

ACADEMIC WORK

Academic work that you perform this year should be your most important consideration. It is extremely important to your growth and to your future. Academic excellence will therefore be the primary goal of the staff, and one for which each student should strive. It is up to the discretion of the principal to withhold a student from special events, field trips, activities, etc., for failing grades.

ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is totally unacceptable at West Marshall. This includes cheating on tests, using someone else's paper, and other similar activities.

When a student participates in a form of academic dishonesty, one or all of these may occur:

1. A zero will be assigned as a grade.
2. No extra credit work will be given to raise the grade.
3. Parents will be notified.
4. Principal's office will be notified.
5. The teacher and/or principal will use his/her discretion for further disciplinary action.

ASSIGNMENT POLICY

From Day One, there will be Zero Tolerance for late and/or missing assignments. If a 6-8 grade student does not have an assignment done at class time, he or she will be required to stay after school with that subject-area teacher to do the required work. There will be a 10% grade deduction for that assignment. Parents will be notified before 3:00 P.M. Students will stay from 3:30-4:00 P.M., and possibly longer, depending on the situation. If needed, and if available, students may ride the activity bus home. Any student participating in an extra-curricular activity will not be allowed to participate until after the time is served. If a student does not stay on a given day, his/her time will be doubled. If that time is not served, he/she will have an in-school suspension. This assignment policy will be in effect Monday through Friday.

ATTENDANCE

West Marshall Attendance Policy

The West Marshall Community School District believes that regular attendance at school is a very important factor in school achievement. Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to keep the disruption of the educational environment to a minimum.

Absence From School

When a student must be absent from school, it is the responsibility of the parent/guardian to report the absence to the principal's office as soon as the parent knows the student will not be attending school on that day. The following are phone numbers for our school buildings: middle school 483-2165, high school 483-2136, and elementary 483-2671. If phone contact is not made, a written note from the parent/guardian must be sent to the school regarding the absence.

If no note is received, or no phone contact made, the absence will be considered unexcused. Students arriving at school after 10:00 a.m. or leaving school before 1:50 p.m. will be counted absent for 1/2 day. If a student is in attendance at school, but cannot be accounted for during class time, it is considered skipping class and will result in disciplinary action.

Excused Absences

An excused absence is an absence which occurs with PRIOR parental notification to the school or a note from a parent the day following the absence. The school administration reserves the right to accept or reject any excuse for a student being absent from classes.

Unexcused Absences/Truancy/Forgery

If a student is absent from school or class(es) for a reason deemed unacceptable by the school administration without confirmation by a parent/guardian, lying, forging, or falsely telephoning a verification for an absence, he/she will be considered truant. Any unexcused absence/truancy will result in the student being disciplined. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Chronic truancy may result in being referred to the school truancy officer.

Excessive Absence

An automatic review of the attendance records of all students who are absent eight (8) school days during a semester will be done by the teacher, counselor, school nurse, and building administrator/designee. The purpose of the review is to determine the reasons for the absences/tardies, the students' compliance with the work make-up regulations, and academic progress in general. Identified students may be recommended for immediate counseling, support staff intervention, parent conference, and referred to a truancy officer.

After ten (10) days of absence during a given semester, a conference may be held between the building principal, teacher, counselor, parent/guardian, and child to discuss the reason(s) for the absence. Continued absences may result in referral to the Marshall County Attorney for review and intervention.

Tardies

Students should arrive at school on time daily. Tardy students arriving after 8:15 a.m. will report to the office to check in and receive an admission slip to class. Tardies that are considered excused are for illness, a doctor's appointment, a dental appointment, or a late bus. Students arriving late to an individual class will be counted unexcused unless they have a pass from the detaining teacher. The detained student accepts the responsibility of obtaining a pass from that teacher. All tardies are reported to the office. A student is allowed a total of three tardies per quarter. On the fourth one (and any thereafter), he/she will receive a one-hour office detention. Excessive tardiness may result in an in-school suspension.

Early Dismissal

If a parent wants an early dismissal for his/her son or daughter, the parent must sign a written request stating the reason and have the student bring it to the office first thing in the morning. He/she will be issued a pass to be released from class at the specified time. This will allow for quiet dismissal from class to insure the safety and well-being of students, **the person picking up the student is asked to come to the office to sign him/her out of the building.**

Homework/Make-up Work

When a student is absent from school, whether the absence is excused or unexcused, he/she will be required to make up all work that was missed during the absence. The student will have two (2) days to make up work for every one (1) day of absence, **WITH A MAXIMUM OF 8 SCHOOL DAYS, TO RECEIVE CREDIT FOR MISSED WORK.**

To pick up homework when a student is absent, we are encouraging the use of a “buddy system”. Each student should have a “buddy” who will pick up homework, worksheets, and books, and take them to the student who is absent.

If a student does not use a buddy system, the office will collect homework for students **only after the first day of absence.** When a student is absent on the second day, a parent may call by 9:00 a.m. and request homework for the days missed.

BUS DISCIPLINE PLAN

The following plan has been developed to insure that students have a safe and pleasant trip and behave appropriately when on the school bus. The plan makes students aware of desired behavior as well as consequences that will occur if they do not behave. Students are provided due process, and drivers are aware of procedures should misbehavior occur. Parents are encouraged to cooperate with drivers and the transportation director in ensuring that their children do behave appropriately. Questions or concerns should be directed to the transportation director or the building principal. If needed, a conference will be arranged with the driver.

Bus Rules

The following infractions will result in an automatic warning, and the consequences below will be in effect.

- Failure to follow directions of driver/disrespect of driver.
- Out of designated seat, restricting aisles.
- Use of profanity.
- Throwing anything (including litter) on, or out of, the bus.
- Hitting or pushing another rider.
- Antagonizing or harassing another student.
- Eating or drinking on the bus.

CONSEQUENCES FOR RULE VIOLATIONS

1st WRITTEN
WARNING

- a. A Bus Discipline Report will be completed by the bus driver, given to the principal, and sent to the parent and transportation director.

- b. The principal will counsel the student and contact the parents.
- 2nd WRITTEN WARNING
- a. The student will be suspended from riding the bus up to 3 days as determined by the principal.
- b. The principal will notify parents, and a conference may be required before the student is reinstated.
- FURTHER WRITTEN WARNINGS** will result in more suspensions.

BUS REGULATIONS

The school bus is considered an extension of West Marshall School. Therefore, the Student Behavior and Discipline Code in this handbook is in effect in addition to those items listed above. It is a privilege to ride a school bus. The school may exclude a student from riding on a bus if his/her conduct becomes abusive or detrimental to the welfare of other students. The use of profanity may be sufficient reason to exclude a child from riding a bus. Proper conduct is expected at all times.

Bus Passes

Bus passes are required when students want to ride a bus other than the regular assigned bus and when non-bus students want to ride a bus route. A note from a parent must be submitted to the office in order to receive a bus pass. If a student forges a parent's signature, he/she will receive a written warning and possible bus suspension.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices may not be used in classrooms unless given permission by a staff member. If a cell phone is used during a class without permission, the phone will be turned into the office.

- First Offense: The student will serve a 30 minute detention after school that day or the next. The phone may be taken home after the detention.
- For a second offense: The student's phone will be confiscated, and he/she will serve a 60 minute detention. A parent will need to come to school to get the phone.
- For a third offense: The student's phone will be confiscated, and he/she will serve a one-day inschool suspension. The parents will be required to have a meeting with the principal and student in order to get the phone back.
- If cell phones are used inappropriately during school hours, consequences may be enforced at the discretion of the principal and/or counselor.

CHILD CUSTODY

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents. If report cards, or other information, needs to be mailed to more than one parent, please notify the office.

COPYRIGHT LAWS

Copyright interest attaches the moment the work is created. It is not mandatory for the author to copyright his/her material, although most do. Teachers and students should exercise extreme caution when copying material from any source including the Internet. The general rule is that students may copy materials for their own use but not for general distribution.

Caution must be taken on information found on the Internet or any other electronic source of information since the copyright laws are essentially the same as that of printed materials.

DAILY TIME SCHEDULE

The West Marshall Middle School schedule is based on eight periods. Each class is approximately 46 minutes long with a 3-minute passing period. The daily time schedule will be as follows:

REGULAR SCHEDULE

1 8:15 - 9:02
2 9:05 - 9:52
3 9:55 - 10:42
ROCK 10:45 - 11:03
4 11:06 - 11:51
5 11:54 - 1:06
6 1:09 - 1:54
7 1:57 - 2:42
8 2:45 - 3:28

1st Lunch 6th gr. 11:54-12:16
(class 12:19-1:06)
2nd Lunch 7th gr. 12:19-12:41
(class 11:54-12:19, 12:44-1:06)
3rd Lunch 8th gr. 12:44-1:06

1:00 DISMISSAL

1 8:15-8:47
2 8:51-9:18
3 9:22-9:49
4 9:53-10:21
6 10:25-10:53
7 10:57-11:25
5 11:29-12:34
1st Lunch 6th gr 11:29-11:49
2nd Lunch 7th gr 11:49-12:11
3rd Lunch 8th gr 12:11-12:33
8 12:37-12:58

2 HOUR DELAY

1 10:15 - 10:49
2 10:53 - 11:22
3 11:26 - 11:55
5 11:59 - 1:11
4 1:15 - 1:45
6 1:49 - 2:19
7 2:23 - 2:53
8 2:57 - 3:28

1st Lunch 6th gr 11:59-12:23 (class 12:26-1:11)
2nd Lunch 7th gr 12:23-12:47 (class 12:11-12:35)
3rd Lunch 8th gr 12:47-1:11 (class 11:59-12:24)

2:30 DISMISSAL

1 8:15-8:58
2 9:02-9:40
3 9:44-10:22
4 10:26-11:04
6 11:08-11:46
5 11:49-12:58
1st Lunch 6th gr 11:46-12:10
2nd Lunch 7th gr 12:10-12:34
3rd Lunch 8th gr 12:34-12:58
7 1:02-1:42
8 1:46-2:28

DISCIPLINE

Detentions

Detentions are served Monday through Friday as designated below. A detention notice will be sent home with the student to be signed by the parent, and it should be returned to the office the next day. Detentions will be expected to be served with the teacher giving the detention within two days following the disciplinary action. Excessive detentions will not be tolerated during either semester and may result in further disciplinary measures, such as an in or out-of-school suspension. This will occur at the discretion of the principal.

Referrals to Office

Students at the West Marshall Middle School are expected to show respect at all times for the staff. When due respect is not shown in a proper manner to staff members, school property, or other students, referral to the principal will occur. The student may be removed from the class that day and for an extended period of time. This will occur at the discretion of the principal. If referrals are deemed serious and offensive by the principal, the following may occur.

- 1ST REFERRAL:** Conference with the principal, and the student will serve a half hour detention after school.
- 2ND REFERRAL:** Conference with the principal, a call will be made to the parent, and the student will have a one hour detention. If the referral is from the same teacher, the student will not be allowed back in that teacher's classroom for two days.
- 3RD REFERRAL:** Conference with the principal, the principal will call the parent, and the student will have a mini in-school suspension. If the 3rd referral is from the same teacher, he/she will not be allowed in that classroom for three days.
- 4TH REFERRAL:** Conference with the principal, the teacher and the principal will call the parent, and the student will have a one-day inschool suspension. If the 4th referral is from the same teacher, he/she will not be allowed back in that classroom for one week.
- 5TH REFERRAL:** Conference with the principal, the principal will call the parent, and the student will serve a two-day inschool suspension. Depending on the teacher who referred the student to the office, further action may occur.
- 6TH REFERRAL:** Conference with the principal, the principal will call the parent, and the student will serve a two-day out-of-school suspension. Depending on the situation and the teacher involved, further action may occur.
- 7TH REFERRAL:** Conference with the principal, the teacher and the principal will call the parent, and the student will serve a three-day out-of school suspension. A conference with the parents will be required before the student returns to school.
- 8TH REFERRAL:** Serious consideration of alternative schooling will be reviewed by the principal, superintendent, and the parents.

STUDENT DRESS

In order to promote an orderly and safe learning environment while preparing student for success in the world of work, dress guidelines have been established. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate, and not disrupt or interfere with the educational process. Administrators will determine the appropriateness of student dress. Dress that is disruptive, distracting, revealing, or interferes with the daily education will not be acceptable.

Tops

- * Necklines shall be modest, not revealing, and shall not allow cleavage to show.
- * Clothing shall cover the mid section and the back at all times, including when the student is standing and/or sitting.
- * The following tops are inappropriate:
 - Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts - these types of shirts may be worn over a shirt with sleeves.
 - Tops that reveal lingerie or where the width of the strap is less than two inches.
 - Strapless tops, one strap tops, spaghetti strap tops.
 - Belly shirts

Pants, Shorts, Skirts, and Dresses

- * Pants, shorts, skirts, and dresses shall come to within 6 inches of the top of the knee when standing.
- * Slits, splits, cuts, and holes in clothing shall not exceed 6 inches above the top of the knee.

Long Coats

- * Long coats and/or trench coats are to be kept in student lockers after arriving at school.

General Clothing/Accessories

- * Footwear must be worn at all times. Athletic footwear shall be worn in P.E.
- * Attire should be appropriate, clean, and non-disruptive.
- * The following items are inappropriate:
 - Slippers and sleep wear
 - Hats, bandannas, head covers, sweatbands, sun visors, and sun glasses (unless prior arrangements are made with the principal for medical or religious reasons).
 - Spiked jewelry, clothing, and accessories.
 - Sheer or transparent clothing.
 - Heavy chains worn as jewelry or belts and free swinging chains including chains attached to wallets or to other jewelry.
 - Dog chains or dog collars.
 - Clothing or jewelry that is vulgar, profane, lewd, or racially or sexually suggestive.

- Clothing or accessories that advertise, glorify, or symbolize any illegal substance, alcohol or tobacco.
- Clothing or accessories with gang insignia or symbols
- Exposed undergarments
- Oversized clothing including sagging

Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities include, but are not limited to, field days, field trips, physical education, cheerleading, and band activities. Administrators may also declare certain school days as “theme” days and suspend portions of the dress code at their discretion.

The principal will make the final determination as to what constitutes appropriate attire. For all violations, students inappropriately dressed may be required to change their clothing and may be sent home to do so. The time taken to do this will not be excused and will be made up by the student.

1st offense - 30 minutes detention and phone call home

2nd offense - 60 minutes detention and phone call home

3rd offense - and beyond students will call home and then may be suspended in or out of school.

DROPPING A CLASS

No student will be permitted to drop/add band or chorus after the first two weeks of a semester, and then only after written consent from a parent. Special consideration will be given to students who are compelled to drop a class because of serious illness or other special reasons deemed necessary, at the discretion of the principal. Students dropping a class after two weeks will receive a failing grade for the semester in that subject.

DUE PROCESS

All students are entitled to due process in the West Marshall Schools.

Level 1: In the case of suspension or expulsion, the party involved may be required to meet with the Superintendent or his/her designee.

Level 2: If not satisfied with this decision, the parent may state his/her objection in writing and can request an oral hearing with the school board within the required amount of days according to board policy. The board will then consider the evidence given and make written findings of its decision to the required party.

ELECTIVE CLASSES

Band (6-8 grades) Chorus (6-8 grades)

EXPULSION STATEMENT

Students may be expelled for violations of School Board policy, school rules or the law. It shall be within the discretion of the School Board to discipline a student by using an expulsion.

EXTRA-CURRICULAR ACTIVITIES

The following activities at West Marshall Middle School are considered extra-curricular. All students are welcome and encouraged to take part in any of the following: football (7/8 grades) band (6-8 grades) chorus (6-8 grades) volleyball (7/8 grades) basketball (7/8 grades) wrestling (7/8 grades) track (7/8 grades) softball (7/8 grades) baseball (7/8 grades)

Attendance, Behavior, and Insurance

Students must be in attendance by noon if they desire to participate in a practice session or contest that day. The same regulations apply to the student body in attending school-sponsored activities. The day following a contest, the student must be in attendance in the morning, or the student will not be allowed to dress for practice. The principal may review individual cases. Students serving in or out-of-school suspensions may not practice or play that day.

Student athletes must have health and accident insurance in order to participate in extra-curricular activities. Students must provide written proof of insurance prior to the start of the athletic activity.

Athletic physicals are given at the high school each spring for grades 8, 9, 11, and 12. Students who will be entering grades 7 and 10 in the fall, are required to have a physical from a physician of their choice.

Any student who represents West Marshall Community School District is expected to conduct him/herself at all times in a manner that reflects the hard work and pride that has been put forth by the individual, coach, sponsor, team, and school.

The entire student body is expected to represent themselves and their school in a manner that reflects the hard work and pride put forth by those involved. This is your team and your school; always be supportive. Spectators are expected to be attentive to the activity. Sideline games are not allowed.

Students must get assignments ahead of time if they are to be excused for activity trips during the school day. Tests and assignments are due upon teacher request.

Eligibility Policy

- Each student failing any class is declared ineligible for extra-curricular activities. Any class includes physical education, band, and vocal music. It does not include any of the exploratory classes.
- Academic eligibility is determined at the end of each 4 1/2 and 9-week grading period.
- A student who becomes ineligible may practice with the team but may not compete or even dress against other schools. An ineligible student may attend home events but not those away.
- A student failing any 4th quarter class is ineligible for a summer sport (if he/she competes) or the extra-curricular activity of choice the next fall. Ineligibility is carried forward from 6th to 7th grade and 7th to 8th grade.
- Students failing classes at the 4 1/2 and/or 9 week grading periods may be ineligible for special activities and field trips. This will be left up to the discretion of the principal and teacher in charge.

- Any student declared ineligible under any prior school district's Good Conduct Policy, and then without having completed the full period of ineligibility at that school, will not be eligible for interscholastic competition at West Marshall Middle School until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition as far as any Good Conduct Rule is concerned.
- Since band and vocal concerts have a direct effect on one's grades, a student failing one or more classes will not be withheld from concerts.

FINES AND REPLACEMENT OF LOST BOOKS

Students may be fined or billed for damaged or lost textbooks and other school property.

FIRE AND TORNADO DRILL PROCEDURES

Fire and tornado drills will be conducted throughout the school year. These drills are required by state law. During the course of a fire or tornado drill, or in the event of a real fire or tornado, students are REQUIRED to follow the directions of staff members. Appropriate evacuation routes are posted in each room and are to be strictly followed. Routes and evacuation procedures will be reviewed by each classroom teacher.

FREEDOM OF EXPRESSION

Under the Constitution, all individuals have the freedom of expression. Student expression made on school premises, or as part of a school - sponsored activity, may be attributed to the school. Such expression must be appropriate to the activity. Students will be allowed freedom of expression as long as the expression is reasonably done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency, or cause a material and substantial disruption in the orderly operation of the school. The administration has the right to determine the time, place, and manner in which the expression be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

GRADING PROCEDURES

Grading System

Report cards are issued four times each year to all students. Progress reports may be mailed or sent via JMC midway through each marking period to the parent/guardian of those students who demonstrate significant academic weakness or improvement. The report card shall record student progress using letter grades as follows:

93-100 =	A	4.00	73-76 =	C	2.00
90-92 =	A-	3.67	70-72 =	C-	1.67
87-89 =	B+	3.33	67-69 =	D+	1.33
83-86 =	B	3.00	63-66 =	D	1.00
80-82 =	B-	2.67	60-62 =	D-	.67
77-79 =	C+	2.33			

Report cards will be mailed or sent via JMC shortly after each quarter has ended and will be given at parent-teacher conferences if they immediately follow the end of the quarter.

HALL PASSES

A student in the hall or on any part of the grounds during class must have his/her Student Agenda. There is a check-out list in the Student Planner that must be used.

HARASSMENT, HAZING, BULLYING OR INITIATIONS

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

Students who feel they have been harassed or bullied should follow these steps:

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

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

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

Sexual harassment includes, but is not limited to the following:

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

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

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

Disciplinary Action: Since these branches of behavior vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible disciplinary action may include parental notification and/or conference, detention, in-school suspension, out-of-school suspension, loss of participation privileges in extracurricular activities, removal from class(es) for the remainder of the school year, recommendation for expulsion, and referral to police.

HEALTH AND SAFETY

It is expected that students conform to accepted levels of personal and public safety at all times. Students will not rock back on chairs or throw objects, etc., which may injure persons or property and are a violation of school rules and regulations. In the hallways and on the stairs, students must keep to the right at all times. Running and pushing are not allowed. In the event of illness or injury to a student, emergency first aid will be given. Every attempt will be made to contact the parent/guardian prior to the student being taken home, to a doctor's office or hospital. Fees of the doctor and/or hospital will be the responsibility of the family. The principal, or the school health official, shall exclude from school students believed to have communicable diseases that may endanger the health of others, pending the receipt of a statement from a physician in regard to the student's health or until a required number of days have lapsed. Students may be excluded from school upon the advice of a qualified physician.

Hearing Screening

A hearing screening is conducted on a yearly basis by the Marshalltown Area Education Agency for 8th grade only and for special requests. New students to the district are also tested.

Scoliosis

Scoliosis, a lateral curvature of the spine, will be screened upon request only.

Vision Screening

Vision screening is done by the school nurse on a yearly **basis** for 5th -8th grade students and any other student referred by parents or staff. The nurse also does height and weight yearly.

HOMELESS STUDENTS

The Board of Education of the West Marshall Community School District is responsible for locating and identifying homeless children and youth who are “found” within the district. A “homeless child or youth of school age” is defined as one between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; living in a community shelter facility or not living with nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, and food and nutrition programs, on the same basis as those services and assistance provided to resident students. The West Marshall Homeless Coordinator is Patti Edler, who can be reached at 641-483-2136. If you need further assistance contact the Superintendent’s office at 641-483-2660, or PO Box 670, State Center, IA 50247

HONOR ROLL

An honor roll for 6th, 7th, and 8th grades will be published quarterly. Students having a 4.0 grade point average will be on the “A” honor roll. Students receiving a 3.0-3.9 grade point average will be on the “B” honor roll.

HUMAN GROWTH AND DEVELOPMENT

The West Marshall Community School District has identified Human Growth and Development curriculum units that are infused throughout our curriculum or taught in a specific course. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents should contact the principal if they wish to review the curriculum or excuse their child from this instruction.

INTERNET POLICY

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. A copy of the Internet policy is available in the office.

JURISDICTIONAL STATEMENT

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district 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 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 or regulation may result in a disciplinary action and may affect a student's eligibility to participate in extra-curricular activities whether the violation occurred while school was in session or while school was not in session.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave school grounds once they have arrived on school property. Unauthorized leaving will result in disciplinary action.

LOCKERS

School lockers are the property of West Marshall Schools. State law permits school officials to inspect a locker at any time. The West Marshall School Board approves the use of random drug dog searches. Students are granted use of one locker and are expected to care for their internal and external appearance. Lockers are to be kept clean and orderly. Please be advised that lockers will be subject to inspection at any time for cleanliness, missing school property, and evidence of vandalism. The students will be held responsible for any damages. Locks will be allowed on lockers only if an extra key or the combination is brought into the office before putting the lock on the locker. All items inappropriate for school, or otherwise not part of the educational process, should not be in school or in student lockers, and the school bears no liability for them. House File 528 eliminated the 24-hour notice requirement to inspect a locker. It now allows a school official to inspect any number of lockers at any given time as long as the student(s) is present for inspection.

NO STICKERS OR STICKY MOUNTS WILL BE ALLOWED INSIDE A LOCKER OR ON LOCKER DOORS. Aerosol cans will also not be allowed.

LUNCH

Lunch time presents several occasions when we have to be concerned about ourselves and others.

- Be concerned about the safety of others and yourself while playing outdoors.
- No food will be taken out of the lunchroom.
- Be concerned with your treatment of school property.
- Be polite and courteous while waiting in the lunch line as well as in the lunchroom.
- There is assigned seating in the lunchroom. This will change monthly.

Lunch Charges

A student may charge lunch only three times per quarter. One of our top priorities is to teach our students to be more responsible. To allow charge after charge after charge throughout the school year does not teach responsibility.

Lunch Accounts

- Every middle school student will have an account number.
- Money for lunch will be given to the cooks before school begins for the day.
- No change will be given from cash or checks. All money presented will be deposited to the student's lunch account.
- **No cash will be accepted in the lunch line.**

- Students may not “borrow” from another student’s account.
- Students will only be allowed three charges.
- Circumstances may occur where students will not be allowed any charges.
- Information and forms regarding free and reduced lunches are available at the administrative offices. A new application must be filed each year.

MEDIA CENTER

The administration, library staff, and faculty want the media center to be a vital part of your educational development. We have over 5,000 permanent editions, and we encourage every student to make good use of them. Students must adhere to the following media center guidelines:

- The media center will be open daily for use during school hours. If it is necessary to limit library use to a special class, group, or program, it will be announced or posted on the door.
- Books may be checked out for a period of two weeks. Each student is **allowed two books at a time.**
- Reserve books may be checked out from the reserve desk for use in the library for one period.
- Magazines, other than the latest issue, may be checked out for a period up to one week, depending on the need of the student.
- Use of the color printer for student projects must be approved by a teacher. A fee will be assessed for personal use.
- Use of computers must be approved by the librarian.
- Reference books are for use in the library only.
- To come to the media center during any class period, homeroom, or lunch, a student must have a library pass.

MEDICATION AT SCHOOL

Prescription medication, required to be taken at school, may be administered by the school nurse, or by a person who has successfully completed an administration of medication course. Only these people will have access to the medication. Non-prescription medications can only be given as designated on referral forms signed by a parent when registering for school. Medication will be given when the parent or guardian provides a signed and dated written statement, signed by the parent and the physician, and the medication must be in the original, labeled container.

M.C.N.S. EQUITY EDUCATION OPPORTUNITY

It is the policy of the West Marshall Community School District not to discriminate on the basis of race, color, religion, sex, age sexual orientation, gender identity, socio-economic status, creed, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, familial status or national origin in its educational programs, student treatment, student activities or employment policies required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and the Federal Rehabilitation Act of 1973. The West Marshall equity coordinator is Mr. Jim Henrich, High School Principal. He can be reached at (641)483-2136.

PARENT-TEACHER CONFERENCES

Student-led parent-teacher conferences will be held in the fall and spring. Details and dates will be published. It is expected that students and parents will attend together.

PHYSICAL EXAMS

Students who plan to participate in school sponsored sports activities and cheerleading are required to have a physical exam before they are allowed to practice or participate in the activity. Students entering 7th grade are required to have the exam done by their regular physician.

See Page 8 for requirements for insurance for extra-curricular activities.

PHYSICAL RESTRAINT/PHYSICAL REMOVAL

Emergency/Physical Removal

The purpose of this policy is to give permission and authority to the school administrators to physically remove a student from a classroom, school facilities, or grounds when it has been deemed necessary in handling disciplinary matters. In the event a student becomes belligerent, the school administrators may incorporate the help of other school personnel in order to remove the student. In some cases, it may be necessary to have law enforcement authorities become involved in the situation.

Physical Restraint

Physical restraint is considered an act of controlling the actions of pupils when the pupils' actions may inflict harm to themselves or to others and is not considered physical punishment. Teachers and administrators must feel free to use whatever reasonable means of physical restraint is appropriate at the moment, when necessary, to prevent pupils from harming themselves or others.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from the principal at least five (5) days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

PROPERTY DAMAGE

Students found responsible for damaging school or student property will be faced with the complete cost of the repair as well as disciplinary action.

PUBLICATIONS

Students shall not publish or distribute materials that are obscene, libelous or slanderous. Within these guidelines advisors and student staff shall maintain professional standards of English and Journalism when choosing which information to publish in school-sponsored publications.

RESIDENCE/PHONE CHANGES WITHIN THE DISTRICT

Please keep your school informed of changes in addresses and phone numbers as well as changes in employment. Updated addresses and telephone numbers are needed for mailing and emergency records.

RETENTION

For middle school students to be passed on from one grade to the next for social reasons instead of academic, is not upholding the middle school motto. Retaining a student will be the last effort to help individuals meet the requirements to be allowed to advance to the next grade. Prior to retention, these steps will occur:

- By March, if not before, teachers of retention candidates will have made initial contact with parents.
- The principal will send out letters to parents explaining why there is a concern and what Interventions will be made to rectify the problems. Interventions may include assignment sheets, after-school detentions, weekly contacts with parents, and summer school.
- By mid-April, the principal will make a second written contact with parents stating there is still a concern and explain the summer school program.
- At the end of May, there will be a final contact with the student and his/her parents.
- After all interventions have been attempted, and the student has not met the requirements satisfactorily, retention will occur.

SCHOOL CLOSINGS/DELAYS

In case of severe weather, announcements of early dismissals, late starts, or cancellations will be made on the following radio stations:

KDAO - Marshalltown (1190 AM)
KFJB - Marshalltown (1230 AM)
WHO - Des Moines (1040 AM)
KCCI-TV - Des Moines (Channel 8)
WHO-TV - Des Moines (Channel 13)

Every effort will be made to have announcements of cancellation or late start on the air before 7:00 a.m. Please do not call the school. It is difficult to assess road conditions and call area radio stations prior to 7:00 a.m. If a delay is announced, please continue to listen in case weather warrants a cancellation. When school is dismissed early, all extra-curricular practice and games are canceled.

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desk, or work areas under the circumstances as outlined in Juvenile Justice Act of 1994 regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used

for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises.

SPECIAL ACTIVITIES AND EVENTS

Not necessarily every student is allowed to participate and enjoy special activities and events. Certain rules and requirements may need to be met. It will be up to the discretion of the teachers and principal to establish and enforce activity requirements.

Students are here to do their work, do passing work, and behave appropriately. There may be situations where students are not allowed to participate if proper work and attitude are not attained.

STUDENT BEHAVIOR AND DISCIPLINE CODE

Prohibited Behavior:

1. Possession, use, sale, or distribution of tobacco products.

Clarification: The possession, use, sale, or distribution of tobacco in any form to West Marshall students is strictly prohibited.

Disciplinary Action: Tobacco products in the possession of students will be confiscated.
1st Offense - 3 day out-of-school suspension.
2nd Offense - Parents will be notified; 10 day minimum out-of-school suspension.
Any further offenses will result in possible suspension or expulsion.

- 2.A Possession, consumption, or use of drugs and alcohol at school or a school related activity:

Possession, consumption, or being under the influence of beer, wine, or any other alcoholic beverage; marijuana, cocaine, amphetamines or any other drug or controlled substance while attending school or school-related activities and/or on school property or property being used by West Marshall students is prohibited.

Disciplinary Action: Extra-Curricular Participants

- 1st Offense**
- 1) Parental notification
 - 2) Notification of police
 - 3) 3-10 day out-of- school suspension (principal's discretion), and possible expulsion
 - 4) 5 weeks suspension from participating and attending all home and away extra-curricular activities; also 5-week suspension from attending all meetings or activities in Student Council and any other middle school clubs or organizations.

The only exception being athletics, band, chorus and cheerleading where the supervisor has the authority to allow the participant to practice and attend activities with the group in which he/she is involved.

Disciplinary Action: Extra-Curricular Nonparticipants

1st Offense

- 1) Parental notification
- 2) Notification of police
- 3) 3-10 day out-of-school suspension (principal's discretion), and possible expulsion
- 4) 5-week suspension from all home and away extra-curricular activities

2nd and 3rd Offenses are the same for both participants and nonparticipants in extra-curricular activities.

2nd Offense

- 1) 1 and 2 above
- 2) 6-month suspension from attending any extra-curricular activities or taking part in any extra-curricular events, practices, meetings.
- 3) Possible expulsion.

* At any time, other interventions (e.g. social worker, family counseling, juvenile court) or other recommendations could be implemented.

* Suspension is on a calendar year basis beginning with assignment of discipline.

* Failure to comply with rules of this policy will extend suspension time two (2) weeks for each violation.

* Any further offenses will result in suspension and other interventions (e.g. social worker, family counseling, juvenile court or recommendation for expulsion).

2B. Sale and distribution of drugs and alcohol.

Clarification:

Sale, distribution and transmittal of beer, wine, and other alcoholic beverages; marijuana, cocaine, amphetamines; or any other drug or controlled substance as defined by Iowa Code Chapter 204 or related activities by West Marshall students is strictly prohibited.

Any Offense:

Parent notification, suspension, and recommendation for expulsion. Referral to police.

3. Disrespect for the rights of others. Insubordination, profanity, bigotry, loud and boisterous conduct, show of intolerance toward others, serious verbal threats, and sexual harassment are prohibited.

Clarification:

Insubordination is the failure to comply with a reasonable request or instructions given by school personnel.

Profanity, racial slurs, and name calling are not acceptable behavior. Loud and boisterous conduct, show of intolerance towards others which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disturbing class or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions and/or reactions. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any form of sexual harassment should be reported immediately to the building principal or Level I Investigator. The School District will act to investigate student related complains, either verbal or written of sexual harassment or sexual violence.

The privacy and data privacy rights of all persons will be respected in accordance with appropriate statues.

Upon completion of the investigation, a representative of the District will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate.

Disciplinary Action:

Since these branches of discipline vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible action may include the following:

1. Parental notification
2. Short-term, in-school suspension
3. Out-of-school suspension
4. Recommendation for expulsion

4. Disruptive Behavior

Clarification:

Any behavior that disturbs the orderly and disciplined atmosphere of the school. Examples of disruptive behavior shall include, but not be limited to, shouting, yelling, disturbing other classmates, and getting out of seats without permission.

Disciplinary Action:

1st Offense	1/2 hour after school detention
2nd Offense	1 day in-school suspension. Parent notification

- 3rd Offense** Parent conference and possible out-of-school suspension.
5. **Destructive Behavior**
Clarification: Any behavior which results in the vandalism, damage, and/or destruction of school or personal property.
Disciplinary Action: Depending upon the severity of the destruction, the disciplinary action may include, but not be limited to the following:
 In-school or out-of-school suspension, conference with parents, restitution to school or individual, possible referral to the police, and recommendation for expulsion.
6. **Violent Behavior**
Clarification: Any behavior that involves threats, fighting, unnecessary force, and physical abuse toward another person or school personnel while attending school or a school-related activity both on or off school property.
Disciplinary Action: Since these branches of discipline vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible action may include:
 1. Parental notification
 2. Short-term, in-school suspension
 3. Out-of-school suspension
 4. Referral for expulsion
7. **Possession, sale, or use of dangerous objects.**
Clarification: Students should not have knives, guns, chemical substances, fireworks, or other dangerous objects in their possession or on school grounds. No guns or look-alikes are allowed on any school property. It is in the interest of the district to comply with State and Federal law.
Disciplinary Action: Since these branches of discipline vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved.

Possible action may include:

1. Parental notification
2. 1-day, in-school suspension
3. 3-day, out-of-school suspension
4. Referral for expulsion
5. Referral to the police
6. Violation of gun policy is recommendation for expulsion.

8. Theft

Clarification:

The taking of school property or property of another without proper permission is prohibited.

Disciplinary Action:

All Schools:

Since these branches of discipline vary in their degree of seriousness, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Possible action may include the following:

1. Parental conference
2. Short-term in-school suspension
3. Out-of-school suspension
4. Referral to police

STUDENT APPEAL PROCEDURE

Students who are involved in a disciplinary matter may appeal a decision rendered by the principal as listed below. Students cited for disciplinary action will be withheld from all activities immediately and until the appeal process is completed.

Level I:

- A. Within one (1) day of the principal's decision, a student may request that the principal reconsider his decision. This request for reconsideration must be in writing.
- B. The principal shall respond to a request for reconsideration within three (3) days. The response shall be in writing.

Level II:

- A. A student may appeal the decision of the principal within five (5) days of the principal's written decision. This appeal must be in writing.
- B. The superintendent shall respond to the student appeal within five (5) days. The superintendent's response shall be in writing. The decision of the superintendent shall be final regarding all routine disciplinary matters and suspensions of less than ten (10) days. The reference to days indicates school days, not calendar days.

STUDENT COUNCIL

Student Council elections will be held the first week of school for students in grades 6 through 8 with each grade having seven representatives. All members have one vote--majority rules.

- Students must have a 2.0 grade point average to be on student council.
- If a student violates any of the rules and guidelines within this handbook, it will be the principal's decision whether he/she will continue in student council. Students who receive an out-of-school suspension will be removed from Student Council. If a student receives two inschool suspensions, the same will occur.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include, but are not limited to, the following types of records: identification data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and an external agency report.

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

1. School officials, teachers and AEA personnel with a legitimated educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal educational program.
4. Officials connected with a student's educational financial aid application.
5. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of children's age.
9. Appropriate parties in a health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level, from middle school to high school level, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18, and students over age 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the record; to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

SUMMER SCHOOL

Alternative summer school is provided for any students in grades 6-8 who are failing one or more core classes the second semester of the school year.

- Alternative summer school may be a two or three-week opportunity in the month of June or August.
- Assessment of fees will be reviewed on an annual basis.

- The hours of instruction will be only in the morning.
- All students will be provided individually-prescribed assistance in all curriculum areas.
- Daily attendance is required. Any students who miss any days without a doctor or principal's permission, or are tardy for three days, will not be allowed to continue.
- An interdisciplinary approach will be used whenever possible.
- Any students who comply with all requirements of summer school, and complete all work satisfactorily, will be promoted to the next grade.

SUSPENSIONS

The Board of Education, through the Superintendent of Schools has delegated to the building principal the power to suspend a student from attending classes for a short period of time. The power to suspend a student from attending classes for a period of longer than 10 days rests solely with the Board of Education.

The following procedures will be followed in cases of suspension:

- 1) First suspension: As soon as the decision has been made to suspend a student from classes, the student's parents will be notified of the action.
- 2) Second suspension: The same procedure will be followed except that the conference may also include the Superintendent of Schools and will be held in his office.
- 3) Third suspension: In the event the above two suspensions and conferences have not produced the necessary results and a student is involved in a third suspension, the Principal may recommend to the Board of Education that the student be suspended or expelled from classes for the remainder of the school year.

The student and his parents may appear before the Board at its next regularly scheduled meeting to show reason why the student should not be suspended. If the student wishes to be admitted back to classes the following school year, he may be asked to appear with his parents before the Superintendent of Schools and the Principal to request such admission.

The above procedures do not mean that a student must be suspended three times before long term suspension is considered; the recommendation for such may come at any time-- depending on the seriousness of the situation. Any student serving a suspension such as an in-school, out-of-school, or Saturday school, will not be allowed to practice or participate in any extra-curricular activities in West Marshall while on suspension.

TELEPHONE

Please understand the office phone should be used for business only. Students are responsible for bringing homework and other items needed during the day. When a student does call a parent/guardian, he/she will be expected to call collect. Classes will not be interrupted for messages (except verified emergencies) during the school day.

TRANSFERRING OUT OF DISTRICT

Students transferring to another school district should report to the principal's office prior to their last day of school. They will be given a withdrawal slip to present to the teachers. Student records will be forwarded upon request from your new school.

TRAVEL FOR OUT-OF-TOWN EVENTS

Students must ride school transportation to and from school events unless the following guidelines occur:

A student is required to ride school transportation to the activity in order to compete unless prior approval by administration is arranged.

A parent may sign for a student in the presence of the coach/sponsor at the event.

A parent may give permission for a student to ride home with someone else if the following guidelines are met:

- a. A parent calls the middle school the day of the event.
- b. A written note from the parent is given to the coach/sponsor the day of the event.
- c. The student must be signed off by a parent or an adult, when not riding home on the bus. The student must be riding home with an adult.

VISITING SCHOOL

By Parents

Parents are welcome and encouraged to visit classrooms. Please make arrangements in the office. We suggest that parents arrange visits after the first two weeks of school and before the last two weeks of school.

By Other Students

Students from other schools may be allowed to visit under the following circumstances. The principal must be notified **before** any guest attends any classes.

1. The student is a former West Marshall student.
2. The student is planning to enroll in West Marshall within a reasonable length of time.
3. The student visiting is a relative of a West Marshall student or staff member.

FEES FOR SCHOOL YEAR

Lunch Fees:

Single Day PreK-3	\$ 1.90
Single Day 4-12	\$ 1.95
Reduced Daily Lunch	\$.40
Single Day Milk	\$.35
Adult Meal	\$ 3.50

Breakfast Fees:	\$ 1.25
Reduced Breakfast	\$.30

School Registration Fees:

Elementary K-4	\$35.00
Middle School 5-8	\$35.00
High School	\$40.00

Books must be returned at the end of the class/school year. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to a student.

Activity Passes:

Grades K-12	\$50.00
Adult 10 punch	\$40.00
Adult all season	\$85.00
Summer Only	\$45.00
Replacement, if lost	\$10.00

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SS), transportation assistance under open enrollment, or 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 of students who believe they may qualify for a temporary financial hardship may obtain a waiver form at the principal's office or at registration. This waiver does not carry over from year to year and must be completed annually.