

**HOOVER ELEMENTARY  
WEST BRANCH SCHOOLS  
STAFF HANDBOOK  
2022-2023**

The  
**Leader in Me™**

great happens here

***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*

## STAFF HANDBOOK 2022-2023

### Preface

This handbook is intended to be a reference for administrative practices and procedures at West Branch Community Schools. It follows the general guidelines established in school board policy. The more familiar you are with the contents of this and other handbooks, the smoother the year will go for everyone. Keep this with the *Student Handbook* and *Emergency Procedures Manual* so that you will have access to necessary information for yourself and your students.

### Equity Statement

It is the policy of the West Branch Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and 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 Dave Hlas, 148 N. Oliphant St., West Branch, Iowa 52358, 319-632-7211, [dhlas@west-branch.k12.ia.us](mailto:dhlas@west-branch.k12.ia.us).

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

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 district contact for multicultural gender fair information is Sara Oswald, Principal, West Branch High School, Work: 319-643-7213 E-mail: [soswald@west-branch.k12.ia.us](mailto:soswald@west-branch.k12.ia.us).

## Hoover Elementary Procedures

### **ABSENCES (Employee)**

Contact Ruth Farmer between 6:00-6:30 A.M. in the event of illness or some other emergency on a workday. The phone number is 319-643-7377 (home) or 319-430-0381 (cell). Please be sure to leave a message and contact number if no one answers. For all other absences a request for leave will be turned in to the building principal prior to such leave. The office will complete the absence report section of the leave form if a substitute is necessary.

Please avoid planned absences during professional development. The community has given us this time to focus on improving our instructional practices.

When substitutes can't be found, other staff members are enlisted to "cover" for missing teachers. Both colleagues and other substitutes very much appreciate organized lesson plans with meaningful work for students to complete. **Please keep your emergency sub folder (with daily schedule) current and accessible in the event that it needs to be used.**

Keep in mind that leaves are covered by the Master Contract. Exceptions must be worked out with the Superintendent.

### **ABSENCES (Student) – TEACHER RESPONSIBILITIES**

When a student is absent and the parent informs you of this absence, please make sure you share this information with the office. If a student comes in late, please have them sign in at the office. When your student arrives late and you haven't sent attendance please mark this student as tardy. If you already sent your attendance please correct it to show this student as tardy. When a student is leaving early please notify the office with this information and make sure the student or parent signs out at the office.

Attendance should be completed no later than 8:45 a.m. The office starts calling parents at 9:00 a.m. if we don't have information from you or from the parents about the absence. To avoid errors, the office requests the teacher always take charge of attendance instead of this being a student job. Remember to include lunch count with your attendance.

When a student misses a class due to illness or for some other legitimate reason, then he/she should have a reasonable amount of time to make up missed work. It is always wise to establish your make-up policy at the beginning of the school year, to maintain contact with parents about student absences, and to be familiar with students who have IEP or 504 goals that may be different from your regular classroom policies.

The classroom teacher will bring assignments to the office for students who are ill for extended periods of time as promptly as possible. Parents will be notified by the teacher that the assignments will be at the office.

### **ACCIDENT REPORTS**

Any accident that occurs on the school grounds should be reported ASAP to the school nurse and documented in writing. This is valid for both student and staff accidents. “Unusual occurrence report forms” can be obtained from the building office. Considering insurance settlements and the possibility of litigation, the need for accurate and complete written records is vital. Students should never be sent home from school without the office first being contacted.

### **ACHIEVEMENT TESTS**

The Iowa Statewide Assessment of Student Progress (ISASP) are given to grades 3-4 in the spring. The MAP (Measures of Academic Progress) assessment for Reading and Math is given in grades K-4 in the fall and spring. Three times a year, the universal screeners FAST (Formative Assessment System for Teachers) for students in K-4 and IGDI (Individual Growth and Development Indicator) for preschoolers, will be administered. Look for information from the principal’s office regarding testing windows.

### **ANNOUNCEMENTS/BULLETIN**

The elementary activity calendar is located in the elementary office. Please notify the secretary if you have an event you want to post. Check the calendar periodically to stay in touch with what is occurring in the building.

Additionally, a weekly building bulletin will be sent to staff members each Friday. This is a critical document that should be reviewed in a timely manner as it will include important information for all staff members.

### **ASSEMBLIES**

Organizations may, with administrative approval, organize school assemblies or special activities for the student body. Faculty will usually be given at least a week advance notice for planning purposes. These activities will be publicized on the office activity calendar.

### **BUDGET**

Prior approval from the building principal is required for all purchases using school funds. You must complete a purchase order and all signatures are required before the purchase is made.

In the spring, your principal will provide you with a budget amount for the following school year. If you are unsure of your budget's status throughout the school year, please ask your building principal. Teacher requests for larger purchases and/or furniture should be submitted several months before school ends since most purchases are processed in the summer. All technology requests, including computer software, need to be approved by the building principal and technology director in order to insure compatibility.

If you receive prior approval from the principal, you may on rare occasions use your personal funds to pay for expenses incurred while on school business and be reimbursed after the fact. In these cases, obtain an expense form from your building secretary and complete it. Attach all receipts (except in the case of mileage) and submit them to your building principal. Never direct students to buy things with their own money.

PTO is an organization that assists in the funding of various endeavors for students. If you have a request you'd like to submit to PTO, please be sure to notify the building principal prior to making the request.

## **CLASSROOM MANAGEMENT**

Classroom management includes all routine procedures, should be taught, and should have age appropriate consequences (both positive and negative). Students who refuse to follow the reasonable directives of faculty and staff and students who willfully disrupt the learning of others may be removed from class until such time as they are prepared to resume their proper role in the classroom. Repeated offenses in these areas will result in penalties to include a parent conference, counseling sessions, detention, suspension and placement in an alternative education setting.

When warranted, suspensions will usually be of the in-school variety. Serious disruption, threats and dangerous behavior may result in out-of-school suspensions, and law enforcement may be notified. If a student shows over time that he or she is unwilling to comply with the reasonable expectations of faculty and staff or is unable to abide by the policies established by the school board and administration, then stronger disciplinary consequences will follow. Any threat to the safety and well being of other members of the school community will also result in stronger disciplinary action. This may include suspension, removal from classes, as well as referral to local law enforcement. Parents will be notified by the teacher who sent the student to the office whenever students are referred to the office for discipline. The administration will ensure that students receive due process. Children should not be sent home from school for behavioral reasons without the approval of the building principal.

## **CLOTHING**

Staff is expected to present themselves in a professional manner above and beyond the expectations for students posted in the student handbook. Business casual is the format in which

employees should dress. If there is any doubt about the appropriateness of specific clothing, please ask the principal.

## **CURRICULUM**

WBCSD has a guaranteed curriculum. You must consult with your department and building principal if you wish to make changes to content, materials, or sequencing as this could cause a ripple effect. A curriculum map is required for all courses. Curriculum maps are working documents so revision will occur yearly.

Elementary teachers are asked to produce an outline or calendar of units and skills taught to parents through weekly newsletters. At the outset of a large project, a written description of what benchmark(s) is targeted and a timeline with a scoring rubric should be given to parents and students. In addition, weekly instructional lesson plans are to be available on your desk and provided to special education and learning strategies instructors.

## **E-MAIL**

Please remember that all email communication is public. Parents have a legal right to see any communication regarding their child. If you would not be willing to post the statement on a public bulletin board, you should not make the statements in an email. Email is a limited form of communication. If a topic is sensitive or emotional, it is always best to speak in person.

## **EMERGENCY PACKETS**

Each classroom has an emergency packet with information regarding fire, tornado, security, and other emergency procedures. Please review these materials. Fire and Tornado routes should be posted in each classroom near the doorway. If you find this not to be true, please contact the office.

### **GENERAL INFORMATION FOR FIRE DRILLS**

1. Warning – steady, loud alarm from the fire alarm system.
2. Don't panic – move briskly to the designated area – do not allow children to run or shove.
3. Teachers will be the last to leave the room, will take roll once the designated area is reached, and will account for all children.
4. Remain there quietly until the all clear signal is given. All persons are responsible for standing at least 30 feet from the building.
5. Written directions are posted in each classroom.

### **GENERAL INFORMATION FOR TORNADO/DISASTER DRILLS**

1. Warning – boat horn or announcement.
2. Don't panic – move briskly but do not allow children to run or shove.
3. If your class is assigned to the hallway, sit on the floor, and face the lockers/cubbies. Stay away from all windows and doors.

4. Everyone needs to be as 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 person 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.

### **END OF YEAR RESPONSIBILITIES**

Upon completion of the school year, teachers have responsibilities to complete in regards to students' cumulative files. Specific information related to this work and all check out procedures will be distributed to teachers in the weeks before the final day of school. It is also expected that classrooms will be packed up sufficiently for custodial staff to empty the rooms for summer cleaning. Please mark your name on boxes and large items to ensure proper return.

### **EVALUATION/OBSERVATION**

Each fall, your building administrator will provide you with information regarding your evaluation, observation and individual professional development plan responsibilities. A copy of the district evaluation plan is available on the district website. Please review the master contract for additional information.

### **FACULTY WORKROOM**

Please clean up after yourself in the lounge area. Custodians will clean the floor. The rest is up to those using the facility. If you choose to eat school lunch in the lounge, remember to return your tray, etc. to the kitchen. The refrigerator and microwave need to be cleaned when a spill happens. If your intention is to use the refrigerator to store food or drink then you are expected to help maintain the cleanliness of the refrigerator.

### **FIELD TRIPS AND GUEST SPEAKERS**

A field trip that is well planned and organized can be an excellent method of establishing the relevance of academic objectives. These should be planned well in advance and take into account key events on the school calendar. **At least two weeks in advance of the trip, the following needs to occur:**

- The principal should be informed of the dates, times, and locations of the field trip
- The kitchen staff should be informed if your grade level will not be eating school lunch on the date of your trip and/or if school provided sack lunches are desired.
- Transportation request should be completed and submitted to your building principal

Permission slips are necessary for any activity requiring transportation. If possible a parent volunteer should be recruited for every 8 or 10 students. Please discuss field trip costs with the principal. The school encourages the use of community, government and business leaders as guest speakers and resources. When they arrive and depart they must sign in and out in the office.

## **HALLWAY SUPERVISION**

Much of the climate of the school and the attitudes of students are determined in the hallways. Teachers who spend even a brief amount of time in the halls can help prevent bullying and other inappropriate obnoxious behavior----often by just being noticed. Greeting students in the hallway can also go a long way toward cementing a positive working relationship in the classroom. Morning routines begin at 8:10 as students enter the room.

Any time students leave the room during the class period they should have your permission.

## **HARASSMENT**

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.

Investigators are as follows:

Dave Hlas  
Elementary Principal  
(319) 643-7211

Melissa Hocking  
Middle School Principal  
(319) 643-5324

Sara Oswald  
High School Principal  
(319) 643-7216

Any action or communication (written or spoken) that is threatening/harassing or any physical or verbal activity which constitutes an attack on another member of the school community or provides reasonable cause for them to feel unsafe at school, should be corrected immediately and reported to an investigator. Penalties will range from a parent conference to suspension or a recommendation for expulsion, depending upon severity of the infraction and other factors considered significant by the building principal or superintendent. The school district has the authority to report students violating the harassment policy to law enforcement officials.

## **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, who may or may not have legal guardianship over the child or youth of school age. The McKinney-Vento Homeless Education Assistant Acts provides rights to children and families in these situations.

If you are aware that a student may be in a homeless situation, please contact your building guidance counselor and Taylor Larson, the West Branch Schools Homeless Liaison at 319-643-5324 or [tlarson@west-branch.k12.ia.us](mailto:tlarson@west-branch.k12.ia.us). Resources and information are also available through the State of Iowa's Homeless Coordinator is Sandra Johnson, Department of Education, Des Moines, Iowa 50319 Work: 515-281-3965

## **INSTRUCTIONAL TECHNOLOGY/SOCIAL NETWORKING**

**Technology Use:** District-owned technology and district maintained social media and e-mail accounts are the property of the school district. Users of the school district's network must not expect privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

**Personal Use of Social Networking:** Employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. It is essential that employees conduct themselves in such a way that their personal and/or educational use of social media does not adversely affect their position within the District.

District employees' online behavior should reflect the same standards of honesty, respect and consideration they adhere to in their face-to-face interactions. The District expects its employees to model responsible and appropriate conduct, both at school and away from school.

**School Affiliated Social Networking:** Anyone who wishes to establish a social media site for a WBCSD office, school, class, organization or program must first contact their administrator for approval.

For more information, see Board Policy 401.13.

## **LEADER IN ME**

The Leader in Me is a school-wide transformational model based on Stephen Covey's 7 Habits of Highly Effective People. The intent of the work is to improve all aspects of student and staff climate, performance, relationships and perspective.

## **MANDATORY REPORTING**

Faculty should be aware that the law requires the following in regard to child abuse:

1. That certified school employees such as teachers, administrators, counselors, and social workers are mandatory reporters and are legally required to report whenever the reporter believes a child is a victim of abuse. This report is made immediately to the Department of Human Services (DHS). The school employee shall also notify the principal.
2. If a report is made to a school supervisor (i.e. building principal), the DHS must be made aware of this fact.
3. Persons making a report in good faith are immune from all civil or criminal liability.
4. Child abuse is defined in Chapter 232.68 of the Code of Iowa as harm or threatened harm occurring through:
  - a. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.

- b. The commission of any sexual offense with or to a child pursuant to chapter 709 or section 726.2, as a result of the acts or omissions of the person responsible for the care of the child.
  - c. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so when offered financial or other reasonable means to do so.
5. Child is defined as "any person under the age of 18 years".

### **MULTI-TIERED SYSTEM OF SUPPORTS**

Hoover Elementary uses a Multi-tiered System of Supports (MTSS) to meet student learning needs. It is intended that students who are not making expected progress in the core curriculum, receive additional instruction or strategies to succeed. This model also applies to students needing additional supplemental materials to challenge their abilities.

### **OFFICE SUPPLIES**

Materials are available in the office for teacher use. Contact the secretary for materials as you need them. If students will be using these materials for class projects you, as the teacher, are responsible for obtaining the materials from the secretary and distributing them to the students in your classes. If anyone other than a Hoover Elementary staff member wishes to use the laminator, please instruct them to get permission from the office.

### **PARENT-TEACHER COMMUNICATION**

Iowa Teaching Standards One, Five, and Eight each include criteria indicating the responsibility for connecting with parents. The Board of Education and the Administration encourage open, honest communication between staff, students, and community members. Anytime you have concerns about a student's social or academic achievement, a parent conference is highly recommended. Board policy 1002.05 relates to the process that community members are to follow when expressing dissatisfaction with a school employee. It is highly recommended that you keep a record of your contacts. It is a useful means of documenting your efforts. Regular scheduled parent-teacher conferences are held twice a year in the fall and the spring.

### **PAYROLL**

Questions regarding paychecks should be directed to the business office between the hours of 8:00 and 4:30 Monday through Friday. Please call to discuss or to set up an appointment to discuss your questions. If your question involves something that does not need an immediate response, write a memo or email and you should receive an answer within that same week.

Paychecks are distributed on the 20<sup>th</sup> of each month or the last day school is in session before the 20<sup>th</sup>.

## **PREPARATION TIME/DUTIES**

Normally teachers have available an average of 30-40 minutes a day beyond regular class instructional time and lunch break. This is time in the elementary school building to be available for educational purposes such as preparation. Absence during this time must have prior approval by the building principal. One of the days in the six-day cycle needs to be used for full team collaborative sessions. Teams with new members may consider adding an additional team planning day. A means of recording how the time was used is highly recommended. The building principal may ask each team to provide documentation of what was discussed and how the discussions were designed to improve learning.

Teachers will be given some supervision duties. The details will be worked out between teacher's assigned common supervisory activities. For example, six teachers may have the same duty, they can work out who has what day of the cycle. That team will submit their schedule to the principal. Every attempt will be made to balance these supervisions equitably.

## **PROFESSIONAL AND REFERENCE MATERIALS**

The library can offer the following services to the professional staff:

Supplying support material for student reports and projects.

Supplying support materials for class lessons.

Ordering material for preview and purchase.

Locating books for independent reading units.

Locating professional materials.

Distributing and maintaining AV equipment.

Administering a reserve reading section of titles in the library for staff only.

Assisting with in-library research units.

Administering make-up MAP tests.

Giving in-service on a group or individual basis on equipment use or library related subjects.

It will be up to you to help the library personnel stay abreast of your needs for materials to support the curriculum and of curriculum changes. It would be appreciated if you would check out all materials from the media center and return them within a reasonable time, especially if they are of high student interest. You are encouraged to stop in to familiarize yourself with the collection or any time you need assistance in locating needed materials.

## **PROFESSIONAL GROWTH**

Standard Seven of the Iowa Teaching Standards contains five separate criteria to help classroom professionals guide their individual growth. Much of the district professional development work will support this development. All faculty course work must have prior administrative approval in order to be considered for movement on the salary schedule. The form is available in the office.

## **RETENTION**

When a student seems to be in need of retention in the elementary building communication is crucial. A meeting must be held to discuss the data that has been collected in relation to the consideration of retention. An initial target month for the beginning of the consideration to retain a child is January. At the meeting, staff and parents will review the research on the possible effects of retaining a child and review the steps completed through MTSS before a decision is made. The parents, building principal, and teacher(s) serving the student will all be actively involved in these cases but the ultimate decision rests with the parents.

## **SCHOOL EVENTS IN ADULT ESTABLISHMENTS**

When school-related or school-sponsored activities are held off school grounds, such events involving student participation must be held at establishments that allow separation of the student activity from individuals using alcohol. Activity sponsors are responsible for ensuring that no alcohol is consumed in the presence of students. This is not to be construed as to prohibit school-related activities off campus, such as events at restaurants, golf courses, bowling alleys or other such establishments, merely because alcohol is served at the establishment. However, reasonable separation of such activity from students must be preserved. When possible, activities should be held within the boundaries of the school district. See board policy 1002.06.

## **SCHOOL SPONSORED ACTIVITIES**

Your attendance at musical performances is critical to the safety and supervision of students. Please plan on being at the school at least 20 minutes before the student's arrival time. You need to be in the assigned classroom with the students before and after performances.

## **STUDENT BILLS**

Any time a student owes money for school bills a memo will be given to you from the office and/or library personnel to give to the students in a manner that is prompt and private.

## **STUDENT INTERVIEWS**

Board policy 505.05 (Interviews of Students by Outside Agencies) prohibits elementary students from being interviewed by (meeting with) anyone other than school employees or DHS officials without the permission of the building principal. Please be sure to refer any person requesting to speak to a student to the office to obtain appropriate approval. Parental releases for students to work with outside agencies such as Family Services, Family Resources, etc. will be documented in the student's permanent record file. The guidance counselor and building principal will make every effort to notify you when such releases are provided to us and the regularity with which the professional will be meeting with the student in the school setting.

## **STUDENT LOCKERS**

Lockers are the property of the school district and are checked out to students as a convenience and to assist them in protecting their property. Lockers are periodically inspected to check for cleanliness and vandalism. There should not be locks on the lockers.

The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. If a faculty member has reason to believe a locker contains dangerous or illegal items the principal should be notified immediately. Such searches will be conducted in the presence of another adult witness and the student. See board policy 502.05.

## **STUDENT PERFORMANCE REPORTING**

Teachers are entrusted with the responsibility of assigning proficiency indicators that represent student accomplishments. Staying current with assessment research is vital, and modifying classroom practices to promote greater student learning is expected of every instructor. Teachers should make plain to students the criteria and the scale for evaluation. Students respond most readily to learning situations that give them authentic feedback for improvement. Assignments that are collected should be returned as soon as possible. Students should be provided feedback on how to improve. From time to time students or parents may question a proficiency indicator. Disputes about a student's proficiency should be resolved by the teacher whenever possible.

At Hoover Elementary, report cards are completed at semester and at the end of the school year. Parents and students will receive a written report at conferences indicating their level of success. Teachers should be aware that federal and state laws involving student rights impact grading. All information regarding a student's status in the classroom should be regarded as confidential, shared only with other professionals, the student and his/her parents.

## **TELEPHONES**

All classroom telephones can be used to make school related calls. **Dial 9** for an outside line. Dial 9-911 in case of an emergency.

All personal calls should be made during prep periods, lunch, or other times when students are not in the classroom. Please refrain from using your cell phone during class and silence the phone to avoid interruption. We are modeling appropriate cell phone etiquette for our students. In case of emergency, please provide your family and friends with the public school phone number.

## TEXTBOOKS

All school materials are to be responsibly maintained. Textbooks are to be stamped with the West Branch stamp, numbered and condition noted prior to being distributed to students. Contact the office for guidelines and price information.

## WEAPONS

Staff with knowledge that a student or students possess a dangerous weapon should report it to the principal immediately and document the referral in writing. Dangerous weapons include, but are not limited to: clubs, nunchakus, brass knuckles, knives, stun guns, BB guns, bow and arrows, toy guns (or look-alike guns used or displayed as real guns), unloaded guns and bullets. Possessing a weapon or using any object as a weapon may result in a 3- to-10 day out-of-school suspension. An expulsion hearing may also result. Possession of a firearm as defined in board policy will result in recommendation to the school board for an expulsion hearing. For additional information please read board policy 502.09.

## WELLNESS POLICY

The West Branch School District has adopted a wellness policy. Information regarding the nutritional value of food served to students is outlined in the policy, as well as documentation of PE and physical activity guidelines. The plan notes that snacks during school hours should emphasize fruits and vegetables. A list of district approved healthy snacks will be provided to staff and families at the start of each school year. Please encourage families to consider the nutritional value of snacks sent to school for daily use. Special events, such as birthdays or parties should still honor the district's snack guidelines. **Food and sedentary activity (watching TV/videos) should not be used as a reward for students.** Staff should encourage physical activity and incorporate such activity whenever possible. Employees are discouraged from using physical activity or withholding opportunities for physical activity as a punishment.