parents who object to having their child or children exposed to this curriculum may request that they be excused from that particular course work.

Attendance Policy

Each school district is required by law to keep careful records of student attendance and must also determine if each absence is excused or unexcused. Attendance records are submitted to the state each spring. Westwood School parents and staff can be proud of the attendance habits they teach the children.

To help maintain accurate records and to ensure your student's absence will be properly excused, **please call school when your student will be absent or send a written note.** Excused school absences include, but are not limited to, those items listed below under excused absences and those arranged and approved by the school principal.

A student coming to school late should report to the office before going to his/her classroom; a parent note or call is also necessary. A student is considered tardy if he/she arrives after 8:40 a.m. After arriving at school, students are not permitted to leave school without written permission from the parent or the parent personally picking the student up from school. Parents (or anyone else designated by the parent) will need to "sign out" their child in a log in the office listing the child's name, time they were picked up, and by whom.

Students are expected to attend school regularly. They are expected to attend all of their classes unless they become ill or are attending a school-related activity or field trip. **Notification will be sent home when a student has missed ten or more days of school in a semester.**

In accordance with state law, all students between six and 16 years of age must attend school full time until the end of the term, quarter, or semester in which they become 16 years of age, unless they have a legal excuse. Local school boards have discretionary authority to determine what constitutes a sufficient cause for absence from school. In general, excused absences are granted but not limited to the following reasons, and the administration reserves the right to either grant or deny excuses.

A. EXCUSED ABSENCES

1. Student illness notification must be submitted by parent/guardian regarding the illness. The school may request the parent or guardian to obtain a written statement from a licensed physician, dentist, chiropractor, or optometrist, regarding the health of the student.
2. Family emergency: Examples include death in the family, funerals, serious illness in the family, and immediate health problems. Notification must be submitted by parent/guardian regarding family emergencies.
3. Religious holidays and observances: Notification must be submitted by parent/guardian regarding such holidays.
4. Scheduled appointments with a licensed physician, dentist, chiropractor, optometrist, or psychologist. Please send verification of such visits.
5. Absences related to response to subpoena or participation in a legal proceeding.
6. College visits for juniors and seniors.
7. School sponsored activities.

Westwood Community School may grant up to five days excused absences for military-connected students whose parents are experiencing deployment. The conditions under which the Westwood Community School may approve excused absences are: (1) the absence is pre-approved, (2) the student is in good standing, (3) the student has a prior record of good attendance, (4) missed work is completed and turned in within the school's allotted time period, and (5) the absence is not during standardized testing dates.

B. UNEXCUSED ABSENCES

Absences not listed under excused absences may be considered unexcused. No parental notification, either prior to or returning from an absence, will result in an unexcused absence. **NOTE:** While parents have the right to determine whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.** Absences which are unexcused, are those which have **not** been properly excused by the parent **AND** the school. **Students may receive a zero for work missed because of unexcused absences.**

C. NOTIFICATION AFTER TEN (10) ABSENCES

When any Westwood student goes beyond ten days of absence during a semester, parents will receive written notice. Special needs students will be referred to their staffing teams or school nurse to determine whether or not absences are related to a disability.

D. ANTICIPATED ABSENCES

If a student/parent knows in advance of an upcoming absence, the parent or guardian should send a note or call the school as soon as possible before the absence indicating the days/times and reasons for absences (if a phone call is made, no follow-up note is necessary). This will give the student time to make up work before the absence from school. **All students must clear their classes before an absence whether school related or not or zeros may be given.** Students should give their teachers at least three days notice of an absence whenever feasible.

E. AFTER AN ABSENCE

When a student returns to school, the student **MUST have a note from home or a phone call if that had not previously been done.** It is important that the school maintain accurate records. The note will be placed in the student's attendance file. If no parental note or telephone call is received within 48 hours, the absence will be considered unexcused.

F. LEAVING SCHOOL DURING THE DAY

Prior to a student leaving during the day, parents must telephone the office if a student is supposed to leave school during any period of the day on short-notice, stating the time the student is to leave and the reason for leaving.

Notes: *Parents should not go to the classroom to pick up their student but should pick them up in the office, or else the student will be sent out to meet the parents once they arrive.

*If the principal feels it is necessary to verify an excuse given for an absence, he/she may take appropriate steps to do so.

G. ABSENCES AND HEALTH

If your student will be absent from school, **please call the school office before 8:30 a.m.** If he/she has a contagious disease, notify the Woodbury County Health Dept. in Sioux City, Iowa.

In the event that a student becomes ill at school, every effort will be made to contact the parent or the emergency contact person so that the parent or designated contact person can arrange transportation and care of the child. Home or with an alternate care provider is the best place for an ill child.

If a student should be the unfortunate host of a virus or cold, we encourage you to keep him/her home until fully recovered. If your child needs to avoid recess or P.E. for a time, a note should be sent daily or a medical excuse from a doctor to keep him/her from participating in P.E. We discourage the practice of allowing students to avoid recess or P.E. for more than a day or two unless required by a physician.

H. COLLEGE VISITS (JUNIORS & SENIORS)

Students are urged to visit colleges during vacations or teacher workdays. Those who wish to visit a college on other days must first check with the office to secure an admit. The admit must be signed by the teachers and the counselor before leaving, turned in, and a parent must send a note to the school prior to the visit. College visits must go through the counselor's office in order to be excused. Juniors are limited to one or two visits.

I. EXCUSED ABSENCES AND MAKEUP WORK

Students with excused absences will be allowed to make up work. Students are generally allowed the number of days absent to make up work, but this determination will be made by the teacher. Students may have to make up a test immediately upon returning if they have not missed any significant review or if their absence was unexcused. Also, projects or other assignments whose deadlines had been set sometime previously may still have the same due dates even if a student had a short-term absence. It is the student's responsibility to obtain the makeup work and to have it completed on time. Makeup work that is not completed or turned in on time may not receive credit.

Note: While some absences may be excused, please note that they will still be counted as absences. Also, they still fall under the 10-day policy except for the exceptions noted earlier under Section A (doctors' notes, funerals, school-related activities, and suspensions).

J. LATE TO SCHOOL (7-12 graders)

Students are not allowed to skip 1st or 8th period study halls (or other study halls during the day) just because they don't have classes scheduled. Westwood does not have a part-time program except at its alternative school. Students are expected to be on campus from 8:30 until 3:30 unless they are off campus for post-secondary option classes or participating in the school-to-work program and have been cleared to leave by the coordinators of those programs. Students who are late to school will be given detentions for the third tardy and each one thereafter just as is the case with students late to class. Students skipping other study halls will be considered truant. An exception would be for seniors who earn open campus, to be determined on an individual basis by the principal.

*Students living on their own, or married, may write their own excuses but they must be legitimate to be considered excused.

*The above policies apply to individual classes as well as to part-day absences.

*A half-day absence is given for absences beyond two periods and a full day's absence is counted beyond four periods.

CLOSED CAMPUS POLICY

Westwood has a closed-campus, meaning students cannot leave campus during the school day except for parent-excused appointments. Students are not allowed to leave campus during lunch periods, between classes, etc. Parents are asked not to write notes to excuse students except for necessary appointments or special circumstances (please call the school in advance).

High School 10-DAY ABSENCE POLICY

*Please note that the 10-day policy regarding credit applies to **high school only**.

When a student has accumulated six or more absences from any class during a semester, written notification to the parent or guardian will be sent. At this time the head of the household is encouraged to contact the teacher(s) or principal to arrange a conference to discuss any concerns regarding the terms of the attendance policy. (Special needs students will be referred to their staffing teams.)

A student in **grades 9-12** shall be required to attend each class a minimum of 88.5% of the days during a semester (80 of 90 days in most cases) in order to receive graduation credit for that class. Failure to meet this minimum may result in no credit for the course work.

This means that a high school student who misses more than 10 days in a semester won't receive credit for that particular class. For those classes that meet on other than a daily basis, students will be required to be present and to participate 88.5% of the time for each unit or activity involved (physical education would be an example).

An absence will start only upon a student's first registered day in class.

Absences which are due solely to medical/dental appointments, illness, or hospitalization will not be counted in the ten (10) day limit if parents provide the school with a written doctor's/dentist's excuse or appointment card/schedule, etc., which lists the specific dates in question. Other absences that will not count in the ten (10) day limit include approved school activities, suspensions, or funerals. Parents should make the principal aware of any special circumstances (such as frequent orthodontist appointments, allergy shots, etc., in advance).

Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category.

Note: All other absences will fall within the 10-day policy. While parents may excuse their children from school, those students still must meet the requirement of being in classes for 80 of 90 days each semester if they are to earn their credits.

NOTIFICATION AFTER TEN (10) ABSENCES

When students go beyond 10 days of absence in any class during a semester, they will receive written notification of their status. Special needs students will be referred to their staffing teams to determine whether or not absences are related to a disability. Once students reach eleven (11) absences in any class, they may choose one of the following options:

1. A student may, with the teacher's permission, choose to remain in the class on an **AUDIT** basis with no grade given, so long as the student's presence in the classroom is not disruptive to the educational process.
2. The student may choose to be **TRANSFERRED** to a study hall upon approval of the school administrator. **Note:** Whether auditing or transferring, no grades will be given.
3. The student may **ENTER into a CONTRACT** with the teacher to earn credit. The student must meet with the teacher and complete a contract, which may be obtained from the teacher or the high school office. Periods past 10 must be made up if this option is chosen. The student must arrange with the teacher to make up time; once that is done and other provisions of the contract are met, the teacher may grant the credit for the class. **The student will be responsible for initiating the contract and taking care of the details to satisfy its provisions.**
4. The student may request an **APPEAL** of the **NUMBER** of absences. The appeal process is as follows:

The student and/or his/her head of household may request a hearing concerning any administrative enforcement of the attendance regulations which result in the loss of credit for class. To request an appeal, the student and/or his/her head of household shall file written notice of appeal with the principal within three (3) working days after written notification of his/her status. Appeal forms may be obtained from the high school office. During the processing of the student's appeal, the student shall be allowed to remain in his/her class. The loss of credit will become effective unless the appeal team (principal and counselor) reverse or alter the decision. Further appeals may be made to the superintendent and Board of Education.

Tardy Policy

Any student coming late to school must report to the office and sign in. A student who is tardy to first period must have a pass when coming into first period. The office will mark it excused or unexcused.

A student reporting late for any class or homeroom will be considered tardy and may be asked to report to the office for an admission slip. Tardiness will not be excused except in rare circumstances. If a student misses more than 10 minutes of a period he/she will be considered skipping and may be considered truant.

Students will be allowed two (2) unexcused tardiness per class per semester. Detentions will be assigned for the 3rd, 4th and successive unexcused tardies by the classroom teacher or the principal recognizing these violations. A three-minute passing period is provided, making most reasons for tardies inexcusable.

Truancy Policy

A. TRUANCY/SKIPPING

Any student who is absent from school without parental knowledge or permission or without the school's knowledge or permission will be considered truant and will be subject to disciplinary action. **THIS INCLUDES A STUDENT WHO LEAVES SCHOOL WITHOUT SECURING PROPER PERMISSION FROM THE PRINCIPAL/DESIGNEE AND/OR NOT CHECKING OUT AT THE OFFICE.**

In addition, a student may not receive academic or make-up credit for the day or part of the day on which the truancy occurs. The following will be used in truancy situations:

FIRST TRUANCY: Disciplinary report sent home, possible meeting with parent, student, and principal. Possible detentions or in-school suspension depending on circumstances.

SECOND TRUANCY: Detentions or in-school suspension time depending on circumstances, if student left school grounds, etc. Student will meet with a counselor.

THIRD TRUANCY: Referral to at-risk teams, We-Care or We-Assist, for consequences to be determined.

Note: If truanancies continue, the student may be referred to a board committee for further action.

B. TRUANCY AND PARTICIPATION IN ACTIVITIES

Any student truant from school and also a member of extracurricular activities, clubs, or teams will not be allowed to participate in the next scheduled event of that group or groups. Students who skip school also may forfeit the privilege of field trips or other such outings.

Notices

Numerous announcements, notices, and other important information are sent home with students. The home and school need to impress upon students the important role they play in making sure adults at home receive every message sent.

Get the news out fast!

To help keep you informed we have teamed up with the Snowcap service to send you emails or text messages to your cell phone. Sign up at www.snowcaponline.net to receive a text message or email anytime Westwood School uses **SNOWCAP** to dispatch alert announcements affecting you or our school activities. No more waiting by the television or radio!

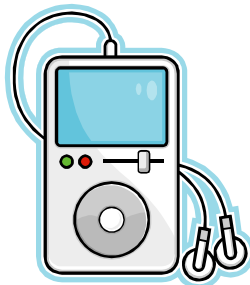
To sign up, just look for the cell phone and laptop on the Snowcap website, click on the button next to school, type Westwood in the blank, click on the search button, select Westwood from the choice list, then complete the contact information on the next page.

Once you've completed signing up, you will receive a verification text and/or email. Follow those links to activate your registration(s). Each email and cell number must be activated before you will receive alerts. For activation help, you can call SNOWCAP Support at 712.202.1574.

We hope this will give you another method of keeping informed about weather announcements at our school.

Thanks! Kirk Ahrends, Superintendent

www.snowcaponline.net



Student Conduct and Behavior

“Discipline Begins At Home”

A. STATEMENT OF PURPOSE

The basis for an education is to prepare the student for the demands of the adult world, its challenges and its problems. Foremost among these challenges is respect for the rights and property of every other individual. Students at Westwood School are expected to have the self-discipline required to respect the rights of all other individuals with whom they will be dealing. We expect all students to be a credit to their school, the staff, and themselves.

Students are expected to comply with and abide by the school district’s policies, rules, regulations, and student handbook. Students who fail to abide by the school district’s policies, rules, regulations, and handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of others to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

In order to have an orderly climate, which is conducive to learning it is imperative that students respect the position of the school’s teachers and administrators as those who make decisions which are in the best interests of individual students and the student body in general. Lack of such respect can undermine not only an individual teacher’s effectiveness with students, but can adversely affect the effectiveness of the school’s programs. **Disrespectfulness and/or insubordination toward any school personnel will not be tolerated and MAY LEAD TO SUSPENSION for a first offense depending on the seriousness of the actions.** Insubordination includes refusing to follow faculty/staff requests and directives.

All teachers will be alert for any student activities that are in violation of good student behavior. Students should also be fully aware that any of the school personnel at Westwood Community School has the authority to correct misconduct at any time.

All Westwood Community School activities are considered to be an extension of the school day, regardless of the location, so regular school policies dictate student behavior.

B. AREAS OF PROHIBITED STUDENT CONDUCT

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of other students is prohibited.

The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this handbook. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action, including possible suspension or expulsion:

1. Disrespect for any student, school official or employee. This includes the use of profanity toward students, teachers or employees, as well as disrespectful behaviors, gestures and comments. Disrespectfulness toward school employees may result in out-of-school suspension immediately. Students are to address teachers with Mr., Mrs., Miss, Ms., or Coach, and are not to use first names, nicknames, or just last names.

2. Behavior that interferes with classroom instruction or other activities associated with the school.
3. Unsportsmanlike conduct involving visiting school teams or their representatives. Students behaving improperly at extra-curriculars will not be able to attend such events for a period of time determined by the administration.
4. Use or possession of any tobacco products on school property or at school-sponsored events and activities.
5. Truancy or failure to attend assigned classes or activities.
6. Excessive tardies to school, assigned classes or scheduled activities.
7. Engaging in any activity forbidden by law which interferes with school purposes.
8. Engaging in the unlawful possession, selling, dispensing or use of controlled substance or alcoholic liquor.
9. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
10. Threatening or intimidating any student for any purpose, including the intent of obtaining money or anything of value from such student.
11. Public displays of affection will not be tolerated. Holding hands, kissing, embracing, massaging each others' bodies or other sexually explicit behavior should not occur on the school grounds or at school-sponsored events. The penalty for such displays may include a warning, detention, suspension, or other consequences based upon the seriousness of the activity.
12. Causing or attempting to cause physical injury to a school employee or to any student. (Fighting may result in out-of-school suspension.)
13. Willfully causing or attempting to cause damage to private school property.
14. Stealing or attempting to steal private or school property.
15. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes.
16. Insubordination: failure to follow the requests and/or directives of a school official.
17. Students are not allowed to bring prohibited personal property to school; see page 23 for details on these items. If brought, they may be confiscated and returned later or held for parents.
18. Students are not to be in the building unsupervised at any time. Secondary students early to school are to remain in the commons until the first bell. Any students in other parts of the building before/after school must be directly supervised by a faculty member in an activity.
19. Wednesday is family night; all students must be out of the building by 6:00 p.m.

Note: Any student who repeatedly violates school or administrative policies may be suspended and may be referred to a Board of Education committee, who will then make a determination regarding further consequences beyond the usual ones taken by teachers or administrators.

C. CLASSROOM DISCIPLINE POLICY

For students in junior/senior high, there will be a three-step process for infractions in the classroom. This policy will go into effect after teachers have tried ordinary corrective/disciplinary measures.

STEP I. The parents of a student interfering with learning in a classroom will be sent a discipline notice and the student will have a conference with the teacher or principal. A copy of the discipline notice will be given to the principal. Any student not showing up for the conference may be placed automatically in Step II.

STEP II. A student who is moved to step II may be suspended from school from one to three days depending on the seriousness of the offense. The student also may be removed from that class for up to three days (this may include suspension time or may be beyond the suspension time).

STEP III: A student who continues to disrupt learning environment may be suspended for a longer period of time and may be referred to a Board of Education committee for further action. The student also may be removed from that class for the remainder of the semester or year.

SEVERE CLAUSE: Serious acts of misbehavior may cause a student to be placed immediately on Step II or III.

Notes: * If a student has the same teacher for two different activities during the same period (I.e. junior high P.E. and study hall) or if a student has the same teacher for two different class periods, steps 1, 2, and 3 will be utilized for each incident, not each period or activity. ** Students who routinely refuse to do assigned work are violating a basic rule/expectation in any classroom and such refusal will be considered insubordination and will be dealt with within the realm of student behavior/conduct.

D. BUS CONDUCT

In the Westwood School District most students ride buses to school. It is important that proper discipline is maintained on buses for everyone's safety. Cameras are used randomly to monitor behavior.

1. Pupils are under the authority of the bus driver and must follow his/her rules.
2. Pupils shall remain seated while the bus is in motion.
3. Pupils will not extend their arms, hands, head, feet, etc. through the bus windows.
4. Pupils will converse in normal tones; loud or vulgar language is prohibited.
5. Pupils shall not open or close windows without permission of the bus driver.
6. Pupils shall help keep the bus clean and refrain from damaging it.
7. Pupils must refrain from crowding or pushing.
8. Each pupil must go directly to his/her seat on entering the bus.
9. Pupils must not throw objects about in the bus or out through the windows.
10. Pupils will remain on their homeward side of the road until the bus stops and the driver signals them to cross in front of the bus.
11. The driver is to dismiss the students only at the school building, their homes, or designated after school locations. Exception: permission of parent or guardian.
12. Food or pop should not be carried onto buses unless drivers/sponsors have given permission.
13. Student insubordination to our bus drivers will not be tolerated and may result in loss of bus privileges for a period of time.

E. USE OF SECURITY CAMERAS

The Westwood Comm. School District Board of Directors has authorized the use of security cameras. The security cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

F. STUDENT BULLYING AND HARASSMENT (Initiations, Hazing, Bullying, or Harassment)

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor, or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor, or principal: and
 - write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or person bullying responded.

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

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

Sexual harassment includes, but is not limited to:

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

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

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

- **SCHOOL RESPONSIBILITY CONCERNING ALL FORMS OF HARASSMENT BY STUDENTS:**

Students are to treat other students with respect at all times. Students who cause verbal and/or sexual harassment will be subject to the following guidelines.

LEVEL I:

Step 1: Communicate to the person harassing you that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal.
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
 - *What happened
 - *When it happened
 - *Where it happened
 - *Who harassed
 - *List any witnesses
 - *What you did or said
 - *How you felt
 - *How the harasser responded
 - *Note exactly what was said
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3: If the behavior is repeated you should complete the grievance form and follow the due process in the following section. Harassment and bullying complaint form may be obtained from the principal.

G. INITIATION

Students at Westwood will not hold any form of “initiation.”

H. DETENTIONS

A detention is a determined period of time to be made up by a student outside the regular school hours. A detention can be served before school, after school, or on Saturday. Students typically are given two or three days to serve detentions (counting the day the detention was given). However, this will be determined by the teacher or administrator. Detentions are given for such things as not following school rules, tardies, insubordination, disrespectfulness, harassment, etc., and must be served within the time limit established by the teacher or administrator.

Refusal to serve detentions is insubordination. If a student doesn't serve detentions by the deadline, he/she may serve an in-school suspension day (the detention time must still be made up). If the student still refuses to serve the detention time, he / she may be suspended out of school for a day. Longer out-of-school suspensions may be given for students who still refuse to serve their detentions. If the detention(s) still remain unserved, the student may be referred to a Board committee. Also, any students failing to make up a detention assigned by a member of the faculty or administration will be placed on a restricted list, meaning they will not be able to practice, participate in, or attend extracurricular activities or other school activities. Also, restricted students will lose privileges such as going on field trips, study hall/library privileges, etc.

Teachers retain the right to assign morning (A.M.) detention. The length of time for an A.M. detention is left up to the teacher and must be finished 5 minutes before school begins. Students who request morning detentions in order not to miss sports or other practices may be accommodated, but if inappropriate behaviors continue, they will be required to serve afternoon detentions. Students need to

contact the principal, detention monitor, or teacher beforehand to request morning or lunch detention to ensure that the person is available to do so.

I. OUT-OF-SCHOOL SUSPENSION AND EXPULSION

The superintendent or any principal may temporarily dismiss any student for violation of the rules and regulations and discipline policy of the Westwood School District and shall give notice of such temporary dismissal to the President of the School Board. Such temporary dismissal shall not exceed ten days. Suspended students are not allowed to attend extracurricular activities and should not be on school property during their suspension unless given special permission by the principal.

When a student has been suspended, he/she may only be readmitted by the administrator who suspended him/her. When expelled by the Board, a student may be readmitted only by the Board in the manner prescribed by it.

Within three days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the Board, stating their reasons. The Board, in its discretion, may grant the request. Any student who is expelled should not be on school property and will not be allowed to participate in school activities or to attend extracurricular activities during the period of the expulsion unless given special permission by the Board or administration.

J. WESTWOOD IN-SCHOOL SUSPENSION (W.I.S.S.)

In-school suspension, an alternative to out-of-school suspension, may be enforced in some circumstances to allow the student the opportunity to be disciplined and yet remain in school to study in a restricted area. There are two types of W.I.S.S. --regular (8:35-3:30) and extended W.I.S.S (8:35-5:30).

K. EXTRACURRICULAR ELIGIBILITY & GOOD CONDUCT CODE FOR GRADES 7-12

Students are expected to conduct themselves according to the rules and regulations of the Westwood Community School as well as to obey all federal, state, and municipal laws. A student's eligibility for extra-curricular activities is dependent upon that student's actions in relation to this code. If a student's behaviors, in or out of school and including vacation times, are such as to make him/her unworthy to represent the ideals, principles, and standards of the school, he/she may be declared ineligible. Ineligibility may result from any of the following:

1. Any student found guilty in a court of law of having possession of or having used alcohol or other drugs (including tobacco products) will be declared ineligible for extra-curricular activities.
2. Any student who is stopped, detained, or apprehended by a law officer and has in his/her possession alcoholic beverages or other drugs (including tobacco) will be ineligible.
3. Any student who has been found by school personnel or law officers or a student's own parent to have been drinking or in possession of alcohol, other drugs, or tobacco products of any kind will be ineligible.
4. If it is determined by a law enforcement officer that a student has been drinking or is under the influence of an illegal substance, the student will be ineligible.
5. If a student admits guilt, the student may be declared ineligible.
6. Any report received from Juvenile Court Services indicating wrongdoing on a student's part may cause the student to be declared ineligible.
7. A first offense of use/possession of alcohol, tobacco, or other drugs will entail an ineligibility period of three competitive/performance weeks. The time may be reduced if the student chooses to perform

- 10 hours of community service. Once community service is completed, and at least one competition/ performance date has been missed, eligibility will be restored. (If two or more events fall on the same day, it still is considered just one “date”).
8. A second offense of use/possession of alcohol, tobacco, or other drugs will entail an ineligibility period of six competitive/performance weeks. The time may be reduced if the student chooses to perform 20 hours of community service. Once community service is completed, and at least two competition/performance dates have been missed, eligibility will be restored.
 9. A third and subsequent offenses of use/possession of alcohol, tobacco, or other drugs will entail one calendar year of ineligibility (beginning with the date of notification) with no opportunity to reduce the penalty.
 10. Ineligibility will carry over from year to year; meaning that if an ineligibility period is not completed in one school year, it needs to be finished the following year.
 11. Serious infractions of school regulations or federal, state, municipal laws, including, but not limited to theft, vandalism, insubordination, serious disrespectfulness, intimidation of students, etc., may cause ineligibility. In such cases the principal or principal and a committee of coaches will determine length of ineligibility depending on the seriousness of the offense. These penalties are separate from alcohol/drug/tobacco policy. However, penalties for violation of this policy cannot be served concurrently with penalties imposed for use of alcohol, tobacco, or other drugs.
 12. If a student suits for / attends both varsity and JV activities, he/she must serve ineligibility time at the competitive level at which he/she is primarily listed (as previously determined by their coaches) and are ineligible until the ineligibility period or dates at that level have been served.
 13. The ineligibility will begin with the next extracurricular event with which the student would be involved and then the days/weeks (or dates for those who choose community service) are counted forward from that day until the ineligibility period is satisfied.
 14. In addition to not being eligible for competitions/performances, ineligible students also won't be allowed to represent the school or participate as Homecoming royalty or attendants, in the powder puff game, or as Student Council, National Honor Society, class officer, FFA representatives or other such meetings or non-graded activities during the time of ineligibility.
 15. Any student who has been declared ineligible for a second time for/during any season or activity will not be awarded a letter or post-season honors over which the school has control. (Note: if an ineligibility period involves two seasons, the student will lose the letter and post-season honors only in the first activity.
 16. Community service must be done through approved agencies and approved by the principal; the school will have a list of those agencies. (The school may be one of those agencies depending on whether there is a need for services at that time and depending on the offense by the student). Once the community service is completed, it must be signed off on by the agency for whom it was done as well as by a parent. Community service cannot be done during regular school hours.
 17. Two-Year Clause: If a student has not been declared ineligible for a period of two calendar years and then were declared ineligible for an offense, he/she would fall under the “first offense” policy.
 18. Blatant Clause: Bringing illegal substances such as alcohol / tobacco / drugs, onto the school’s campus or having them on school vehicles, on trips, or at other school-sponsored events is considered a blatant disregard for school rules and the Good Conduct Code. Those students will not be afforded the option of reducing penalties and must serve the full ineligibility time(s), as well as suspensions outlined in the “Alcohol, Tobacco, Look-Alike Substances” section of the handbook.
 19. These policies apply to both junior high and high school students. However, once a student moves from junior high to high school, he/she will begin anew on the first step of the process.
 20. When a student is involved in an activity while working off ineligibility, he/she must complete that activity’s season, attend practices regularly, and make a good effort in the activity.

DEFINITIONS/DETAILS RE: INELIGIBILITY POLICY: (a) A “competitive/performance week” is defined as a week during which a student is scheduled to participate in a non-graded extracurricular activity (concerts will not be included in ineligibility since they are part of a class grade). Non-participation in Homecoming royalty/attendant, FFA, Student Council, National Honor Society, class officer meetings, etc., cannot be used to work off ineligibility. While the student cannot be part of those activities/meetings during the ineligibility, the student must miss actual performances and/or competitions in order to work off ineligibility time. If there is a question as to whether an activity constitutes a competition or performance, it will be decided by the principal or the principal and the appropriate committee. (b) Students are expected to avoid cars, residences and other places where alcohol/drugs are present. If the school is notified that a student has been “in possession” by police or juvenile court definition, or by definition of #'s 1 through 6 above, he/she will be ineligible. (c) a competitive/performance “date” is defined as one full day, meaning that if more than one event falls on that day, it still is considered only one “date” in terms of working off ineligibility.

L. ALCOHOL, TOBACCO LOOK-ALIKE SUBSTANCES

The use or possession of tobacco, and use or possession or being under the influence of alcohol, other controlled substances, or look-alike substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly prohibited. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities. Specific penalties follow:

1. Any student having possession of or having used alcoholic or dangerous drugs or drug paraphernalia on school property or on school activities will be suspended from school for a minimum of five days for a first offense and law enforcement officials will be notified.
2. Any student drinking alcoholic beverages or having used dangerous drugs prior to coming onto school property will be suspended for a minimum of five days for a first offense and law enforcement officials will be notified.
3. If any pupil is found guilty of possession of alcohol/drugs on school property or at school functions for a second time, he will be expelled from the Westwood Community School System and law enforcement officials will be notified.
4. Students with tobacco products on school property will be suspended for a minimum of three days for a first offense and for a longer period of time for a second offense. A longer suspension may result if the possession of tobacco results in vandalism of school property (spitting tobacco on carpets, etc.). Law enforcement officials will be notified of tobacco possession by under-aged students.
5. Any student charged with an offense for which the penalty is expulsion shall have the right to a hearing before the Board prior to the expulsion provided that a written request is filed with the Board secretary within three days of the receipt of the written notice of the proposed expulsion.

M. ELIGIBILITY AND TRANSFER STUDENTS

Any student declared ineligible under the prior school district’s Good Conduct Code, and then, without having completed the full period of ineligibility at that school, transfers to Westwood Jr.-Sr. High School, will not be eligible for interscholastic competition at Westwood Jr.-Sr. High School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition.

N. STUDENT BEHAVIOR AND PRIVILEGES

If a student has excessive tardies, absences, discipline referrals, too many poor grades (D's, F's, or I's), or is on the restricted list, that student may not be allowed to go on field trips, to assemblies, or other school-sponsored activities. Also, students who have demonstrated that they are unable to follow school rules consistently may lose the above-mentioned and other school privileges as well.

O. MATCHES, LIGHTERS, ETC.

Students are not to have in their possession lighters, matches, or any other fire-starting objects or materials at school or school-sponsored activities. Such things as smoke bombs, stink bombs, fireworks, etc., are strictly prohibited. Possession of such objects or materials will result in detentions, suspensions, or other disciplinary measures as determined appropriate by the principal.

P. FIRE ALARM

Any student who pulls a fire alarm without cause may be suspended for up to five days and reported to law enforcement officials. The age and intent of the student will be considered when consequences are determined.

Q. POSSESSION OF A WEAPON

Any student who possesses any weapon shall be subject to disciplinary action. "Dangerous weapon" includes any firearm, knife, razor blade, pins, needles, club, numchuck, star, bomb, hunting trap, grenade, mine, stun gun, and any device which fires or can fire a projectile by the explosion of a propellant charge. Any shells, bullets, etc., or any other device designed to or intended to incapacitate, threaten, or inflict bodily injury are strictly prohibited. Any weapons or look-alike weapons will be confiscated and authorities may be notified.

1st Offense and all subsequent offenses - The student may be immediately suspended or referred to the Westwood Board of Education for expulsion.

R. POSSESSION OF A LOOK-ALIKE WEAPON

Any student who possesses or uses any look-alike weapon on any school grounds or while engaged in school-sponsored activities or while on school-owned or operated transportation or on chartered transportation, shall be subject to disciplinary action. "Look-alike weapon" means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

1st Offense - The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days.

2nd Offense and All Subsequent Offenses - Referred to the Westwood Board of Education for expulsion.

S. PERSONAL PROPERTY AT SCHOOL

Students are not to bring MP3 players, I-Pods, CD's, CD players, tapes, tape players, balloons, cards, radios, rubber bands, marbles, cassette recorders, audio-video games, walkmans, headphone sets, yo-yo's (7-12), laser lights, roller blades, skateboards, pagers, etc., to school. Such valuable and potentially disruptive personal property may be confiscated and held for parents. Cameras are not to be brought to school except for special occasions such as Homecoming.

T. CELL PHONES

Cell Phones are to be turned off and kept in student lockers or book bags, not on the students' person. When phones are visible to any staff member, the cell phone will be confiscated.

Jr./Sr. high cell phones may not be visible between the hours of 8:00 a.m. to 3:30 p.m. First violation will be a warning and the cell phone will be given to the detention monitor. The cell phone will be returned at 3:30 p.m. Second violation will be a detention. Again, the cell phone will be given to the detention monitor. The cell phone will be returned to the student when the detention is served.

Bringing cell phones to school at the elementary level is discouraged. Parents should contact the elementary principal if they feel there is a specific need for their child to have a cell phone at school or on the bus. Cell phones should not be used on the elementary playground, in the courtyard before school, or within the building without receiving teacher permission. At no time should elementary students use cell phones on school property as a camera phone or to text message. Violation of the elementary policy regarding cell phones will result in the phone being confiscated and given to the principal.

U. STUDY HALLS

Study halls are to be used by students in the way in which they are intended: to do homework, to practice skills related to schoolwork, to do free reading, or to be engaged in some other academic endeavor.

Study hall rules:

1. Be in your seat when the bell rings.
2. Roll will be taken before passes are accepted.
3. Study halls are to be quiet.
4. Permission to speak to another student may be granted by the teacher (one or two at a time depending on the size of the study hall); remain standing while speaking; limit time to 2-3 minutes; speaking should be about schoolwork, not just social conversation.
5. All students are required to bring work or proper reading materials to study hall and must be engaged in some academic endeavor. Consequences will result for failure to do so.
6. Checkout to restrooms is limited to one boy and one girl at a time.
7. No checkouts to lockers. Checking out to other rooms is allowed only with a pre-signed pass.
8. No headsets, radios, MP3 players, IPOD's, audio-visual games, cards, etc., are allowed.
9. Tables or desks should be left clean. Push chairs under tables in commons at the end of the period. At the end of 8th period, students should put chairs up on tables (seats down) as directed by the study hall monitor.
10. Seating charts will be used.

NOTE: Study hall teachers may have other rules/procedures in addition to these.

V. DRESS CODE

Statement of Purpose:

The school dress code is based on the principle that student dress is a responsibility of each student and his/her parents. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent rather than with the school administration.

Clothing styles change and it is hard to set definite stipulations on what is appropriate and what is not. We feel that dress codes should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be taken up with the individual and/or his or her parents. Dress code violations will result in detention, ISS, or OSS. Parents may be asked to bring appropriate clothing.

1. Anything that could be a substantial disruption to the educational environment in terms of attire should not be worn to school. School Administrator will have final say. Examples follow, though this list is not all-inclusive.
 - a. “Grubby” clothes - those that are torn, threadbare, or dirty.
 - b. Bare “midriff” styles (midriff cannot be showing at any time), halter tops, muscle shirts, see-through and low cut blouses, and “spaghetti” straps or strapless tops are not allowed. Sleeveless shirts must be close fitting around the arms/shoulder. Tank tops must have wide straps and cannot be low-cut or too revealing and should fit reasonably close around the shoulder.
 - c. Undershirts/underwear is not to be worn as outerwear.
 - d. Shorts must not be too short or too tight and should be hemmed. Shorts not allowed includes boxer shorts, biker shorts, frayed cutoffs, gym shorts (longer sports shorts allowed), or cutoff sweatpants. Miniskirts are not allowed.
 - e. Clothing, shoes, buttons, watches, etc., with inappropriate pictures, words, or profanity.
2. Students must wear shoes or sandals at all times.
3. Clothing with drug, beer, alcohol, or tobacco advertisements on them may not be worn. This includes any symbols, which advertise any products which are illegal for minors.
4. Any articles of clothing which are obscene or which are suggestive of drugs, sex, etc., or which are offensive are inappropriate. These include Co-ed Naked, “Big Johnson,” “South Park,” “crabs,” “Hooters,” “pimp/pimping,” Playboy/girl, “Up Yours,” and other kinds of suggestive clothing or that which is in bad taste according to the principal, teachers, or the Board. Such potentially disruptive clothing is not allowed.
5. Jeans, shorts, etc., must be worn so underwear (including boxer underwear) is covered whether standing, walking, bending, sitting, etc.
6. No hats, bandanas, or other kinds of headgear are to be worn in the building. Hats must be removed before students enter the building. No headgear should be worn in the auditorium either during the day or during evening performances. Hats are only allowed in the gym during sports activities after school and on special occasions.
7. The wearing of long chains is prohibited due to potential class disruptions, damage to furniture, and potential use as a weapon. Also, wearing spikes on shoes, wrists, neck, etc., is prohibited.
8. Sunglasses are not to be worn in school without a medically validated reason.

W. STUDENT DRIVERS

Bicycles

Bicycles are allowed on school property only if the student enters on the north side of the building using the sidewalks and chains his/her bicycle on the north side of the elementary playground fence. **Students are not allowed to ride bikes to school on the south side of the school building.** Bike riders should yield the right-of-way to pedestrians on the sidewalk. The District assumes no liability for personal bicycles or equipment.

Driver Permit Students

1. Driving permits will be issued by the superintendent of schools or their designee.
2. Driving permit students must drive to school and home by the most direct route and may not pick up or drop off other students on their way to or from school, practices, etc.

All Student Drivers

1. Pupils must park their cars in the designated area: The south parking lot is for student parking as well as the east side of the east lot and on the crushed rock to the north of the building. In the south lot, students may park in any spaces provided in the 2nd and 3rd rows but only in the white-lined spaces in the "front" row (nearest the school) Parking next to the school on the east or north is prohibited. Students are to park so that there is one vehicle per parking space and are not to park diagonally, crosswise, or in any way which takes more than one space per vehicle. No parking in the fire lane or in handicapped spaces without a sticker.
2. Cars must be left parked throughout the day and students are not to be in the parking lot or in vehicles at any time during the day, including lunch periods. If something is left in a vehicle, permission to get it must be granted by the principal or designee.
3. All students must provide license plate numbers and other vehicle registration information to the office at registration time or shortly thereafter to maintain parking permits.
4. Students are to stay on the concrete lots/drives at all times and are not to park or drive across the grass or ditches when coming to or leaving school.
5. Students are not to park on, nor have front/rear tires on, snow banks or snowdrifts.
6. Students are to maintain safe speeds and drive in a safe manner at all times while on school property.
7. Drivers are to exit by the east exit anytime buses are still in the parking lot; the west exit may be used once buses have left.
8. The principal is granted authority by the Board to revoke a student's parking privileges whenever the student is in violation of these policies or other safe driving procedures. Detentions, suspension, or other consequences also may be used in lieu of or in conjunction with the revocation of a parking privilege.
9. No mopeds should be driven to school due to safety concerns.
10. Students should not loiter in the parking lot or in cars before or after school.

X. STUDENTS IN BUILDING BEFORE/AFTER SCHOOL / FAMILY NIGHT

Students are not to be in the building before or after school unless they are under the direct supervision of a teacher. Students who violate this policy will be given detentions and possibly suspension for continual violations. Open gym begins at 7:30 a.m. All students must be out of the building by 6:00 p.m. on Wednesdays (family night). No Wednesday evening practices are allowed.

Y. RESTROOMS

Restrooms are not meeting places or places to visit with your friends. The facilities in the restrooms are there for your use. Take care of restroom areas and help keep them clean.

Z. HALL REGULATIONS

Students will be allowed in the halls only during passing periods without a special permit from a teacher. Please help keep halls clean and attractive by disposing of waste paper in the proper containers. Students are expected to conduct themselves properly and do their part in keeping confusion and noise to a minimum.

AA. PRIDE AND CARE OF THE WESTWOOD COMMUNITY SCHOOL

Westwood Community School is one of the finest in the Midwest, and students can rightfully be proud of their school. Careful attention to the protection of the building and its furnishings is essential to maintaining its quality and beauty. Anyone vandalizing or damaging school property, equipment, buses, etc. may be suspended from school and restitution may be required up to the legal limits of the law.

BB. PLAGIARISM

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Westwood School class. Any students found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment, a failing grade for the course or other appropriate penalties.

CC. STUDENT COMPLAINTS AND GRIEVANCES

Complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another member of the certified personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the matter cannot be resolved by certified personnel, the student may discuss the matter with the principal within three (3) days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within two (2) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may petition the board of education to consider the matter.

School Activities

Season Passes	
All Season	Fall/Winter or Spring/Summer
Student \$35	Student \$20
Adult \$60	Adult \$35
Family \$150	

A. GENERAL POLICY FOR SCHOOL ACTIVITIES

Extracurricular activities at Westwood are considered an important part of a student's total educational experience. Students are urged to participate in a variety of activities. Generally, students who participate in activities are more successful in their studies and realize more from their high school years. Most organizations are open to anyone who is interested in participating, with the possible exception of those organizations, such as athletics, where membership is competitive.

However important extracurricular activities are, students should realize that their first responsibility is to academic achievement in the classroom. It is hoped that students can evaluate the extracurricular load they are capable of maintaining without neglecting their academic commitment.

Students involved in extracurricular activities are subject to all rules and regulations approved by the school administration. Any student violating a state law or a school rule and/or regulation may be ineligible to participate in extracurricular activities.

The following extracurricular activities and athletic teams are available to students of Westwood Community School:

Activities

Student Council
Cheerleading
Drill Team
Vocal
Band
Marching Band
Jazz Band
Show Choir
Dramatics
Individual/Small Group Speech
Jr./Sr. High School Musical
Large Group Speech
National Honor Society
Quiz Bowl
Paper and Annual
Future Problem Solving
Math League
Geography Bee

Athletics

Football
Volleyball
Basketball (Boys & Girls)
Wrestling
Track (Boys & Girls)
Golf (Boys & Girls)
Baseball
Softball
Cross Country (Boys & Girls)
Soccer (Boys & Girls)

B. EXTRA-CURRICULAR ACADEMIC ELIGIBILITY POLICY

The Westwood District follows the state's Athletic Association Scholarship Guide, the Iowa High School Music Association, and the Iowa High School Speech Association regarding eligibility, which means that students **must be passing all subjects** (for which graduation credit is given) at the end of each semester in order to remain eligible for extracurricular participation. If not passing all subjects, the student is ineligible from athletics for the first 30 calendar days of competition as per state policy. For music and speech students it is the first 30 consecutive calendar days after the 1st or 2nd semester grades are issued. The period of ineligibility will begin with the first school day following the day grades are issued by the school district. However, eligibility only applies to competitions sanctioned by the IHSMA and IHSSA and that are non-graded events. Students academically ineligible must still practice with teams/groups in order to regain eligibility. If a student does not continue to practice, ineligibility will carry over to the next activity in which the student chooses to participate. Junior high students will be ineligible for 15 calendar days. Junior high students who are academically ineligible will begin high school with a clean slate.

C. ABSENCE AND PARTICIPATION IN ACTIVITIES

Students may not participate in a school activity or practice unless they have been in attendance for at least the last four periods of that school day (periods 5-8). Doctor/dentist appointments or other reasonable absences may be excused by the principal. No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

D. CONFLICTS WITH TWO ACTIVITIES (In the event that two activities fall on the same day, the following guidelines will be used:

1. State/district events take precedence over others.
2. Varsity events take precedence over J.V./freshman activities.
3. Regularly scheduled activities take precedence over re-scheduled ones. Students do not have a choice in these instances and are expected to attend the regularly scheduled practice.
4. If two activities are "equal" in terms of the above criteria, the student and his parents will make the decision as to which event will be attended.

NOTE: If a question exists as to which activity a student should participate in, the principal or sponsors/coaches of these activities may have input if the integrity of a program is at stake.

E. ACTIVITY CODE

This code has been developed for the purposes of establishing and maintaining a quality activity program at Westwood School. By adhering to the Activity Code, a sense of pride and self discipline will evolve which will greatly aid the student in future goals and endeavors. The activity program functions on an extracurricular basis and, therefore, student participation is completely voluntary. The Westwood School students in activity programs are before the public eye throughout the school year and are expected to represent Westwood well.

One way citizens judge the Westwood School System is by the way participants in these various activities conduct themselves. Therefore, it is imperative that quality standards of conduct, grooming, dress, training, and eligibility are established as part of the activity program.

In order to enhance esprit de corps, prevent adverse public reaction, prevent dissension within the various teams and organizations, and for the general welfare of all participants and the school, the

following regulations governing the aforementioned standards have been developed by the Westwood School District Administration and are to be in effect:

1. **Conduct:** As a representative of the Westwood School, participants are expected to conduct themselves properly when visiting other schools.
2. **Grooming:** The variations in the physical features of different individuals create a need on the part of coaches and sponsors to be flexible when evaluating a participant's grooming habits. Essentially, the student should be neat and clean in appearance.
3. **Dress:** Follow handbook. (Individual sponsors may request certain dress for game days and trips.)
4. **Training:** Participants are to demonstrate acceptable standards of conduct and training at all times. These standards shall be maintained in season as well as throughout the year.

F. INELIGIBILITY

Whenever a student violates the rules and regulations or disciplinary policy of the school district or any rules or regulations governing eligibility for the extracurricular activity, he may be declared ineligible by any principal or the superintendent.

In the event a student is declared ineligible in any extracurricular activity because of bad habits or bad conduct, written notification will be given. (See Pages 19-21 under "Extracurricular Eligibility & Good Conduct Code" for specifics regarding ineligibility.)

G. DANCES

During the course of the year the school sponsors several dances. One of the first for the year is Homecoming. The alumni are invited to this dance only. All other dances are for students and their guests. Also, students and sponsors need to keep in mind that any student may only be a king or queen one time per school year.

General Rules:

1. If a student invites a guest they must register them in the office by noon of the day of the dance. If the student fails to do this the administrator supervising the dance will determine if an exception to this rule will be made.
2. Students must dress according to the code of the dance.
3. All school rules apply at dances.
4. Once you leave a dance you are not allowed to come back.
5. Junior high students are not permitted at high school dances.
6. Only one guest per Westwood student will be allowed to attend a Westwood sponsored dance. Guests brought by high school students should not be older than 20.
7. For reasons of safety, students at dances are not allowed to engage in dancing whereby they jump into one another. Also, running, sitting/lying on the floor, or other inappropriate behaviors as determined by the sponsors or chaperones won't be allowed.

H. STUDY HALLS

All students will be assigned a study hall during periods when they are not scheduled in a class. Students are required to attend study halls and have work to do when there. Students will be disciplined for failure to attend assigned study halls and for improper behavior in study hall. No hall or locker passes will be issued from study hall. Restroom passes will be given out one at a time.

Students will not be in the halls during class time unless they have a special permit. *Students are not to check out of study hall unless they have a permit, issued each day, from another teacher.*

I. PLAYER / SPECTATOR BUSES

Buses are provided to all home athletic events for student athletes and spectators. At home games it will pick up students in each town and will return home shortly after the game is over. There is no charge to ride this bus.

Pep buses may be taken to away contests when there is sufficient interest and enough students sign up. There is a charge to ride the bus to away games. Students who sign up for the bus must ride to the game and home from the game on the bus and must be in attendance at the game. Anyone violating this rule may not be allowed to ride the spectator bus for the rest of the year. Junior high and elementary students do not ride pep buses to away games.

J. STUDENTS LEAVING SCHOOL FOR PURPOSES OF WORK

Westwood does not have work permits. Students are not excused during the school day to go to work unless there are extenuating circumstances and it is approved by administrators or the Board of Education or unless seniors have applied for and been granted school-to-work status.

Seniors only can apply for a school-to-work program, whereby one period per day can be utilized to get training in a specific field during school time. However, such a program must be set up in advance with the school-to-work coordinator and all paperwork/goals completed beforehand. The school-to-work coordinator, principal, student, and parent must sign the appropriate forms before the student will be allowed to leave school. Students must take the *Career Skills* class *before* they will be allowed to take part in a school-to-work program. Any student not complying with the school-to-work guidelines as outlined by the coordinator and principal will be removed from the program and parents will be notified.

Parents of farm children who request that their children help at home should realize that students need to be in school every day if possible. These instances should be kept to a minimum and will need to be requested on a daily or weekly basis.

Students who leave school without excuses from parents or without having completed the school-to-work process will be considered truant.

K. STUDENTS RIDING HOME WITH PARENTS/OTHERS

Students may ride home from an activity with their parents. The parents, NOT THE STUDENTS, must inform the sponsor or coach that they are taking their child home from an activity.

Students may ride home from an activity with another adult if the parent of the child is present at the activity and personally makes the request to the sponsor or coach or if the parent sends a note to the coach or the office in advance. An adult is defined as a parent or other adult not currently a high school student. No student will be allowed to drive to or from extracurricular events except in rare, extenuating circumstances and then only with permission of parents and the principal.

L. ADVISOR/ADVISEE

There will be an advisor assigned to each Jr./Sr. High student. Advisors/Advisees will meet periodically throughout the year, and attendance will be taken.

M. FUND RAISERS

All fund-raisers must be cleared with the administration by a group's sponsor, coach, or director. Only school-sponsored groups are allowed to fund raise on school property or at school events. An attempt will be made to run only one fund-raiser at a time and to keep them reasonable in number during the year.

N. STUDENT ASSISTANT PROGRAM

Westwood has a student assistant team that meets once a week. The purpose for this program is to help identify any student who may need additional short or long term support to succeed. This team will determine a plan of action. If you feel your student needs extra assistance, contact either the elementary or Sr./Jr. high principal, Connie Smits, or Sue Oberg.

There are three categories of concern, academic, behavior, and home/social.

Westwood will use the following criteria for identifying students at risk.

- Academic
 - Failing classes
 - Family, student, or staff (teacher, counselor, etc.) recommendation
- Behavior
 - 10 or more behavior violations (office referrals, detentions, etc.)
 - Any one significant violation as determined by the principal
 - Family, student, or staff (teacher, counselor, etc.) recommendation
- Family/Social
 - Poor attendance (more than 10 absences)
 - Family, student, or staff (teacher, counselor, etc.) recommendation

O. ELEMENTARY CONCERTS AND ACTIVITIES

Junior/senior high school students will not be allowed to attend elementary concerts and activities, including Ed Black track day, held during the school day because of space limitations and their need to be in classes during the school day. Also, elementary students who are not involved in the program at another elementary grade level will not be allowed to attend elementary programs as audience members due to the same concerns. Every effort will be made to allow elementary students to attend dress rehearsals of such programs, so they will be able to watch other siblings perform.

P. STUDENT-OF-THE-MONTH-SELECTIONS

The Student-of-the-Month program is designed to recognize student achievement in a number of areas throughout the school year. The Student-of-the-Month selection process and criteria follow:

There are four categories for both high school and junior high students: academics, athletics, and fine arts for both, as well as citizenship for junior high and technical/vocational studies (computer/business, industrial technology, agriculture, family/consumer sciences) for high school.

Students are nominated and voted on by faculty members. To be honored in any category, students must display good overall citizenship.

Students can be selected for each category only once per year (for example, if honored in athletics during volleyball season, that student could not later be selected in basketball). However, a student can be selected in another category in the same year, so a student could be selected for academics and then later in fine arts or athletics. However, no student will be honored more than twice in any school year. Criteria follow:

ACADEMICS AND TECHNICAL/VOCATIONAL STUDIES

- displays desire/willingness to learn
- works up to his/her abilities
- does assignments completely and accurately and turns them in on time
- shows perseverance in pursuing academic goals
- participates and shows leadership in class discussion; volunteers answers to questions
- follows the rules and policies of the class
- has a positive attitude toward the class and subject matter
- may do more than the basic requirements of the course

Note: while this most often would be an A or B student, it also could be an overachiever - a student who, through hard work, does better than expected over a period of time.

ATHLETICS

- gives 100% in practices and contests
- is “coachable” (accepts coaches’ philosophies, ideas, constructive criticism, suggestions)
- is a team player; unselfish; works toward team goals
- displays good sportsmanship
- works to improve his/her weaknesses and to develop strengths
- works at the sport at times other than practices
- provides leadership during practices and contests
- follows training rules
- displays athletic talent/prowess during practices and games
- is on time for practices and doesn’t miss them unnecessarily

CITIZENSHIP

- is respectful to teachers and peers and of school’s and others’ property
- willingly follows all rules and regulations of the school
- is cooperative in classes and in school activities
- is willing to assist others voluntarily
- demonstrates high standards of honesty and reliability
- works well with others in classes/activities
- is courteous to teachers, peers, and visitors to the school
- takes constructive criticism well
- represents the school well at school-related functions and within the communities
- does what is right regardless of peer pressure

FINE ARTS

- attends practices and is on time for them
- gives 100% during practices and performances
- works at improving her/her artistic skills in and out of school
- cooperates well with others to enhance performance of the group
- is able to work on his/her own without constant supervision
- is willing to spend time/energy learning the skills required for further growth
- accepts parts/role assigned by instructor/sponsor/director without complaint
- cooperates with teachers/directors in setting and working toward goals
- is willing to try new things at the suggestion of the teachers/directors
- shows talent in artistic/fine arts endeavors and is committed to further developing them

[Note: citizenship will be considered in all selections]

Q. NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921. Its goal was to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. These qualities - scholarship, character, service, and leadership - are as relevant today as they were in 1921.

Westwood is affiliated with, and is a charter member of, the National Honor Society. As such, the district is obliged to follow the national constitution of NHS, including its selection process.

A student at Westwood must be a junior or senior to be considered for NHS and must have a 3.0 cumulative grade point average or higher in order to make application for selection. It is important to note that a higher GPA than 3.0 does not give that candidate an advantage over another, except in cases where higher academic standing might reflect more scholastic initiative on that student's part. In other words, the grade point of 3.0 or higher qualifies the candidate **to make application**; candidates will then be rated during the selection process on nineteen criteria relating to academics, leadership, service to the school and community, and character.

A five-member faculty committee must make the final selection of members, with at least a majority vote, and, beyond scholarship, consider the areas of service, leadership, and character. Westwood uses a rating scale of 1-4 (1 = weak; 2 = average; 3 = superior; 4 = outstanding) to facilitate objectivity. If a particular point total is reached, and the majority of the committee recommends induction, the student is so honored. If one or both of those things (point total or majority vote) are missing but the student is close, then the committee re-considers the candidate using input from other faculty members. (The faculty committee is instructed to ignore hearsay and to maintain a proper regard for the mistakes of adolescents).

Criteria used by the selection committee:

SERVICE - the student:

- is willing to uphold scholarship and maintain a loyal school attitude
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- shows willingness to render service to the school and community
- is willing to represent the class or school in inter-class and interscholastic competition
- shows willingness to do committee and/or individual work without being asked
- shows courtesy by assisting visitors, teachers, and fellow students

LEADERSHIP - the student:

- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- exemplifies positive attitudes and qualities
- inspires positive behavior in others
- demonstrates academic initiative
- demonstrates leadership in the classroom, at work, and in school or community activities
- is dependable in any responsibility accepted

CHARACTER - the student:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (friendliness, poise, stability, punctuality, faithfulness, cooperation, unwillingness to profit from others)
- upholds principles of morality and ethics
- cooperates by complying with school rules regulations, including property, programs, classroom/hall behavior, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others

• Student Services

A. OTHER CONTAINERS IN BUILDING, VENDING MACHINES/POP

No containers of any kind are to be brought into school during the day or for extracurricular activities. Juice can be purchased before and after school and at lunch. Pop can be purchased before and after school only. *No pop will be allowed during lunch.* Candy can be purchased only after school. Pop, juice, candy must be kept in the commons, not taken into halls or classrooms.

Elementary students are allowed to use the vending machines only under special circumstances with teacher approval.

No sunflower seeds are to be eaten in the school building at any time.

B. BOOKCOVERS

It is required that students have book covers on all hard-bound books.

C. TELEPHONES

The telephones located in the offices are business phones and are to be used for that purpose only. Some exceptions may be made for office phones, but they should only be used by students for very important/emergency purposes. Students should make calls during lunch, study halls, and other non-class times only. Students who dial emergency numbers or who make crank calls without a cause will be turned over to law enforcement officials and will face school penalties as well.

D. ANNOUNCEMENTS

Announcements to be made with others pertaining to general school business will be allowed only if they pertain to authorized Westwood organizations and activities. If an announcement is to be included, it must be in the office the night before or by 8:30 a.m. on the day it is to be read. Student announcements must be authorized by the sponsor and an administrator.

E. LIBRARY/MEDIA CENTER RULES (7-12)

The library/media center is provided for students to use. Students are expected to use it correctly. Students in the library/media center are expected to be using library resources and not visiting, talking, and being disruptive to others.

Rules:

1. The library/media center is open from 8:15 a.m. until 3:40 p.m. of every school day.
2. Materials will be checked out with the computerized circulation system. Each student will have his own ID number and may not check out materials for other students.
3. Books in the regular collection may be checked out for a two week period. Reference books may be checked out overnight and are to be returned before second period of the next school day.
4. Current magazines must be read in the library/media center.
5. Students are responsible for any late, lost, or damaged materials checked out in their name.
6. There is an overdue fine of 10 cents per day charged for overdue material from the regular collection. Students are also responsible for the replacement cost of any lost or damaged materials.
7. Materials are to be returned to the library/media center in the book drop located at the circulation desk.

8. School work that can be done in the study hall without library assistance should not be brought to the library.
9. Students should bring enough work with them to keep them busy for the entire period. NO passes will be given for student to go to their locker.
10. No more than four students may sit at a table.
11. Chairs are to remain on all four legs and should not be tipped back on two legs. When students leave the library/media center, they are to push their chairs in around the tables.
12. All school rules and consequences will apply in the library/media center. No warnings will be given for any violations of these rules. Students will immediately be sent back to study hall or class. Repeated violations may result in either detention or suspension from the library for one week to remainder of the year as determined by the librarian/media specialist.

F. LIBRARY/MEDIA CENTER FINES (7-12)

Students should pay for lost or damaged books, materials, supplies, equipment, and fines when the loss, damage, or fine occurs. Students will be charged replacement cost for lost books and other materials. Penalties for failure to pay the assessed amount may result in withholding the student's report card and/or diploma.

Any fee or charge due and not paid at the end of the year will be carried forward until the next school year. Holds may also be placed on the student's permanent records until all fines and fees are paid.

G. ELEMENTARY LIBRARY/MEDIA CENTER RULES

The rules for elementary students will be distributed to the classroom teachers and read to all students in the school.

The students are responsible for any late, lost, or damaged materials checked out in their names. They will be charged replacement cost for lost books and other materials.

H. COUNSELING

The function of the guidance and counseling service is to help students through any difficulties, to assist pupils in assessing their strengths, abilities, aptitudes, and interests, and ultimately to help them discover educational and occupational possibilities and requirements.

The guidance service functions are brought together and culminated in the interview between counselor and pupil. It is in this interview with the counselor that the pupil sets forth a program of studies for high school corresponding to the pupil's interests, abilities, and educational goals. The counseling interviews are not limited to pupils. They should also be important to parents, whose assistance is welcomed and sought.

Our counselors are well prepared for working with youngsters through academic training, professional association and experience.

Tests are used to aid the students in understanding their strengths and aptitudes. Results of these tests will be returned and explained to students and parents. Our counselors welcome the opportunity to discuss any questions that arise and will share results of all test administered by the guidance department.

Junior/senior high school students should try not to miss any class time to see the counselor.

I. LOCKERS

Each student at the jr./sr. high level, and where available at the elementary level, will be assigned a locker. Students may not switch lockers with someone else without permission from the office. All lockers are the property of the school but are available for student use. With administrator approval, decorations by cheerleaders or other groups may be put on locker doors and are not to be taken down/vandalized by other students. **Lockers are subject to search by school officials (see page 56 for search and seizure policies).** Students should not keep money or valuables in lockers and should use a lock to discourage theft.

All lockers should be kept neat and clean. Such things as pop and other beverages, candy, snacks, etc., are not to be kept in student lockers. Also, no signs, posters, etc., advertising tobacco, alcohol, drugs, etc., are allowed. Inappropriate pictures, symbols, slogans, etc., as determined by the faculty or administration are also prohibited.

No locks from home will be allowed. Only the school will issue locks to students. A \$5.00 deposit will be necessary in order for the student to receive a lock. \$4.00 of the \$5.00 deposit will be returned to the student at the end of the year when the lock is returned in good condition.

J. FREE AND REDUCED MEALS

Applications for free or reduced meals are available at registration. In the event of a change in income during the school year, an application may be obtained at the office.

K. COMPUTERIZED LUNCH SYSTEM

Westwood currently uses a card-scanning system for students who eat hot lunch. Students are notified whenever their accounts are IN AREARS. They are reminded to bring lunch money when their accounts have a negative balance. At that point they have been reminded several times that they need to replenish their accounts. At Westwood we do not wish to cut-off students from the lunch program, but those students with negative balances will not be able to get second meals or cart items.

L. LUNCH

Due to federal subsidy to our lunch program, it is necessary for students to select a balanced meal. This consists of a meat dish, vegetables, and/or fruit and milk. Federal law does not allow soft drinks to be consumed during breakfast or lunch and students are allowed to access the pop machine only after school. **The following rules apply to the cafeteria:**

1. All students must go directly to the lunchroom and stay there throughout the lunch period.
2. Return trays and utensils to the proper receiving area.
3. Leave your seat and the table around you in a clean condition for others.
4. Do not take food from the cafeteria area.
5. Remain seated. Please do not wander around the cafeteria and add to the congestion.
6. No pop will be allowed at lunches, including that brought from home or restaurants.
7. No running to lunch or loud, boisterous behavior at lunch.
8. Students are not allowed to put two or more lunch tables together in the lunchroom.

Students may wish to bring a lunch from home instead of buying one, but all students are required to eat in the lunch room. During nice weather the lunch room supervisor may choose to take students finished with their lunch to the courtyard. Students may not lie down and must stay off the grass. Jr./sr. high students should not be near the elementary wing when in the courtyard.

At Westwood Community School we have a closed noon lunch hour. This means that students are not allowed to leave the school grounds over the noon hour. **Parents are asked not to request that**

students be allowed to leave at lunch since a closed campus means lunch must be eaten at school. If extenuating circumstances arise, please see the principal. Money may be deposited into accounts before or after school in the office only.

M. STUDENT ACCESS TO THE INTERNET / MISUSE OF THE INTERNET

Students will be provided access to the internet unless the student's parents sign a sheet for the student **not** to have access. While teachers will monitor internet use, it is ultimately a student's responsibility to use the internet in appropriate ways. Using the internet inappropriately will cause the student to lose those privileges for a period of time to be determined by teachers/administrators based upon the seriousness of the offense.

N. PHONE MESSAGES FOR STUDENTS

Phone messages for students will be accepted only from parents and guardians. If students want the school to take messages from employers, they should notify the secretaries. Any calls which are not from such authorized persons will not be transferred to students and messages will not be taken.

O. Elementary Use of Jr./Sr. High Facilities

Due to liability concerns, elementary students may utilize the weight room only when accompanied by a parent **and** a coach/faculty member who has experience/training with weight room equipment. Elementary students are not to be at any high school practices or other high school activities before/after school, or on weekends, etc. unless accompanied by a parent.

Health Services

A. MEDICATION POLICY

The Westwood Community School District authorization form signed by the parent or legal guardian must be on file for each medication to be given during school hours.

Medication prescribed by a physician will be given by the school nurse. Non-prescription drugs also should be given to the nurse with a note from home.

Health care of the school age child is a responsibility of the parent. Parents are advised to give medication and perform health care procedures at home, outside school hours. Parents should explore with the physician the advisability of a schedule that can be carried out before and after school hours.

It is recognized that there may be certain medications and health care procedures which must be carried out during the school day to allow the pupil to attend school in as healthy a state as possible. In these cases, parents are advised to comply with established safeguards and Board Policy procedures.

B. MEDICATION ADMINISTRATION PROCEDURE

1. Medication required during school which cannot be managed otherwise shall be administered when the following are on file at school:
 - a. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason receiving.
 - b. A parent's signed and dated authorization/permission to administer the medication during school.

- c. The medication shall be in the original packaging and labeled as dispensed by the prescriber or pharmacist and to be administered. Two labeled containers may be requested: one for home and one for school. If needed the physician may be contacted for clarification on medication administration.
2. If a student must take non-prescription medication during school, letters b and c above are to be followed before administration.
3. With parental permission, the school nurse will provide non-prescription medications (Tylenol, Ibuprofen, or cough drops) within reason.
4. Medication authorizations must be renewed annually and updated as changes occur. An annual report to the physician and parents is recommended at a minimum.
5. A record of each dose of medication administered shall be documented in the pupils' health record. Included are: medication and any unusual observations.
6. Medication shall be stored in a locked/secure area.

C. NURSE

A school nurse is on duty full-time in our school. If your child is ill or injured, the following procedure will be followed:

1. The student will be examined by the school nurse.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be phoned.
4. When students who are ill are sent to the nurse, their temperature will be taken and parents phoned as necessary.
5. A written record is kept on all students seen by the nurse.

As school health services are used primarily for first aid and on-site care, they should never supplant a visit to your physician's office. We encourage you to seek proper diagnosis and care from your own physician.

Students are not to use the nurse's station as a "napping" station. If the nurse cannot help the student and the problem still exists, then the student will be sent home.

D. HEALTH SCREENING

Screening programs include height, weight, and vision for each student. Fifth grade students are screened for high blood pressure and scoliosis (curvature of the spine). Each student receives a hearing screening. If there are abnormalities in any screening, parents are notified by letter. Reports are given to teachers if findings reveal a need for further evaluation. A Student Health History update is required at registration to better service your student's health.

E. IMMUNIZATION RECORDS

An Iowa immunization card is required for each student, with dates and source of immunization, as dictated by the Iowa Immunization Law. These cards need to be validated by a health officer and signed by a parent or guardian. A health card is maintained for each student, which includes results of screening, physical examinations, communicable disease, or any other pertinent health information.

F. HEALTH GUIDELINES

A child should be kept home from school if the following conditions exist: nausea, vomiting, loose stools, sore throat, excessive coughing, earache, red eyes, or rash. A fever should be normal 24 hours without medication before sending a child to school.

Parents will be notified of any serious injury or illness of their child. Parents are expected to come for ill children if notified. No child will be sent home without a parent's or authorized person's permission. The child will remain at school in the nurse's office if no one can be contacted.

COMMUNICABLE DISEASE CHART

Concise descriptions and recommendations for keeping students out of school:

Disease • Immunization Available	Usual Interval Between Exposure And 1 st Symptoms Of Disease	Main Symptoms	Minimum Exclusion From School
Chickenpox	13 to 17 days	Mild symptoms and fever. Pocks are "blistery", have scabs. Most on covered parts of the body.	7 days from onset of the pocks
Conjunctivitis (Pink-eye)	1 to 3 days	Redness in white of eye, thick Yellow discharge, itchy eyes	Should not attend during acute stage
Erythema Infectious (5 th Disease)	4 to 14 days	Low grade fever, headache, mild cold symptoms, followed by Erythema (slapped Cheek) appearance on cheeks, a net like rash on extremities lasting a few day to 5 weeks. Rash seems to reappear.	After diagnosis no exclusion from school.
Head Lice	7 days for eggs to hatch	Lice and nits (eggs) in hair	1 day after adequate treatment to kill the lice and nits
Impetigo	4 to 10 days	Inflamed sore, with pus	Until physician permits return
Hepatitis	Variable – 15 to 50 (average about 25) days	Headache, abdominal pain, nausea, vomiting. Usually fever, Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease, and at least 7 days from onset of jaundice.
Measles	10 days to fever 13-15 days to rash.	Begins like a cold, fever, blotchy red rash.	7 days from on set of rash
Meningococcal	2 to 10 (commonly 3 to 4 days)	Headache, nausea, pain in back, stiff neck, fever	Until physician permits
Mumps	12 to 26 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw	5 days or until swelling disappears
Ringworm	10 to 14 days	Scaly patch, usually ring shaped	Until physician permits return
Scabies	3 days to 3 weeks	Tiny burrow in skin caused by mites	Until adequately treated by physician
Scarlet Fever	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usual only with first infections	24 hours after antibiotics
Whooping Cough (Pertussis)	4 to 10 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	21 days from beginning of whoop

(Inquire at the nurse's office for diseases not listed here.)

Readmission to school: It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school. (CPA-7770 12/06)

G. HEAD LICE

The American Academy of Pediatrics (AAP) says no healthy child should be excluded from or allowed to miss school because of head lice, and that “no nit” policies for return to school should be discouraged. The AAP recommendations for treating head lice also include:

*School personnel responsible for detecting head lice should be appropriately trained, as it can be difficult to diagnose.

*Permethrin 1 percent (an insecticide) is currently the recommended treatment for head lice.

*Head lice screening programs in schools do not have a significant effect on the incidence of head lice and are not cost-effective. Parent education may be a more appropriated management tool.

*Manually removing nits after medication for killing lice is not necessary to prevent spread. However, it may be prudent to remove nits in school-aged children to decrease the chance of misdiagnosis. Nit removal is tedious and often cannot be accomplished in one sitting.

Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, and because the child poses little risk to others and does not have a resulting health problem, he or she should remain in class, but be discouraged from close direct head contact with others.

Head lice are most common in children three to 12 years of age, and all socioeconomic groups are affected. Head lice infestation is not significantly influenced by hair length or by frequent brushing or shampooing. Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of another infested individual. Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats) is much less likely, but cannot be excluded. Children should be taught not to share such items.

Adults should be aware of the signs and symptoms of head lice infestation, and affected children should be treated promptly to minimize spread to others.

EDITOR’S NOTE: More information on this topic can be found at:

http://www.medem.com/search/article_display.cfm? or <http://www.sai-iowa.org/headlice.html>.

H. EMERGENCY DATA

Emergency information is required of all students. In our files, we need not only your home phone number, work numbers, cell numbers, and at least two other emergency numbers in case of illness or injury. Emergency cards completed by parents are an important part of registration. Please include the phone number of a friend or relative who can be reached in the event of illness or emergency. **Please help us keep this information current. If there is any change of information, such as an address change, a change in employment or any other pertinent information, please inform the office so that this information may be placed on your child’s emergency card. This is vital if we are to act quickly and properly in case of accidental injury or illness.**

It is our policy to contact parents if a child receives a bump on the head or is injured in a way that indicates that the parent might want to consider medical assistance. In the event your child is injured or becomes ill at school, the following steps will be taken:

1. The supervising teacher will report the accident to the principal or nurse along with the details of the accident.
2. If the accident or illness is of a serious nature, the parents will be notified immediately.
3. If the parents cannot be located, the emergency number(s) given to us will be called.

4. If no one can be reached, the principal and/or nurse will decide what needs to be done. Parents are expected to come for ill children if notified. No child will be sent home without a parent's or authorized person's permission.

Academics

A. GRADUATION REQUIREMENTS AND STUDENT SCHEDULING REQUIREMENTS

Currently 44 credits are required for graduation for seniors. Below are listed many of the required courses and the years during which students are encouraged to satisfy those requirements.

Freshmen (44 credits required)

- *English I
- *Choice of Algebra I, Algebra A, or Geometry
- *Integrated Science or Biology
- *Physical Education

Sophomores (44 credits required)

- *English II
- *Choice of Geometry, Algebra I, Algebra B
- *Biology or Chemistry
- *Physical Education

Juniors (44 credits required)

- *American History
- *English III
- *Physical Education

Seniors (44 credits required)

- *American Government (1st Semester)
- *Choice of Current Problems, Sociology or Economics
- *Physical Education

- English 8 semesters
- Social Studies 6 semesters (to include 2 semesters American History and 1 semester Government)
- Math 6 semesters
- Science 6 semesters
- P.E./S.C. 8 semesters
- Keyboarding 1 semester

Subject	Class of 2011	Class of 2012	Class of 2013	Class of 2014
Community Service	15 hours	20 hours	20 hours	20 hours

Notes: English I, II, & III must be taken and passed. Algebra A and B will count as 4 credits towards graduation requirements, but will only count as 2 credits towards admission requirements at most 4 year colleges and universities. If a senior is within two (2) credits of the graduation requirements, he/she may go through graduation ceremonies. If the student is not within two credits, he/she will not be allowed to participate in commencement or its related activities.

REQUIRED NUMBER OF CLASSES PER SEMESTER/YEAR

All students must take a minimum of six classes (excluding physical education/strength and conditioning) each semester, meaning no more than two study halls on any given day. Band and vocal will count as classes. Students without "full" schedules will not be considered officially enrolled and won't be eligible for activities or services until they have met the curriculum requirements in terms of number of classes in their schedules.

B. GRADES AND REPORT CARDS

Grades are an evaluation of what a student has learned. They become a part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in school records. Please note that choir, band, P. E., elementary/peer helper, and Production Staff grades do not count in a student's GPA. Post-secondary course grades do count in a student's GPA. A. P. classes taken online or as PSEO may or may not be in the student's GPA depending on whether or not the student wants them to show on their transcript or needs the credits for graduation.

Report cards are designed to help students and parents measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year. Report cards are given to parents at parent/teacher conferences after the 1st quarter and mailed to parents after 2nd, 3rd, and 4th quarters.

Westwood uses a 4.0 GPA (grade point average) system: A+, A, A- = 4.00; B+, B, B- = 3.00; C+, C, C- = 2.00; D+, D, D- = 1.00; F = 0.00

The following is Westwood's grading scale by percentages:

100-99 = A+	90-92 = B+	80-82 = C+	70-72 = D+	0-64 = F
98-96 = A	86-89 = B	76-79 = C	67-69 = D	
93-95 = A-	83-85 = B-	73-75 = C-	65-66 = D-	

C. ACADEMIC HONORS

Honor Roll: Students with 3.0 to 3.99 grade point averages are listed on the A/B Honor Roll and students with a 4.0 GPA are on the All-A Honor Roll. Students must be enrolled in a minimum of three classes to be on the honor roll (since WIT classes usually only report semester grades, those students may not appear on the quarter honor rolls – the ones usually listed – unless they take at least three courses at Westwood).

Academic Letter: Students who maintain a 3.5 GPA or higher for three consecutive semesters earn an academic letter. Students with 3.5 or higher GPA's for five and seven consecutive semesters can earn a second and third academic letter.

Honor Graduates: Students who maintain a 3.5 or higher cumulative GPA throughout their high school careers will be honored at graduation as honor students.

Academic All-Conference: High school students who have a 3.5 or higher GPA for a particular year and are involved in at least three extra-curricular activities that require regular practices will be recognized by the Western Valley Conference as Academic All-Conference students.

D. DEFICIENCY REPORTS

At each mid-quarter, "deficiency reports" are sent to parents of students who are doing unsatisfactory or failing work. These "deficiency reports" will be mailed home, so parents should be looking for them after the fourth week of every quarter.

E. GOOD NEWS NOTES

Many times our students do outstanding work. Westwood teachers will try their best to catch students being "good." When this happens, teachers will have an opportunity to send home a Good News Note.

F. ELEMENTARY SCHOOL GRADING

Elementary teachers will use the Westwood grading scale, except for grades in vocal, P.E., and art. Grades in these classes, as well as effort grades in all elementary classrooms will be the following: "E" (exemplary), "S" (satisfactory), "N" (needs improvement), and "U" (unsatisfactory).

G. HONOR ROLL

The A honor roll will consist of students who receive all A's in "academic" courses (music, P.E., and driver's ed. are not included in the GPA). The A/B honor roll will honor students with a 3.0 to a 3.99 grade point average, meaning a B average minimum.

H. INCOMPLETE GRADES

Students are reminded that an incomplete received at a nine-week or semester period should be made up within a period of two weeks following the close of the nine weeks or semester. Incompletes not made up within two weeks may be changed to "F."

I. JUNIOR HIGH MUSIC

Junior high students may not drop band or vocal except at quarter breaks and are encouraged to drop only at semester breaks. Exceptions may be made by the administration in certain extenuating circumstances.

J. TRANSCRIPTS

Official transcripts of student records will be given to parents/guardians or to students who are at least 18 years of age. Whenever possible, transcripts will be mailed to institutions rather than given to students.

K. STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, groups of students, for the school district, and to comply with state law. All students are to be tested except as excused by law and all students are expected to give their best effort so that time, resources, and money invested in them are not wasted.

L. OPEN CAMPUS FOR SEMESTER TESTS

Open campus during semester tests will be utilized only for high school students and then only if double-period blocks are used for testing.

M. HOMEWORK

The goal of Westwood is to develop each child to his/her potential intellectually, physically, emotionally, and socially. Homework can contribute toward a child's development and should be valued as an important part of the total curriculum. Advantages to homework are many:

1. It extends the learning time beyond the normal school day and allows additional practice time for essential skills.
2. It increases responsibility among students by completing assignments without teacher supervision.
3. It creates a close working relationship between home and school and parents and children by encouraging involvement of the parents in the lessons and activities assigned by the school.

N. POST-SECONDARY ENROLLMENT OPTION

Post-secondary Enrollment Options courses are available to junior or senior students who are in good standing and passing all courses. A student's attendance and behavior must also be such as to make them good candidates for post-secondary courses. Deadlines for registering for PSEO courses will be May 1st for the following year's fall semester courses and December 1st for spring semester courses offered that same school year.

O. EARLY GRADUATION

Any student wishing to graduate early should make the counselor and administration aware of his/her intent as soon as possible and petition the Board of Education for same. All regular graduation requirements must still be met (though some part of the physical education requirement may be waived).

P. ACADEMIC / BEHAVIORAL INTERVENTIONS

The district has an intervention process for students experiencing learning and behavioral difficulties and referrals will be used in that process. Students may be referred by teachers or parents to We Care (elementary level) or We Assist (junior-senior level).

Miscellaneous Information

A. SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS

Once classes are in progress, students have the first three (3) days of each semester to add/drop classes and need the teacher's and counselor's permission to do so. Thereafter, students may withdraw from a class only if the parent, teacher, and counselor agree that the original placement was incorrect in terms of the student's abilities. Classes dropped without administrative approval will be recorded on the transcript with a failing grade for that semester.

B. WITHDRAWAL FROM SCHOOL

Parents of junior/senior high school students wishing to withdraw or transfer students from Westwood must contact the junior/senior high school office to obtain a clearance slip. This slip must be signed by all of the student's teachers and librarian/media specialist. The slip is to be returned to the office and signed by an administrator in order to leave in good standing.

Parents of elementary students should contact the elementary office in order to withdraw or transfer their child.

C. POSTERS, SIGNS AND PUBLICATIONS

All posters, signs and publications designed by students must be approved by an administrator before they can be displayed or distributed. Display areas are provided. Booster posters add interest and enthusiasm to Westwood activities so please do not mark on posters and signs. Remember good taste and clever design are prerequisites to effective posters and signs.

D. STUDENT/PARENT RIGHTS

1. Public Records: The Code of Iowa, Chapter 22, gives each individual the right to examine and copy public records of the school district. The Westwood Community School has delegated two officials with the responsibility of implementing the requirements of this chapter. Those two individuals are the Superintendent of Schools and the Secretary to the Superintendent. Requests to examine or copy public records should be made to one of these two designated officials. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the school secretary.
2. Student Records and Reports: The Family Education Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. 123G, requires school districts to keep educational records confidential. FERPA grants parents or students 18 years of age the right to review the student's educational records and correct or delete any misstatements therein. Parents and students 18 years of age may request an appointment with the building administrator to examine or copy a student's records. Parents and students 18 years of age have a right to submit in writing a challenge to data contained in the student records. Such written challenge shall be filed with the building administrator. Parents may be charged a reasonable fee for copying of information and data contained in a student's record. Personally identifiable educational records may not be disclosed to third parties without prior consent from the parents or

adult student. Prior consent, however, is not required for school district employees possessing legitimate interest in viewing the records as well as officials in other schools in which the student seeks to enroll. State and national educational organizations requiring student data for confidential research and statistical purposes are also exempted from the parent consent pre-requisite.

3. Transfer of Records: The Westwood Schools will automatically forward records to educational institutions that request them, whether or not parental permission forms are signed.
4. Directory Information: Under the Family Education Rights and Privacy Act, a school district may disclose directory information without first obtaining written permission. The Westwood Community Schools shall consider the following as directory information: student class lists (with or without addresses/phone numbers); students' participation in officially recognized activities and sports; weight, height, and members of athletic teams; degrees and awards received by students' and school honor roll. Parents and adult students may request in writing with their building administrator to be excluded from the directory information provided by the school district. Directory information is given to military recruiters unless parents/students fill out an opt-out form, which is available at the high school office.
5. Right to Know: The Iowa law provides each employee with the "Right to Know" of any dangerous chemicals which may be in the building or work place in which an employee is assigned. The Westwood Community School also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the Superintendent of Schools.
6. Postsecondary Enrollment Options Act: The Postsecondary Enrollment Options Act (Iowa Code, Chapter 261 C) authorizes an opportunity to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions or higher learning in Iowa. If interested, see high school administrators or counselors.
7. Corporal Punishment: Corporal punishment is prohibited in the Westwood Community School District. However, physical contact with a student is justified "if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain" or if reasonable force is used for the protection of an employee or student, to obtain possession of a weapon or other dangerous object(s), or for the protection of property.
8. Distribution of Materials: The board recognizes that students, employees, parents, or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.
9. Exercise of Free Expression (280.22): Under the U.S. Constitution, all individuals have the right of freedom of expression. However, student expression made on school premises or as part of a school-sponsored activity must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

E. COMPLAINT PROCEDURES

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or another member of certified personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the most direct organizational level.

If the complaint cannot be resolved by certified personnel, the student may discuss the matter with the principal within three (3) days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within two (2) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

F. STUDENTS REMAINING INSIDE DURING RECESS (ELEMENTARY ONLY)

If a student needs to stay inside for recesses, a written note is needed from a parent or guardian stating the reason for the request. When a student needs to stay in longer than two days, the school nurse will be contacted, unless there is a note from the family doctor. If the student stays inside for recesses, then he/she will not participate in physical education. Students who have chronic health problems which prohibit them from being outside during the winter will need to make special arrangements with teachers.

G. BIRTHDAY OR PARTY INVITATIONS (ELEMENTARY ONLY)

Party invitations may not be handed out in school unless all the students are to be invited. This prevents problems that might arise in the classroom when only a few students are left out.

H. PERSONAL PROPERTY FROM HOME (ELEMENTARY ONLY)

Students should not bring personal property, such as footballs, basketballs, soccer balls, CD players, video games, toys, etc. to school. When students bring such items, it often results in students having difficulties when other students use or take their personal property during recesses or on buses. The only exception to this rule would be on days when students wish to bring something to show and share in the classroom. In these instances, students should carry the item to and from school in a bag. The school is not responsible for personal property. Failure to comply may result in the item being taken to be returned later to the student or parent.

I. INSURANCE

Three types of accident insurance are available for students: a 24 hour plan, a school time plan, and a dental injury plan. A brochure explaining the insurance program in detail is available at registration.

J. FIRE AND DISASTER DRILLS

Fire drills are required by law. If a fire should occur, a quickly emptied building would save lives and injuries. Every student must enter into the spirit of the drill and remain alert for additional directions for it to be effective. Upon hearing the fire drill signal, **ALL** students are dismissed immediately and are to exit by way of the nearest door. Doors to all rooms are to be left closed.

After leaving the building, teachers will direct students to safe areas. Students should not re-enter the building until directed to do so by their teachers or other certified personnel.

In case of other emergencies or disasters your classroom instructor will have more specific instructions for taking shelter.

K. VISITORS

Guests of students, other than parents, are not allowed because of the legal liabilities and responsibilities and because of the possible adverse effects to the learning environment. Grandparents and other guests may be allowed to visit at lunch time only upon receiving prior permission from parent or guardian and principal. Staff and students should immediately direct visitors, strangers, and vendors to the main offices.

L. DAMAGE TO VEHICLES, THEFT

The Westwood Community School is not responsible for theft from or damage to vehicles which are parked on school property. Students are strongly encouraged to lock their vehicles when they are unoccupied.

M. SMOKERS

All buildings/grounds owned and operated by the School District of Westwood are designated as "NON SMOKING."

N. SEARCH AND SEIZURE POLICIES (lockers, desks, persons, vehicles, etc.)

The furnishings of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student uses a lock, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. Student lockers are the property of the school district. To ensure that lockers are properly maintained, the principal or designee may periodically inspect all or a random selection of lockers.

Any contraband discovered during such searches shall be confiscated by the administration, and law enforcement officials may be called. The administration also may try to correct the problem through counseling, parental involvement, medical referrals, or other such referrals depending on the severity of the situation.

Non-maintenance searches will be conducted in the presence of the student or another adult witness, when feasible. In such searches, a student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items.

Automobile searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained within.

Personal searches: A person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items.

Personally intrusive searches will require more compelling circumstances:

- a. **Pat-down search:** If a pat-down search or search of a student's garments, such as jackets, pockets, socks, etc., is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present, when possible.
- b. **A more intrusive search** of the student's person is permissible in emergency situations when the health and safety of students, employees, or visitors on school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with another adult of the same sex present, unless the health/safety of students will be endangered by the delay which may be caused by following these procedures.

O. Open Enrollment

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office on or before March 1st of the year preceding the year in which the student wishes to transfer. The deadline is September 1st for those entering kindergarten. This deadline may be waived if the parents show good cause which for the purposes of open enrollment means a change in the status of a child or a change in the status of the child's resident district. A change in the status of a child includes a change in the child's residence due to a change in the family residence, a change in the state in which the family residence is located, a change in a child's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, participation in a substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of a good cause. A change in the status of the resident district includes failure of negotiations for whole-grade sharing, reorganization, a dissolution agreement, rejection of a current whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a child's school district of residence, however, action by a parent must be taken to file the notification within forty-five days of the 1st board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

P. Student Fee Waiver and Reduction Procedures

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they qualify for temporary financial hardship should contact the principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

Q. Multicultural and Nonsexist Equity Education Opportunity Policy

The Westwood Community School District is committed to providing an educational program that is multicultural and nonsexist. Multicultural, nonsexist education is the district's planned curriculum and instruction, which educates students about the cultural diversity of our society.

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

R. Notice to Homeless Children of School Age

The Westwood School under Chapter 281-33 wishes to notify you that our school is available to you. We can assist with records, immunization, waiver of fees, etc... to help get you started. Please contact our Homeless Liaisons, Secondary Principal 712-428-3303 or Elementary Principal 712-428-3200 for further information. If you prefer our school is located at 1000 Rebel Way, which is on the east edge of Sloan, Iowa.

S. Student Abuse Investigators

If a student, school district employee, or other member of the school district community believes a child has suffered abuse by a school district employee in the course of his/her employment, it should be reported to the designated investigator immediately.

Level I Investigators: Sue Oberg (428-3303) & Connie Smits (428-3200).

T. Non-Discrimination Policy

The Westwood Community School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, handicap, national origin or ancestry. Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to the Title IX Coordinator, Mrs. Connie Smits (428-3200) in Sloan, Iowa.

Westwood School District – Affirmative Action and Equity Statement

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Connie Smits, Westwood Guidance Counselor, Westwood Community School District, Sloan, Iowa 51055; or by telephoning 712 428 3355.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, <http://www.state.ia.us/government/crc/index.html> U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.