

WEST BRANCH DISTRICT VISION

Heritage of Excellence, Commitment to the Future

THE MISSION STATEMENT

The West Branch Community School District creates a collaborative partnership through students, family, teachers, staff, and community, while providing appropriate learning opportunities to meet the needs of all students so they can become effective community members.

BELIEFS

A quality school system is responsive and accountable; and requires fair treatment, honesty and respect.

Learning and teaching are the responsibilities of every individual in the community.

All students are valued and important.

All students are able to learn.

It is important to have positive relationships among students, staff and parents because it is a critical role in meeting the learning needs of all students.

STUDENT LEARNING GOALS

We will focus all efforts to help each student develop the knowledge and experience to:
Read and communicate effectively.

Achieve the basic skills for continued learning in math, science and technology.

Think critically and creatively to solve problems.

Expand positive self-concept, respect for others and healthy behavior patterns.

Work effectively in groups as well as individually.

Participate in the arts.

Attain ethical, social, civic, economic, global and environmental responsibility.

Be flexible in order to adapt to a changing environment and society.

Recognize and value individual differences among people.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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 student 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 other students 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.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

It is the policy of the West Branch Community School District not to discriminate on the basis of race, national origin, creed, color, sex, religion, age, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and P. L. 94-142.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability. The curriculum should foster respect and appreciate for the cultural diversity found in our country and awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Responsibility for this policy rests with the Superintendent as the Educational Equity Coordinator and Title IX Compliance Office for the district. He is responsible to promote and encourage progress in meeting school policy 602.1. Students, parents of students and employees of the district have the right to file a formal complaint alleging non-compliance with this policy. All complaints should follow the guidelines established in the grievance procedure outlined in Board policy 602.1A. All questions and complaints should be referred to Mr. Craig Artist in the Central Office. Mr. Artist's phone number is 643-7213.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and

abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. The State of Iowa sets the compulsory attendance requirement at 148 days per school year. Students who are in danger of not fulfilling this requirement will be notified and may be required to complete an attendance contract.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 319-643-5324 on the day of the absence prior to 10:00 a.m. If notification is not received, the office will attempt to contact the parents at their home, work or emergency number. If no contact has been made, the student must bring a note signed by the student's parents to the office explaining the reason for the absence before a student is re-admitted after an absence. Absences are only excused if done so by a parent. A physician must verify any medically related absence over five (5) days.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parent's telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must have their parents call or present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. If a student leaves school for any reason, he/she must sign out in the office, and if returning the same day, return to the office and sign in.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangement with their teachers in advance to make up schoolwork. Students have one day to make up schoolwork for each day of an excused absence. Students are not allowed to make up schoolwork or to submit late schoolwork due to an unexcused absence.

ACADEMIC AWARDS

Academic awards will be presented at the end of the current school year. The awards include but are not limited to:

Citizenship: (grades 6-8) Always on time, always demonstrates responsibility by having materials and completed homework, always treats others and environment with respect, always works cooperatively in groups, always wears appropriate clothing, always gets to work quickly, always has a positive attitude and takes risks by asking appropriate questions, and is generally pleasant and helpful.

Academic Class Awards: (grades 6-8) Top 10% of core class

President's Education Award: (grade 8) Cumulative (6-8) grade point average of 3.5 or higher, and a score in the 85th %ile or above on the ITBS Reading or Math total.

ACTIVITIES

Only students in grade seven and eight are eligible to participate in co-curricular athletics. Each activity will have specific requirements or standards as determined by the teachers, coaches, sponsors, administrators, school board and/or state association. Some of the frequently referred to requirements are:

The student must have a doctor's certificate of fitness before participating in athletics; this includes practices.

The student must have an Athlete-Parent Acknowledgement form on file in the Middle School Office.

The student must have an emergency card on file.

The athletic participant must have adequate insurance.

Each student has paid the fee or had it waived.

Class work to be missed because of an activity must be satisfactorily made up in advance.

The student must be passing in all classes.

Students will not participate in any school activity (athletic practice, games, concerts, dances, etc.) if he/she has not attended school the complete day of the event, unless prior special permission is granted by the principal.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed: The medication must be prescribed by a licensed medical or osteopathic physician or dentist.

A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied

by where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.

The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.

The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.

The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy and (f) date of prescription.

The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.

In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.

A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.

At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. If medication is destroyed, it shall be noted on the pupil's health record.

Students are not to carry or use prescription or non-prescription drugs without the express permission of parents and the principal.

ASSIGNMENT BOOKS/PLANNERS

Planners are given to all students to help them organize homework assignments, manage time, and to assist in obtaining academic success. Each student is given one free assignment book for the year. Additional books are available through the office when needed. Students will be charged for each additional planner.

Guidelines for using assignment books are as follows:

Student responsibilities:

Fill in dates and daily assignments or summary of class work every day. This will be checked in homeroom.

Take the assignment book with you to every class, every day. Planner will be used for passes to locations in the school. You may not be allowed to leave class without your planner.

The planner will contain a bar code that will enable students to check out books in the Media Center. Without the planner, you may not check out library books.

Do not rip out pages or in any way destroy your assignment book.

Take the assignment book home and have your parents review and initial as needed.

Remember to bring your book back to school the next day.

Parent responsibilities:

Review the notebook each evening, discussing any concerns with student.

See that all assignments are completed before student leaves for school the next morning.

Make any comments to teachers at the bottom of the page for that day.

Initial as needed and return to student.

Additional information on how to fill out and use the assignment book is located within the book.

BACKPACKS

Students are welcome to carry a backpack to and from school while storing it in their locker during the day. On an individual-needs basis, students may receive permission to carry a backpack to classes. Please have the parent/guardian contact the guidance counselor to discuss the individual need that will then require office approval.

7TH AND 8TH GRADE BAND AND CHORUS

Seventh and eighth grade band meet during sixth period on even days. Eighth grade chorus meets during sixth period on odd days and seventh grade chorus meets during seventh period odd days. All seventh graders must sign up for either band or chorus. Eighth graders do not have a music requirement. Each group performs at least three concerts during the year. Attendance at the concerts is required and the performance is part of the course grade. Any change in the band or chorus schedule must take place within five (5) days after the start of the school year, or within five (5) days after the start of the second semester. Parent/guardian and student must meet with the instructor to initiate the change. Other changes during the year may be initiated by the instructor after meeting with the parent/guardian and student.

CAMPUS

We operate a 'closed campus' policy. Students must stay on the school grounds from 8:20 to 3:20 p.m. When not in the building for classes or study hall, middle school students can be in the following areas:

Media Center

Gym – with PE class and activity practices only. This area is off limits before and after school. If you are in the gym before or after school you will receive a detention. This includes Thursday afternoons.

All-Purpose Room – only while you eat breakfast or lunch.

Playground – in areas selected by the playground supervisors.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CONDUCT AND DISCIPLINE

STUDENTS ARE RESPONSIBLE AND ACCOUNTABLE FOR THEIR ACTIONS. Teachers and aides will set rules and be responsible for discipline. Students may be referred to the principal for disciplinary action. A conference will ensue and appropriate action will be taken. Student's disciplinary actions will normally take one or more of the following forms:

Notification of parents or guardian.

Assignment of detention

Restitution (parents or guardians will be notified.)

In-school suspension (must report to the office by 8:20 and remain for the assigned time; parents or guardian will be notified.)

Out-of-school suspension – parents/guardians will be notified.

Community Service.

Disruptive behavior that necessitates a student's removal from class will result in a conference with the principal.

For a major or continual discipline problem, you may be suspended from class for a period of one (1) to ten (10) days. Along with the suspension, your parents will be notified and, if necessary, asked to come in for a conference. Other actions that may result in a suspension are:

Bringing, using and/or possessing alcohol and/or drugs in any form at school will be subject to a minimum 3-day suspension.

Bringing, using and/or possessing tobacco in any form will be subject to a 3-day suspension.

Infringing on the rights of classmates and/or teachers.

Fighting

Damaging, defacing or destroying of school buildings and grounds.

Cutting classes, skipping school and unexcused absences.

Academic integrity (caught cheating).

Swearing and vulgar language.

Abusive and/or threatening language directed toward another person will result in a 3-day suspension.

Excessive detentions

Harassment consisting of unwelcome actions or language with demeaning intent (put downs, making fun of) related to gender, race, national origin,

disability, religion or status which creates a hostile school environment. Included is sexual harassment.

Threatening to bring, bringing, possessing or using a dangerous weapon or explosive, or a look-alike weapon used to intimidate, coerce, scare or threaten.

A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, an offensive weapon, pistol, revolver or other firearm, dagger, razor, stiletto, switchblade knife or knife having a blade exceeding five inches in length.” (Iowa Code Section 702.7)

In addition to the definition set forth above, dangerous weapons, or any instruments used as weapons in the school, include any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous weapons therefore include, but are not limited to clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, BB guns, bow and arrow, toy guns used or displayed as real guns and unloaded guns. Disciplinary action for students who bring, possess, or use squirt guns, toy guns and other toys that imitate weapons and that are not used to intimidate, coerce, scare or threaten a student but whose presence causes disruption to the school environment or present a threat to the safety of students will follow Board Policy 502.1 Student Conduct.

Any student bringing, possessing or using a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon or any explosive, incendiary or poison gas. For purposes of this policy, a bullet is considered an explosive.

A student may be required to meet with the Board of Education for a violation of any one or combination of the above regulations. A violation that also violates a law will be reported to law enforcement.

Any student who uses profanity, threatens or makes obscene gestures directly or indirectly toward a school employee or Board member will be suspended from all classes and activities.

This policy shall apply to physical damage intentionally done to an employee's or Board member's personal or real property. Such cases shall be brought to the Board of Education's attention for review. Probable action includes probation, long term suspension, expulsion, or appropriate other penalty.

Students who are suspended have the opportunity to make up any schoolwork missed within the guidelines of the school attendance policy.

If you feel that an action of a faculty member towards you is unfair or improper, you have the right to question the action. You are responsible to behave respectfully and calmly at all times and to follow the listed process:

Set up a time to discuss your opinions with the faculty member privately. Do this later in the day or early the next day. You will not always agree with the faculty member, but will be more likely to understand why the action of the teacher was necessary.

If you still feel the action is unjust or improper after meeting with the faculty member, you should meet with the principal.

If you still feel the action is unjust or improper after this meeting, you should contact the Superintendent of School to discuss the situation.

DETENTIONS

If you receive a detention, you will need to make arrangements with the teacher who assigned the detention. If you receive a detention in study hall or during the lunch or rec time, you will be required to stay after school from 1:50 – 2:30 p.m. on Thursdays. A 24-hour notice will be given to students to enable them to make arrangements to serve the detention. A carbon copy of the detention slip will be mailed home. If detention is not served in a timely manner, the student will stay in for lunch and rec time until detention is served.

Students will meet with the principal if they receive an excessive number of detentions each quarter and a letter will be sent to parents. An excessive number of behavior detentions a quarter will result in an in-school suspension.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational

environment. The building principal makes the final determination of the appropriateness of student appearance.

Students will not be allowed to wear clothing with obscene words, pictures or messages. Obscene words include all words that are commonly characterized as “cuss” words, “swear” words or “dirty” words. Shirts must cover stomachs. No halter, strapless, or spaghetti strap styles – tank tops must be “3 fingers” in width. No undergarments or cleavage may be showing. When standing, shorts may be no shorter than relaxed fingertips. Students are not to have wallet chains hanging on the outside of clothing. Clothing which advertises or promotes use or abuse of alcohol and drugs is also prohibited. Students who violate the student dress code will change the articles of clothing or parents will be notified and the student will be sent home to do so. Failure to do so will result in removal from classes. Other disciplinary actions may also apply. No hats or head scarves are allowed in school buildings between 8:10 a.m. – 3:20 p.m.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the middle school office if the information on the emergency form changes during the school year.

END-OF-SEMESTER ACTIVITIES

Activities are planned at the end of the first semester. In order to participate in these activities, students must be passing all classes, have all assigned work turned in, and have no more than 5 detentions.

FAILING CLASSES

Every effort will be made to help students successfully pass all classes. Teachers are available before and after school for extra help. Students also have the opportunity to be part of the Learning Strategies Class if they are at risk of failing.

FOOD, DRINK AND GUM

No open containers are permitted in lockers. Violations will result in its confiscation; it will not be returned. Teachers will make the decision of whether food, gum, and drinks

are allowed in their classrooms. At times, teachers may arrange lunch meetings in their rooms under their supervision.

FAILING LETTERS

Parents will always receive notification if their child is failing a class.

FIELDTRIPS

Fieldtrips are an extension of the classroom. Participation is mandatory. Parents will be notified of each fieldtrip. Permission slips will be sent home if the trip is outside the district.

GRADES

The Middle School grading scale will be consistent in all subject areas. The percentages are as follows:

- A+ = 100%+ (4.33)
- A = 92-99% (4.0)
- A- = 90-91% (3.67)
- B+ = 87-89% (3.33)
- B = 84-86% (3.0)
- B- = 80-83% (2.67)
- C+ = 77-79% (2.33)
- C = 74-76% (2.0)
- C- = 70-73% (1.67)
- D+ = 67-69% (1.33)
- D = 62-66% (1.0)
- D- = 60-61% (1.67)
- F = 0-59% (0.00)

A student that does not complete the required work for a class due to extenuating circumstances will receive an incomplete (I) on their report card. It is the student's responsibility to see that the work is completed. The work is to be completed within 2 weeks after the end of the quarter. Failure to do so will result in an "F" for the assignment and possibly an "F" for the quarter.

An honor roll will be published following each grading period. Any fulltime student whose grade point average is 3.5 or above will be on the honor roll.

GRADE REPORTS

Grading periods will be 9 weeks (1 quarter) in length. Each quarter begins a new grading period. Mid-term grades will be sent home at mid-quarter (4½ weeks). Any time parents wish to have additional information on their child's progress, they should contact the teacher or the office with this request.

GUESTS

Student guests will be allowed for ½ day, with administrative approval prior to the visit, except if they are prospective students. Parents are always welcome.

HALLWAY BEHAVIOR

Students are expected to walk quietly on the right hand side of the halls. Running, pushing and shoving are not allowed. If you need to be in the hall during a class, you need to carry your planner with sign-out time noted and signature from the teacher. Students in the hall without a pass or a student who is disruptive in the hall will be sent back to class or to the office.

HARASSMENT POLICY

Harassment of students by other students or adults will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition or a student's education or of a student's participation in school programs or activities.

Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

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

Harassment as set forth above may include, but is not limited to the following:

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

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

HAWK-I INSURANCE

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

HOMEWORK

Teachers assign homework or class projects as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. If homework is not turned in on time, teachers will notify the parent(s) by calling home or work. If possible, the student will stay after school that day to work with the teacher on the assignment.

INELIGIBILITY

If a student is failing a class, he/she becomes ineligible to compete in school activities starting on Monday of the following week. Ineligible students are encouraged to stay after school to work on academics with a teacher rather than practice for activities. Students that receive ineligibility notices will be on the restricted study hall list for the time during which they are ineligible. Students will immediately become eligible when their grade becomes passing.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Although school lockers and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and other spaces are properly maintained. For this reason, lockers and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or other space. Periodic inspections of all or random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual.

Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

If you desire to use a padlock on your locker, you should check one out from the office. There is no fee required. However, if you do not return the padlock at the end of the year, you will be charged \$5.00.

LUNCH

We have a 'closed' noon hour which means that no one is to leave the campus without permission.

When class is dismissed for lunch, students are to walk to the All-Purpose Room. Enter and exit the All-Purpose Room by the northeast door only. All students are to go to the All-Purpose Room until it is time to go to rec time, even if you do not eat lunch.

Each student is issued an accu-scan ticket when a lunch account is opened. You need to keep a positive balance in your account. When an account becomes overdrawn by \$10.00 or more the student will not be allowed to eat a regular hot lunch until the account has returned to a positive balance. Students that are on free/reduced lunches still have to pay regular price for seconds and extra milk. Please feel free to call the middle school office (643-5324) or the elementary office (643-7211) at any time for a current balance of your student's account. Do not "feed a friend" from your tray...he/she is responsible for purchasing his/her own meal.

After eating, clear your area of paper items, whether they are yours or not, and return the tray to the dishwashing area. Leave the All-Purpose Room when excused and go to the Middle School designated areas.

MEDIA CENTER

The school media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to act respectfully while they are in the Media Center.

Current magazines are to be used only in the media center. Past issues may be checked out over night.

Reference books (encyclopedias, dictionaries, etc.) are to be used in the media or checked out for overnight use only. Books may be checked out for a two-week period and may be renewed for two weeks longer if no one else has requested that book.

NURSE

The school nurse's office is located in Hoover Elementary. If you need to see her, come to the Middle School Office and the arrangements will be made.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice a year in the fall and the spring. The format used for 6th – 8th grade involves the student as a main participant, the teacher as a facilitator. If you desire a private conference with a teacher, please request this when you arrange your conference time. Teachers are available throughout the year; if you would like a conference with any of your student's teachers, please call the Middle School Office for an appointment.

PERMISSION SLIPS

Parents will be asked to complete a permission slip at the start of the school year in order for students to go on in-district fieldtrips. The permission slip will be good for the entire school year and should be returned by September 15. Parents will be notified of fieldtrips as they occur.

PHYSICAL EDUCATION

If you are unable to participate in physical education class, you must have a written doctor's excuse or a written note from the school nurse. Please give this to the PE teacher.

SCHOOL BUS

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to report misconduct to the building administrator. Parents are responsible for supervision until such time as the child boards the bus and after the child

leaves the bus at the end of the school day and are responsible to help school officials enforce rules for a safe and orderly environment on the bus.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administration regulations.

Violations of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

RULES FOR CONTINUED USE OF SCHOOL TRANSPORTATION PRIVILEGE

The bus driver shall have complete control of the bus and the students he/she is transporting for the duration of the bus ride. To eliminate discipline problems and vandalism on the bus fleet, the following rules will be strictly enforced:

All students will conduct themselves in an orderly manner. Minor behavior violations include: hitting, spitting, profanity, out of seat, throwing objects, improper boarding/unloading from bus, failure to follow directions of driver, obstructing aisles, making loud noises, hanging out windows, food, beverage and gum violation, disrespect for driver and improper discarding of trash.

If any of the above items are not adhered to, the following discipline will result:

A written notice will be sent to parents after the first offense. After the second offense, the student will be taken off the bus for three (3) days. After the third offense, the students will be removed from the bus for a minimum of one week and will be asked to appear before the superintendent, principal, and the transportation director with his/her parents or guardian.

If removal from the bus would result in the student not attending school, an alternate consequence will be assigned by the principal; however, bus behavior must improve in order to maintain the privilege of riding.

For students with behavioral disabilities, an individual plan will be developed. It is expected that prior to written warnings, or in addition to, drivers will have administered bus discipline such as assigned seats.

The following offenses will result in immediate removal from the bus:

- Vandalism
- Fighting
- Insubordination

Possession of dangerous object
Possession of tobacco, alcohol or other drugs.

No bus shall leave the public highway to receive or discharge students unless using a private drive or road as a turn around enhances safety. The bus drivers are expected to use their best judgment to ensure the safety of the children and the bus in inclement weather.

A bus shall not stop to load or unload students unless the driver has an unobstructed view of a least 300 feet in each direction under normal weather conditions.

Please let us know if your son or daughter will not be riding the bus. If transportation is needed at a later date, your need will be met. This cooperative effort will help save time and energy.

A note from a parent or guardian is required to be given to the driver by a non-rider of a regular route in order to ride on that bus.

SCHOOL CANCELLATION AND POSTPONEMENT

It may be necessary for school to be dismissed early or cancelled because of weather conditions or other emergencies. If this becomes necessary notice will be broadcast over radio stations KCRG and WMT in Cedar Rapids, KXIC and KRNA in Iowa City and television station KGAN in Cedar Rapids. Faculty, parents and students are asked to phone VoiceLink for information at 830-2937 or 1-800-846-4035

SCHOOL DAY

Except on special occasions and teacher request, students are asked not to enter the building before 8:10 a.m. Exceptions are made on cold or rainy days. School begins promptly at 8:20 a.m. and is dismissed at 3:20 p.m.

SCHOOL FEES

The school district charges fees for certain items. 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 students 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 may qualify for temporary financial hardship should contact the middle school secretary or central office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL RECORDS

Parent(s) or guardian(s) of minor students have the right of access to information about their child in school record-keeping systems by contacting the building principal. Minor students have the same right, however, the building principal may request that their parent(s) or guardian(s) accompany them when assessing information.

The following persons, agencies and organization may have restricted access to student records without prior written consent of the parent or students over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

School officials, teachers and AEA personnel with a legitimate education interest.

Officials of other schools in which the student proposed to enroll.

Representatives of state and local government when auditing and evaluating Federal Education programs

Officials connected with a student's educational financial aid applications or at a time mutually agreed to.

Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.

Organizations that process and evaluate standardized tests.

Accrediting organizations for accrediting purposes.

Parents of dependent children regardless of child's age.

Appropriate parties in a health or safety emergency.

The principal or a person in charge of each attendance center may release the following types of information to the public where appropriate, keeping in mind the privacy of the student and the student's family: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

Student data may be released to official education and other government agencies for uses in surveys, questionnaires and study proposals only if the names and all identifying markings are removed to prevent identification of individuals.

Parents, or students 18 years or older, shall have an opportunity to review the contents of the student's school records upon request in order to provide the opportunity for the correction or deletion of inaccurate, misleading or otherwise inappropriate data contained in the records. Grades may be challenged only on the basis of accuracy of recording. Parents, or students 18 years of age or older shall be able to obtain copies of the written records and to write a response to material in the record.

Any person wishing to challenge the contents of a student's records shall make written application to the appropriate building principal. Within 10 days, or at a time mutually agreed to, an informal meeting shall be held to discuss the facts and merits of the challenge. The building principal shall render a written decision about the challenge as soon as possible but in no case more than 5 school days after the meeting.

Should the person challenging the records be dissatisfied with the decision of the building principal, he/she may request a meeting with the superintendent of schools within 10 days after receipt of the principal's decision. This meeting will be scheduled at a mutually agreed upon time. The superintendent and the person challenging the record will review all facts of the case. The superintendent shall sustain, modify or overrule the decision of the principal, in writing, within 5 school days after the meeting.

STUDY HALLS

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work or a book to read to occupy them for the entire study hall. Every student will have at least one (1) study hall every other day. Those students not in chorus and/or band will have an additional study hall.

Study Hall Rules:

Talking is not allowed. Permission may be given by supervisors for students to talk quietly about schoolwork.

Students must arrive on time.

Students are to sit in assigned seats.

Students must have work to keep them busy or have a book to read.

Students are not to leave study hall unless they have a pass from a teacher and sign out.

Note: A pass from a teacher, NOT the study hall supervisor.

Students leaving study hall must remain at their destination for the entire period unless otherwise determined by the study hall monitor.

Group studying is at the discretion of the study hall monitor.

Cleaning lockers is at the study hall monitor's discretion.

Detentions may be given by study hall monitors.

Students will be taken out of study halls to work with teachers in area of concern.

SUPPLIES

Students will be charged for materials they get in the office. If a teacher is requiring a project that calls for additional materials, he/she will get them for you from the office. All students should have their own notebook.

The following are supplies available in the Middle School Office for a nominal charge: Construction paper, erasers, calculators, graph paper, index cards, oak tag, pencils, pens, theme pads, computer discs.

SUSPENSION

Any student receiving in-school or out-of-school suspension may be deemed ineligible for school activities such as dances, field trips, extra curricular activities.

TARDIES

In the morning when you are going to be late for school, have your parents notify the office. On arriving, come to the office and get a pass before going to classes. You will be admitted to class only if you have an office pass.

Throughout the day when you are late to class without a pass, (usually a pass from a teacher) the teacher will count you as tardy. Upon receiving a third tardy and for each succeeding tardy per quarter to the same class you will be assigned a detention. An excessive number of tardies will result in a conference with the principal and possibly the parents in order to determine appropriate action.

If you will be late to your next class because a teacher detained you, get a pass from that teacher before you leave to give to the next teacher. The office cannot give you a pass for a teacher.

TELEPHONE

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

TELEPHONE USE

A telephone in the middle school office is available for students to use between 8:10 – 8:20 a.m. and after school. Students need to ask to use this phone. Reasons for using the phone should be school related rather than for personal reasons. Parents are encouraged to remind their students of appointments, etc. prior to the student leaving home for the day. Students will not be allowed to leave class to make personal calls. Long distance calls are not permitted on this phone.

TEXTBOOKS

Students are financially liable for lost or damaged textbooks.

TOYS, GAMES, TRADING CARDS AND ELECTRONIC EQUIPMENT

Toys, games, CD players and other electronic equipment should not be brought to school. The school will confiscate any items and depending on the item, it may not be returned. The school district is not responsible for stolen or damaged personal property. Cell phones should only be used before and after school and are not allowed in the bathrooms, locker rooms, hallways or classrooms between 8:10 a.m. and 3:20 p.m.

TUTOR PROGRAM

This program is supervised by the K-8 school counselor and is a cooperative program between the elementary and middle schools. Students volunteer to spend a portion of their study hall time in the elementary building. There are a variety of “jobs” available for the students to take part in. For example: PE class (keep score, help individual stations, etc.) media center (card books, shelve books, etc.) and classroom (assigned to a particular teacher and given various tasks.)

Students participating must sign up for a quarter. At the end of each quarter, their grades are reviewed and any student with two or more grades below “C” is not eligible to be a tutor.

GENERAL INFORMATION FOR FIRE DRILLS

1. Warning – steady ring of the alarm

Don't panic – move briskly to the area designated by your teacher – do not run or shove
Listen for further instructions from your teacher once you arrive at your designated area.
Teachers will take roll. Remain there quietly until all clear signal is given.
All persons are responsible for standing at least the height of the building away from it
Written directions are posted in each classroom.

GENERAL INFORMATION FOR DISASTER DRILLS

Warning – boat horn

Don't panic – move briskly but do not run or shove

If your class is assigned to the hallway, sit on the floor, and face the lockers. Stay away from all windows and doors.

Everyone needs to be quiet as possible so directions and information can be heard by everyone.

Teachers will take roll after you have moved to the sheltered areas.

Any persons outside the school building at the time of an alarm should proceed to the nearest building and follow the appropriate procedures.

The town signal for a disaster is a long steady siren. If this blows, proceed as though the school alarm has been sounded.

If you are loading or unloading from the buses, follow your driver to a safe location.

EMERGENCY RESPONSE PROCEDURES

West Branch Community School District has in place an Emergency Response Plan, which outlines the procedures to be followed in response to a crisis situation.