

# **WEST BRANCH MIDDLE SCHOOL**

## **STUDENT HANDBOOK**



**2023-2024**

**900 W. Main St  
West Branch, Iowa 52358  
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**Mr. Brian Walthart, Principal  
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# Vision, Mission & Destination

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- > 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, Dave Hlas, 148 N. Oliphant St., West Branch, IA 52358, [dhlas@west-branch.k12.ia.us](mailto:dhlas@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 Marty Jimmerson at 643-7213.

#### ADMINISTRATION

Dr. Marty Jimmerson	Superintendent of Schools	<a href="mailto:mjimmerson@west-branch.k12.ia.us">mjimmerson@west-branch.k12.ia.us</a>
Mr. Dave Hlas	Preschool – 4 Principal	<a href="mailto:dhlas@west-branch.k12.ia.us">dhlas@west-branch.k12.ia.us</a>
Mr. Brian Walthart	Middle School Principal 5-8	<a href="mailto:bwalthart@west-branch.k12.ia.us">bwalthart@west-branch.k12.ia.us</a>
Mrs. Sara Oswald	High School Principal Dir. of Curriculum, Instruction and Innovation	<a href="mailto:soswald@west-branch.k12.ia.us">soswald@west-branch.k12.ia.us</a>

## MIDDLE SCHOOL STAFF

Mrs. Carrie Arlen	6th & 7th Reading	<a href="mailto:carlen@west-branch.k12.ia.us">carlen@west-branch.k12.ia.us</a>
Ms. Reagan Butikofer	5th PE	<a href="mailto:rbutikofer@west-branch.k12.ia.us">rbutikofer@west-branch.k12.ia.us</a>
Mr. Matt Cain	7th Gateway To Technology	<a href="mailto:mcain@west-branch.k12.ia.us">mcain@west-branch.k12.ia.us</a>
Mr. Jacob Coates	7th&8th Wrestling	<a href="mailto:jcoates@west-branch.k12.ia.us">jcoates@west-branch.k12.ia.us</a>
Mr. Rex Connor	7th Language Arts	<a href="mailto:rconnor@west-branch.k12.ia.us">rconnor@west-branch.k12.ia.us</a>
Mrs. Traci Fryuaf	PK-12 Nurse	<a href="mailto:tfryauf@west-branch.k12.ia.us">tfryauf@west-branch.k12.ia.us</a>
Mr. Bill Gelhaus	6th Math & Science	<a href="mailto:bgelhaus@west-branch.k12.ia.us">bgelhaus@west-branch.k12.ia.us</a>
Mrs. Alicia Gray	5th Art	<a href="mailto:agray@west-branch.k12.ia.us">agray@west-branch.k12.ia.us</a>
Mrs. Ellen Gunderson	Administrative Assistant	<a href="mailto:egunderson@west-branch.k12.ia.us">egunderson@west-branch.k12.ia.us</a>
Mrs. Anne Hahn	Paraeducator	<a href="mailto:ahahn@west-branch.k12.ia.us">ahahn@west-branch.k12.ia.us</a>
Mrs. Holly Hansen	Paraeducator	<a href="mailto:hhansen@west-branch.k12.ia.us">hhansen@west-branch.k12.ia.us</a>
Mrs. Jacqui Hart	5th Grade	<a href="mailto:jhart@west-branch.k12.ia.us">jhart@west-branch.k12.ia.us</a>
Mrs. Lennis Hasenbank	7th Exploratory Business	<a href="mailto:lhasenbank@west-branch.k12.ia.us">lhasenbank@west-branch.k12.ia.us</a>
Ms Laura Helderman	Special Education	<a href="mailto:lhelderman@west-branch.k12.ia.us">lhelderman@west-branch.k12.ia.us</a>
Mr. John Holevas	7th&8th Social Studies	<a href="mailto:jholevas@west-branch.k12.ia.us">jholevas@west-branch.k12.ia.us</a>
Ms. Julie Howland	K-12 TAG	<a href="mailto:jhowland@west-branch.k12.ia.us">jhowland@west-branch.k12.ia.us</a>
Ms. Jamie Johnson	District Resource Navigator	<a href="mailto:jjohnson@west-branch.k12.ia.us">jjohnson@west-branch.k12.ia.us</a>
Mr. Lukas Jordan	6th&7th Art	<a href="mailto:ljordan@west-branch.k12.ia.us">ljordan@west-branch.k12.ia.us</a>
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Mrs. Amanda Key	8th Reading and Language Arts	<a href="mailto:akey@west-branch.k12.ia.us">akey@west-branch.k12.ia.us</a>
Mr. Jason Kern	7th&8th Boys Track	<a href="mailto:jkern@west-branch.k12.ia.us">jkern@west-branch.k12.ia.us</a>
Mrs. Jill Kinsinger	Paraeducator	<a href="mailto:jkinsinger@west-branch.k12.ia.us">jkinsinger@west-branch.k12.ia.us</a>
Mr. Taylor Larson	5th-8th School Counselor/8th Grade Seminar	<a href="mailto:tlarson@west-branch.k12.ia.us">tlarson@west-branch.k12.ia.us</a>
Ms. Erin Laughlin	7th&8th Girls Track	<a href="mailto:elaughlin@west-branch.k12.ia.us">elaughlin@west-branch.k12.ia.us</a>
Ms. Tanner Lodge	Paraeducator	<a href="mailto:tlodge@west-branch.k12.ia.us">tlodge@west-branch.k12.ia.us</a>
Ms. Jennifer Long	Paraeducator	<a href="mailto:jlong@west-branch.k12.ia.us">jlong@west-branch.k12.ia.us</a>
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Mrs. Jenni Olson	K-12 Librarian	<a href="mailto:jolson@west-branch.k12.ia.us">jolson@west-branch.k12.ia.us</a>
Mrs. Tara Opiola	7th & 8th Science	<a href="mailto:topiola@west-branch.k12.ia.us">topiola@west-branch.k12.ia.us</a>
Mrs. Miranda Palmer	Special Education and At-Risk	<a href="mailto:mpalmer@west-branch.k12.ia.us">mpalmer@west-branch.k12.ia.us</a>
Mrs. Annie Popkes	ELL/8th Grade Spanish	<a href="mailto:apopkes@west-branch.k12.ia.us">apopkes@west-branch.k12.ia.us</a>
Mrs. Lynnette Poula	6th-8th PE/8th Wellness 8th Volleyball, 7th&8th Softball	<a href="mailto:lpoula@west-branch.k12.ia.us">lpoula@west-branch.k12.ia.us</a>
Mr. Christopher Reed	5th-12th Vocal Music	<a href="mailto:creed@west-branch.k12.ia.us">creed@west-branch.k12.ia.us</a>
Mrs. Amanda Regennitter	PK-12 Nurse Associate	<a href="mailto:aregennitter@west-branch.k12.ia.us">aregennitter@west-branch.k12.ia.us</a>
Mr. Randy Robertson	8th Grade Intro to Industrial Technology	<a href="mailto:rrobertson@west-branch.k12.ia.us">rrobertson@west-branch.k12.ia.us</a>
Mr. Randy Sexton	8th Boys Basketball 7th&8th Football	<a href="mailto:rsexton@west-branch.k12.ia.us">rsexton@west-branch.k12.ia.us</a>
Mr. Rick Sexton	Assistant 7th&8th Football	<a href="mailto:rjsexton@west-branch.k12.ia.us">rjsexton@west-branch.k12.ia.us</a>
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Mrs. Kelly Staker	Paraeducator	<a href="mailto:kstaker@west-branch.k12.ia.us">kstaker@west-branch.k12.ia.us</a>
Mr. Jake Stenberg	7th Girls Basketball	<a href="mailto:jstenberg@west-branch.k12.ia.us">jstenberg@west-branch.k12.ia.us</a>
Mr. Rich Stout	8th Girls Basketball	<a href="mailto:rstout@west-branch.k12.ia.us">rstout@west-branch.k12.ia.us</a>
Mrs. Heather Syring	Paraeducator	<a href="mailto:hsyring@west-branch.k12.ia.us">hsyring@west-branch.k12.ia.us</a>
Mrs. Amanda Tisinger	5th Grade, JH Softball	<a href="mailto:atisinger@west-branch.k12.ia.us">atisinger@west-branch.k12.ia.us</a>
Mr. Anthony Tometz	7th&8th Math/Algebra 1	<a href="mailto:atometz@west-branch.k12.ia.us">atometz@west-branch.k12.ia.us</a>
Mr. Jarod Tylee	7th&8th Football	<a href="mailto:jtylee@west-branch.k12.ia.us">jtylee@west-branch.k12.ia.us</a>
Ms. Beth Wirtanen	5th-8th Band	<a href="mailto:bwirtanen@west-branch.k12.ia.us">bwirtanen@west-branch.k12.ia.us</a>
Mr. T.J. Voss	6th Language Arts & Social Studies	<a href="mailto:tvoss@west-branch.k12.ia.us">tvoss@west-branch.k12.ia.us</a>
Mr. Dan Zuniga	7th&8th Girls/BoysTrack (throwing)	<a href="mailto:dzuniga@westbranch.k12.ia.us">dzuniga@westbranch.k12.ia.us</a>

## KEY

Words/phrases in [blue](#) are hotlinks to websites. i.e. [www.west-branch.k12.ia.us](http://www.west-branch.k12.ia.us)

## 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

Iowa Code section 299.1A specifies that children between the age of six and sixteen, as of September 15, are required to be enrolled in and attending an Iowa accredited public or private school, or receiving competent private instruction. The #1 indicator for student success and improvement is good and consistent 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 signed note by the student’s parents explaining the reason for the absence or a parent must call the office and explain the reason for the 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 arrangements 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 school work due to an unexcused absence.

Three types of absences are recorded in the office: Excused and Unexcused. Students who are unexcused are considered **truant** (staying away from school without a reasonable excuse or permission). Parents/guardians are to call the middle school office (643-5324) anytime to report excused student absences. Messages may be left outside of school hours by following the voice mail prompts.

### **1. Excused absences include:**

- Illness or medical release time
- Funerals
- Family emergencies

- Legal responsibilities
- Other circumstances approved by administration
- Field trips
- Job shadows
- College/career visits
- Family vacations (though please attempt to coordinate extended vacations with school holidays if at all possible)
- Weddings
- Other foreseen absences approved by administration

## 2. Unexcused absences include:

- Skipping class
- Leaving school without permission
- Missing class for more than 10 minutes
- Any other instance when school authorities do not know where students are during normal school hours
- Missing school for an illness **if parents do not call the main office within 48 hours of the absence.**
- **NOTE: Administration has final say in determining whether or not an absence is considered excused or unexcused.**

**ABSENCES AND ACTIVITY PARTICIPATION** A student who is not in attendance at the beginning of 5th hour school class through the remainder of the day, without a medical or legal appointment or a pre-arranged absence approved by the administration, will be ineligible for activity participation, including practice or competitions. Students who continually miss class the day of or the day after a competition or activities may be suspended from the activity.

## ATTENDANCE LETTERS

Attendance letters are sent home to inform parents/families when absenteeism begins to be problematic. Absences are necessary for routine appointments and the school and families must work diligently together to minimize unnecessary absences as attendance at school is critical.

After 6 Absences: Letter Mailed Home

After 9 Absences: Letter Mailed Home: Phone Call Home

After 12 Absences: Letter Mailed Home: Parent Meeting: Attendance Contract: County Attorney Contacted

After 15 Absences: Parent Meeting with County Attorney

## ACADEMIC AWARDS

Academic awards will be presented at the end of the current school year. The awards include:  
President's Education Award: (grades 5-8) Scores in the 85%ile or above on the Iowa Statewide Assessment of Student Progress in 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 with 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/>.



### **Most Frequent Violations:**

#### **Neglect:**

- Students not charging their laptop the night before each school day;
- 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 the 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 grades 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 is not in attendance at the beginning of 5th hour school class through the remainder of the day, without a medical or legal appointment or a pre-arranged absence approved by the administration. Students who are not in school at the beginning of 5th hour for the remainder of the day will be ineligible for activity participation, including practice or competitions.**

## ANTI-BULLYING/HARASSMENT POLICY ([WBCSD BOARD POLICY 105](#))

### **105 Anti-Bullying/Anti-Harassment Policy**

The West Branch Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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 regulation, 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.

### **Retaliation Prohibited**

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **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” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on

any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the individual in reasonable fear of harm to the individual's person or property.
  2. Has a substantial detrimental effect on the individual's physical or mental health.
  3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" 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.

### **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 website,
- (other) \_\_\_\_\_

Adoption Date: September 18, 2008

Review Date: October 11, 2010  
November 11, 2013  
June 8, 2015  
May 9, 2016  
July 11, 2016  
November 14, 2016  
July 16, 2018  
April 8, 2019  
March 9, 2020  
June 14, 2021  
October 13, 2021  
August 14, 2023

Revision Date: May 11, 2015  
July 11, 2016  
March 9, 2020  
August 14, 2023

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 *et. seq.*

Iowa Code §§ 216.9; 280.3, .28.  
281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References: 104 Equal Educational Opportunity  
502 Student Discipline  
505.06 Student Records

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

##### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at [www.west-branch.k12.ia.us/anti-bullying-anti-harassment-forms](http://www.west-branch.k12.ia.us/anti-bullying-anti-harassment-forms). If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment 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.

##### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

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

- *Interviews with the Complainant and the individual named in the complaint ("Respondent")*
- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the Respondent to provide a written statement;*
- *Interviews with witnesses identified during the course of the investigation;*
- *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 as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

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. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

##### **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. 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.

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.

### 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.

### BAND AND CHORUS

WBMS is proud to offer a robust MS Band and Choir program.

#### **School Schedule:**

- 5th & 6th Grade **General Music** meets 2 days during the 6 day cycle.
- 5th Grade **Band** meets twice a week as a group and once a week for a small group lesson.
- 6th Grade **Band\*** meets every day.
- Combined 7th & 8th Grade **Band\*** meets on even days (also known as days B/D/F).
- Combined 7th & 8th Grade **Chorus\*** meets on odd days (also known as days A/C/E).
- Extra Curricular: 7th & 8th Grade Jazz Band meets before school twice a week during Quarters 2 & 3 from 7:15-8:00 am.
  - Note: Some 6th Graders with advanced skill levels will be invited to join the jazz band.
- \* = Students are required to attend lessons scheduled by their director.

7th & 8th graders do not have a music requirement. However, 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(s)/guardian(s) 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.

#### **Concerts:**

- The 5th-8th Grade **Chorus** Department performs at a minimum of 2 concerts per year.
- The 5th-8th Grade **Band** Department performs at a minimum of 3 concerts per year.

Attendance at all concerts is required and the performance is part of the course assessment. The Anchor Standard that is being assessed is Present, which is within the Artistic Process of Performing. Students in these ensembles must perform the music to complete this assessment. A “make up concert” opportunity will be provided for students that had an excused absence from the scheduled performance. Said student will perform the concert music for their director and an audience within 5 days of the missed performance.

**Concert Attire:**

5th Grade **Band** Concert Attire: Nice White Dress Shirt on Top, Black on Bottom with Dark Shoes.

6th-8th Grade **Band** Concert Attire: Black Band Polo on Top (Provided by WBMS), Black on Bottom with Dark Shoes.

5th & 6th Grade **General Music** Concert Attire: White on Top, Black on Bottom.

7th & 8th Grade **Chorus** Concert Attire: To Be Determined by Director.

**Concert Admission:**

All music concerts have an admission fee.

5th & 6th Grade General Music families are waived from paying this fee.

**School Instrument Rental (including Percussion):**

School instruments are available for rental through the band director. All students renting a school instrument and percussion students (for use of school percussion instruments) will be billed \$75 for the school year. Families renting any school instrument(s) agree to the following statements below:

- We agree to rent the school instrument(s) for the full calendar school year.
- We agree to pay the \$75.00 per year rental fee. (\$50.00 for second rental)
  - This fee can be waived or lowered at the discretion of the school district.
- We agree to take full responsibility for the safety of the instrument, its proper use, and to keep it in playing condition.
- We agree to pay for any damage we cause to the instrument due to abuse or negligence.
- We understand that normal maintenance is the responsibility of the West Branch CSD.
- We agree to pay fair market value to the district if the instrument is damaged beyond repair or lost.
- We agree to surrender the instrument to the band director if it is misused.

**Joining Band after 5th Grade:**

Any student is encouraged to join band, even after 5th grade!

- 6th Grade Students will be asked to complete 2 Jumpstart Lessons with the director at the beginning of the school year to assist in learning the basics of their instrument and sound production.
- 7th & 8th Grade Students will complete a series of weekly lessons during the school day, with the director, prior to joining the full band ensemble. The lessons will assist in the development of skills needed to perform intermediate level music.

**CAMPUS**

We operate a closed campus policy. Students must stay on the school grounds from 8:10 AM to 3:15 PM. 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 guardians.
- 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 guardians will be notified.)
- e. Out-of-school suspension – parents/guardians will be notified.
- f. Community Service.
- g. Character Lessons.

Disruptive behavior that necessitates a student's removal from class will result in a conference with the principal. All students who are removed from class for disruptive and inappropriate behavior will be required to complete a behavior reflection sheet. This sheet must then be reviewed with the teacher before the student may return to class the following day. The student must meet with the teacher when it does not cause a disruption to the teacher's schedule or teaching, this may require arrangements to meet before or after school. Until this meeting happens the student will report to the office during their scheduled class time. A copy of the behavior reflection sheet will be sent home to parents.

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 (this can include taking pictures or videos of students/teachers/staff without permission)
- 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 Schools to discuss the situation.

## **CODE OF CONDUCT**

**Student Good Conduct Rule:** Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

**Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.** Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

**Eligibility:** To retain eligibility for participation in West Branch Middle School extracurricular activities such as show choir, jazzband, athletics, student government, etc. students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

The administration reserves the right to suspend students from extracurricular activities/clubs for up to 1 week, during the (intake) or investigation process.

Any student who, after being provided due process, is found to have violated the school’s Good Conduct Code / Code of Conduct Rule will be deemed ineligible for a period of time, as described below. Due process consists of



being told the basis of the allegation, presented with any evidence supporting the allegation, and having an opportunity to present the student's response and version of the facts.

**Impermissible Conduct:** Students may be disciplined under the Good Conduct Rule for conduct that violates community standards with respect to the unacceptable, immoral, or inappropriate behavior, including, but not limited to those in the following list.

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person (such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission);
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
10. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
11. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
12. Possession, use or being under the influence of alcoholic beverages;
13. Use, possession, and/or transmission of tobacco or imitation substances;
14. Profanity;
15. Possession of pornographic/obscene literature, items or materials;
16. Student dress which is suggestive, advertises or condones illegal activity or in some way disrupts the educational process;
17. Failure to abide by corrective measures for previous acts of misconduct;
18. Harassment in any form of another person;
19. Conduct which discriminates against others based upon an individual's sexual orientation and gender identity, race, national origin, religion or disability;
20. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the Internet; or
21. Inappropriate sexual conduct including harassment, indecent exposure, and unwanted displays of affection.
22. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

For serious violations (such as assaults, bullying, weapons violations, threatening messages or acts against the school, classmates, or staff, or drugs/alcohol on campus) may be grounds for increasing Code of Conduct penalties.

Basic tenants of assaultive or unacceptable behaviors include:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct.

The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student. The administration only needs a "preponderance of evidence" to enact Code of Conduct penalties. The school board may agree to review an administrative decision, upon request.

The State Board of Education follows several principles when reviewing good conduct appeals that are brought before them. Those principles were established in *Brands v. Sheldon Community School District*, 671 F. Supp. 627, 630-631 (N.D. Iowa 972):

Those principles are as follows:

1. A secondary student has no "right" to participate in interscholastic athletics or other extracurricular activities.
2. Since there is no right to participate, the amount of due process owed to a student in such cases is minimal. Due process requires only two elements: 1) the student must be told what he is accused of; and 2) the student must be given an opportunity to tell his side of the story.
3. In order for a student to be disciplined under a school's good conduct policy there need only be "some evidence" that a student violated the policy. *Id.* Due process does not require courtroom evidence standards. "Some evidence" is less than preponderance of evidence and far from beyond a reasonable doubt.

**If a student finds him/herself in the presence of alcohol unknowingly, and he or she does not want to be in violation of the good conduct code, the student's options are:**

1. Leave immediately. Call a parent, a trusted adult, or a coach/sponsor to get help or a ride immediately. Be honest with the adult who you speak with and they can contact the school as needed. An *intention* to leave is not a defense, nor is being the "designated driver." A designated driver is acceptable if they never enter the

premises and remain in the vehicle at all times (away from the alcohol/drugs).

2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband/substances to leave the party and take the drugs/alcohol with them.

**Rumors:** If the administration or staff notes a substantial rumor of a student violation of this code, the student involved will meet with the coach/sponsor. The following steps will be taken:

1. Students and parents/guardians will be notified of the rumor and the investigation.
2. Informed of the student rights and consequences of such a violation.
3. Allowed the opportunity to respond.

**Police Involvement:** In accordance with board policy 505.05 - Interviews of Students by Outside Agencies.

Requests to interview students from law enforcement officers or other persons are made through the principal's office. Upon receiving a request, it is the responsibility of the principal or the principal's designee to determine whether the request will be granted. If prior notification is not practical or is not permitted by law, notification will be made as soon thereafter as possible and legally permitted.

1. Incidents happening at school or on school grounds: in-school support or requested support, actions, communications can happen at school and should be timed to happen outside of class (passing times) when possible. Timed calls made to parents by the school/principal.
2. Incidents happening out of school or not on school grounds: investigation, follow-up, communications, citation(s) will be completed outside of the school's instructional hours. Parents will be notified by the police in advance.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Confidentiality will be respected.

Students will not be taken from school without the consent of the principal and/or without proper warrant. Police may notify the school of a violation(s) that could be reviewed for a Code of Conduct violation.

NOTE:

1. Students may be interviewed during the school day by a student's parents/guardians, school district officials and employees.
2. Students in elementary grades may only be allowed to meet with other persons with the prior verbal or written permission of the building principal and a parent/legal guardian.

**Penalties:** Any student who, after being provided due process regarding the allegation, is found to have violated the Student Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

1. **First Offense in the Student's Middle School Career:** Declared ineligible from 30% of all activities that the student is currently involved in during the scheduled season. Scrimmages/non-season contests and/or performances that are not officially recognized by the IGHS AU, IHSAA, and IHSMA do not count. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity.

2. **Second Offense in the Student's Middle School Career:** Declared ineligible from 60% of all scheduled activities. The penalty will be applied during the current season, or the next season the student will be

participating in if currently not involved in an extracurricular activity. (Applies if second offense occurs within a twelve (12) month period after a first offense)

**3. Third and all subsequent offenses in the Student's Middle School Career:** Declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility. (Applies if a third offense occurs within a twelve (12) month period after the second offense).

Ineligibility will affect ALL activities during the violation if a student is involved in multiple activities. If a student is involved in multiple activities during the season, once penalty for one of the activities that a student is currently involved in is served, the student is then eligible for the other activities).

*Example:* If a student is in "Activity A" **and** "Activity B" and receives a penalty of 30% of the scheduled activities; if the student has sat out of 30% of "Activity A" games but has only missed 10% of "Activity B" during that time period due to scheduling, the student would be eligible once the 30% of one activity is done.

**Penalties and Students Participating in Multiple Activities:** In situations where a Code of Conduct penalty happens near the end of an activity, the penalty will be applied equitably to remaining dates for the current activities the student is out for with the remaining percentage(s) of the penalty applied to their next activity(s). (*Example:* Student out for Basketball and Jazz Band)

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the period of ineligibility is not started or completed during the current activity, it begins or is carried over into the next activity or contest. However, if the period of time between a violation and the next activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach to the student's next activity, subject to the 12-month limitation above.

If a student violates the Student Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the first penalty.

### **Reduction in Penalty:**

**1. Admission Prior to Determination:** If a student comes forward to an administrator to admit (self-report) a violation of the Student Good Conduct Rule prior to a finding of guilt by the administration within 24 hours of the violation, the student's penalty may be reduced by 10% for a first or second violation. In addition, to receive the reduction in penalty, students must complete 15 hours of activity service to be supervised by the coach/sponsor of the activity involved prior to being reinstated.

**2. Evaluation and Treatment:** A student who has a second violation of the alcohol or drug provision of the Student Good Conduct Rule may elect to seek evaluation and, if recommended, treatment from a recognized substance abuse facility at the students or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced.

**3. Items 1 and 2 of this section may not be combined.**

**Violations Occurring During Ineligibility:** If a student is ineligible at the time of a violation of the Student Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility.

*Example:* A student who is academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Student Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. *Example:* A student violates the Student Good Conduct Rule and is ruled ineligible for 30% of extracurricular activities. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

**Academic Consequences:** There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Student Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**Student Transfers:** If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Student Good Conduct Rule in the previous district, the student shall be ineligible.

**Appeals:** Any student who is found by the administration to have violated the Student Good Conduct Rule may initiate a review, in writing, within 3 business (school) days of being advised of the violation. The superintendent's decision is final. A parent/s has a right to a statutory right of appeal to the Department of Education.

**The superintendent will keep the school board informed of these situations as necessary.**

## 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 lunch or rec time, you will be required to serve your detention in the office after school from 1:40-2:10 PM 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 a 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 that may distract from or disrupt the learning environment. Obscene words include all words that are commonly characterized as “cuss” words, “swear” words or “dirty” words.**



**Clothing which advertises, promotes, implies and/or refers to sex, alcohol and drugs is also prohibited - this includes words and/or graphics.**

**Clothing that is inappropriately revealing is prohibited this includes bare midriffs and cleavage. No undergarments may be showing. Shorts should at all times (standing, sitting, bending, running, etc.) provide appropriate coverage as to not expose undergarments and/or be revealing, using fingertip length is advised. Students are not to have wallet chains hanging on the outside of clothing. Strapless and halter type tops are prohibited. T-shirts with the sleeves and sides cut off will not be allowed.**

**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.**

## 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. At times, teachers may arrange lunch/breakfast meetings in their rooms under their supervision. Students will not be allowed to have colored liquids outside of the cafeteria/commons without permission from a staff member. No food delivery service such as GrubHub or DoorDash is permitted.

## 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

5<sup>th</sup> graders' grading periods will be 18 weeks (1 semester) in length. 6<sup>th</sup>– 8<sup>th</sup> 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.

## HALLWAYS

Students are expected to walk quietly on the right hand side of the halls, and keep hands/feet/body to themselves. If you need to be in the hall during a class, you need to sign-out of class using your academic planner and are required to have a visible lanyard pass when in the hallways. 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, prescriptions, 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](http://www.hawk-i.org) for more information. If you need further assistance, please call Jenna Sexton, RN at 319-643-7211 x 122 or email [jesexton@west-branch.k12.ia.us](mailto:jesexton@west-branch.k12.ia.us)

## HEALTH INFORMATION

Our school employs the services of a registered nurse. Besides looking after the health of our school population, the nurse should receive the following forms:

\*Physical exams

\*Vision & hearing tests

\*Immunization records

West Branch Community School District uses Powerschool for online registration. During registration please complete the health portion for each of your children. Include any health concerns you may have. There is also a medication section to complete. Please list all medications that your child is taking, both prescription and over the counter. You will be able to update the health and medication at any time online.

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, school policy requires them to remain home until they are fever free without medication for 24 hours. If your**

**student has vomited and is complaining of abdominal pain they should be 24 hours vomit free before returning to school. If your student has a health complaint that in the nurse's judgment is of concern for the child's or other's health you will be notified and they will need to be picked up from school.**

**If your child has a health condition diagnosed by your physician, please notify the school nurse. At that time it will be determined if a meeting is needed to formulate an Individual Health Plan.**

If your child is diagnosed with a communicable disease, please notify the school nurse so she is aware that others may have been exposed. The state hygienic lab will notify public health and the school nurse but your notification may be more timely. You will also be able to arrange for your child's studies to be continued during the convalescent period.

#### **Hearing Screening**

The school nurse will work with Grant Wood Area Education Agency (GWAEA) to screen all students in kindergarten, 1st, 2nd and 5th grade. Students in preschool with an IEP will also be screened. Students in grades 3rd, 4th, 6-12th, 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. Parents/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 3<sup>rd</sup> 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, rubella (german measles), hepatitis B, varicella (chicken pox) and meningitis. 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 the first day of 7th grade until the requirement has been met by either turning in a completed vaccination record and/or has a valid 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 prescription medication to be given during the school day, please complete the district's "[Medication Release Form](#)" found on our website. Include written instructions indicating what the medication is, the amount to be given, when it is to be given and over what time period (ie "until further notice"). Medications are required to be in the labeled prescription bottle. Medication that is not received in a properly labeled pharmacy bottle will not be administered 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 when possible.

Ibuprofen and Tylenol can be sent with a Medication Release Form for students that suffer from frequent headaches. Students may not carry these medications with them or keep them in their locker. All medication should be kept in the lockbox in the school 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 for those occasions where pain medication is needed and parents cannot be immediately reached.

### Head 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, Jamie Johnson, with any concerns. She can be reached at 319-643-5324 or [jjohnson@west-branch.k12.ia.us](mailto:jjohnson@west-branch.k12.ia.us).

### HOMEROOM

Every student is assigned to a homeroom, which meets at the end of every day. Homeroom on Mondays, Tuesdays, Thursdays, and Fridays will be quiet work time, similar to a study hall. Students will be allowed to go to other classrooms for reassessments and/or to get assistance from another teacher, but only with the permission of both teachers. Homeroom on Wednesdays will consist of discussions and/or community-building activities.

### 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 7<sup>th</sup> or 8<sup>th</sup> 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. Renewal of item(s) checked out from the library is encouraged and can be done by bringing the item(s) to the library. 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 ensuring 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 expectation 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.

## 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 Middle School Commons for lunch. No food delivery service such as GrubHub or DoorDash is permitted.



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.

Breakfast is served in the middle school commons from 7:45-8:10 AM.

## N/I REPORT

Starting a couple of weeks into each grading period (quarter), a report will be run by the principal, which shows all 6th-8th grade students who are receiving either an N (Needs Relearning), or an I (Insufficient Evidence) for any standards assessed in each course. An automatically generated email will be sent to any student and their parents/guardians for whom this is the case, and will come from the principal. Teachers are also required to communicate with students and parents/guardians directly, as they can provide more specific information. Students and parents/guardians are also strongly encouraged to monitor PowerSchool as well. The Standards Score tab in PowerSchool is a very helpful resource to keep track of progress as well.

All 6th-8th grade core academic teachers will have thirty minutes of office hours per week, where students are strongly encouraged to meet with the applicable teachers for relearning and/or reassessment. In addition to those opportunities, we will also have a study table on Wednesdays from 1:40-3:10 PM, where students will be in a supervised study hall, which they are also strongly encouraged to attend, to assist them in getting off of the N/I report in subsequent weeks.

## PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held twice a year in the fall and the spring. 5<sup>th</sup> grade conferences will be scheduled by the student's classroom teacher. The format used for 6<sup>th</sup> – 8<sup>th</sup> grade involves the student as a main participant and the teacher as a facilitator, and uses a "speed dating" format. 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 other 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 3:15 p.m. 5<sup>th</sup> – 8<sup>th</sup> grade may use their cell phones during lunch and rec time. 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:**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> offense: Parent contact is made and a detention is given.
- 3<sup>rd</sup> offense: Phone is kept in the 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.



West Branch Schools is excited to announce that we have received two new buses that are fully equipped with lap shoulder belts (seat belts). **ALL passengers are required to wear them.** Please take a minute to talk with your children. Even if they do not normally ride the bus they will probably ride one for field trips.

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 at 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 needs 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 canceled 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

The school day begins at 8:10 AM and is dismissed at 3:15 PM on Mondays, Tuesdays, Thursdays, and Fridays, and at 1:34 PM on Wednesdays.

## 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 organizations 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 educational 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 accreditation 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 use 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 a 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, 6<sup>th</sup>-8<sup>th</sup> 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. We would like to make study halls a productive use of time for all students.

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.

### 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 5<sup>th</sup> – 8<sup>th</sup> 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 6<sup>th</sup> – 8<sup>th</sup> 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.

### Tardy Letters

Letters regarding tardies will be sent home after 6, 9, 12 and 15 cumulative tardies (not by period).

### TEXTBOOKS

Students are financially liable for lost or damaged textbooks.

### PERSONAL PROPERTY - TOYS, GAMES, TRADING CARDS, ELECTRONIC EQUIPMENT, ETC.

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. **This includes personal CELL PHONES, HEADPHONES, AIR PODS, TABLETS, etc. The school district is not responsible for damaged, lost or stolen personal items brought to school.**

### GENERAL INFORMATION FOR FIRE DRILLS

1. Warning – fire alarm message
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 – severe weather message

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 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.

#### 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.

#### DIGITAL RESOURCES

Digital Resources are available through the Iowa AEA Online and Grant Wood AEA Online. You can access them by using this URL: <https://launchpad.classlink.com/grantwood> Please log in using your school Gmail account.

The list of Digital Resources can be found by using this webpage: <https://www.gwaea.org/educators/digital-resources/>

Additionally WBCS Libraries has a website with curated websites: [tinyurl.com/wbcslibrary](https://tinyurl.com/wbcslibrary)



## 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.

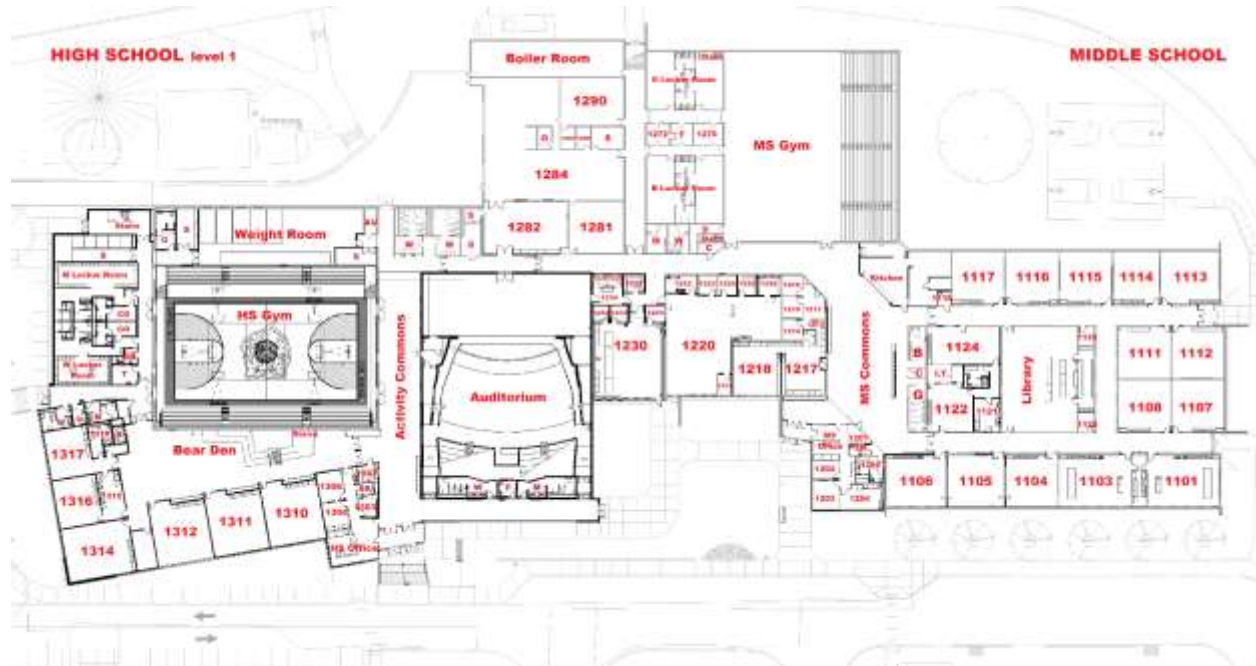
### **Guidelines for Formatting your Bibliography**

(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.



# WBMS SCHOOL MAP 2023-2024



## HIGH SCHOOL

- 1212 Attendance Secretary, Mr. Buehler
- 1213 Pantry
- 1214 Counselor, Ms. Schwikowski
- 1215 Counselor, Mr. Larson
- 1216 Jennie Johnson, Resource Navigator
- 1217 Art, Mrs. Gray
- 1218 Art, Mr. Jordan
- 1219 Band
- 1220 Music Library/Workroom
- 1221 Practice Room
- 1224 Instrumental Music, Mrs. Wintersen
- 1225 Instrumental Music, Mr. Ogline
- 1226 Band Storage
- 1227 Practice Room
- 1228 Storage
- 1230 Chorus
- 1231 Practice Room
- 1232 Practice Room
- 1233 Vocal Music, Mr. Reed
- 1234 Green Room
- 1235 Changing Room
- 1236 Changing Room
- 1237 PE Office, Mrs. Puskas
- 1238 PE Office, Mr. Merth
- 1281 Business Education, Mrs. Hasterbank
- 1282 PLTW/Science, Mr. Cain
- 1284 Industrial Technology, Mr. Robertson
- 1286 Trash
- 1287 Spray/Trash
- 1290 AG Education, Mrs. Thompson

- 1303 Activities Director, Mr. Stenberg
- 1304 Conference Room
- 1306 Principal, Mrs. Oswald
- 1307 Concessions
- 1310 Language Arts, Mrs. Gallagher
- 1311 Language Arts/Interactions, Ms. Hall
- 1312 Language Arts, Mr. Gaiser
- 1313 Health, Mr. Merth
- 1314 At Risk, Mr. Ryan
- 1318 Special Ed, Mr. Kallbucker
- 1315 Life Skills
- 1316 Special Ed, Ms. Zumbahlen
- 1317 Special Ed, Mr. Ryser
- 1318 Special Ed Restroom
- M Men's Restroom
- U Unisex Restroom
- W Women's Restroom
- F Family Restroom
- SR Staff Restroom
- T Training Room
- AV AV Closet
- C Custodial Closet
- CO Coaches Office
- E Elevator
- O Official's Room
- S Storage

## MIDDLE SCHOOL

- 1101 Science, Mrs. Opole
- 1102 Math/Science, Mr. Gelhaus
- 1104 8th grade, Mr. Voss
- 1105 8th grade, Mrs. Hart
- 1106 8th grade, Mrs. Thinger
- 1107 Social Studies, Mr. Holton
- 1108 Language Arts, Mr. Gaiser
- 1111 Math, Mr. Towner
- 1113 Reading, Mrs. Adams
- 1114 TAO, Mr. Howland
- 1115 Reading/Language Arts, Mrs. Ivy
- 1116 Special Ed, Mrs. Sorensen
- 1117 Special Ed, Mrs. Palmer
- 1118 Custodial Office
- 1120 Kitchen
- 1121 Life Skills
- 1122 Special Ed Level 2
- 1124 Special Ed, Mr. Helderman
- 1126 MS Library
- 1128 Seniors
- 1129 Instructional Coach Office
- 1132 Workshop, Mr. Walhart
- G Girl's Restroom
- B Boy's Restroom
- SR Staff Restroom
- T Training Room
- C Custodial Closet
- S Storage

- 1003 Conference Room
- 1004 Teacher Workroom
- 1005 Nurse, Mrs. Frydahl/Mrs. Roggenbier
- 1007 ADA/504
- 1011 Attendance Secretary, Mrs. Buehler
- 1013 Pantry
- 1014 Counselor, Ms. Schwikowski
- 1015 Counselor, Mr. Larson
- 1016 Jennie Johnson, Resource Navigator
- 1017 Art, Mrs. Gray
- 1018 Art, Mr. Jordan
- 1020 Band
- 1021 Music Library/Workroom
- 1023 Practice Room
- 1024 Instrumental Music, Mrs. Wintersen
- 1025 Instrumental Music, Mr. Ogline
- 1026 Band Storage
- 1027 Practice Room
- 1028 Storage
- 1030 Chorus
- 1031 Practice Room
- 1032 Practice Room
- 1033 Vocal Music, Mr. Reed
- 1034 Green Room
- 1035 Changing Room
- 1036 Changing Room
- 1070 PE Office, Mrs. Puskas
- 1072 PE Office, Mr. Merth
- 1081 Business Education, Mrs. Hasterbank
- 1082 PLTW/Science, Mr. Cain
- 1084 Industrial Technology, Mr. Robertson
- 1086 Trash
- 1087 Spray/Trash
- 1090 AG Education, Mrs. Thompson



**HIGH SCHOOL level 2**

- 2304 Teacher Workroom
- 2305 Lactation Room
- 2309 Social Studies, Mr. Betty
- 2310 Social Studies, Mrs. Brown
- 2311 Spanish, Mrs. Peoples
- 2312 Instructional Coaches Office
- 2313 Spanish, Mr. Newick
- 2314 Math, Mr. Welch
- 2315 Math, Mrs. Winkelman
- 2316 Collaboration Room
- 2317 Collaboration Room
- 2318 Science, Mrs. Cummings
- 2327 Science, Mr. Curtis

- M Men's Restroom
- U Unisex Restroom
- W Women's Restroom
- S Storage

## 2023-2024 West Branch Middle School Daily Bell Schedule

<u>Middle School (5-6)</u>	<u>Middle School (7-8)</u>
1) 8:10- 8:53	1) 8:10- 8:53
2) 8:57- 9:40	2) 8:57- 9:40
3) 9:44-10:27	3) 9:44-10:27
4) 10:31- 11:14	4) 10:31- 11:14
5) 11:18- 11:33	Lun) 11:14- 11:41
Lun) 11:33-12:00	5) 11:45-12:27
5) 12:03-12:27	6) 12:31-1:14
6) 12:31-1:14	7) 1:18- 2:01
7) 1:18- 2:01	8) 2:05 - 2:48
8) 2:05 - 2:48	HR) 2:52 - 3:15
HR) 2:52 - 3:15	

<u>Middle School (5-6) Wednesday</u>	<u>Middle School (7-8) Wednesday</u>
1) 8:10- 8:40	1) 8:10- 8:40
2) 8:44- 9:14	2) 8:44- 9:14
3) 9:18-9:48	3) 9:18-9:48
4) 9:52- 10:22	4) 9:52- 10:22
5) 10:26-10:56	5) 10:26-10:56
Lun) 10:58- 11:28	6) 11:00- 11:30
6) 11:32 - 12:02	Lun) 11:32 - 12:02
7) 12:06 - 12:36	7) 12:06 - 12:36
8) 12:40 - 1:10	8) 12:40 - 1:10
HR) 1:14 - 1:34	HR) 1:14 - 1:34

<u>Middle School (5-6) Late Start</u>	<u>Middle School (7-8) Late Start</u>
1. 10:10-10:42	1. 10:10-10:42
Lun. 10:45-11:15	2. 10:45-11:17
2. 11:18-11:50	Lun. 11:20-11:50
3. 11:53-12:25	3. 11:53-12:25
4. 12:28-1:00	4. 12:28-1:00
5. 1:03-1:34	5. 1:03-1:34
6. 1:37-2:08	6. 1:37-2:08
7. 2:11-2:42	7. 2:11-2:42
8. 2:45-3:15	8. 2:45-3:15

# WEST BRANCH MIDDLE SCHOOL DISCIPLINE CHART

(Administration has the right to modify the level of consequence due to student action/behavior.)

	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Inappropriate Language or Gestures</b>	Complete Behavior Reflection Sheet. Conference with Administrator.	Complete Behavior Reflection Sheet. Administrator contacts parent. Conference with Administrator.	Complete Behavior Reflection Sheet. Administrator contacts parent. Office Lunch and Rec Time.	Complete Behavior Reflection Sheet. Administrator and parent conference. Detention.
<b>Inappropriate Language Directed at Staff</b>	Complete Behavior Reflection Sheet. Conference with Administrator. Detention assigned.	Complete Behavior Reflection Sheet. Administrator calls parent. Immediate Plus 1- Day In-School Suspension.	Complete Behavior Reflection Sheet. Conference with Administrator. Parent conference. Immediate Plus 2 Day In-School Suspension.	Complete Behavior Reflection Sheet. Conference with Administrator. Parent conference. Immediate plus 1 - 3 Day Out-of-School Suspension.
<b>Tardy</b>	Conference with teacher. Recorded in Powerschool.	Conference with teacher. Recorded in Powerschool.	Conference with Teacher. Recorded in Powerschool. Detention assigned. Teacher notifies parents.	Conference with Administrator. Recorded in Powerschool. Office lunch for 3 days plus detention. Administrator contacts parents. Conference held with teacher and parents.
<b>Inappropriate Cell Phone Use</b> Not placing in phone home Texting in class Using Facetime or video calls during the school day - this includes rec time, lunch time and passing time. Creation and or sharing of Tik Tok videos Taking photos or videos of others, including staff, without permission	Held in Office. Student Picks up phone at end of day.	Held in Office. Student picks up phone at end of day. Parent contact is made. Detention is assigned.	Phone checked in and out of office at beginning and end of day. Parent contact is made. Detention assigned.	Phone checked in and out of office at beginning and end of day. Parent, student, and admin conference. Student restricted from bringing phone to school for remainder of semester. In-school suspension.
<b>Inappropriate Use of Technology</b> Neglect, network violations, inappropriate communication	See Acceptable Use Policy Violation Chart	See Acceptable Use Policy Violation Chart	See Acceptable Use Policy Violation Chart	See Acceptable Use Policy Violation Chart
<b>Minor Altercation</b> Hitting, pushing, shoving, grabbing, punching, kicking or similar behavior that may injure others	Complete Behavior Reflection Sheet. Conference with Administrator.	Complete Behavior Reflection Sheet. Conference with Administrator. Indoor Lunch/Rec - 3 days. Administrator calls parent.	Complete Behavior Reflection Sheet. Conference with Administrator. Detention. Parent, student, and administrator conference.	Complete Behavior Reflection Sheet. Conference with Administrator. In School Suspension. Parent, student, and administrator conference. Safety and behavior plan created and enacted.
<b>Major Altercation:</b> Serious physical aggression such as punching, kicking, any aggression that causes injury	Complete Behavior Reflection Sheet. Conference with Administrator. Administrator calls parent. Immediate plus one day suspension.	Complete Behavior Reflection Sheet. Conference with Administrator. Administrator calls parent. Immediate plus two day suspension.	Complete Behavior Reflection Sheet. Administrator calls parent. Parent conference. Immediate plus 3-5 day suspension.	Complete Behavior Reflection Sheet. Conference with Administrator. Administrator calls parent. Parent and staff conference to create safety plan. Immediate plus 3-5 day suspension. Possible expulsion. Student remains in ISS until plan is developed.

