

August 2025

Dear West Central Valley Students and Families,

Welcome to the WCV Middle School! We are all very excited about the upcoming school year. Everyone here is fully committed to making this new school year a very positive and rewarding learning experience for all of our students and families.

We believe that parents and families are our links to student learning and greater academic achievement. Research suggests that students perform better in school when their parents are actively involved in their children's education. We want our parents to feel comfortable and welcomed in our school at any time. Throughout the year, we will look to communicate opportunities for you to become involved as a volunteer within our building. We look forward to working with you to develop a fantastic educational experience for your student.

This student and family handbook has been designed to help you become familiar with our school's procedures and guidelines. These procedures and guidelines are in place in order to help our school to function smoothly for the benefit of our students, their families, and the WCV Middle School staff. They are also in place to ensure that the WCV Middle School remains a safe and productive place where students can learn.

The faculty and staff at the WCV Middle School is dedicated to each student's education and safety. Please stop by the office, email, or call anytime throughout the school year with questions, concerns, or suggestions. I can be reached either by phone or through my email address, which is dstonewall@wcv.k12.ia.us.

Sincerely,

Drew Stonewall

Drew Stonewall

WCV Middle School Principal

West Central Valley Middle School Staff 2025-2026

Last	First	Room #	Position	Email Address
Bleckwehl	Tyler	121	Science	tbleckwehl@wcv.k12.ia.us
Bogenrief	Sheril		Nurse	sbogenrief@wcv.k12.ia.us
Chalfant	Kathy	122	Cook	kchalfant@wcv.k12.ia.us
Cook	Joy	103	Social Studies/Science	jcook@wcv.k12.ia.us
Coston	Barbara	104	Social Studies	bcoston@wcv.k12.ia.us
Craig	Nathan	111	Resource	ncraig@wcv.k12.ia.us
Dredge	Cara	201	Secretary	cdredge@wcv.k12.ia.us
Earp	Abigail	109	School Counselor	aearp@wcv.k12.ia.us
Garcia	Sarah	122	Head Cook	sgarcia@wcv.k12.ia.us
Hoffmann	Alexa	120	Art	ahoffmann@wcv.k12.ia.us
Holst	McClain	106	Math	mholst@wcv.k12.ia.us
Huff	Nathan	124	Band	nhuff@wcv.k12.ia.us
Kuhns	Deanna	119	Reading	dkuhns@wcv.k12.ia.us
Lundy	Christy	108	Resource	clundy@wcv.k12.ia.us
Perrigo	Zoey	114	Technology	zperrigo@wcv.k12.ia.us
Smith	Christina	117	Language Arts	csmith@wcv.k12.ia.us
Smith	Matt	110	Resource	msmith@wcv.k12.ia.us
Stonewall	Drew	205	Principal	dstonewall@wcv.k12.ia.us
Struve	Sydney	107	Reading/Language Arts	sstruve@wcv.k12.ia.us
Thorsen	Amanda	114	Math	athorsen@wcv.k12.ia.us
Wilkins	Elizabeth	124	Vocal Music	ewilkins@wcv.k12.ia.us
Wheeler	John	113	Health & PE	jwheeler@wcv.k12.ia.us
Yates	Melissa	102	Library/Paraeducator	myates@wcv.k12.ia.us

Please contact us if you ever need anything!!!

****Bell Schedule graphics will be changed to take 3 minutes from advisory to add to ELT/8th hour**



WILDCATS

WEST CENTRAL VALLEY COMMUNITY SCHOOLS

STANDARD

7:30 AM
7:50 AM
8:10 AM
8:17 AM
8:20 AM
8:29 AM

FIRST THING

Students allowed in the commons with supervision
Breakfast is served
Students are allowed in the hallways
3 minute tardy warning
Advisory time
Advisory dismissed

MORNING SESSION

8:30-9:12
9:15-9:57
10:00-10:42
10:45-11:27
11:30-12:42

First Period
Second Period
Third Period
Fourth Period
Fifth Period [Lunch takes place in three shifts]

LUNCH

11:27-11:50
11:53-12:16
12:19-12:42

6TH GRADE [Back to class by 11:53]
7TH GRADE [Back to class by 12:19]
8TH GRADE

AFTERNOON SESSION

12:45-1:27
1:30-2:12
2:15-2:57
3:00- 3:25

Sixth Period
Seventh Period
Eighth Period
Ninth Period



WILDCATS

WEST CENTRAL VALLEY COMMUNITY SCHOOLS

2 HR DELAY

FIRST THING

NO BREAKFAST

Students allowed in the commons with supervision

9:30 Students allowed in the hallways

10:10 3 minute tardy warning

10:17 Advisory time

10:20 Advisory dismissed

10:29

MORNING SESSION

First Period

10:30-11:00

Second Period

11:03-11:34

Third Period [Lunch takes place in two shifts]

11:37-12:40

LUNCH

Third Period A Hour [Doud, Cook, Technology, PE]

11:37-12:07

Third Period B Hour

12:10-12:40

When A is at lunch, B is in class and vice versa. There are two lunch shifts and they are not separated by grade.

AFTERNOON SESSION

Fourth Period

12:43-1:13

Fifth Period

1:16-1:46

Sixth Period

1:49-2:19

Seventh Period

2:22-2:52

Eighth Period

2:55-3:25

ALL CLASSES ARE 30 MINUTES AND THERE IS NO NINTH HOUR



WILDCATS

WEST CENTRAL VALLEY COMMUNITY SCHOOLS

12:25 DISMISS

7:30 AM

7:50 AM

8:10 AM

8:17 AM

8:20 AM

8:29 AM

FIRST THING

Students allowed in the commons with supervision

Breakfast is served

Students are allowed in the hallways

3 minute tardy warning

Advisory time

Advisory dismissed

MORNING SESSION

8:30-9:00

9:03-9:33

9:36-10:06

10:09-10:39

10:42-11:15

First Period

Second Period

Third Period

Fourth Period

Fifth Period

LUNCH

11:15-11:37

11:40-12:01

12:04-12:25

6TH GRADE [No Sixth Period for 6th Grade]

7TH GRADE [No Seventh Period for 7th Grade]

8TH GRADE [No Eighth Period for 8th Grade]

AFTERNOON SESSION

11:18-11:40

11:43-12:01

12:04-12:25

Sixth Period for 7th and 8th Grades

Seventh Period for 6th and 8th Grades

Eighth Period for 6th and 7th Grades



WILDCATS

WEST CENTRAL VALLEY COMMUNITY SCHOOLS

1:25 DISMISS

7:30 AM

7:50 AM

8:10 AM

8:17 AM

8:20 AM

8:29 AM

FIRST THING

Students allowed in the commons with supervision

Breakfast is served

Students are allowed in the hallways

3 minute tardy warning

Advisory time

Advisory dismissed

MORNING SESSION

8:30-9:00

9:03-9:33

9:36-10:06

10:09-10:39

10:42-11:15

First Period

Second Period

Third Period

Fourth Period

Fifth Period

LUNCH

11:15-11:37

11:40-12:01

12:04-12:25

6TH GRADE

7TH GRADE

8TH GRADE

AFTERNOON SESSION

11:18-11:40

11:43-12:01

12:07-12:25

12:28-12:58

1:00-1:25

Sixth Period for 7th and 8th Grades

Sixth Period for 6th and 8th Grades

Sixth Period for 6th and 7th Grades

Seventh Period

Eighth Period



WILDCATS

WEST CENTRAL VALLEY COMMUNITY SCHOOLS

2:25 DISMISS

7:30 AM
7:50 AM
8:10 AM
8:17 AM
8:20 AM
8:29 AM

FIRST THING

Students allowed in the commons with supervision
Breakfast is served
Students are allowed in the hallways
3 minute tardy warning
Advisory time
Advisory dismissed

MORNING SESSION

8:30-9:08
9:11-9:49
9:52-10:30
10:33-11:11
11:14-12:26

First Period
Second Period
Third Period
Fourth Period
Fifth Period

LUNCH

11:14-11:36
11:39-12:01
12:04-12:26

6TH GRADE
7TH GRADE
8TH GRADE

AFTERNOON SESSION

12:29-1:07
1:10-1:48
1:51-2:25

Sixth Period
Seventh Period
Eighth Period

INTRODUCTION

This handbook has been written to inform students and parents/guardians of policies currently in effect at West Central Valley Middle School. All students will review this with their advisory teachers, but we are also hopeful that you, as parents and guardians, will take a few minutes to read and become familiar with the contents and that you will continue to support us in providing a quality education.

You are highly encouraged to contact the middle school when you have questions or concerns whether it is for general information, to check on your child's academic progress, or in regard to discipline concerns. Daily announcements are sent out via JMC (email) and posted on the school website to keep you as informed as possible. You can also take advantage of the rSchools Activities Calendar for the latest in activities at the middle school and throughout the district. You can find it on the school website: www.wcvwildcats.org. We are confident that with the school, your child, and you working as a team, the benefit your student receives from attending WCV will be increased. Don't forget to "like" WCV Schools on Facebook for additional information.

STUDENT EDUCATIONAL RECORDS

Student records containing personal, identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access and request amendments to and copy their child's records during office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated.

Student directory information is to be used internally within the school district. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, photo or likeness, and other similar information.

Prior to developing a student directory or to the giving of general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

PARENTAL INFORMATION REGARDING STUDENT DIRECTORY INFORMATION OBJECTION (CODE NO. 506.2E1)

West Central Valley Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal.

This law requires the school district to designate as "directory information" any personally identifiable information taken from the student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, photo or likeness, and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than September 5 of the current school year. If you desire to make such a refusal, please print, complete and return the form at the back of this handbook.

If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

STUDENT RIGHTS AND RESPONSIBILITIES CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CONCERNS

If parents have a concern regarding a classroom and/or teacher situation in school, they are urged to first contact the teacher involved to discuss the problem and possible solutions. If the concern cannot be resolved at this level, the parents should then contact the principal. Concerns with coaches or activity sponsors should be addressed with the coach first, and then principal or athletic director.

If the parent still feels that the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be obtained from the principal. Additionally, if you have any questions or concerns you may refer to the [Iowa Department of Education's webpage](#) linked here regarding general steps that may be taken by parents, guardians, and community members. It is recommended that you pursue local remedies first by reaching out to the teacher or principal to begin the process.

GRADING

WCV Middle School runs its official grades by semester. Each semester is broken down further into two quarters each semester. Each quarter grades are calculated and sent home. We also provide mid-term reports every 4 ½ weeks for students in danger who are currently receiving a D or an F in any course. All courses emphasize proficiency in the Iowa Core Standards and assessments are the primary source of grades. If a child fails any assessment, reteaching and retakes for the assessment will be provided. Teachers are available before and after school for additional reteaching and retesting assistance. Grades can be checked at any time through JMC. If you need any assistance with login or password, please contact the office. Grades are updated weekly by all teachers online. If you ever have a concern about your child's grades, please contact the teacher via email or phone as soon as possible.

Honor Roll

Honor roll is published at the end of each semester.

The following are the cut off for each level:

A Honor Roll: 4.00 – 3.50

B Honor Roll: 3.49 – 3.00

ON-LINE GRADES ACCESS

Students and parents may receive a login code and password through the office secretary. This login and password will grant you access to your child's grades, assignments, attendance, and lunch balance. Weekly updates to grades will be an expectation from the staff. Please do not expect grades from each class to be updated daily.

STUDENT LITERACY

Each school district shall provide written notice to the parent or guardian of any student in kindergarten through grade six who is not reading proficiently of the student's level of reading or reading readiness. The written notice shall contain a description of the parent's or guardian's ability to request that the student be retained in the student's current grade level for the subsequent school year.

A school district shall not promote a student who is not reading proficiently to the next grade level, and shall retain the student in the student's current grade level for the subsequent school year, if the student's parent or guardian submits to the school district a request that the student be retained in the student's current grade level pursuant to subparagraph.

ATTENDANCE (CODE NO. 501.3)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students benefit from the educational program. There is a direct correlation between attendance and academic success in school. Parents/guardians are strongly advised to limit absences to cases of emergencies, illness, doctor/dental appointments, or a death in the family.

ABSENCES

If a child is absent for any period of time, it is the parent/guardian's responsibility to call the school (515-833-2331) prior to the beginning of the school day (8:20 a.m.). The middle school office opens for business at 7:30 a.m. daily and also has voice mail if you need to call prior to that time. Additionally, you can email the school secretary with any updates about your student's attendance.

If we do not receive a phone call or email, we will attempt to make contact with the parent(s) prior to noon to confirm knowledge of the child's absence from school. If your child comes back to school during the school day from an appointment, be sure that you come to the office and sign your child back into school, so we are aware he or she has returned. If you are picking your child up from school early for any reason, please notify the office and have your student sign out.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION - ABSENCES

Students must be in attendance at the start of 3rd period in order to participate in any school activity or event that day or evening, unless absence is due to a legitimate medical appointment. If medical, the student must have a signed note from the physician upon return to the school. The administration has the right to determine eligibility on a case-by-case basis in the event of an emergency or otherwise unavoidable circumstance. **Please call the principal if you have any questions.**

ATTENDANCE/TRUANCY

Iowa law mandates that any student who has been absent from school for 9 days, in a semester, must receive a letter from the school and the county attorney be notified. A student missing 14 days, in a semester, may have a school engagement meeting to establish an attendance plan. The Iowa law goes on to mandate that any student who is absent for 18 days of school, in a semester, will be referred to the County Attorney's Office.

Absences which are due solely to hospitalization or long-term illness will not be counted towards the day limit if parents provide immediately the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count towards the day limit may include, but are not limited to court, religious activities, and school activities with proper documentation.

MAKE UP WORK

School work missed because of absences is the responsibility of the student. Students will be given two days to make up work for the first day absent and one day for each additional day absent. Parents/guardians may request that their student's make up work be collected and sent to the office for parent pickup, however we ask that you wait until your student is absent **two days** to make this request. Prior to two full days of absence, your child will have sufficient time to make up work without having it sent home. This work may also be sent home with another student upon the request of the

parent. Students who know they will be absent in advance are required to gather their assignments before the absence; make-up work for this type of absence is due when the student returns to school. It is highly recommended that parents ensure that any homework picked up on a day of absence is completed by the student; this will make sure that your student does not fall behind in his/her class. It is very important that students attend class whenever possible. Learning occurs in each classroom that can not be replicated through make up work.

TARDIES

A student is considered tardy when the student is not in the classroom at the time of the class bell ready to receive instruction. A tardy will be counted as unexcused unless the student has a written pass excusing the tardiness from a teacher or the office. Unexcused tardies may result in the student serving time in silent lunch in the office during their next lunch period, as well as possible additional behavioral consequences within the classroom in which the student was tardy (to be determined by the classroom instructor). The administrator reserves the right to impose additional disciplinary measures on a student for excessive unexcused tardiness and has the final authority in determining if a tardy is excused or unexcused. Unexcused tardy status removes the right to make up homework, quizzes and tests that were given during that time.

DRESS CODE

The West Central Valley School District expects each student's attire and grooming to promote a positive, safe and healthy environment within the school. The school district has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, their designee, or a teacher, a student's appearance or mode of dress that disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

The following clothing or other apparel may not be worn: clothing which promotes illegal use by minors such as alcohol, tobacco, or drugs; clothing which displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, or other messages which are interpreted as being inappropriate or offensive. Footwear must be worn at all times. Blankets, capes, and flags may not be worn in school. Inappropriate tank tops may not be worn in school. Caps, hats, & hoods will not be allowed due to the safety concerns. The administration reserves the right to determine what is proper and what is not.

Students who choose not to abide by the dress code will be given the opportunity to do so by borrowing clothing from the school, or going home to change once a parent has been contacted. Those students that choose to go home and change will be counted as absent unexcused.

CELL PHONES & ELECTRONIC DEVICES

West Central Valley Community Schools is committed to providing an inclusive educational environment for students and families. It is valuable for students' educational experience for families to engage in and support their students' educational experience. As part of this commitment, the district will take steps to create opportunities for students to engage in peer-to-peer activities and ensure that student use of personal electronic devices does not occur during instructional time. This is defined at the middle school as the beginning of the school day to dismissal time. On a typical full day of school, personal electronic devices will not be allowed from 8:20 - 3:25. They will not be allowed between classes or during lunch. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, radios, touch pads, smart watches, etc.

Ear buds may be used with school issued electronic devices at teacher discretion.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in their lockers.

If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of these rules, the device will be turned into the office and can be picked up at the end of the day. For subsequent violations of the rules, parents will be required to pick up the device from the office. Repeated violations of the rules may result in additional disciplinary consequences for students in accordance with board policy.

Consequences will be assigned according to the following:

First offense of the Electronic Communication Device Policy: The student will be sent to the office, and the student's phone will stay there for the rest of the school day. The administration will notify the parent/guardian that the student has had their first electronic device violation.

Second offense of the Electronic Communication Device Policy: The student will be sent to the office, and the parents/guardians will be notified. The electronic device will stay in the office and be released to the student's parent/guardian when they can come and pick it up.

Third offense of the Electronic Communication Device Policy: The Student will be sent to the office, and the parent/guardian will be contacted. The student will be in ISS for the rest of the day, and a parent/guardian meeting will be set. The Electronic Device will be kept in the office for the remainder of the day and released to the parent/guardian at their convenience.

The Parent meeting will establish a plan for using personal electronic devices. Subsequent offenses will be looked at in a case-by-case situation, and consequences will be assigned to students.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Personal Electronic Devices that can take pictures or videos are strictly prohibited in restrooms & locker rooms.

School Issued Chromebooks

- Each student at WCV Middle School will be issued a Chromebook and a charger.

- Students will be responsible for the safety of their Chromebook and will report any damage or operating problems to the office immediately when discovered.
- All students will follow all aspects of the WCV Acceptable Use Policy for Technology and follow the Stands for Proper Chromebook Care.

CAFETERIA/LUNCHES

Students are required to report to the lunchroom during their lunch period and are to remain there for the entire lunch period. Due to Federal Hot Lunch Program guidelines, no pop/soda/energy drinks can be brought into the lunchroom during lunch service. This applies to all students, whether they are eating school lunch or not. The policy regarding these beverages is in place throughout the school day.

CANDY & POP/ENERGY DRINKS

Students are prohibited from eating candy and drinking pop/energy drinks during the normal school day unless special permission is given by the administrator. All drinks that cannot be purchased at the middle school are prohibited unless for a special circumstance.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students will check in and out using their Chromebook with a QR code.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

ACTIVITIES AND SPORTING EVENTS

Students may attend middle school activities and sporting events to support their peers. While in attendance at any school-sponsored event, the students are required to conduct themselves in a respectful manner. In order to show respect to those students participating in the activity, students shall remain seated during activities except at appropriate breaks (i.e.: half-time, intermission). Students who are out of their seats or are in any way disruptive at an activity will be asked to leave. Continued problems at activities will result in the student losing the privilege of attending activities.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences from other classes or school activities due to attendance on field trips or excursions do not count as absences from school. While on field trips, students

are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students will receive an information sheet about the trip. Parents will have indicated consent for their student to attend field trips during school registration so there is no need to fill out a permission slip for each trip. Parents will need to contact the school if their child is NOT allowed to go on the field trip.

STUDENT LOCKERS (CODE NO. 502.7)

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student. It is the student's responsibility to keep his/her locker locked at all times. Students will be charged \$5.00 to replace a lost padlock. Students are highly encouraged to keep their lockers securely locked to assure that personal belongings are safe both in the halls and in the gym locker room. Students should not give their combinations to others and should not share lockers with others. Students will not be allowed to use personal locks unless granted permission by administration for an accommodation of a disability.

To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all or a random selection of lockers. Student lockers may be searched at any time and without advance notice. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.**TELEPHONE (CODE NO. 508.3)**

Students receiving telephone calls shall not be called to the phone. The administrative office will take a message and forward it to the student. Only in an emergency situation will a student be removed from the classroom or a school activity to receive a telephone call.

Students may, in an emergency situation, use the telephone in the office to make a call. Prior permission must be obtained from the principal or the school secretary. Cell phones should be off during school hours. Calls/text messages may be made before or after school hours.

VISITORS

Parents/guardians are welcome to visit but must check in at the office before attending. Visitors must check in at the office.

DELIVERIES

Deliveries such as birthday presents/balloons and flowers are not accepted and will not be delivered to the students during the day. Delivery of such items disrupts the daily learning process and therefore we ask that you refrain from this activity.

ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their

parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The WCV School District has designated all building principals to act as the Level One Investigators. The Level Two Investigator is the Dallas County Sheriff's office. Complaints that are founded at Level Two or by law enforcement or are otherwise admitted will result in a filed report with the Iowa Board of Educational Examiners which may result in disciplinary action against a teacher's licensure.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical intervention is appropriate. The times when physical intervention is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide in formulating asbestos management policies for the schools. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the superintendent's office.

EMERGENCY DRILLS

Periodically the school holds emergency (fire, tornado, and crisis) drills. At the beginning of each quarter, teachers will notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or any emergency. Students who initiate false alarms will be reported to law enforcement officials in addition to being disciplined under school rules and regulations.

ILLNESS OR INJURY AT SCHOOL (CODE NO. 507.4)

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student information card/JMC. It is important for the school to have correct phone numbers so parents/guardians can be located. These numbers are kept in the office. **Parents/guardians are strongly encouraged to verify their numbers in JMC and keep these numbers up to date.** If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, another person as directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in the office and distributed by office personnel. **Medication must be in the ORIGINAL CONTAINER** with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, address and phone number of the pharmacy; date of the prescription (if applicable); potential side effects; and emergency number for parents.

Students may carry prescription medication (i.e. inhalers) only with the permission of his/her parents, school nurse and the principal. The school needs to know the medications a student is taking in the event the student has a reaction or illness. Medication authorization forms are available from the office or the school nurse.

It is very important that all medication be kept in the office with the school nurse at all times or with the nurse's knowledge as described above. If a student is found with any type of prescription medication in their locker or on their person, this may be seen as a violation of our drug and alcohol policy and disciplinary action may be taken. Student safety is extremely important to West Central Valley Schools.

INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students are notified over the following radio stations/television channels:

WHO	1040 AM
KDLS	1310 AM or 105.5 FM
WOI	Channel 5
KCCI	Channel 8
WHO	Channel 13

WCV also uses a texting/phone/email service through JMC to alert patrons of cancellations and delays. Parents/guardians will need to elect to receive these notifications via JMC. Also, WCV will post to their Twitter and Facebook pages. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means as used in school cancellations.

PHYSICAL EDUCATION

Students may be excused from participating in physical education only if he/she has a written excuse from a physician or a physician's assistant. An alternative format of the lesson will be required to be completed. All students will be required to dress for physical activity during P.E. class, which include long black athletic shorts, grey t-shirt, and athletic shoes, unless directed otherwise by the instructor. Accommodations will be made if necessary.

PHYSICAL EXAMINATIONS

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics prior to participation in practice and/or competition. Failure to provide proof of a physical examination makes the student ineligible.

PRESENCE ON SCHOOL GROUNDS

Students may not be present on school grounds before 7:30 a.m. or after 3:30 p.m. unless they are under the supervision of an employee or an extracurricular activity sponsor. Students that arrive at school between 7:30 a.m. and 8:10 a.m. must report to the lunchroom or commons area for supervision. Students will not be allowed in the hallways until 8:10 a.m.

If school is dismissed early, students are expected to leave the school grounds within twenty minutes of dismissal or until their bus arrives. No students will be allowed to wait at school for the activity bus unless in an after-school activity.

STUDENT BEHAVIORAL EXPECTATIONS

OVERVIEW: The Four P's

Be Positive

Be Polite

Be Punctual

Be Prepared

In addition to following the 4 P's be respectful of your peers, the adults, the school, and most importantly, yourself. If you follow these guidelines, the rest will take care of itself.

Everyone at WCV Middle School works hard each and every day to make this a great place to be for all. We have implemented Positive Behavioral Interventions and Supports (PBIS) to emphasize and reward positive behaviors and establish consistency. From time to time it becomes necessary to provide consequences as a form of discipline for students who are referred to the office for violating school-wide behavioral expectations. We must keep WCV as safe (physically and emotionally) a place as possible for ALL. These referrals will most often result in parent contacts (phone calls, emails, and a documentation letter) and then the resulting consequences for the student based on the number of referrals previous as well as the type of expectation that was not met by the student.

Repeat offenses or more serious offenses will result in suspension (in-school or out of school) and/or referrals to local law enforcement and/or the Department of Human Services. In extreme cases, a request for expulsion may be filed with the Board of Education.

STUDENT BEHAVIOR & STUDENT DISCIPLINE

Jurisdictional and Behavioral Expectations

Staff and administration feel that lessons are best learned when a classroom operates with minimal distractions. These distractions are best handled by the classroom teacher. If a student is referred to the office it is because their behavior is too offensive or persistent to be handled by the teacher.

Student misconduct not addressed in this handbook may still be a basis for discipline and conduct that is illegal, immoral, or which causes a disruption to the orderly school environment, and may result in discipline up to and including expulsion.

The provisions of these rules and consequences apply whenever students are involved, such as:

- School activities on property owned by the school
- Travel on school buses
- Off-site, school-sponsored activities, such as field trips
- On-site or off-site school-related problems which are the result of disruptive behavior at school
- To and from school



WEST CENTRAL VALLEY MISSION

West Central Valley School District prepares students for success.

- Dedicated to Meet Challenges
- Responsible for Learning
- Empowered to Lead
- Achieve Excellence
- Motivated to Succeed

At West Central Valley Middle School we believe:

- in providing clear and consistent learning environments that allow students to thrive academically.
- that every stakeholder should have a clear understanding of classroom routines, expectations, and procedures.
- that if students can name the expectations and receive consistent feedback to their behavior they are in better control of their actions.
- in providing feedback to students and teaching students how to respond to feedback to make positive choices and actions.

Majors vs. Minors

At WCVMS, Minor behavior infractions are documented as “strikes” or “documented behaviors.” When a student accumulates an excessive amount of strikes in a certain time period, consequences may ensue. Excessive amounts of strikes over an extended period of time may lead to a behavior intervention.

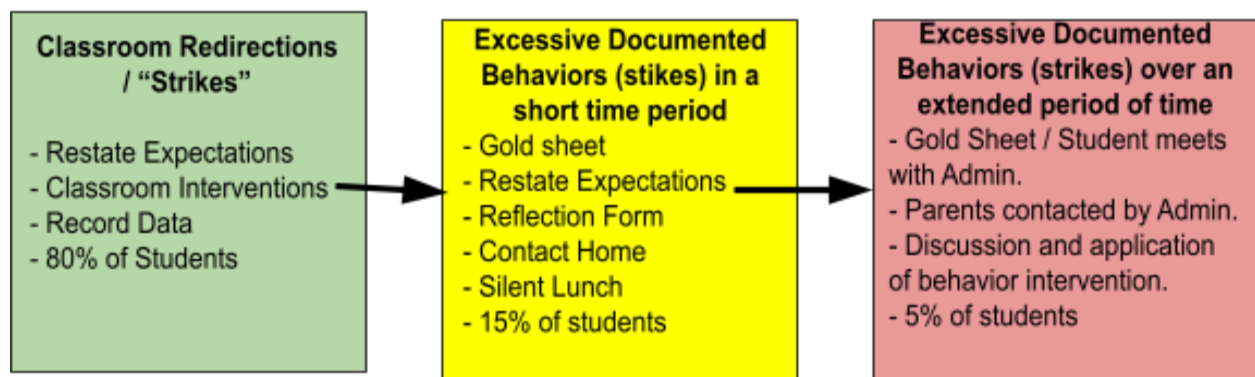
Examples of “Minor” infractions may include but are not limited to:

- **Off Task Behavior after redirection**
- **Disrespectful behavior**
- **Disruptive behavior**
- **Inappropriate use of technology**
- **Inappropriate hallway behavior**

Examples of “Major” infractions may include but are not limited to:

- **Fighting/Physical assault**
- **Threats**
- **Abusive and/or Discriminatory Language**
- **Vandalism**
- **Drugs/Alcohol/Weapons on school grounds**

West Central Valley Middle School Behavior Flow Chart for “Minor” infractions



The following behavior matrix will be used to address certain behaviors including more significant (major) behaviors.

**Administrators reserve the right to determine the severity of consequences.

Abusive or Inappropriate Language, Profanity	Range from strike, lunch detention, or suspension		
Arson, Bomb Threat, or School Threat	Range from detention to recommendation for expulsion		
Cell Phone & Electronic Device Use	See Cell Phone policy		
Defiance & Disruption	Range from a strike, detention, or suspension		
Discrimination (including discriminatory language)	1st Offense – Strike, lunch detention, or ISS	2nd Offense – ISS/OSS	3rd Offense – ISS/OSS
Dress Code	Conference with student and may be asked to change		
Drugs/Alcohol Referral	Suspension, legal action, & possible expulsion		
Fighting and Use of Physical Force Including: Physical Aggression without injury Physical Aggression with injury	1st Offense 1-3 Days ISS/OSS	2nd Offense 1-3 Days ISS/OSS	3rd Offense Refer to accumulated offenses.
Physical Aggression with Serious Bodily Injury	Minimum 3 Days OSS & Possible law enforcement referral & expulsion		
Group/mob activity: Any two or more students with the intent of doing harm to persons, property, or the school environment.	Suspension and possible law enforcement referral		

Harassment	May range from a strike, lunch detention, to suspension		
Insubordination	May range from a strike, lunch detention, to suspension		
Lying or Cheating	Strike, Redo assignment, and/or zero on the assignment		
Misbehavior in Cafeteria	Range from strike, lunch detention, to extended lunch detention		
Physical Assault or Threat on a staff member or student	Suspension, possible legal action, and/or expulsion		
Possession of Dangerous Weapon	Suspension and/or expulsion		
Tardy	Excessive tardies will lead to lunch detention & possible after school detention.		
Theft (minor)	Restitution, detention, or ISS/OSS		
Theft (of significant value)	1st offense – Restitution, 2 days ISS, & Law enforcement referral	2nd offense – Restitution, 5 Days OSS, & Law Enforcement referral	3rd offense – Restitution, Extended OSS, Law enforcement referral, & possible expulsion.
Threats (Verbal or Written)	May range from detention, suspension, or expulsion. Law enforcement may also be contacted.		
Tobacco, Nicotine, Vapes, & Electronic Cigarettes	1st offense – Minimum 3 days OSS & Law enforcement referral	2nd offense – Minimum 5 Days OSS & Law Enforcement referral	3rd offense – Refer to accumulated offenses & Law enforcement referral
Vandalism	Suspension **Any vandalism can result in legal action		

STAFF AUTHORITY

Any staff member of West Central Valley Middle School has complete authority over any student during school hours and at school functions.

OFFICE REFERRALS

Students who violate school rules resulting in numerous office referrals according to the judgment of the principal will have parents/guardians called and appropriate behavior discussed. If the student continues to require excessive office referrals, the student may be referred to the superintendent, juvenile court authorities and/or school board.

DISRUPTIVE BEHAVIOR (CODE NO. 503.1)

A student who is disruptive in class and violates the rights of other students to obtain their education will face consequences including conference with parents, removal from the classroom, detention, suspension, probation and expulsion.

INSUBORDINATION/DISRESPECT

Any student who refuses to obey a school rule/regulation, an order from a school official, or is disrespectful to district staff in speech or conduct is subject to disciplinary action.

POLICE REFERRALS

Any crime committed at school is subject to referral to local law enforcement.

FIGHTING

West Central Valley Community School District will not tolerate fighting on school property or at school-related activities. Students who violate this policy, after proper investigation, may be subject to legal citation for disorderly conduct or assault, suspension and/or expulsion.

- The middle school record of fights is cumulative for one school year.
- Any student at any level can be recommended to the Board for consideration of expulsion at any time depending on the severity of the fight. This would also apply to students involved in gang-type fighting where there are multiple participants.
- In a fight where there is the use or display of a weapon, the district's weapons' policy will supersede the fighting policy.
- The record of suspension for fighting will become a part of the student's official school record.

Additionally, any time a student assaults another student a parent may choose to file charges with the police.

SMOKING-DRINKING-DRUGS (CODE NO. 502.9)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances, possessing or using tobacco, tobacco products, e-cigarettes, or look-a-like substances on school property, in school vehicles or at any activity sponsored by the school. Law enforcement will be notified for any illegal activity.

STUDENT TO STUDENT HARASSMENT (CODE NO. 502.13)

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school district property, on buses, and/or while attending or engaging in school activities. It is extremely important to report any harassment issues to school personnel as quickly as possible so that these concerns can be addressed.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, color, religion, disability, marital status, national origin and sex. Students whose behavior is found to be in violation of this policy will be subject to the

investigation procedure which may result in discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment as set out above, may include, but is not limited to the following:

Verbal or written harassment or abuse;

- Pressure for sexual activities;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching

Harassment on the basis of race, color, religion, disability, marital status and national origin means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students based upon the aforementioned characteristics and when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creates an intimidating, hostile or offensive school environment.

Harassment may include, but is not limited to, the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Demeaning jokes, stories or activities directed at the student

Students who feel they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, dean of students, counselor, and or the principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 1. Ask a teacher, counselor, or principal to help.
 2. Write down exactly what happened. Keep a copy and give another copy to the teacher, counselor or principal including:
 - a. what, when and where it happened
 - b. who was involved
 - c. exactly what was said or what the harasser did
 - d. witnesses to the harassment
 - e. what the student said or did, either at that time or later
 - f. how the student felt
 - g. how the harasser responded

Allegations will be promptly and reasonably investigated. The building principal will be responsible for handling all complaints by students alleging harassment. Appropriate disciplinary action will be taken.

Retaliation against the student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension, expulsion, and police notification.

DANGEROUS WEAPONS (CODE NO. 502.8 and CODE NO. 502.8R1)

Weapons and other dangerous objects and look-alikes in school district facilities cause 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 district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-alikes on school property shall be taken from students and others, who bring them onto the school district property, and parents shall be notified; students will be subject to disciplinary action including legal citation, suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities.

The term weapon includes, but is not limited to, any object which could be used to injure another person, and which has no *school-related* purpose will be considered a weapon. An object which has a school-related purpose, but which is used to threaten or inflict injury will be considered a weapon. Weapons include but are not limited to knives of all types, guns, laser pens, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated weapons.

The term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

BUSES/OTHER SCHOOL VEHICLES (CODE NO. 711)

The privilege of riding on a school bus is discretionary with the Board of Directors. Students can be deprived of this privilege where their continued presence on the bus would be injurious or endanger the health, education or welfare of other students. Any student who continually misbehaves may be denied the opportunity to ride a school bus under certain circumstances. It shall be the responsibility of the driver to report misconduct to the principal. Video cameras may be placed on school buses to monitor student behavior. The film may be used as evidence in a student disciplinary proceeding.

All passengers are to follow the school district policies, rules and regulations for student violations. These rules also apply at the bus stops before and after pick-up at all locations in the district. When in the judgment of the building principal, behavior by a rider is such that it becomes an immediate threat to the safety of other students and/or

the bus itself, the principal reserves the right to remove that student from the bus and impose appropriate disciplinary action.

ATHLETICS AND OTHER EXTRACURRICULAR ACTIVITIES

Sanctioned school sponsored middle school athletics begin at 7th grade. All student athletes must have an up-to-date (one calendar year) physical on file at the school to participate. We highly encourage students to get involved in as many extra-curricular activities as possible including athletics, music, and other opportunities such as drama. Extra-curricular activities are a privilege for doing well at school and following academic and behavioral expectations. Coaches and staff communicate often about school behavior and academic progress. Eligibility can be affected by poor grades or poor behavior during school hours. There is a separate handbook that all athletes will receive before participating in any school sponsored sport that details expectations further.

ATHLETIC ELIGIBILITY

Grades are reported every 4 1/2 weeks to the office. Any student-athlete that receives an "F" grade in any subject will become ineligible. The ineligibility will be shared with the student by the principal and will go into effect on the following Monday. The student will then be given the necessary paperwork to regain eligibility. Students will be required to practice with the team during the time of the ineligibility but will not be able to dress for the competition.

GOOD CONDUCT POLICY

1. No Student in any extra-curricular programs shall be found to have or admit to having possessed, acquired, transported, or used alcohol, tobacco, or a controlled substance. The determination of violation of this rule is not dependent on whether the student is prosecuted or convicted of any crime.
2. No student in any extra-curricular program shall be in attendance at the event where alcohol or drug violations occur. Students consuming alcohol during a religious ceremony supervised by a clergy, or possessing a controlled substance prescribed by a physician are exempted.
3. No student in any extra-curricular program shall commit a criminal offense other than minor traffic violations.
4. No student in any extra-curricular program shall commit repeated violations or serious violations of any written policy, rule or regulation approved by the Board of Education.
5. Additional requirements and regulations may be issued by the coach of each individual activity. These rules shall be presented in writing to the participants at the beginning of each season.

Violations will result in the following:

- 1st violation 25% of the scheduled contests
- 2nd violation 50% of the scheduled contests
- 3rd violation One calendar year of suspension

NON-DISCRIMINATION NOTICES

USDA NOTICE

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720 6382 (TTY). USDA is an equal opportunity provider and employer." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley at rshockley@wcv.k12.ia.us.

IOWA NOTICE

"It is the policy of the *West Central Valley Community School District* not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by the *West Central Valley Community School District*, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-231-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index/html>." If you have questions or a grievance related to this policy please contact the equity coordinator, Mr. Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley at rshockley@wcv.k12.ia.us.

DISTRICT POLICY

It is the policy of the West Central 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 socio-economic status (for programs) in its education programs and 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 equity coordinator, Rusty Shockley, Superintendent, 3299 White Pole Road, Stuart, Iowa 50250 or call the district office at 515-523-2187 or e-mail Mr. Rusty Shockley at rshockley@wcv.k12.ia.us.

WCV's Mission:

West Central Valley School District prepares students for success.

VISION – D.R.E.A.M

D - Dedicated to meet challenges

R - Responsible for learning

E - Empowered to lead

A - Achieve excellence

M - Motivated to succeed

Board of Education

Mike Dickson

Nyle Godwin

Heather Godwin-Pote

Jeff Dudley

Troy Miller

Charles Miller

Dustin Foster

Administration

Mr. Rusty Shockley - Superintendent

Mr. Dru McAnelly - High School Principal

Mr. Drew Stonewall - Middle School Principal

Mr. Ethan Calvert - Dexter Elementary Principal

Mrs. Jessica Hammans - Stuart Elementary Principal

Mrs. Amanda Nims - Director of Teaching and Learning

Mrs. Annie Baldus - 7-12 Activities Director & K-12 Dean of Students