

WEBSTER CITY MIDDLE SCHOOL

STUDENT HAND BOOK

2024-2025



WCMS School Expectations

Levels of Voice Volume: Level 0 = Silent Level 1 = Whisper Level 2 = Conversation
Level 3 = Presentation Level 4 = Outside

	Respectful	Responsible	Caring
Commons (Before & After School)	<ul style="list-style-type: none"> Keep hands, feet and objects to self Use appropriate language - voice level: 2 or less Listen and follow adult directions Remove hats when you enter the building 	<ul style="list-style-type: none"> Walk Take care of school property Keep area clean and clean up after yourself Stay in designated area Consider and Accept consequences 	<ul style="list-style-type: none"> Use your manners Use kind and thoughtful words Be helpful Include others Greet others appropriately
Commons (Lunch)	<ul style="list-style-type: none"> Clean up after yourself Keep hands, feet and objects to self Touch your own food and tray Use appropriate language - voice level: 2 or less Listen & follow adult directions Stay at your table throughout the lunch period 	<ul style="list-style-type: none"> Food should be eaten properly or thrown away Ask permission before using the restroom Wait to be dismissed by an adult Walk Consider and Accept consequences 	<ul style="list-style-type: none"> Use good table manners Welcome others, be inclusive. Be helpful Be considerate of others' thoughts and feelings
Bathroom	<ul style="list-style-type: none"> Keep hands, feet and objects to self Use appropriate language, voice level: 2 or less Clean up after yourself Prevent vandalism and take care of school property 	<ul style="list-style-type: none"> Use the restroom at appropriate times Go quickly and return to class immediately Wash your hands Consider and Accept consequences 	<ul style="list-style-type: none"> Honor the privacy of others Report problems to adults Conserve supplies
Hallway	<ul style="list-style-type: none"> Use appropriate language and voice level: 1 or less Keep hands, feet and objects to self Keep interactions with others appropriate and positive 	<ul style="list-style-type: none"> Walk with a purpose Stay on the correct side of the hallway while moving forward Go directly to your next destination using the most direct route Carry passes with you 	<ul style="list-style-type: none"> Carry materials appropriately Be courteous and helpful Keep hallways clean
Media Center	<ul style="list-style-type: none"> Use appropriate language - voice level: 1 or less Listen to and follow adult directions 	<ul style="list-style-type: none"> Use equipment properly Return materials on time Push in chairs Put away materials as needed 	<ul style="list-style-type: none"> Help others when appropriate Say please and thank you
Presentations	<ul style="list-style-type: none"> Keep hands, feet and objects to self Silent voices when the speaker is ready and throughout presentation Use active listening skills with your attention on the speaker 	<ul style="list-style-type: none"> Walk Enter and exit quietly in an orderly fashion Sit in designated areas Remain seated until dismissed Represent WCMS positively 	<ul style="list-style-type: none"> Show appreciation by applauding appropriately Avoid distracting others around you
Technology	<ul style="list-style-type: none"> Use appropriate language Use only as directed by adults Remain only on programs assigned Use ear buds 	<ul style="list-style-type: none"> Follow school technology policy Carry device appropriately Take care of device and keep in working condition Consider and Accept consequences 	<ul style="list-style-type: none"> Be considerate of others' thoughts and feelings
Bus	<ul style="list-style-type: none"> Keep hands, feet and objects to self Use appropriate language - voice level: 2 or less Listen and follow adult directions Respect property 	<ul style="list-style-type: none"> Report problems to driver Remain seated Prevent vandalism Help keep bus clean 	<ul style="list-style-type: none"> Use kind and thoughtful words Help others when appropriate

WCMS 2024-2025 Student Handbook

Welcome to the 2024-2025 school year at Webster City Middle School. We are glad that you are a student in our school and hope you have a wonderful year. At Webster City Middle School, we value a positive school climate that encourages all students to do their best and feel safe. Behavior expectations are posted throughout the school to remind students and adults to display good character and positive behavior. The expectations are taught at the beginning of the school year and throughout the year as needed. Students are acknowledged frequently for meeting expectations throughout the year. The goal is to reduce school disruption, invest in prevention and increase academic achievement.

The Webster City Middle School Staff

Principal

Robert Brecht rbrecht@wcschools.org

Assistant Principal

Will Brock wbrock@wcschools.org

Counselors

George Artley gartley@wcschools.org

Patti LaSourd plasourd@wcschools.org

General Information

7:30 - 4:00 School Office Hours

8:15 - 3:20 School Hours for Students

7:45 - 3:30 School Hours for Teachers

Daily Schedule

7:45 - Doors open to building

7:45 - Advisory/Breakfast

8:15 - 1st Period Begins

3:20 - School Days Ends

3:45 - Detention Ends

Athletic Practices/Events will end at varying times. Coaches will provide more information and schedules.

Communication via the Internet:

Access to information directly relating to the Middle School can be accessed by entering the following address: <http://www.wcschools.org> and then selecting Middle School under the Schools drop down menu.

FOLLOW US ONLINE!

[webstercitymiddleschool](https://www.facebook.com/webstercitymiddleschool)



Webster City Educational Equity Policy

Both WCMS and the entire district provide equal opportunity for all students to participate in any program regardless of gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, The ADA, 504 or Iowa Code 280.3 is directed to contact Superintendent, 820 Des Moines St. Webster City, IA 50595 or phone at (515) 832-9200.

Accidents/Illness

In the event of an accident, illness, or other emergency, school personnel will make every effort to notify parents/guardians as soon as possible and provide emergency treatment until parents arrive. However, the school will not be responsible for subsequent treatment. **It is very important that the office staff have updated phone numbers (and e-mail addresses) on file at all times.**

If a student becomes ill during the school day, a teacher will excuse the student to go immediately to the Nurse's Office. If it is necessary for the student to go home, parents/guardians will be contacted and arrangements made to take or send the student home. **Under no circumstances may students, call home, go home, or leave school grounds without contacting the office staff or the nurse.**

Animals in the Classroom

Permission from the building Principal should be granted of anyone wishing to bring an animal on school property at least one day in advance. The person bringing the animal must furnish transportation for the animal brought to school, remain with the animal while it is being shared for educational purposes, and then immediately take the animal home. Animals will not be allowed to travel to and from the student's attendance center on the school bus.

Reptiles, including turtles, are prohibited from the school, due to their propensity to be a carrier of salmonella. Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children. Pit Bulls, Dalmatians, and Siamese cats because of their disposition or excitability are prohibited from the school. Classroom pets or visiting animals need to appear to be in good health. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Staff and children must wash their hands after handling animals.

Continuous Notice of Nondiscrimination

It is the policy of the Webster City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Mr. Matt Berninghaus, Webster City Community School District, 820 Des Moines Street, Webster City, IA 50595, Phone: 515-832-9200, email address: mberninghaus@wcschools.org

Assemblies

Assemblies are a part of the educational program of the school to supplement the work in the classroom, to provide appropriate entertainment, and to help you learn appropriate audience behavior. Students will be assigned a place in the bleachers by their homeroom teacher and will proceed to the gym with their homeroom. All students are expected to follow the middle school's "Behavior Expectations" at all assembly programs.

Attendance

Regular attendance in school is essential for a quality education. We encourage all students to be present everyday. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school personnel.

Students are expected to attend class regularly and to be on time in order to benefit from the instructional program; to develop workplace readiness skills of punctuality, respect, self-discipline, and responsibility; and to keep disruption of the learning environment to a minimum. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance.

Absences: State law requires that middle school students be in school. **In case of a necessary absence from school, the parent or guardian must provide (by phone or note) the reason for the absence prior to 8:00 a.m. on the day of the absence.**

Excused Absences:

The following are considered excused absences:

- Personal illness; students who are absent frequently or for extended periods of time may be asked to submit a doctor's excuse. Absences of five or more consecutive days **requires** a doctor's note.
- Serious illness or death of a family member.
- Family emergencies requiring the student's presence.
- School sponsored educational experiences
- Requests to accompany parent/guardian on trips if approved by the principal and arrangements have been made to complete missing work at least one day in advance.
- Health Care Appointments - Parents/guardians are urged to schedule dental, medical, and other appointments after school hours. If it becomes necessary for a student to check out during the day, students must check out in the office.

Students must have parent/guardian permission before early checkout will be permitted.

Unexcused Absences: Absences that do not fall within the categories listed above will be considered "unexcused" unless approved by the principal.

The administration and guidance staff will make reasonable efforts to advise and counsel, and may impose discipline upon any student approaching seven (7) unexcused absences. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, late arrival, and early dismissal.

Absenteeism: Students are required to be in attendance for one hundred and eighty (180) days per year unless their absences have been excused by the principal.

When a student has missed more than five (5) absences for reasons other than a school-sponsored activity (excused or unexcused), a letter/email may be sent to the parent regarding the absences. This is for notification purposes only. The parent/guardian may contact the school if there are questions.

After seven (7) absences (excused or unexcused, other than a school sponsored event) a phone call will be made to the parents/guardians. A letter/email will also be sent to include the student's attendance record and attendance policy. Parents of students with seven (7) unexcused absences will be required to visit with the school attendance committee to identify the causes of the processes associated with the additional absences.

Chronic Absenteeism is defined as **ANY** (excused or unexcused) absence from school for more than ten percent of the hours in a class period per semester (9 days per semester). When a student meets the threshold to be considered chronically absent, **the school MUST send notice to the county attorney**. The student and their parent/guardian or legal or actual custodian will also be notified via certified mail. This notification will include information related to the student's absences, and the policies/disciplinary processes associated with the additional absences.

School Engagement Meeting:

If a student is absent (excused or unexcused) from school for at least fifteen percent (15%) of the days (class period) per semester (13 days per semester), a school official will attempt to find the cause of the absences and initiate a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student
- The student's parent/guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an **absenteeism prevention plan**.

The **Absenteeism Prevention Plan** will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and student's parent/guardian under the plan. If the student and the student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.

Truancy:

Truant/truancy means a child of compulsory attendance age (who does not qualify for the specified exemptions list below) who is absent (excused or unexcused) from school for at least twenty percent (20%) of the days (class period), per semester (18 days per semester).

Truancy may result in the loss of credit.

Specified Exemptions List:

- Are excused for sufficient reason by any court of record or judge;
- Are attending religious services or receiving religious instruction;
- Are unable to attend school due to legitimate medical reasons;
- Has an individualized education program that affects the child's attendance;
- Has a 504 plan that affects the child's attendance

A child who is under 16 years of age by September 15 of the current school year is of compulsory attendance age. We are required by law to report truant students of compulsory attendance age and their parents to the county attorney. It is the responsibility of the county attorney to take appropriate legal action.

Any truant student shall:

- Have a letter of truancy placed in his/her student file
- Be reported to law enforcement officials/county attorneys
- Have their attendance reviewed by the principal for possible loss of credit.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

A student who loses credit due to excessive absences is assigned to (supervised study hall or in-school suspension) for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

Tardy/Leaving School Early: When students arrive at school after class has started, students must report to the office to get a pass to class. Students must have a note from a parent/guardian stating the reason for the tardy, or students must be accompanied to the office by a parent/guardian. Students who are late to any class three or more times in a quarter will earn a 30-minute detention. An additional 30-minutes will be assigned after each 3rd consecutive tardy.

- Students who must leave school early need to give the office staff a note from a parent/guardian or have a parent call the school.

Bad Weather Conditions

Inclement weather conditions may cause school to be closed or delayed. The Superintendent of Schools determines the closing of school. Early dismissal and/or closing of school will be announced via local news media and our school's social media outlets. Assume that school is open unless specifically announced otherwise.

Books

Students are responsible for returning all textbooks in good condition when finished with them. When textbooks are issued, teachers will have on record, the quality of the books (list of torn pages, age, amount of wear, etc.) The student's name should be put in the bookplate in ink. This may help identify books when lost. Fines may be assessed for books returned with excessive damage. Students will be required to pay for books that are lost or stolen. Not all classes will have an individual textbook for each student. When books or materials are provided, follow the teacher's instructions regarding check-out procedures.

Breakfast/Lunch

Students will use their "school computer system access number" for both breakfast and lunch. The School Board has adopted a policy that states that anyone in debt \$10 or more will not be able to purchase extra items. The following fees will be charged for student meals: Breakfast: \$2.10; Lunch: \$3.15; Extra Milk: 50¢; Extra Entrée: \$1.60 (Students entitled to free-or-reduced meals must deposit money in their account if purchasing extra items.)

The middle school lunch computer system is networked to the district system. Parents may deposit money at any school for their family lunch account. If there are multiple students in the family and money is deposited at the middle school, the deposit will appear in the family account at all buildings.

Bus Policy

Strict standards of discipline on buses must be maintained for safety purposes. All students are expected to follow "Behavior Expectations" while riding the school bus. These expectations will be explained at the beginning of the school year, along with the consequences for poor behavior. Each bus driver has complete authority over students riding the bus. He/she has the right to recommend suspension from the bus for any student who is disobeyed or guilty of any misbehavior. *The building principals will be involved with students who cause repeated behavior problems on the bus.*

Cell Phones & Personal Property Restrictions

- Any personal property that could cause a disruption in school or on the bus is not permitted. Students who carry a cell phone, Apple Watch, or listen to an iPod, etc. on the way to school must turn them off prior to entering the school. **Upon entering the building**, electronics must be **turned off** and **kept** in lockers for the duration of the school day. They may be used again after school.
- If cell phones, Apple watch, electronic games, or iPods are used, visible and/or operational during normal instructional time or assemblies, they will be taken from the student, and the student will receive a detention or extended detentions for repeated violations. These items will be held until a parent comes to pick them up.
- Students may wear Apple Watches but they are not to be used during class. Students may be asked to remove the watch and place it in a backpack or locker if it becomes a distraction to the student's learning or the learning of others.
- Any personal items which are brought for educational purposes, should be given to the teacher to hold until class time.
- The school will not be responsible for personal property. This includes leased or rented musical instruments.
- Students must have permission from school staff in order to call or text home. "Student to parent" communication should be conducted only in the office.
- Students are not to use **ANY TYPE of device** to video record, audio record, or photograph others without the express permission of a teacher, the other party and their parent. Even if permission is given, certain locations are off limits for recordings or photographs. Such activity is strictly forbidden in restrooms, locker rooms, or other locations as staff see fit.
- Phones/communication devices are not to be used in hallways, classrooms, restrooms, in the office during disciplinary action, or in detention/suspension.
- If a student fails to comply with the policy, they will be considered insubordinate, will be suspended, and have a parental conference.

Cheating

Students who are caught cheating on an assignment, quiz, test, etc. will receive consequences for that item, and parents will be contacted. The option to retake a different version of that item for partial credit is at the discretion of the teacher.

Child Custody

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.

Church Night

Wednesday is "Church Night" in Webster City. No middle school activities will be scheduled on Wednesdays after school or evening. This includes detentions - - detentions may be served on Wednesdays only at the request of the parent, and if it can be arranged with the supervising staff person. Wednesday after school is also reserved for staff meetings.

Clubs & Extracurricular Activities

A variety of extracurricular activities are essential to the comprehensive educational program in the middle school. Activities available during the school day include choir, band, student council, and other clubs based on student interests. Activities outside the school day include choices & challenges, interscholastic sports (for 7th & 8th graders), lego league, and other activities as student interest warrants. *Students are encouraged to participate in as many activities as their schedules allow. Students must also meet our expectations in the areas of academics, attendance, and behavior in order to participate.*

Code of Conduct

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school-sponsored activities must conduct themselves in accordance with Board Policy throughout the calendar year. Behaviors that indicate a negative image of citizenship and thus will cause a student to be sanctioned include the following:

1. Extreme disrespect for people or property;
2. Use or possession of tobacco, vapes, alcoholic beverages., or other drugs; (including look-alike substances);
3. Serious violation of public laws; or
4. Any other action that could be considered to be inappropriate or disrespectful by our community members.

Coaches/sponsors of extracurricular activities will explain the school's expectations at the beginning of each athletic season. The areas of concern are academics, attendance, behavior, not returning missing equipment at end of each season, practice participation, and team support/sportsmanship. The Principal or Associate Principal and coaches will determine appropriate sanctions as needed. The minimum sanction for violations will be one event.

Commons Behavior

Students may be in the commons before school, after school, and during their assigned lunch shift. All students are expected to follow the "Behavior Expectations" for behavior in the commons. When leaving the commons, students are asked to clean up after themselves by disposing of trash items and returning lunch trays to the kitchen. Also, make sure there are only six chairs at each table and chairs are pushed in upon departure.

Complaints/Concerns

Students and parents/guardians who have concerns or complaints are encouraged to discuss these directly with the involved persons, *except for concerns regarding athletics, which need to be addressed through the athletic director.* The school counselors and principals are available to assist in conflict resolution between students and staff. All concerned parties are encouraged to address and attempt to resolve problems before they escalate or result in dangerous or threatening behavior. People are always encouraged to put their complaints in writing with a proposed solution to the issue/problem.

Counseling Services

Counseling services are available to students during the school day. Our school counselors will be available to talk to you individually or in a group setting. Students are asked to always get a pass from the counselor before missing class and to try to visit with your counselor during non-class time whenever possible. Students may also be given the opportunity to participate in groups to talk about things such as anger management, friendship, study skills, etc. Parents who do not wish their student to be involved in small group activities should notify the principal in writing.

Discipline Policy

Behavior Expectations

Students will be taught the middle school "Behavior Expectations," as found on our "Behavior Matrix," pg. 5 for various locations (commons, bus, media center, presentations, bathroom, recess, hallway, classrooms). Respect, Responsibility, and Caring will be tied into the behavior lessons and students will then be acknowledged for showing appropriate behavior.

Detention-tiered Approach

First Step: Detention with Teacher

If the student chooses to break the rule/s in the classroom, the teacher may assign a detention *and will contact parents*. The student will stay with the teacher in his/her classroom. Note: If the student chooses to misbehave outside of the classroom (hallway, commons, etc.), a 25-minute detention will be assigned.

Second Step:

If the student does not serve the teacher's detention *within the time allowed* or continues to repeat inappropriate behavior, the teacher may assign additional detention time (25 or more minutes). The teacher will contact the parent/guardian through written documentation and by phone.

Third Step: Reported to Grade level Principal

If the student fails to serve their detention, he/she will be reported to the grade level principal. This time will be made up as the grade level principal arranges with the student's parents.

Fourth Step: Mandatory Parent Meeting

If the student continues to skip detentions and/or misbehave after the third step, a meeting will be scheduled with his/her parents/guardians to plan alternative consequences (such as suspension) and develop a plan to help the student be successful in school.

Saturday Detentions:

The administration reserves the right to assign Saturday detentions to students. The time and requirements of these detentions will be determined when assigned.

Dress Code

There is a strong connection between student academic performance, appearance, and conduct. Inappropriate attire may cause material and substantial disruption to the school environment and/or pose a threat to the health and safety of students, employees, and visitors. The following dress code reflects the standards of the school district as well as input from students, parents, and community people. Not every situation can be covered in the guidelines below; therefore, the building principals have the right to address (and resolve) issues about student dress that arise when they are disruptive to the learning environment. *In all cases, the final decision rests with school administrators.* The standards below apply to all school days and also apply to school-sponsored activities - whether home or away - such as sporting events, concerts, field trips, etc. Students have the right to dress in a manner that expresses an ethnic, religious, or political point of view.

THE FOLLOWING ARE NOT PERMITTED:

1. Clothing or material containing any print or image that is negative toward any individual, race, gender, religion, disability, national origin, or ethnic group.
2. Clothing that advertise, depict, suggest, or condone the use of alcohol, drugs, tobacco, controlled substances, violence, inappropriate language, sexual behavior, illegal activities, and/or harm to oneself.
3. Clothing that is provocative, suggestive, or revealing in nature (i.e.: low-cut tops, tube tops, crop tops, spaghetti straps, and halter tops - all cleavage must be completely covered). Also, no pajama bottoms.

4. Clothing that reveals undergarments such as bras, boxers, and underwear.
5. The midriff - front and back - must be covered at all times; the BOTTOM of the shirt, blouse, etc. must meet the TOP of the pants/skirt/etc. No skin showing at anytime.
6. **Skirts, dresses, shorts, etc. must be of adequate length at all times. No tu-tu's.**
7. Articles of clothing that signify or symbolize gang affiliation, as verified by local authorities. Examples include a single-raised pant leg, bandanas of any color, insignias, or other such emblems.
8. Headwear including - but not limited to - hats, hoods, bandanas, sweatbands, do-rags, scarves, headbands, etc.
9. Items of metal jewelry or accessories which pose a hazard including - but not limited to - chains and wallet chains as well as spiked items.
10. Sunglasses.
11. Shoes are required at all times by order of the Fire Marshall.

Following the Dress Code is required unless the principal designates a special "theme" day or occasion to promote school spirit and/or to improve school climate (i.e. "Student Council Dress-up Day").

Consequences for Violating Dress Code:

On the first offense, students will be given the option to change, remove, cover up, or turn the offending item/s inside out. If this is not possible, parents/guardians will be notified to bring appropriate replacement clothing to school. At no time will a student be allowed to continue to attend class while dressed in violation of the standards. Students who repeatedly violate the dress code will earn detentions or receive in-school-suspensions.

Drug Policy

The use and/or possession of any type of tobacco or alcoholic liquor (or look-alike substance) or any controlled substance (other than those prescribed by the student's physician and handled according to the medications section of this handbook) is prohibited while under school supervision. Any student violating this rule is subject to suspension or expulsion. Law enforcement officials will also be contacted as required by law.

Emergency Procedures

The opportunity to practice tornado/storm, fire procedures, and crisis safety is provided through drills. Each classroom teacher will instruct students regarding where to go in each drill situation. It is imperative in these practices that students remain calm and quiet so that the teacher can direct all students to safety. Tampering with any type of emergency equipment such as fire alarms will result in an in-school suspension (1-3 days). Police may also be contacted and charges filed as needed.

Food and Drink Items

Open food/drink containers are not allowed in the hallways and are not to be stored in lockers. Items for lunch or special class activities should remain closed until in the commons or classroom. Students may bring water to class. Repeated violation of this rule may result in detention.

Gum

Gum chewing is **NOT** allowed. In order to keep the carpets and out furniture in the best condition, please dispose of gum in the trash cans as you enter the building. Repeated violation of this rule may result in detention.

Hallways

"Behavior Expectations" for the hallways will be both taught & enforced. Students are not allowed in the hallways before 7:45 a.m. in the morning without permission from a teacher. Students also need to stay in the hallways for their grade level.

Harassment and Bullying

Harassment and bullying is defined as any verbal, written, physical, or electronic act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student (race, color, creed, national origin, religion, age, family status, sexual orientation, physical attributes, socioeconomic status, mental or physical ability, etc.) Harassment/bullying causes the victim to feel threatened, belittled, afraid, ashamed, angry, hurt or upset and interferes with a student's ability to learn and participate at school.

Harassment/bullying will not be tolerated and will be dealt with appropriately through verbal warnings, detentions, suspensions, parent contacts, making changes in student schedules, and/or police referrals. The district's harassment/bullying policy and reporting procedures will be distributed and explained in detail by the school counselors and/or principals during the first weeks of school.

Homework/Independent Work

The staff at WCMS believes that meaningful homework/independent work is a valuable learning experience. Homework/independent work helps with the following:

- Reinforce academic skills introduced in the classroom.
- Increase learning time thereby increasing student achievement.
- Communicate the curriculum to parents/guardians.
- Encourage self-discipline & organization in the student.
- Assist the students in becoming more self-directed.
- Provide for different rates and styles of learning.

Homework/independent work becomes more meaningful when there is a strong partnership between home and school. A role of the home is to provide support, encouragement, and a place to complete homework.

A role of the school is to assign meaningful work at the appropriate difficulty level. Through a strong home-school partnership, we can increase the student's skills and achievement. Assistance with homework/independent work is available from classroom teachers everyday (except Friday) until 3:45pm.

Homeless Policy

By definition, a homeless student is one who does not have a "fixed, adequate, and regular night time residence." In situations where the status of a student comes into question, the district's homeless liaison officer will investigate and determine the standing of the student in question.

Human Growth & Development

Webster City Community School District offers the Iowa State Department of Education approved/required Human Growth and Development curriculum that includes human sexuality in the 7th grade. Parents will be notified of a meeting in the fall at which the 7th grade curriculum will be shared. In addition, any parent/guardian who wishes to review the Human Growth and Development curriculum being used in the Life Management class or other classrooms may do so by contacting either the principals or school counselors. Parents who wish to exempt their students from any portion of the Human Growth & Development curriculum or any of the counseling services should make that request in writing to the principal. The written request shall include a proposed alternative activity or study acceptable to the principal.

Lockers

Each student is assigned a locker. Each student is responsible for that locker and its appropriate care. Students are not to share their combinations with anyone--as the school district is not responsible for stolen items. Any food items other than sack lunches must be kept out of lockers and may be thrown away if found. Close locker doors carefully to avoid damage. Make sure all items are completely inside the locker before closing to avoid jamming the lock. Do not intentionally jam the lock.

Locker Search

(Iowa Code – Section 808A.2)

Lockers are the property of the school, are provided as a courtesy to students, and will be subject to periodic inspections without prior notice by authorized school personnel. A student, the student's belongings, or locker may be searched by school officials whenever they have reasonable suspicion that the student has violated or is violating either the law or school rules bearing on order or safety and that the search will produce evidence of the violation. The student may be invited to be present for the search when feasible. Any contraband (items possessed in violation of law or school rules) will be confiscated and may be turned over to law enforcement.

Lost and Found

Articles of clothing and other personal items found in and around the school may be turned in to the office. Students may reclaim lost property by identifying it. **All students are asked to write their name on jackets and coats.** At the end of each month, items that have been turned in will be displayed on tables in the commons during lunch hour. Any items not claimed will be donated to charity.

Make-up Work

Students with excused absences will be allowed to make up the work. If a student is absent for a few days, parents/guardians should call the office and request assignments. These assignments may be picked up in the office after school. It is the student's responsibility to communicate with their teacher to make up for missed work due to absence. Students will receive two days to complete work for every one day missed (excused or unexcused) to receive full credit. Work not completed with this time period may receive partial or loss of credit (see late work policy).

Medications

If a student needs to take medication at school, it is important that the parents:

1. Send a signed note with the drug stating the type of medications and instructions about proper administration.
2. State the dosage to be given.
3. State the time it is to be given.
4. The medication must be in a properly labeled bottle with the prescription label attached. This is required before we can dispense medication to the student. Students are to bring **all** medications (including aspirin and other over the counter drugs) to the Nurse's Office, and all medications will be dispensed from there. The school is not allowed to give medication to a student without a parent's/ guardian's written permission.

Motor Vehicles

Students are not allowed to drive motor vehicles (i.e. cars and trucks) to school. School permits will not be issued until the completion of eighth grade. Students may drive mopeds to school with proper licensing.

Parent-Teacher-Student Conferences

In addition to frequent informal conferences between parents/guardians and teachers, formal Parent-Teacher Conferences are held two times each school year. These dates are published on the school calendar and will be announced through the local news media. Students are encouraged to attend conferences with your parents, as you are ultimately responsible for your learning. Mid-term progress reports are also handed out at conferences.

Plan Room

Students disrupting the learning for themselves or others may be sent to the Plan Room (Room 110). Students will remain there until the next passing time (or may return earlier if the sending teacher designates a specific time). If more than one period is needed, the administrator will assign this extended time. Students must conference with the sending teacher before or after school or at a time convenient for the teacher. This must be done prior to the next class with that teacher. It is important to conference with the teacher within one day so learning in class is not missed. Students who do not follow rules and instructions of the plan room may be sent home for the remainder of the day if parents can be contacted, and the time will be made up at a later date.

Summer School/Academic Assistance

Students who struggle academically or struggle to complete required homework on time may be required to attend work sessions during the school year to get caught up on their school work. (i.e.: parent teacher conferences, staff development days, early dismissal days, etc.). If a student receives a "F" in one or more classes at the 3-week grade update, he/she will be required to attend work sessions as determined by school staff until passing grades are achieved. Students who do not show progress through these efforts and/or who fail one or more core subjects for one or more quarters may also be required to attend summer school. This policy will be adjusted to meet individual student needs.

Supplies

Students are expected to have pencils, pens, paper, and any special supplies necessary for specific classes, including appropriate clothes for PE. You cannot do your best work without the necessary tools.

Suspensions

In-School-Suspension

An administrator may assign students an ISS when behavior choices result in a serious disruption of the educational program for that student or others. Students in ISS are required to complete the work they are missing in the classroom. Students who do not follow rules and instructions in ISS will be sent home for the remainder of that day and will not be given credit for the time served. They will be reassigned ISS the following day after parents have been contacted.

Out-of-School Suspension

OSS may be assigned by an administrator when student behavior is considered to be a danger to students, staff, or others in the school setting. Possession of weapons (or other harmful objects), fighting or physically threatening behaviors are examples of offenses that may result in an OSS. School Principals have the authority and discretion to determine if "ISS" or "OSS" is appropriate for a given situation.

Below are a few possible reasons to receive a suspension:

1. Habitual violation of the Behavioral Expectations
2. Possession or use of cigarettes, e-cigarettes, tobacco, vapes, alcohol and/or other drugs
3. Insubordination and/or profanity
4. Fighting
5. Disrespect to property, adults and/or students
6. Truancy
7. Harassment
8. Possession of weapons or harmful objects
9. Others as determined by the Administrator

Technology/Internet Use

Students will be held responsible for use of computers, iPads, and other technology. Students MUST remember their password. Do NOT share passwords or use another person's account. Delete old files and documents. No chatting. If inappropriate information is accessed on the Internet, immediately click the BACK button and do not print it. FOLLOW POLICIES OR LOSE YOUR COMPUTER and/or iPad PRIVILEGES. The details of the district's "Internet Policy" will be explained during the first week of school.

INFORMED CONSENT STATEMENT

Throughout the school year, many opportunities are made available for students' participation in school activities. From time to time students are video recorded, photographed, interviewed and included in printed articles. This information may be used in the newspaper, on the radio, on television, (Cable Channel) or in other publications such as the yearbook, daily announcements, the school's Internet (online daily announcements, online assignments, etc.) and other teacher or school newsletters, brochures, etc.

Parents are asked to notify the Superintendent's office, in writing, if they do not want information about their son and/or daughter to appear in any of the above examples. It will be the responsibility of the parent or student to inform the principal, teacher, supervisor, or advisor to the activity that you do not want the release of student information to be used.

INTERNET STATEMENT

The Internet has become an essential tool for learning. Teachers create instructional activities that include the use of the Internet. The card catalog from each media center will be searchable on the Internet. Online Internet resources have been purchased for the staff members and you. The Internet has become an integral part of the educational system and as a result, you will obtain automatic Internet access. Webster City Schools have connected every computer to a local area network that brings the Internet to the computers in the classroom, computer labs, and media center. All Internet activity is monitored and filtered. While this approach to removing unwanted and inappropriate content from the Internet is desirable, it is not fully guaranteed. If you bump into inappropriate content, you must leave that web site immediately. The Internet is provided for the purpose of obtaining educational resources for school use. Entertainment, e-mail, and interpersonal chatting as well as downloading or copying files are prohibited activities on the Internet. Students will be monitored in computer labs, media centers and classrooms. Students will also be supervised for independent use of the Internet. Students who do not use the Internet for the educational purposes in which it is intended will lose computer privileges for a period of time and as a result, will be required to use traditional resources to complete assignments. Misuse of any digital device will be dealt with on an individual bases. Misuse may cause a student to be without the device for a period of time and/or student and parents will meet with building principal and/or Director of Technology to determine what appropriate action will be taken. Parents are asked to notify the Principal's Office, in writing, if you do not want your son or daughter to be allowed to use the Internet.

TELEPHONE USE

Students will not be called to the phone during school hours, except in emergency cases. Students should not use cell phones for any communications during the day. All outgoing communications should be conducted in the office.

VIDEO SECURITY

Webster City Middle School utilizes a closed-circuit video security system. This system is to be used by school administrators for the purpose of securing and maintaining the safety and integrity of the middle school.

Visitors/Guest Teachers

Visitors are asked to check in to the office and will be assisted and/or directed to their desired location. Parents/guardians are invited to visit the school regularly and to be involved in all school activities. Students from other districts are not allowed to visit classes. *Students are expected to show respect to all visitors. This includes guest teachers. Detention time will be doubled for any student who shows disrespect to a visitor or guest teacher.*

Weapons Policy

School is not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects will be taken from students and others who bring them on school strict property or on property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess or who threaten to bring a weapon or dangerous object on school property will be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school will be expelled for not less than twelve months. The superintendent has the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this policy, the term "weapon" includes any device which is designed to expel a projectile by action of an explosive, the frame or receiver of any such device, a muffler or silencer for such a device, or any explosive, incendiary or poison gas.

STUDENT CLASSROOM EXPECTATIONS

Attendance

- Arrive to class on time. You are tardy if you are not in the classroom at the appropriate time.
- Three tardies equals one detention. This will be assigned by the classroom teacher.
- Remain in your seat until you are dismissed by the teacher at the end of each class period, including the end of the day.

Classroom Procedures

- To better prepare yourself for each Academic Achievement Assessment (summative test), the teacher will begin each class with a review of the learning targets, provide engaging learning instructional activities, and conclude each class with a review of the learning targets from that day. (Learning targets will be clearly posted for your reference.)
- **Academic Practice** (Formative: homework or daily work or independent practice) is considered practice that is necessary to achieve the targeted learning goals.
- **Academic Achievement** (Summative: test assessments) work conducted when you have had adequate instruction and practice to be responsible for the material.

Late Work

You will be responsible for completing all formative or all summative work in a reasonable amount of time (up to approximately 5 days). Due to the dramatic impact of a zero (M=missing) on an overall grade, an M will be used as the last resort if you make no effort to complete an assignment.

Academic Practice (Formative) includes all daily work, homework, checkpoints, practice tests, etc. These are to be completed by the due date. Late work will be accepted with up to a 10% penalty (at the teacher's discretion) until the day of the test and/or the end of the unit.

- After the test, any late work is marked as missing (M). At the discretion of the teacher, late work may be turned in up to two weeks before the end of the course.
- If you are absent, you will have an additional day to complete work for full credit. Additional days are at the discretion of the teacher.
- All work must be completed before you can request a Second Chance Test.

Academic Achievement (Summative) includes a test, exam, final research paper, final class project, final speech, etc. If you miss any final Academic Achievement assessment, it must be completed without any grade penalty. **Not taking an assessment is not an option.**

- If you have not completed all summative assessments for the quarter, the teacher may assign a course grade of incomplete. A course grade of incomplete must have the Principal's written approval. You will have two weeks after the end of the quarter to complete all summative assessments and any other course requirements.

Retention Policy

If a student's academic progress meets the following criteria, said student's academic progress shall be reviewed by a committee consisting of two grade level/core area teachers, one special education teacher, building principal(s), and a guidance counselor. This committee shall recommend the consideration of retention or promotion to the next grade level.

Criteria to be considered:

- If a student fails to maintain a GPA of 1.00 or higher in core area courses during the school year. Core area subjects shall include ELA, Mathematics, Social Studies and Science.
- AND
- The student scored below the cut score (Iowa level for proficiency) in two or more of the core areas on their most recent ISASP test. Core areas shall include ELA, Mathematics and Science.
- OR
- The student was chronically absent - Defined as missing 10 percent or more of school days for any reason (excused or unexcused)

Grading Procedures

The grading guidelines use a uniform percentage District Grading Scale and place greater weight on final products of learning (summative) in calculating the grade with less weight on the academic practice (formative) involved in learning.

Academic Practice (formative) will be 25% of the quarter grade.

Academic Achievement (summative) will be 75% of the quarter grade.

- **Course grades** will reflect the level of your academic achievement.
- While non-academic factors may be highly valued and often contribute to your achievement, they should not be included in the grade book.
- The following are examples of non-academic factors and may not be included in the course grade: behavior, attendance, attitude, punctuality, effort, ability, improvement, or participation. (certain class participation such as PE or music is exempt); daily work based solely on completion (i.e. there must be some assessment of the student's work.)
- **Second Chance Testing:** A second opportunity to retest will be available for all students. The second test **will not** be the exact same original test.
- When requesting a retake, you will be required to document what additional learning is needed before you can take the retest. You are not permitted to simply show up for a test retake and hope for a better result. The teacher may require you to complete additional practice, attend a tutoring session, complete another activity or complete any previously assigned daily work.
- The higher of the two scores is placed into the grade book (not the average of the two scores.)
- **Extra credit** will **NOT** be available

Grade Updates:

- The Middle School will collect student progress grades 2 times per quarter.
- These progress grade updates are provided to you and your parents on the Infinite Campus Portal available from our school website.

The District Grade Scale is used for all classes:

97-100 = A+	93-96 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-77 = C	70-72 = C-
67-69 = D+	63-67 = D	60-63 = D-

WEBSTER CITY MIDDLE SCHOOL 7TH/8TH GRADE ACTIVITY POLICY

Participation in extracurricular activities is an important part of the educational program for middle school students. Students who are more involved in activities get better grades, enjoy more social time, and are less likely to get into trouble. They also learn a lot about self-discipline, leadership, teamwork, respect for rules, and sportsmanship. Students who participate in extracurricular activities not only represent themselves, but also their school and community.

**Being involved in various activities is a privilege and students must follow the guidelines listed below to remain eligible throughout each athletic season:*

1. **Academics:** Students must be passing all classes. They will be expected to work with a teacher before and/or after school as needed when any grade falls into the failing range. At grade postings during the quarter, students will have 5 school days after a posting to get a grade raised to a passing grade (day 5 ends at 3:20pm). IF at the end of those 5 days the grade remains failing, the students will be ineligible to participate in extracurricular contests until the grade is back to a passing grade. At the final posting of the quarter, students who have failed a class will miss one consequent contest of all of the extracurricular activities they are involved in.
2. **Attendance:** Students must be in school the entire 2nd half of the day of an activity/game (12:00 - 3:20) in order to be eligible to participate. Exceptions to the rule may be approved by the principal. (ie: funeral, etc.).
3. **Behavior:** Student athletes are expected to follow the rules found in the student handbook. If they choose not to, they may become ineligible any time the coaches, teacher, and principals feel their behavior becomes a bad reflection on the team and school. These decisions will be made on an individual basis as they occur. Students will not be allowed to participate in games if they were suspended at any time during the day of a game.
4. **Equipment:** Students are responsible for returning all equipment at the end of the season. If an item is lost during the season, the student must pay the replacement costs before another item is issued. The student athlete will also be ineligible until the matter is settled.
5. **Practice Participation:** Students who have three or more “unexcused” absences from practice will be asked to leave the team. The coaches (& principals) will decide if absences are considered “excused”. (Excused absences will include things such as doctor appointments, funerals, etc.).
6. **Team Support:** All players/athletes are to remain dressed in team uniforms with their teammates until everyone is done playing. Nobody will be allowed to leave their designated bench area (to get a bottle of pop, go to the bathroom, etc.) without the coach’s permission. The athletes on the bench should be the best fans in the facility.
7. **Riding home with Parents:** Student riding home with parents from away events need to provide the coach with a signed note from the parent/guardian that they are riding home with.

*Students who have a concern about issues such as how practices are being run, the amount of playing time they’re getting, etc. should speak directly to the coach. Parents with concerns need to contact the Webster City Schools Activities Director; they are not to confront the coaching staff.

*Both the student athletes and parents are encouraged to read and discuss the above participation guidelines together prior to the first practice.