

Design by Daisy Kivi

2019-2020

**Student-Parent handbook**

WEST LIBERTY MIDDLE SCHOOL

203 E 7TH STREET

WEST LIBERTY IOWA 52776

PHONE 319-627-2118

FAX 319-627-2092

**WEST LIBERTY COMMUNITY SCHOOL DISTRICT**

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**Mission**

**To Partner** with our families, staff communities,

**To Prepare** our students for full and productive lives,

**To Become** empowered citizen here and around the world.

**Core Values**

**Achieve** We strive for our best

**Inspire** We believe in ourselves and other

**Community** We respect our similarities and differences

**Fairness** We provide what is right for what one needs

**WEST LIBERTY MIDDLE SCHOOL**

**(Grades 6th- 8th)**

**GENERAL INFORMATION**

**2019 - 2020**

### PROFESSIONAL STAFF MEMBERS

(**To contact staff via e-mail use the first name initial followed by the last name: vvernon@wl.k12.ia.us.)**

|  |  |
| --- | --- |
| Superintendent: Dr. Diego F. Giraldo  Counselor: PreK-K-6th- 8th: Kristina Murphy  Counselor: 6th-12th : Russ Hughes  6th grade Math: Mallory Cox  6th grade Science: Jessica Madsen  6th grade Literacy: Kelsie Garcia  6th & 7th grade Spanish Literacy: Sandra Molina  6th & 7th grade World Culture: Ryan Hayes  7th grade Science: Tyler Gross  7th grade Literacy: Stefanie McNamer  7th grade Math: Michael Hart  7th & 8th grade Spanish Lit and Word Cultures: Mark Plum  8th grade Literacy: Danielle Reagle  8th grade Science: Nikki Koenig  8th grade Math: Olivia VanDerKooi  8th grade American History: Dan Stevenson  Paraprofessional: Gloribel Palma  Paraprofessional: Nichelle Loving  Paraprofessional: Tasha Anderson  Paraprofessional:Nenia Ortiz  Paraprofessional: Crystal Wertzbaugher  Paraprofessional: Kayla Huff  Paraprofessional: Travis Lang | Principal: Vicki Vernon  Instructional Coach: Melody Russell  Office Manager: Tracy Hernandez  Office/Health Assistant: Janet Brennan  6th- 8th grade Special Education: Monty Beal  6th grade Special Education: Darci Watts  7th - 8th grade Special Education: Timothy Kuenzel  8th grade Special Education: Kaitlyn Mishmash  Media Center Director: Kelly Butcher  Library Paraprofessional: Amy Putney  6th-8th grade Art: Shawna McLeod  6th-8th grade Music: Brenda Miller  6th-8th grade Physical Education: Kelly Morrison  6th-8th grade Physical Education: Caleb Studebaker  6th-8th grade: Instrumental Music: Laura Rodriguez  ESL: Lori Booke  ESL: Eve Doyle  TAG 6th-12th : Jackie Henderson  Director of Food Services: Chris Wilson  Head Cook: Jennifer Herrold |
|  |  |

**WEST LIBERTY MIDDLE SCHOOL**

**REGULAR SCHOOL HOURS OFFICE HOURS**

**8:08 AM-3:10 PM 7:30 AM-4:00 PM**

**WEDNESDAY EARLY OUT 2 HOUR DELAY**

**8:08 AM-2:10 PM 10:08 AM-3:10 PM**

**WEATHER RELATED DELAYS OR CANCELLATIONS**

**KCRG, KWQC TV and WMT, KKRQ KXIC Radio stations**

**Twitter, Facebook, school’s website as well as the direct call through School Messenger**

**SCHOOL FEES**

**BREAKFAST AND LUNCH PROGRAM**

A federally regulated breakfast and lunch program is provided. Breakfast will be served at West Liberty Middle School between 7:45 AM and 8:00 AM. If school is delayed, breakfast will not be served. Money may be added to the student’s account each morning in the middle school office. Middle School meal prices: $3.10 lunch, $2.20 breakfast; $0.40 reduced lunch; $0.30 reduced breakfast; Seconds $1.40 lunch; $0.90 seconds breakfast, Milk, $0.45. Adult price breakfast $2.55, $4.25lunch.

**WAIVER OF STUDENT FEES**

Students whose families meet the income guidelines for free and reduced price for lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Such fees are those which cover the cost include books, locks, band instrument rentals, and course fees that are required. The waiver will not apply to the costs of elective student projects.

**Parents or students who believe they may qualify should contact their school for a waiver form and submit the form to the office. The waiver will not be considered retroactively after fees are paid. The waiver must be completed annually as it does not carry over from year to year.**

**REGISTRATION**

New students moving into the district will register with the building’s office manager. Students in grades 6-8 will be charged a $65.00 book fee at the beginning of the school year. For new students moving into the district after school has started, a prorated fee will be charged. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. The waiver will not apply to the costs of elective student projects. Parents of students who believe they may qualify for assistance should contact the office manager of their school for a waiver form and submit the form to the principal. The waiver will not be considered retroactive after fees are paid. The waiver must be completed annually as it does not carry over from year to year.

**BAND INSTRUMENTAL RENTAL FEE**

The West Liberty Middle School Band instrument rental fee for 2019-2020 school year is $62.00

**ACTIVITY TICKET FEES**

Students K-12 $35.00; Adult $40.00 ten punch ticket; Adult $100.00 Annual pass.

**TOBACCO/NICOTINE FREE CAMPUS**

No student or adult shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event.

The following definitions have the following meanings;

**1)** “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver inhaled dose of nicotine or other substances to the user. (American Lung Association)

**2)** “Smoke or Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic. (American Lung Association)

**3)** “Tobacco Use” means smoking, chewing dipping or any other use of tobacco products, including electronic smoking devices. (American Lung Association )

**Grade Level Instructional Supplies**

**Sixth Grade**

|  |  |
| --- | --- |
| **Science**  1 3-subject notebook  1 folder (heavy duty)  1 jumbo size book cover  **Math**  1.5" binder  5 dividers  loose leaf paper  1 basic function calculator  1 single subject notebook  **Literacy: English**  1 3-subject notebook  1 folder - Plastic or heavy duty  1 standard size book cover  **World Cultures: English**  1 single subject notebook  1 folder  1 box of 12 colored pencils  1 ruler  1 black Sharpie  1 jumbo Book Cover  **World Cultures: Spanish**  1 single subject notebook  1 binder-1 ½ inch (black color)  1 pocket folder  10 red ballpoint pens | **Literacy: Spanish**  1 single subject notebook  1 folder  **GENERAL SUPPLIES**  highlighters (3 various colors)  tissues 3 boxes  1 pair of scissors  pencils –2 packages - may need to be replenished  pencil cap erasers- several  pencil pouch (optional)  2 glue sticks  **EL Resource**  1 folder  1 notebook |

**PLEASE NO TRAPPERS, PENCIL BOXES OR WHITE OUT**

**Seventh Grade**

|  |  |
| --- | --- |
| **Science**  #2 pencils  erasers  1 3-subject Spiral Notebook  1 pocket Folder  1 jumbo Book Cover  **Math**  #2 pencils  erasers  pencil Pouch – large enough to keep pencils, erasers, and calculator organized  single subject spiral notebooks  2 pocket Folders  1 jumbo Book Cover  1 calculator-Scientific (Preferably Texas Instrument TI-30Xa); calculator needs a fraction key **Ab/c**  **Literacy**  #2 pencils  erasers  1 highlighter  1 pocket Folder  2 college Ruled Spiral Notebooks  1 book Cover (any size) | **Literacy: Spanish**  #2 pencils  erasers  1 college ruled single subject spiral notebook  1 pocket folder  10 red ballpoint pens  **World Cultures**  #2 pencils  erasers  1 college ruled single subject spiral notebook  1 pocket folder  1 box of 12 colored pencils  1 ruler  1 black Sharpie  1 jumbo size book cover  **Word Cultures: Spanish**  1 folder  1 notebook  **EL Resource**  1 folder  1 notebook |

**1 box of tissue (to be given to homeroom teacher)**

**Eighth Grade**

**For All Classes**

pencil pouch see through or transparent (for pencils and calculator)

pencils and pens

colored pencils

loose leaf paper

2 boxes of tissues for homeroom

1 canister of disinfecting wipes

**Science**

composition Notebook

large folder

large-size book cover (can be reused from last year DOES NOT need to be new)

**American History**

1” binder

**Literacy**

1” binder

package of loose leaf paper-college ruled

small scissors

1 small bottle of glue

Standar book cover (can be reused from last year, DOES NOT need to be new)

**Math**

1” binder

extra-large-size book cover(can be reused from last year DOES NOT need to be new)

MUST have a scientific calculator

**Literacy: Spanish**

1 folder

1 notebook

**World Cultures: Spanish**

1 folder

1 notebook

**EL Resource**

1 folder

1 notebook

**NO SHARPIE MARKERS PLEASE**

**6th, 7th & 8th Grade**

|  |  |  |
| --- | --- | --- |
| **Physical Education**  Non marking tennis shoes  T-shirt  Athletic shorts  Gym bag | **Music**  1 Double pocket folder  1 Pencil  1 Spiral notebook  1 Box of tissues | **Art**  Pencil |

**LOST AND DAMAGED TEXTBOOKS AND WORKBOOKS**

Students are furnished textbooks at the beginning of the year. They are signed out to students and returned to the instructor by the students upon completion of the subject. If the book has had more than average wear, the student is expected to pay a fine in proportion to the damage. ALL BOOKS LOST MUST BE PAID FOR AT THE REPLACEMENT COST OF THAT BOOK.

**ATTENDANCE/ABSENCE PROCEDURES**

The importance of regular attendance cannot be overemphasized. **Research consistently shows a strong correlation between attendance and academic achievement**. When a student is absent, it is the responsibility of the parent to call in the absence to the school office (627-2118) before 9:00 AM. If there is no contact, the student must bring a signed written excuse to the office the day they return. Failure to meet this requirement will result in an unexcused absence.  **The Iowa Department of Education Attendance Policy Guidelines State., “School districts may define by policy what are excused or unexcused absences. The determination of whether an absence is excused is made by the school not by the parent.”** Examples of excused and unexcused absences; if you know your student will be absent in advance for appointments, trips, etc., please notify the middle school office so arrangements can be made to receive and complete assignments BEFORE the date of the absence. Any student arriving at school after 8:08 AM will be considered tardy. Upon arriving at school, the student will need to stop at the office to obtain a pass to class. A tardy will be deemed unexcused if a student arrives at school after 8:08 without a note or phone call from the parent. Three unexcused tardies will result in an assigned detention of no less than 15 minutes. If you would like to pick up homework please call the office by noon so that teachers will have a chance to gather the materials.

**MAKE-UP WORK**

As a general rule, students will be given one day of make-up time to complete assignments for every **excused** day they were absent.

**ARRIVAL AND DEPARTURE TIMES**

For safety purposes, students are not to arrive on school grounds earlier than 7:50 AM and are to be off school grounds by 3:20 PM unless they are under the direct supervision of a staff member in a learning environment or attending a middle school activity.

**LEAVING THE SCHOOL DURING SCHOOL HOURS**

If a student becomes ill during the school day, he/she should report to the nurse’s office or main office. Phone calls to parents need to be made in the office or nurse’s office. At this time, the situation will be assessed and if warranted, parents/guardians will be notified by school personnel from the office. **No one is to leave the building during school hours for any reason without first obtaining prior approval from the office.** Students who leave school during the day for a medical or dental appointment must sign out at the office, and also have a signed verification from the doctor or dental office to bring to the office upon their return to school.

**CAMPUS VISITORS**

We welcome parents, guardians, and other community citizens who want to visit our school with prior notice. All visitors must check in at the office, sign in, and receive a visitor’s badge.

**DRESS AND PERSONAL APPEARANCE**

A student whose dress/appearance is improper will be required to change the appearance before being allowed to attend school. The following dress code is in effect for the West Liberty Middle School students:

* Hoodies or caps should not be worn during the school day. Caps and hats should be left in lockers during the school day, and can be put on when leaving the school building.
* Shirts should extend below the belt level.
* Shorts, skirts and dresses should be at fingertip length and if not spandex shorts or leggings should be worn under the clothing item. (Fingertip length is determined by the student holding their hands to their sides. The clothing item needs to touch or exceed the fingertips.)
* Prohibit wearing see-through tops, midriff, strapless or low-cut clothing and outfits that provide little coverage.
* All shirt straps should be at least 2 inches in width.
* Prohibit shirts that promote drugs, alcohol and/or tobacco.
* Prohibit wallet chains, necklaces, chokers, wrist chains/bands that could be considered weapons.
* Prohibit gang-related clothing/accessories (i.e. bandanas, rags).
* Coats, backpacks and bags are to be removed before entering the classrooms and stored in lockers.

The school administration will have the right to designate which types of dress, fashions or fads disrupt or detract from the educational program.The school administration shall retain the authority to grant exceptions for special occasions and/or special conditions.

**ITEMS NOT ALLOWED**

West Liberty Middle School assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cell phone and electronic devices that are brought to school at any time and/or to any extracurricular activity. Non essential school items include, but are not limited to tablets,iPads, cell phones and/or any item that is deemed unnecessary, dangerous, or not on a school recommended list of student supplies. It is the responsibility of the school to confiscate any items that inhibit student learning or are deemed unnecessary or dangerous. Cell phone use is strictly prohibited in the locker rooms and restrooms. The first time a cell phone is confiscated, the student may pick it up from the teacher at the end of the school day. If an item is confiscated a second time, the student will pick it up from the office and a discipline report will be filed. The third offense will result in the filing of a discipline report and requiring the parent and/or guardian to pick the item up at the school office. Gum and candy are also considered non-essential items.

**PLANNERS/HALL PASSES**

Students must have a hall pass or planner to be in the halls when classes are in session.

**MEDICAL/MEDICATION POLICY**

It is the policy of the Board of Directors of the West Liberty Community School District that whenever a student must have a prescription or nonprescription medication administered by an authorized staff member at school, written authorization and instruction must be provided by a parent or guardian. Students bringing medication to school are to give the medication to the health associate immediately upon arriving at school.

Prescription medication: A prescription or pharmacy label needs to accompany this medication, with the following information clearly labeled on the bottle:

* Name of Medicine
* Dosage
* Method of Administration
* Time(s) medication is to be administered at school
* Student’s name
* Physician’s name

For long-term medicine, do not send more than one month’s supply to school. It is recommended that a duplicate prescription bottle be obtained from the pharmacy and sufficient pills placed in this bottle to cover medicine to be administered at school.

**Non-prescription medication:** In order to comply with the Board policy and State regulations, aspirin and other non-prescription medication will not be administered by school personnel without written permission of the parent or guardian. A form may be picked up at the office. For a medication to be administered for an extended period of time, the nurse may also require a physician’s signature on this form. No non-prescription medication will be administered by the school without this completed and signed form on file and such medication must be clearly labeled as outlined above. The school does not provide aspirin or non-aspirin products to students without prior written consent from parents.

**STUDENT/ADULT ALLERGIES**

In the West Liberty School District (WLSD), we are aware of the tremendous risk children and adults who are allergic to nuts and other products can face. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization. The WLSD wants to create a safe school environment for students with peanut/tree nut allergies.

Our schools are not “peanut free”, but we do provide a safe environment for students and staff with known peanut/tree nut allergies and provide our staff with education and information on preventive measures and treatment in case of a reaction. We understand that each situation is unique and will address each and every student’s situation as needed.

Meals served through the schools will not include any food with peanuts/tree nuts or any manufactured food where peanuts are used. Students are encouraged to bring non-food items for celebrations. If a food item is brought to school for a celebration, it needs to be taken directly to the office.

**HEALTH OFFICE**

Students who want to see the health associate must report directly to class and request permission from the teacher to go to the nurse. Parental permission must be received before a student will be allowed to go home. **No student is to leave the school without administrative and parental permission.** Students may be screened during the school year for vision, hearing, heights, weights, body mass index, and dental. If you do not want your child screened, please provide a note to the health office at the beginning of the school year.

**Students should be free of fever, vomiting and diarrhea for 24 hours before returning to school**.

**COMMUNICATION**

Midterm reports are sent home after the first six weeks of each trimester period to parents/guardians of students who are having difficulty in specific classes. Report cards are issued every trimester during the school year. Parent/Teacher Conferences will take place three times a year, once in the Fall and twice in the Spring. If you need to have a duplicate report card sent to another location, you must contact the West Liberty Middle School office and notify the office staff. You may access your child’s progress throughout the year by accessing the website [https://westlibertyschools.onlinejmc.com](https://westlibertyschools.onlinejmc.com/) If you do not have an activation code or do not remember it, please contact Ms. Hernandez at 319-627-2118 ext. 14001.

**GRADES/REPORT CARDS**

All students receive a report card for the corresponding trimester. This report is an indication of the effort the student has put forth on their schoolwork. If a student earns an incomplete on their report card, they have 12 school days from the end of the trimester in which they earned the incomplete, to make-up the incomplete. Due to extenuating circumstances, if approved by the team and building administration, more time may be granted to complete makeup work.

**RETENTION**

Retention will be in accordance with Board of Education policies.

**DISCIPLINE/SERIOUS OFFENSES**

**STUDENT BEHAVIOR AND DISCIPLINE CODE**

|  |  |  |
| --- | --- | --- |
| **PROHIBITED BEHAVIOR** | **CLARIFICATION** | **ACTION** |
| **Not accepting responsibility for one’s actions** | Examples of a student not accepting responsibility may include:  \*habitual tardiness  \*unprepared for class  \*not following directions  \*not accepting outcomes of actions | Disciplinary action may include:  \*reprimand  \*detention  \*student/parent/teacher conference  \*administrative actions  (i.e. student/parent conference detention, in-school suspension, out-of-school suspension, contact law enforcement or appropriate state agency, alternative placement, expulsion) |
| **Disrespect for the rights of others** | Loud or boisterous conduct, which disturbs the orderly and disciplined atmosphere of the school, is prohibited; this includes temper tantrums, disturbing classes or meetings, verbal or physical behavior, which results in disorderly conduct. | Disciplinary action may include:  \*reprimand  \*detention  \*student/parent/teacher conference  \*administrative actions  (i.e. student/parent conference detention, in-school suspension, out-of-school suspension, contact law enforcement or appropriate state agency, alternative placement, expulsion) |
| **Insubordination** | Insubordination is the refusal to comply with reasonable requests or directions of any school personnel. | Disciplinary action may include:  \*reprimand  \*detention  \*student/parent/teacher conference  \*administrative actions  (i.e. student/parent conference detention, in-school suspension, out-of-school suspension, contact law enforcement or appropriate state agency, alternative placement, expulsion) |
| **Inappropriate clothing** | Consistent inappropriate student appearance that may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school grounds. | Disciplinary action may include:  \*reprimand  \*parent contact  \*detention  \*in-school suspension |
| **Fighting** | Attempting to apply or applying force to another student, school staff members, or visitors is prohibited. Fighting and assault are prohibited. | Disciplinary action may include:  \*administrative action (ISS/OSS) |
| **Theft** | The involvement in, or the taking of school, or another person’s property, or knowingly, possessing stolen property is  prohibited. | Disciplinary action may include:  \*detention (before or after school or during lunch)  \*administrative action |

**BUS SAFETY, STUDENT BEHAVIOR, AND PROCEDURE**

**What is expected of the student’s riding a bus?**

1. Bus riders will be at the designated bus stops 10 minutes before the bus arrival time or outside of their homes ready to get on the bus.
2. Remain quiet enough not to distract the driver – students are not to shout or be boisterous.

**a.** When crossing railroads be extremely quiet so bus driver can hear for on-coming trains.

1. Go directly to seats when entering the bus so the driver can continue on route.
2. Remain seated while the bus is in motion.
3. Keep hands, arms and head inside the bus at all times.
4. Do NOT throw objects about the bus or out of the bus.
5. Keep the aisles clear at all times.
6. Move carefully and quickly on and off the bus.
7. Please do not eat or drink on the bus.

The bus driver is your “teacher” on the bus. They are in charge of all students and their safety while on the bus. If the actions of a student or students on a bus cause a disturbance which causes the driver to be distracted, an accident is more likely to happen. Therefore a bus driver is not expected to continue to transport students who cause problems on the bus and thereby make the trip less safe for everyone. The bus driver has the authority to assign seats to all students if he/she feels it is necessary.

Students and parents should understand that the students riding the school buses must obey all the expectations of riding the bus or the student may not be allowed to ride the bus. All school buses are equipped with video cameras to help monitor bus safety.

If your student’s behavior or attitude is not acceptable the following consequences may apply:

1. Verbal warning from bus driver.
2. Bus report may be completed by bus driver and turned into the principal; the principal may conference with student and/or parent and give consequence.
3. After two written bus reports, the student may lose the privilege of riding the bus for three days, the parents would be notified immediately.
4. After three written bus reports, the student may lose the privilege of riding the bus for a week (5 days), the parents would be notified immediately.
5. After four written bus reports, the student may lose the privilege of riding the bus entirely.

Parents are responsible for providing transportation to and from school while a student is suspended from riding the bus. If a student does not attend school during a bus suspension, it will be counted as an unexcused absence.

**If each person does his/her part, the bus ride will be more pleasant and a lot safer for everyone!**

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

**PBIS** is a set of systemic and individualized strategies for achieving social and learning outcomes while preventing problem behavior. There are four core elements emphasized: clearly defined outcomes; research-validated practices; supportive administrative systems and use of information for problem solving.

|  |  |  |  |
| --- | --- | --- | --- |
| **West Liberty Middle School Expectations** | | | |
| **As a WLMS Comet I will demonstrate:** | **RESPECT** | **RESPONSIBILITY** | **COOPERATION** |
| **School-Wide** | -Treat others as I wish to be treated  -Be a role model | - Keep cell phone turned off in my locker | -Listen to and follow directions from all adults |
| **Classrooms** | -Be in the classrooms on time  -Follow all classroom rules | -Bring your planner, pencil and all materials  -Complete work on time | -Respect the rights and ideas of all students and adults |
| **Hallways** | -Use indoor voices and good manners  -Use appropriate language  -Keep my hands and body to myself | -Have my planner as hall pass  -Use my own locker  -Come to class prepared with all of my materials | -Walk to the right  -Pick up after myself |
| **Cafetería** | -Use indoor voices, good manners | -Clean up my spot  -Take what I signed up for | -Wait patiently in a single file line  -Welcome new people to my table |
| **Restrooms &**  **Locker Rooms** | -Use indoor voices and good manners  -Keep my hand and body to myself  -Use appropriate language | -Keep all areas clean  -Throw garbage in trash cans and flush toilets  -Keep my belongings safe in my locker  -Keep my phone turned off in my locker | -Respect the privacy of others |
| **Library &**  **Computer Lab** | -Use indoor voices and good manners  -Use appropriate language  -Stay on task | -Bring appropriate materials  -Be responsible with school materials and computers  -Follow the technology agreement | -Respect all students and staff  -Effectively communicate |
| **School events** | -Be an active participant  -Respect participants, spectators, speakers and officials  -Respect school property and other people’s property  -Use positive and appropriate comments | -Keep all areas clean  -Take responsibility for my actions | Show positive school spirit |

**BULLYING DEFINITION ACCORDING TO THE STATE OF IOWA CODE 280.28:**

Harassment and bullying shall be construed to mean any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets **one or more** of the following conditions: places the student in a reasonable fear or 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 a 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.

At West Liberty Middle School, each teacher is issued a bullying log to track incidents. If a student receives 3 “founded” bullying entries, a formal discipline report is filed with the office and appropriate action is taken according to each individual case.

**Normal Conflict vs. Bullying**

**Normal Conflict** **Bullying Behavior**

Occasional Is a repeated happening

Not pre-planned Premeditated, on purpose

Genuine upset to both Person being bullied more upset

Trying to work things out Trying to be the one in control

Both parties admit some responsibility Want to take power or possessions

Effort to solve problem by both parties Blame is laid on the bullied person

No effort to solve problem

**SPECIAL ACADEMIC PROGRAMS**

The school district has initiated and maintained a number of programs designed to benefit students with specific needs. Such programs include the following:

**Talented and Gifted Program**

The Talented and Gifted (TAG) program at West Liberty Middle School is based on a collaborative model which involves the TAG teacher, classroom, special teachers and outside resources. The TAG teacher plans and at times co-teaches with various staff to enrich the current curriculum. Students identified as TAG students have the opportunity to be invited to participate in numerous contests and programs throughout the school year.

**English as a Second Language**

ESL is an instructional support service available to non-English speaking students or to students who speak some English, but have a language other than English spoken at home. Students K-12 are identified for this service through a Student/Home Language survey, completed at the time of enrollment, and by staff referral.

Students identified as non-English speaking or limited English speaking are tested in Spanish and English. Qualifying students are automatically placed in the ESL program. Parents not wanting this instruction must sign a waiver to exit the student from the services.

**Special Education**

Some children have concerns with learning or behavior that may need to be handled by special instruction and support. A complete special education program with a qualified instructor is available at West Liberty Middle School. Various guidelines, determined by the Iowa Department of Education, must be met for placement in this program.

**Dual Language**

The West Liberty Community School District offers a Dual Language option to the children of interested parents. Enrollment in the Dual Language program begins at the kindergarten level. Both English-speaking and Spanish-speaking students may initially enrolled in the program when entering kindergarten. At the middle school level, Dual Language students receive Spanish instruction in the content areas of literacy and world cultures. Students who are enrolled in the Dual Language program and move from the district will be exited from the program.

**Google Apps for Education**

Each student in grades 3-12 will receive a Google Apps account. Students in Middle School will also receive a Gmail account. Google Apps for Education (GAFE) is used by many of the world’s leading educational institutions, including universities, secondary and primary schools. GAFE is completely free for schools and does not contain advertising anywhere within it. It will allow teachers and students to collaborate on documents simultaneously. Students and teachers can share documents and collaborating ideas to learn more effectively. Any misuse of Google Apps or technology in general will result in limited privileges.

**WEST LIBERTY MIDDLE SCHOOL**

**ACTIVITY PARTICIPATION**

**2019-2020**

|  |  |
| --- | --- |
| **EXTRA-CURRICULAR ACTIVITIES** | |
| Volleyball | **Football** |
| **Basketball** | **Wrestling** |
| **Track** | **Cross Country** |
| **All Clubs** | **Chorus** |
| **Band** | **Jazz Band** |
| **Student Council** |  |

The purpose of the West Liberty Middle School activity programs are to encourage participation and when appropriate, friendly competition between teams and the sports and the schools they represent. New friendships among those who participate, the development of strong playing skills, a sound knowledge of the sport or activity, good sportsmanship by those who participate and strong community relations help prepare our students for life.

**ROAD TRIP/BUS PROCEDURES**

West Liberty Community School District policies for school provided transportation is in effect on all activity trips. All participants will ride school transportation to and from an out of town activity event. Students who attend an out-of-town trip, must return on the bus unless the parents have made prior arrangements with the building administrator or sign out their student with the activity sponsor following the activity. Students may only ride home with THEIR parents.

**SCHOOL SPIRIT AND TRADITION**

An excellent administration, faculty, student body and building all are vital ingredients in the establishing of desirable school traditions and school spirit. Yet, it is the attitude and feelings of each individual student, teacher and administrator that truly determines how outstanding a school will be.

School spirit is the way an individual feels toward one’s school. It is pride in one’s school, pride in oneself which motivates one to demonstrate desirable attitudes toward the school. School spirit is to know that one’s school is the best and doing everything possible to keep it that way.

(This section will present the traditions that are presently part of West Liberty High School tradition.)

**SCHOOL COLORS:** Royal Blue and White

**TEAM MASCOTS:** Comets

**SCHOOL SONG:**

**Here’s a cheer for good ole’ WLHS Fearless we are ever marching forward**

**Sing your praises loud and clear. Always fighting for the right.**

**Victory will always be our motto Raise your voices,**

**And our honor we hold dear. sing your praise forever**

**Rah, Rah, Rah! To our colors Blue and White!**

**Fight, Fight, Fight!**

**ACTIVITY PROGRAM PROCEDURES**

**STARTING DATES**

Starting dates are established by the West Liberty Community Schools, IHSAA and IGHSAU**.**

**PRACTICES**

Athletes are expected to attend every practice. Non-school day practices will be avoided as much as possible. All coaches will have a practice schedule for the players/parents at the start of each season. There will be no middle school practice when there is an early release due to weather conditions that could jeopardize safe travel.

**ACTIVITIES**

Students must be in attendance from 12:01- dismissal in order to play in a game/concert/activity that day or have prior approval of the building principal or designee to participate. Any student who chooses to participate in extracurricular activities must attend practice on a daily basis, remain in good academic standing (passing all classes) and exhibit a respectful attitude. If all the above criteria are met the student will have the opportunity to compete and participate in events. Multiple games/activities will be scheduled at each grade level. Squads will be determined by the coaches and will be chosen on the basis of ability, commitment to the team concept, and numbers of participants.

**EQUIPMENT**

All school issued equipment must be returned at the end of each season/school year. The participant becomes responsible for equipment checked out to them. If equipment is lost or destroyed, the participant will be required to pay the replacement cost as determined by the staff member in charge. Participants who have a financial obligation for equipment will not be allowed to participate in the following activity until the obligation has been paid.

**INJURY REPORTS**

Students need to report athletic injuries to the coach. If you have a serious injury, the coach needs to be aware of your condition. Coaches need to fill out injury reports for the school during athletic practices and contests.

**GOOD CONDUCT RULE/POLICY**

It is a privilege and an honor to be able to participate in extracurricular activities and represent this school district. The student and the school are judged by the participant’s character and conduct at all times. Students serve as a model too many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, and at school activities, both home and away, during the school year and during the summer, that are not consistent with the ideals, principles, and standards of the school district, may be declared ineligible.

A participant will fall under the Good Conduct Rule immediately upon the first day of 7th grade. This rule is in place 24/7/365. (Twenty-four hours each day, seven days each week, and 365 days each year.)

The participant is in violation of the Good Conduct Rule any time he/she is found, through investigation resulting in reasonable finding, to have or admitted to inappropriate conduct including, but not limited to:

**Item 1.** Consumed, possessed, acquired, found to be under the influence of, delivered, or transported any type of alcohol (liquor, beer and wine). (Court conviction not required.)

**Item 2.** Used, possessed, or distributed a controlled substance, imitation substances or drug paraphernalia as defined by the Iowa Code. (Court conviction not required.)

**Item 3.** Used or possessed tobacco in any form.

**Item 4.** Committed theft, vandalism, or other serious offenses, including those which violate the Iowa Criminal Code. (Court conviction not required.)

**Item 5.** Participated in a fight while at school or on a school sponsored trip, did not follow a coach’s direction while on a school sponsored trip, or committed any other acts that would be deemed unacceptable in today’s society.

**Item 6.** Misrepresented and or altered school documents (forgery).Students participating in activities other than athletics will be subject to loss of privileges associated with that activity at the discretion of the building principal and director of that activity.

**ACTIVITY ACADEMIC ELIGIBILITY**

Participation in activities is a privilege and an honor. Students who participate in activities must be passing academic subject areas to remain eligible. Each teacher listed on the student’s schedule for the trimester, the coach/director/sponsor of the activity, and building principal, determines student eligibility.

**STUDENT COUNCIL**

The Middle School Student Council was established in order to promote greater school spirit, more extensive participation in extracurricular activities and to develop more and better student leadership. Student Council members are assigned to report information to their classmates. Their fellow classmates elect them in the fall of the year. Student Council members who fail to provide adequate leadership and character representation to the Middle School will be dismissed from Student Council.

**DRIVERS EDUCATION**

Many students have the opportunity to take a Driver's Education class when they turn 14 through agencies or private companies. Due to safety issues of elementary students walking through the middle school gym parking lot, we highly discourage students in middle school to obtain a home to school permit while they are in 8th grade. If parents request that a student be granted a signature for a home to school permit, the parent and student will need to schedule a meeting with the building principal to discuss legalities and limitations.

**SCHOOL LIBRARY**

The school library has a variety of resources available for research and recreational reading. It is open before and after school unless a meeting is taking place there. Classes often meet in the library to conduct research. Students visit the library individually or as a class to check out books for recreational reading. Items are checked out for three weeks. No fines are charged for overdue books, but students are responsible for paying for items that are lost or damaged while checked out to them. Fines left from the previous school year need to be paid or else checkout privileges for the new school year will be limited. The district’s Acceptable Use Policy, which all students and parents must sign before Internet access is allowed, applies to use of library computers. Inappropriate use or activities and consequences are outlined within the policy. Our network is filtered to assure that our students are not exposed to information or images inappropriate for school students are not exposed to information or images inappropriate for school students.

The West Liberty Schools Selection Policy includes The Library Bill of Rights, which is quoted below.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Material should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use.”

**NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the West Liberty Community School District are hereby notified that this school district does not discriminate on the basis of race, color age (except students), religion, socioeconomic status, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities.

The West Liberty Community Schools provides equal educational and employment opportunities. Therefore, it is the policy of the West Liberty community School District not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family, or marital status.

Any person having inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), the Age Discrimination Act of 1075, & 280.3 is directed to contact the Educational Equity Coordinator, at 319-627-2115 ext. 5003 who has been designated by the school district to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII Title IX, the ADA, & 504 and Iowa Code 280.3 (2003).