

WEST BRANCH MIDDLE SCHOOL
STUDENT HANDBOOK



2018-2019

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Mrs. Sara Oswald, Principal
soswald@west-branch.k12.ia.us

Vision, Mission & Destination

- > Vision: A Future Focused Community of Learners
- > Mission: Preparing Students to Live and Learn with Passion and Purpose
- > Destination: All Students will be Career and College Ready

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, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive or obscene language, profanity or obscene gestures.

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 building principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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104E1 ANNUAL NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the West Branch Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs in its educational programs and its employment practices). There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Jess Burger, 148 N. Oliphant St., West Branch, IA 52358, jburger@west-branch.k12.ia.us.

Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

It is the policy of this District that the curriculum utilized reflects the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles 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, gender identity, sexual orientation and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The school counselor, principal, and grade level teachers are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Superintendent Kevin Hatfield at 643-7213.

ADMINISTRATION

| | | |
|----------------------|--|--|
| Mr. Marty Jimmerson | Superintendent of Schools | mjimmerson@west-branch.k12.ia.us |
| Mr. Shannon Bucknell | High School Principal | sbucknell@west-branch.k12.ia.us |
| Mrs. Jess Burger | Preschool – 4 Principal | jburger@west-branch.k12.ia.us |
| Mrs. Sara Oswald | Middle School Principal, Dir. of Curriculum, Instruction and Innovation | soswald@west-branch.k12.ia.us |

MIDDLE SCHOOL STAFF

| | | |
|--------------------|--|--|
| Mrs. Carrie Arlen | 7 Reading/Lang. Arts | carlen@west-branch.k12.ia.us |
| Mrs. Dana Arp | 5th grade | darp@west-branch.k12.ia.us |
| Mrs. Erin Brown | 7 Eastern World Cultures 8 Social Studies | ebrown@west-branch.k12.ia.us |
| Mr. Matt Cain | 7 & 8 Gateway To Technology | mcaain@west-branch.k12.ia.us |
| Mr. Tyler Carew | 7 & 8 Wrestling | tcarew@west-branch.k12.ia.us |
| Mrs. Deb Cooper | Associate | dcooper@west-branch.k12.ia.us |
| Mr. Kevin Franklin | Library Associate | kfranklin@west-branch.k12.ia.us |

| | | |
|-------------------------|--|-------------------------------------|
| Mrs. Kristy Franzoni | 6 - 12 School Counselor | kfranzoni@west-branch.k12.ia.us |
| Mrs. Traci Fryauf | Pk - 12 Nurse | tfryauf@west-branch.k12.ia.us |
| Mr. Bill Gelhaus | 6 Math/Science | bgelhaus@west-branch.k12.ia.us |
| Mr. Brandon Graber | 7 & 8 Math/Algebra | bgraber@west-branch.k12.ia.us |
| Mrs. Ellen Gunderson | Administrative Assistant | egunderson@west-branch.k12.ia.us |
| Mrs. Anne Hahn | Associate | ahahn@west-branch.k12.ia.us |
| Mrs. Jacqui Hart | 5th Grade | jhart@west-branch.k12.ia.us |
| Mrs. Lennis Hasenbank | 7 Exploratory Business | lhasenbank@west-branch.k12.ia.us |
| Ms Laura Helderman | 5 - 8 Special Education | lhelderman@west-branch.k12.ia.us |
| Ms Julie Howland | K - 12 TAG | jhowland@west-branch.k12.ia.us |
| Ms Margaret Jensen | Custodian | mjensen@west-branch.k12.ia.us |
| Mrs. Suzanne Kazlauskas | Associate | akazlauskas@west-branch.k12.ia.us |
| Mrs. Amanda Key | 8 Reading/Language Arts | akey@west-branch.k12.ia.us |
| Ms Shelby King | 7 & 8 Girls' Track 7 Girls' Basketball | sking@west-branch.k12.ia.us |
| Mrs. Allison Krall | Associate | akrall@west-branch.k12.ia.us |
| Mr. Taylor Larson | 6 - 12 School Counselor | tlarson@west-branch.k12.ia.us |
| Ms Jennifer Long | Associate | jlong@west-branch.k12.ia.us |
| Mrs. Amber Marsh | Deaf and Hard of Hearing Reading and Math Support | amarsh@west-branch.k12.ia.us |
| Ms Katherine Mathis | 5 - 6 Art | kmathis@west-branch.k12.ia.us |
| Ms Molly McCarthy-Hill | 7 & 8 Exploratory Art | mmcarthy-hill@west-branch.k12.ia.us |
| Mrs. Kristin McElhinney | 6 Western World Cultures 6 Language Arts | kmcelhinney@west-branch.k12.ia.us |
| Mrs. Angie Miller | 7 Girls' Volleyball | amiller@west-branch.k12.ia.us |
| Ms Abby Noelck | Exploratory Spanish | anoelck@west-branch.k12.ia.us |
| Mrs. Jenni Olson | Librarian K - 12 | jolson@west-branch.k12.ia.us |
| Mrs. Miranda Palmer | Special Education 6-8 At-Risk | mpalmer@west-branch.k12.ia.us |

| | | |
|----------------------|---|---------------------------------|
| Mrs. Annie Popkes | Exploratory Spanish | apopkes@west-branch.k12.ia.us |
| Mrs. Lynnette Poula | 5-8 PE/8 Wellness 8 Volleyball | lpoula@west-branch.k12.ia.us |
| Mrs. Magness Puhmann | 7 & 8 Science | mforsyth@west-branch.k12.ia.us |
| Mr. Christopher Reed | 6 - 12 Vocal Music | creed@west-branch.k12.ia.us |
| Mr. Connor Saad | 6 Reading 7-8 Boys' Track | csaad@west-branch.k12.ia.us |
| Mr. Randy Sexton | 7 Boys' Basketball 7 & 8 Football | rsexton@west-branch.k12.ia.us |
| Mrs. Valerie Soemadi | 6 - 8 Special Education | vsoemadi@west-branch.k12.ia.us |
| Mr. Rich Stout | 8 Boys' Basketball 8 Girls' Basketball | rstout@west-branch.k12.ia.us |
| Mrs. Heather Syring | Associate | hsyring@west-branch.k12.ia.us |
| Mrs. Amanda Tisinger | 5th Grade | atisinger@west-branch.k12.ia.us |
| Ms Beth Wirtanen | 5 - 8 Band | bwirtanen@west-branch.k12.ia.us |
| Mr. Jeff Wrede | 7 Wellness | jwrede@west-branch.k12.ia.us |

KEY

Words/phrases in blue are hotlinks to websites. I.e. www.west-branch.k12.ia.us

Words/phrases in dark orange are Hot Topics.

DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also includes a designee acting on their behalf. 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.

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.

It is recommended that a physician verify any medically related absence over five (5) days. Other unavoidable absences of multiple days should be discussed with the building principal prior to the occurrence. The principal reserves the right to request evidence or written verification of the student's reason for absence.

Students who need to leave school during the school day must receive permission from the office and have parent notification which may include: an email from the parent, a note signed by the parent, a phone call or have parents pick students up. Students who return to class or arrive after the school day has begun must have their parents call, email 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 parent notification. 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 5-8) Always on time, always demonstrates responsibility by having materials and completed practice work, 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.

President’s Education Award: (grades 5-8) Scores in the 85%ile or above on the Iowa Assessment for Reading or Mathematics.

WBMS Academic Achievement Award: Students who have consistently demonstrated Solid/Expert

level work **OR** students who have been diligent in using the opportunities of standards based grading to show increased understanding.

ACCEPTABLE USE POLICY - 1:1 Laptops

All WBMS are provided an individual laptop for the school year. More information about the district 1:1 technology initiative can be found on the district website at <http://www.west-branch.k12.ia.us/school-improvement/21st-century-technology/>. Any parent with concerns about the laptop initiative is encouraged to speak to Mrs. Oswald about alternatives. Laptops are NOT required for student use - staff will accommodate the student with alternative assignments if necessary.



Each student and his/her parent must attend the required information night or contact the building office for information. Each student and his/her parent must sign an acknowledgement of the district [Acceptable Use Policy \(AUP\)](#). Please review the complete AUP. Here are some of the most common issues:

Most Frequent Violations:

Neglect:

- Not using appropriate bag;
- Leaving computer unattended;
- Other inappropriate physical use/abuse;

Network Violations:

- Intentionally accessing inappropriate websites - as defined in AUP;

Communication:

- Using school email/Google account inappropriately;
- Using inappropriate language in school communication;

Student/Family Responsibilities and Potential Loss of Deposit

- Accessories (charger) are not covered. Replacement of these items will be the responsibility of the parent.
- Intentional damage/vandalism will be the responsibility of the student and/or parent or guardian.
- WBCSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
 - Lending equipment to others other than one's parents/guardians.
 - Using equipment in an unsafe manner or environment.

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. All five required forms can be found on the district website at <http://www.west-branch.k12.ia.us/registration/>. Some of the frequently referred to requirements are:

1. The student must have a [doctor's physical form](#) before participating in athletics; this includes practices.
2. The student must have an [Athlete-Parent Acknowledgement form](#) on file in the Middle School Office.
3. The student must have a [Health/Injury sheet](#) on file.
4. The student must have a [concussion form](#) on file in the Middle School Office.
5. The athletic participant must have adequate insurance - [proof of insurance form](#).
6. The student must be passing in all classes.
7. 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.

ANTI-BULLYING/HARASSMENT POLICY (WBCSD BOARD POLICY 105)

The West Branch Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) 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.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the

Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or the Superintendent's designee – Principals (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) copy shall be made to any person at the central administrative office at 148 N. Oliphant St., West Branch, IA 52358

Adoption Date: September 18, 2008

Review Date: October 11, 2010

November 11, 2013

June 8, 2015

May 9, 2016

July 13, 2016

Revision Date: May 11, 2015

June 13, 2016

Legal References: 20 U.S.C. §§ 1221-1234i.

29 U.S.C. § 794.

42 U.S.C. §§ 2000d-2000d- 7.

42 U.S.C. §§ 12101 2et. seq.

Iowa Code §§ 216.9; 280.28; 280.3.

281 I.A.C. 12.3(6).

Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 104 Non-Discrimination

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES (Board Policy 105R1)

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or Superintendent's designee - Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The investigator may request that the individual complete the [Harassment/Bullying Complaint form](#) and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The principal or designee has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal and communicate with all parties involved regarding the outcome of the investigation.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- Principals and/or trained designee will implement Safety Plan as needed or required.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

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 school counselor to discuss the individual need that will then require office approval.



7TH AND 8TH GRADE BAND AND CHORUS

Seventh and 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 assessment. 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.

Seventh and eighth grade band meets on even days. Seventh and eighth grade chorus meets on odd days. Seventh and eighth grade chorus consists of general chorus Quarters One and Four and JiveWired JH Show Choir Quarters Two and Three. Students can choose their level of participation.

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:

Library

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 Wednesday 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 staff 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:

- a. Notification of parents or guardian.
- b. Assignment of detention
- c. Restitution (parents or guardians will be notified.)
- d. In-school suspension (must report to the office by 8:20 and remain for the assigned time; parents or guardian will be notified.)
- e. Out-of-school suspension – parents/guardians will be notified.
- f. 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:

- a. Bringing, using and/or possessing alcohol and/or drugs in any form at school will be subject to a minimum 3-day suspension.
- b. Bringing, using and/or possessing tobacco in any form may be subject to a 3-day suspension.
- c. Infringing on the rights of classmates and/or teachers.
- d. Fighting
- e. Damaging, defacing or destroying of school buildings and grounds.
- f. Cutting classes, skipping school and unexcused absences.
- g. Academic integrity (caught cheating).
- h. Swearing and vulgar language.
- i. Abusive and/or threatening language directed toward another person may result in a 3-day suspension.
- j. Excessive detentions
- k. 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.
- l. 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 502.01 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:

1. 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.
2. If you still feel the action is unjust or improper after meeting with the faculty member, you should meet with the principal.
3. 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 serve your detention in the office after school from 1:50 – 2:30 p.m. on Wednesdays. 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 the office for lunch and rec time until detention is served. This is considered an additional consequence – not a replacement for the original detention time.

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 and racerback shirts 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 hoods, 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.

FIELD TRIPS

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

FOOD, DRINK AND GUM

No open containers are permitted in lockers, except water bottles. 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 and will need to follow the guidelines of the Healthy Kids Act. At times, teachers may arrange lunch meetings in their rooms under their supervision.

GRADES

The Middle School uses standards based grading. The purposes of standards based grading are to

- Better communicate what each student knows and is able to do according to state/national content standards
- Separately assess the influence of positive and consistent work habits on student learning.

The definitions of each progress indicator are as follows:

E = Expert: The student has mastered the content/skill and/or demonstrated exemplary work.

S = Solid: The student is on track to mastering the content/skill.

C = Competent: The student work has met minimum expectations for course requirements.

N = Needs Relearning: The student work fails to meet minimum expectations and the student must reassess.

I = Insufficient Evidence: The student work is missing or incomplete.

A student that does not complete the required work for a class due to extenuating circumstances will receive an I (insufficient evidence) on the 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.

GRADE REPORTS

5th graders’ grading periods will be 18 weeks (1 semester) in length. 6th– 8th grading periods will be either 9 weeks (1 quarter) or 18 weeks (1 semester) in length. Current grades are available online via the PowerSchool website.

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. If you need to be in the hall during a class, you need to sign-out of class. Students who are disruptive in the hall will be sent back to class or to the office.

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.

HEALTH INFORMATION

Our school employs the services of a registered nurse. Besides looking after school population, the nurse oversees the following programs:

- *Physical exams
- *Vision & hearing tests
- *Immunization records



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In the event your child becomes ill or injured at school you will be notified at once. Please be sure that the school has a telephone number to reach you at both work and home. If neither parent can be reached, the school will contact the emergency numbers listed in PowerSchool. **If your student has a fever of 100 degrees or higher, policy requires them to remain home until they are fever free without medication for 24 hours.**

If your child has a communicable disease, we would appreciate it if you would notify the school nurse so she is aware that others may have been exposed. Also, you will be able to arrange for your child's studies to be continued during the convalescent period.

Hearing Screening

Grant Wood Area Education Agency (GWAEA) screens all students in kindergarten, 1st, 2nd and 5th grade. Students in the preschool with IEP's will also be screened. Students in grades 3rd, 4th, 6-12th and who are new to West Branch schools and students with a known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parent/guardians who do not want their child's hearing tested should notify the school nurse in writing at the beginning of the year.

Vision Screening

All students entering kindergarten and 3rd grade must turn in a vision screening form.

Human Development Curriculum

Parents can request human growth and development curriculum materials to review prior to their use in the classroom. After review if there is still concern, the parent needs to contact the principal.

Immunizations

Iowa law requires that children enrolled in school must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella (German measles), Hepatitis B and Varicella (Chicken Pox). Iowa Immunization certificates should be completed by your family physician. **Students entering 7th grade are required to have Tdap and Meningococcal vaccines PRIOR to the first day of school. The state will not issue a provisional certificate for these vaccines. Students cannot attend 7th grade until the requirement has been met by either turning in a completed vaccination form and/or has a medical/religious exemption form on file.**

Lead Screening

Proof of a lead screening for each student entering kindergarten will be confirmed with the Department of Public Health. The lead screening result should be written on the physical form for entrance into kindergarten.

Medication

If your child requires medication to be given during the school day, please complete the district's "[Medication Release Form](#)" found on our website. Include written instructions from the doctor and parent indicating what the medication is, the amount to be given, when it is to be given, and over what time period. State law mandates that no school personnel, including the school nurse, may administer medication without these written instructions signed by both the doctor and parent. Medications are required to be in the labeled prescription bottle. No medication will be administered that is not in a labeled prescription bottle i.e a ziplock baggie, envelope etc. There is an attached form on the appendices section of this handbook to complete when your child will need to take any medication at school.

If your child requires over the counter medication during the school day please complete the same "Medication Release Form". Please give specific instructions for dosage, time to be given and duration. It is preferred that over the counter medication such as cold or cough medication be given prior to arrival at school if it is determined that the student is healthy enough to attend school and does not have a fever.

Ibuprofen and Tylenol can be sent with a Medication Release Form for students that suffer from frequent headaches. Students are not to carry these medications with them or keep them in their locker. All medication should be kept in the lock box in the office. These medications should also be in their original container and labeled with your child's name. There is a section in Powerschool registration to approve administration of Ibuprofen/Tylenol at school.

Lice

According to public health and the CDC, head lice can be present throughout the school year at any given school or time. Head lice is spread through head to head contact and can be picked up during any activity that their hair/head comes in contact with someone with live lice. We ask that you check your children for head lice several times per week. A thorough check takes approximately 15 minutes paying close attention to the base of the neck and above the ears. If live lice are found, please complete treatment before returning your child to school. We put out reminders several times throughout the year as a reminder to complete the lice checks.

HOMELESSNESS

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or, who is living with non-nuclear family members or with friends, guardianship over the child or youth of school age. Please contact the district coordinator, Mr. Taylor Larson, with any concerns. He can be reached at 319-643-5324 or tlarson@west-branch.k12.ia.us.

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 7th or 8th grade student is not making adequate progress in any course, he/she becomes ineligible to compete in school activities starting on Wednesday of the following week after parent/guardian notification. 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 they demonstrate sufficient progress. The school principal will make the final decision regarding eligibility.

LIBRARY

The school library is available for student use during the school day and when staffed. The library is a place for study and research. Students are expected to be on task and act respectfully while they are in the library.

Books may be checked out for two weeks at a time and up to four books may be checked out by each student. Current magazines, newspapers and reference materials are for use in the library only. Past issues of magazines may be checked out overnight. Students are financially liable for lost or damaged books.

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 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.

6th – 8th grade students will be issued a lock for their locker at the beginning of the school year. 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. It is our expectation that the lock is used during the lunch break and whenever a laptop is being stored in the locker.

MEALS

We have a 'closed' lunch period, 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.



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/student or \$40.00/family or more, the student will not be allowed to eat a regular hot lunch until the account has returned to a positive balance. Students who 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. 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.

A hot breakfast is served in either the elementary or high school commons from 7:55 – 8:15 a.m.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice a year in the fall and the spring. 5th grade conferences will be scheduled by the student's classroom teacher. The format used for 6th – 8th grade involves the student as a main participant and 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 as part of the online registration process at the start of the school year in order for students to go on in-district field trips. The permission slip will be good for the entire school year and should be completed by September 15. Parents will be notified of field trips as they occur.

PHONE

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. A telephone in the middle school office is available for students to use between 8:10 – 8:20 a.m. and after school. 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.



Cell phones should only be used before and after school and should be turned off from 8:10 a.m. to 3:20 p.m. 6th – 8th grade may use their cell phones during lunch and rec time from 12:10 – 12:35 p.m. Cell phones may be brought to the office and used to make a call after an adult has given the student permission to do so. If these rules are violated the following consequences apply:

- 1st offense: Warning is issued and the phone is turned into the office for the remainder of the school day. Students are allowed to pick up the phone at the end of the day.
- 2nd offense: Parent contact is made and a detention is given.
- 3rd offense: Phone is kept in office daily.

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 using 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. 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.



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.

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:

1. A written notice will be sent to parents after the first offense.
2. After the second offense, the student will be taken off the bus for three (3) days.
3. 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.
4. 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.
5. For students with behavioral disabilities, an individual plan will be developed.
6. 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:

1. Vandalism
 2. Fighting
 3. Insubordination
 4. Possession of dangerous object
 5. 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 turnaround 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, KZIA, KHAK, KDAT, KRNA & KCKK in Cedar Rapids, KXIC, KCJJ, & KKRQ and in Iowa City and television stations KGAN, KGYM and KCRG in Cedar Rapids and KWVL in Waterloo.

The district also uses an automated system to notify parents/guardians of school cancellations or postponements. It is the responsibility of the parent to keep the school updated with current contact numbers. Our automated system is updated through PowerSchool, so please keep the PowerSchool information updated with current contact numbers. If you need assistance, please contact Mrs. Ellen Gunderson at 643-5324. If you'd like to receive text alerts, please put your cell phone numbers in PowerSchool as well and text JOIN to 56360.



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 or for students eating breakfast in the middle school. School begins promptly at 8:15 a.m. and is dismissed at 3:20 p.m. **7th and 8th grade students all begin their day at the high school building for exploratory classes. These classes will begin at 8:10 a.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.

- a. School officials, teachers and AEA personnel with a legitimate education interest.
- b. Officials of other schools in which the student proposed to enroll.
- c. Representatives of state and local government when auditing and evaluating Federal Education programs
- d. Officials connected with a student's educational financial aid applications or at a time mutually agreed to.
- e. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- f. Organizations that process and evaluate standardized tests.
- g. Accrediting organizations for accrediting purposes.
- h. Parents of dependent children regardless of child's age.
- i. 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, 6th – 8th grade 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.

Study Hall Rules:

1. Talking is not allowed. Permission may be given by supervisors for students to talk quietly about schoolwork.
2. Students must arrive on time.
3. Students are to sit in assigned seats.
4. Students must have work to keep them busy or have a book to read.
5. Students are not to leave study hall unless they sign out. Note: A teacher must communicate with the study hall supervisor before students may sign out to a teacher's classroom.
6. Students leaving study hall must remain at their destination for the entire period unless otherwise determined by the study hall monitor.
7. Group studying is at the discretion of the study hall monitor.
8. Cleaning lockers is at the study hall monitor's discretion.
9. Detentions may be given by study hall monitors.
10. Students will be taken out of study halls to work with teachers in area of concern.

SUPPLIES

[Grade level supply lists](#) can be found on the district website. Students will be charged for materials they get in the office. The following are supplies available in the middle school office for a nominal charge: calculators, poster board, and composition notebooks.

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 a 5th – 8th grade student will be late for school, a parent must notify the office. On arriving the student will report to the office and get a pass before going to class. Upon receiving a third unexcused tardy and for each third unexcused tardy per semester that a student is late for the beginning of school, the student will be assigned a detention. Students will be admitted to class with an office pass.

Throughout the day when 6th – 8th grade students are late to class without a pass, (usually a pass from a teacher) the teacher will count the student as tardy. Upon receiving a third tardy and for each third tardy per semester to the same class the student 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 a student will be late to their next class because a teacher detained them, it is the student's responsibility to get a pass from that teacher before they leave to give to the next teacher. The office cannot give you a pass for a teacher.

TEXTBOOKS

Students are financially liable for lost or damaged textbooks.

TOYS, GAMES, TRADING CARDS AND ELECTRONIC EQUIPMENT

The school will confiscate any items that create a disruption and depending on the item, it may not be returned. The school district is not responsible for stolen or damaged personal property.

GENERAL INFORMATION FOR FIRE DRILLS

1. Warning – steady ring of the alarm
2. Don't panic – move briskly to the area designated by your teacher – do not run or shove
3. 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.
4. All persons are responsible for standing at least the height of the building away from it
5. Written directions are posted in each classroom.

GENERAL INFORMATION FOR DISASTER DRILL

1. Warning – boat horn
2. Don't panic – move briskly but do not run or shove
3. If your class is assigned to the hallway, sit on the floor, and face the lockers. Stay away from all windows and doors.
4. Everyone needs to be quiet as possible so directions and information can be heard by everyone.
5. Teachers will take roll after you have moved to the sheltered areas.
6. Any persons outside the school building at the time of an alarm should proceed to the nearest building and follow the appropriate procedures.
7. The town signal for a disaster is a long steady siren. If this blows, proceed as though the school alarm has been sounded.
8. 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.

Online Resources

The following resources are available through the Iowa AEA Online and Grant Wood AEA Online. You can access them by using this URL: <http://tinyurl.com/wbcslibrary> to reach the West Branch School Library website and selecting **Online** on the left hand menu. The User ID and Password are the same for all resources.

User ID: 6930wbms

Password: aea10

Resources include:

AEA Digital Library

AP Images

Britannica

Culture Grams

CyberSmarts

Digital Literacy

EBSCO

FreedomFlix

Gale

iClipart

Integrated OneSearch

Learn360

MackinVia

NetTrekker

ScienceFlix

Soundzabound

Student News Net

Teen Health & Wellness

True Flix

WBMS Bibliographic Style Sheet

Book with One Author

Mackel, Kathryn. *Boost*. New York: Speak, 2008. Print.

Holmes, Sara Lewis. *Operation Yes*. New York: Scholastic, 2009. Print.

Book with Multiple Authors

Hughes, Pat, and Bruce Miles. *Harry Caray: Voice of the Fans*. Naperville: Sourcebooks, 2008. Print.

Campbell, Polly, Simon Rice and Rob Bowden. *Focus on Spain*. Milwaukee: World Almanac Press, 2007. Print.

Chrabonneau, Danielle, et al. *The Guide to Getting In*. New York: St. Martin's, 2002. (if more than 3 authors)

Work in a Collection or anthology

Clark, Ian. "Solar Activity Causes Global Warming." *Global Warming*. Ed. Cynthia Bily. Detroit: Greenhaven, 2006. 76-82. Print.

Levi, Jan Heller. "Not Bad, Dad, Not Bad." *Poetry 180*. Ed. Billy Collins. New York: Random House, 2003. 5. Print.

Online Resources (AEA Databases)

Andreatta, Filippo. "Italy at a Crossroads: The Foreign Policy of a Medium Power after the End of Bipolarity." *Daedalus* 130.2: 45-65. *Expanded Academic ASAP*. Web. 9 March 2009.

Bosworth, Richard. "Rome 1960: Making Sporting History." *History Today* 60.8: 18-24. *Academic Search Elite*. Web. 31 May 2011.

Online Video

"Twitter in Plain English." Commoncraft. *YouTube*. 2007. 5 Mar. 2008. Web. 19 May 2011.

General Website

Blanco, Jodee. "How to Spot a Bullied Child and What to Do." *CNN.com*. Cable News Network, 12 May 2011. Web. 12 May 2011.

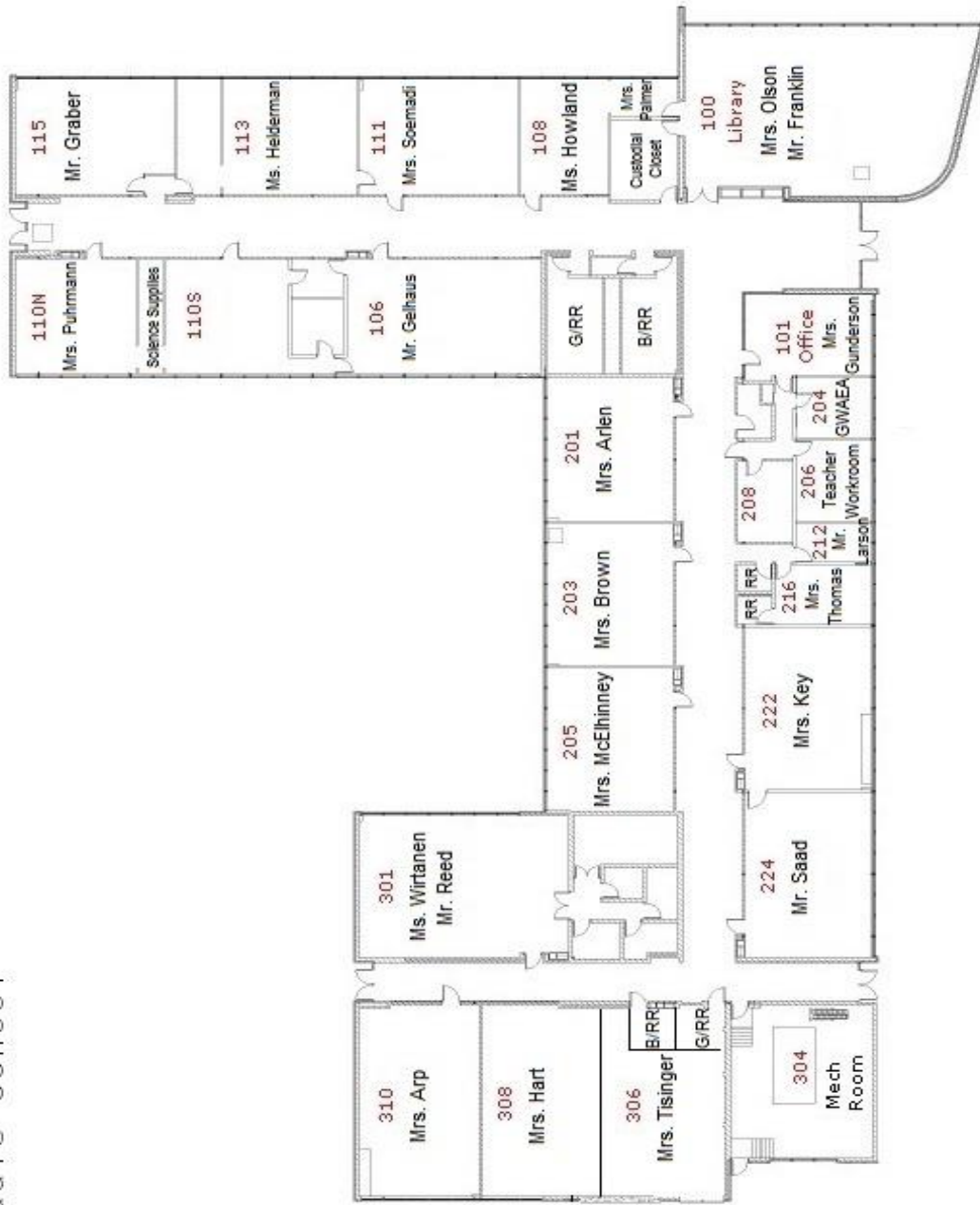
"Cyberbullying." *Netsmartz.org*. National Center for Missing and Exploited Children, 2010. Web. 12 May 2011.

Guidelines for Formatting your Bibliography

(This Style Sheet is based on MLA, 7th edition.)

- The first line of each entry begins at the left margin. If the citation is longer than one line and wraps to additional lines, these lines are indented one-half inch. Use the hanging indent feature.
- Lines should be double-spaced, both within and between citations.
- **Entries are in alphabetical order by author.** If no author is given, begin the citation with and alphabetize by the title. Do not use N.A. or Anonymous if no author is given. Do not alphabetize by A, An, or The, if one of these articles is the first word of the title.
- **Capitalize every important word in a title**, regardless of the style used in the original article.
- **Months are abbreviated to the first 3 letters, except May, June, July, and Sept. and format the date in the style 25 Aug. 2011.**
- Use the following abbreviations for missing publication information: n. p. = no place of publication or no publisher given; n. d. = no date given; n. pag. = no pagination given.

Middle School



6th - 8th Grade Schedule

| | M/T/Th/F | W |
|--------------|-------------------------------|-------------------------------|
| Period One | 8:15 - 8:58 | 8:15 - 8:50 |
| Period Two | 9:01 - 9:44 | 8:53 - 9:28 |
| Period Three | 9:47 - 10:30 | 9:31 - 10:06 |
| Period Four | 10:33 - 11:16 | 10:09 - 10:44 |
| Period Five | 11:19 - (12:00, 12:04, 12:06) | 10:47 - 11:22 |
| Lunch/REC | 12:00 - 12:32 | 12:00 - 12:32 |
| Period Six | 12:35 - 1:19 | 11:25 - (12:00, 12:04, 12:06) |
| Period Seven | 1:22 - 2:06 | 12:35 - 1:08 |
| Period Eight | 2:09 - 2:53 | 1:11 - 1:45 |
| Homeroom | 2:55 - 3:20 | --- |

Two Hour Late Start Schedule

| | |
|-----------|-------------------------------|
| Period 1 | 10:15 - 10:48 |
| Period 2 | 10:51 - 11:25 |
| Period 3 | 11:28 - (12:00, 12:04, 12:06) |
| Lunch/REC | 12:00 - 12:32 |
| Period 4 | 12:35 – 1:05 |
| Period 5 | 1:08 – 1:38 |
| Period 6 | 1:41 – 2:11 |
| Period 7 | 2:14 – 2:44 |
| Period 8 | 2:47 – 3:20 |