

Red Oak Middle School



Parent/Student Handbook 2018-2019

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society.

Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity or disability.

Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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RED OAK COMMUNITY MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

WELCOME

Welcome to the Red Oak Community Middle School. It is a pleasure to serve you as your principal during the 2018-2019 school year. I sincerely hope that you attain the goals and expectations you set for yourself. Each staff member is committed to assisting you in any way they can to help you reach your full potential.

In order to guide and direct us, we have endorsed a simple adopted mission statement:

Excellence for all... Whatever it takes!

This is our promise to you. However, it is important to remember that your success in school is directly proportional to the amount of effort you put into the learning process. ***We are also happy to inform and encourage you to sign-up for the Infinite Campus-Parent Portal via the internet.*** *This program gives you up to the second updates on student grades and also allows you to check lunch account balances. Please take advantage of this new technology by contacting the central office to set up your account.*

The information contained in this handbook is designed to help you adjust to your school and to become an integral part of it. Together we can make good things happen this year at RED OAK MIDDLE SCHOOL.

Nate Perrien, Principal

I. Red Oak Middle School Room Assignments:

<u>Room</u>	<u>Staff</u>	<u>Position</u>
Office	Nate Perrien	Principal
Office	Kim Pratt	Secretary
Office	Amanda Hall	Secretary
Office	Leanne Fluckey	Instructional Coach
Office	Tiegen Podliska	School Administration Manager
Media Center	Laura Horn	Media Specialist
Media Center	Christy Rea	Media Aide
Gymnasium	Joshua Kippley	6 th & 7 th PE/Health
Gymnasium	Cory Archer	6 th , 7 th & 8 th PE/Health
101	Patty Henke	6 th , 7 th & 8 th FACS, 7 th & 8 th PE/Health
103	Sheila Mainquist	Guidance Counselor
103	Tracy Vannausdle	Student Support
121	Curt Adams	6 th , 7 th & 8 th Art
201	Dan DeGroot	8 th Science
201	Tessa Mittag	6 th , 7 th , & 8 th Ag
203	Maggie Sondag	6 th Language Arts & Reading
205	Vicki Sickels	6 th & 7 th Reading & Reading Intervention
207	Mary Carlson	7 th & 8 th Math & Math Intervention
209	Savannah Gohlinghorst	6 th , 7 th & 8 th Computers
211	Trish Fellers	Gifted & Talented
215	Shelbie Congdon	7 th & 8 th Language Arts
217	Kelli Schram	6 th & 7 th Math
219	Terra Marsden	6 th , 7 th & 8 th Vocal Music
219	Taylor Matuszeski	6 th Instrumental Music
221	John Hewett	6 th , 7 th & 8 th Instrumental Music

301	Shana Iles	Special Education
301	Jen Wilcoxson	Special Education
303	Stacey Rolenc	6 th & 7 th Social Studies
305	Adam Hietbrink	7 th & 8 th Social Studies
307	Amy Confer	Success Room Coordinator
309	Barb Sims	6 th & 7 th Science
317	Sharon Allison	Special Education
319	Kelsey Mangold	7 th Language Arts & 8 th Literature

Emergency Phone Numbers:

FIRE STATION	911	Red Oak Central Office	623-6600
POLICE	911	Inman Primary School	623-6635
DRUG ABUSE	800-262-2463	Washington Int. School	623-6630
CHILD ABUSE	800-652-1999	Red Oak Middle School	623-6620
RUNAWAY/SUICIDE	800-621-4000	Red Oak High School	623-6610
POISON INFORMATION	800-228-9515	Bus Barn	623-6606
		School Nurse	623-6635

II. Daily Schedule

1st pd.	8:07-8:50
2nd pd.	8:53-9:35
3rd pd.	9:38-10:19
4th pd.	10:22-11:03
5th pd.	11:06-12:15
A Lunch	– 11:06-11:31
B Lunch	– 11:50-12:15
6 th pd.	12:18-12:59
7th pd.	1:02-1:43
8th pd.	1:46-2:29
Seminar	2:32-3:14

III. Student Attendance

1. Arrival and Departure Time:

a. The entry bell rings at 7:40 a.m and students are to report to the designated floor for their grade level. Students are to remain **outside of the building prior to the 7:40 and NO supervision will be provided prior to this time** unless they are here early to see a teacher. **Students are not supervised prior to 7:40**, and should not be on school property prior to that unless a teacher has made phone contact with the parents of those students involved. Students are to enter the building by **USING ONLY THE EAST doors on 4th Street**. Do not use the West Doors to enter in the morning. Only students riding the bus are allowed to enter the SOUTH Doors in the morning.

b. Students will not be admitted to classrooms until 8:00 A.M. (unless otherwise requested by staff to report earlier), and must be in their seat by 8:07 A.M. If not, you will be counted tardy and must report to the office for a pass to class.

c. Students are to be out of the building and off school property by 3:45 P.M. every afternoon unless you are in a school sponsored activity or with a teacher. **Again, no supervision is provided after 3:45.**

2. Leaving School:

When it is necessary for a student to leave school, the office staff must have written or verbal verification from a parent. Before a student leaves the school property, he/she **must** sign out in the office. **This includes arriving on school grounds before school.*

3. Tardy Regulations:

Beginning of the school day:

If you arrive to school after first period has begun, you must report to the main office to sign in and for a pass to class. Names of late arrivals will be taken by the office staff and an individual record will be kept on each student. If you are late to school more than seven (7) times (per semester), the office staff will assign you a 30 minute detention to be served that day or the next school day.

****Car riders are not excused if tardy—only late bus riders will be excused.***

****Students leaving school to eat lunch will be given an unexcused tardy if they are not back to school on time following their allotted lunch time. Special occasions/arrangements must be made with the principal in advance to excuse students returning to school later than the allotted time for lunch. Parents are required to inform the school if their student is going off site for lunch.**

Tardies to class (periods 2-seminar):

Students will be marked tardy by the teacher if they are late getting to class and/or not on task when the bell rings. ***Continuum of Consequences or Interventions*** (per semester):

- 1-2 Tardies = No Consequences
- 3+ = 30 minute detention
- 6= Conference with Counselor
- 9= Conference with Principal
- 12= Referred to SAT team for behavioral review

4. Attendance Regulation:

EVERY DAY MATTERS - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost

due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

Red Oak Middle School realizes absences occur that are completely appropriate and legitimate. *Therefore, a call from a parent or guardian is needed **each** day the student is absent. **Please call by 8:30 A.M.***

Please help us by making this phone call so there will be no misunderstanding as to the type of absence. When parents call the school to report absences, the school is assured that the child is safe.

Legal Obligation Regarding Attendance Regulation

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation. Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.

The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

Attendance Definitions – A student’s absence will be recorded using a combination of the four following codes:

Excused Absence - The following absences will be identified as excused absences, according to our secondary school attendance policy. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

1. School Suspensions (documented by school disciplinarians)
2. School-sponsored Field Trips (documented by teachers/sponsors)
3. Funerals (notification required from parent before the absence occurs)
4. Doctor Visits (notification from parent and documentation required from doctor’s office signed by a physician)
5. A religious observance, when requested by a student’s parent(s)
6. Planned” Family Vacation (up to three days/school year with prior administrative approval)

Parentally Excused Absences Due To Illness – Our school will accept a “parentally” excused absence for up to five days during a semester.

Illness absences in excess of the five parentally excused absences will be recorded as “verified unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to the school.

Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence –Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- Short notice family trips
- Birthday parties
- Non-school related competitions
- Dress shopping & hair appointments
- Graduations
- Trips to the airport
- Car problems
- Planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student’s parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when class begins, but present for more than half of the class. If the student misses more than 20 minutes of the class due to the tardy they must be marked absent.

When students are unable to participate in Physical Education or if they need to use the elevator, we need a written note from the doctor explaining specifically what the student cannot do and specific dates or length of time for the elevator use or non-participation.

4b. – Poor Attendance Consequences & Disciplinary Procedures

It’s our legal obligation to work with the County Attorney to uphold Iowa Chapter 299 therefore students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Truancy or Verified Unexcused Absences (Per Semester) –

- 1st and 2nd offense - 30 minute detention to be served within 24 hours
- 2nd – 4th offense – 1 day ISS.
- ***Please note our ISS program will be committed to educational AND community service purposes. Half of the day our students will focus on academics, by completing missing or late work. The second half of the day will be community service based, by way of working with our custodial and maintenance staff on the upkeep of our facilities.***
- ***If a student refuses to accept responsibility for their actions and is not present for the assigned consequence, appropriate administrative action will take place.***

- 5th – 9th offense – One day of ISS. Student will remain in ISS until parents meet with Guidance Counselor, Administrator, or Student Support Coordinator.
- 10th offense – Subsequent Violations – Summer School Requirements

5. Make-up Work:

Collecting make-up work is the responsibility of the student. Students should not expect teachers to take class time to get them caught up. The teacher, with the student present, will make arrangements as to when the work should be completed and turned in. Completing the make-up work is the responsibility of the student, not the teacher.

Assignments and books may be sent home if a request for homework is made by 9:30 a.m. *Assignments can also be found on student Schoology accounts. Parents are to arrange for someone to pick up books and assignments from the office by 3:45 P.M.

6. Advance Absences:

When a student knows in advance that he/she is going to be absent from school, he/she should make every effort to complete their work before the absence occurs.

Students should follow this procedure when they know in advance they are going to be absent from school:

- A. Bring a note from a parent to the office explaining the planned absence. (Try to do this several days prior to the absence.)
- B. The student will be given an advance assignment sheet which the student will take to his/her classes and fill out.

7. Attendance and Co-Curricular/Extra-Curricular Participation:

- A. Students participating in school activities must be at school to be eligible to participate in or attend as a spectator ROMS extra-curricular activities (games/events & practices).
- B. Students arriving to school more than 20 minutes late will NOT be allowed to participate in any extra-curricular activities unless arrangements had been previously with the building principal.
- C. Students are expected to be in their classes the entire day to be eligible. Office visits (discipline, nurse, etc.) over 20 minutes will result in the ineligibility of the student to practice or perform after school.
- D. When classes are missed due to participation in Co-Curricular/Extra-Curricular Activities, the student is responsible to get assignments missed in advance from their teachers.

IV. Jurisdictional and Behavioral Expectations

ROMS 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. Detentions can be assigned at any time *by any* ROMS staff member. In-school suspensions and out-of-school suspensions can only be assigned by the principal.

1. We expect ROMS students and staff to exhibit excellent character at all times. The Six Pillars of Character best define what we expect out of everyone in the building

TRUSTWORTHINESS RESPECT FAIRNESS
RESPONSIBILITY CARING CITIZENSHIP

*Students are expected to be prepared, act appropriately and succeed while in school. Student expectations will be made clear for students to accept responsibility for their actions and model good character.

A Positive or Desired student behavior will be monitored and rewarded through a Positive Behavior Intervention & Supports program or **PBIS**. PBIS is a state recognized program that focuses on teaching students expected behaviors in common school areas, as well as in the classroom. Red Oak Middle School will use PBIS in coordination with "CHARACTER COUNTS!" to teach, model, identify & reward positive student behavior.

2. Search and Seizure:

School authorities may, with just cause, search a student, locker, bags, desk, work areas and seize any illegal or unauthorized items. The result of searches may result in disciplinary action.

3. Due Process:

Students will be advised of charges, evidence, and due process when charged with violation of school rules. The student can call a parent at any time during the due process procedure. He/she can provide information in his or her defense. The principal's decision will be summarized in writing.

4. Detentions:

Students serving detentions **MUST** read or study in well-behaved silence. Parents will be notified if students skip detention. Students skipping detentions will be placed on the following continuum:

Assigned Detention>>> Detention Time Doubles>>> Detention time remains same + lost lunchroom privileges for week>>> Detention time remains the same + lost lunchroom privileges for a week + 0.5 Days of ISS>>> 1 Day of ISS

Detentions may also be assigned by a specific teacher. The teacher assigning the detention will contact parents and make appropriate arrangements for the length of time served and to make sure the student has a way to get home safely. Teachers will document if a student has skipped detention twice and refer the matter to the principal. This student will be placed on step 3 of the continuum.

5. In-School Suspensions (ISS):

When a student is assigned to ISS, a reasonable effort will be made to contact parents the same day. If unavailable to reach by phone an ISS notice will be mailed to the parents no later than the end of the following school day. A parent conference with the principal may be required before the student may return to classes. The ISS may be extended or changed to an out-of-school suspension if any condition of the ISS is broken by the student. An ISS will bar a student from extracurricular activities during the suspension period.

6. Out-of-School Suspension (OSS):

An out-of-school suspension may last no longer than 10 days. The suspension notice will be mailed home to parents and to the superintendent of schools. An OSS will bar a student from extracurricular activities during the suspension period. A parent conference is required before the

student is readmitted to school. In extreme cases, a suspension may be imposed without a hearing. The hearing would follow as soon as possible. Appeals are possible. For more complete information, see Board Policy.

7. Expulsion:

A student may be expelled from school by the Red Oak Community Board of Education for a violation of rules or regulation approved by the board, or when the presence of the student is considered detrimental to other students.

8. Make-up Work during Suspension:

Students placed on in- or out-of-school suspension, short term or long term, may receive academic credit if class work is made up by the time the student reports back to his/her regular classes. It is the student's responsibility to see to it that the completed assignments are turned in to his or her teachers.

9. Care of School Property/Vandalism:

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. Students may also be turned over to the local law enforcement officers.

10. Threats of Violence:

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

V. Student Rights and Responsibilities

1. Student Searches:

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,

- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2. Textbooks:

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

3. Lockers:

Each student will be assigned a locker for the storage of books, school related materials, and outdoor garments. Ownership of the locker is maintained by the school district and scheduled maintenance checks will be completed on a regular basis. The student is granted limited use of the locker. The school district reserves the right to inspect the contents of any locker at any time if suspicion arises of any violation of policies or regulations. Coats and bags are to be stored in your locker during the school day.

It is the student's responsibility to keep lockers locked, neat, and combinations confidential. School personnel reserve the right to judge things that may be offensive or detrimental to the mission of the middle school, and these will be removed from lockers. Fines will be assessed for damage to lockers.

4. Student Appearance:

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene or sexual suggestive material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students who will be making public appearances or are enrolled in class where safety precautions must be made, will be subject to more specific guidelines.

5. Dress Code:

- 1.) Shorts, Jeans, or full length pants
 - a. No holes, rips, or see-through material that exposes skin or undergarments between the waist and the middle of hand when standing with arms at the side.
 - b. Shorts, Skirts and Dresses-when standing with arms at sides, the hem must not be shorter than the middle of the hand.
- 2.) Shirts, blouses, and other tops
 - a. Must cover at least the belly button.

- b. Must have straps over the shoulders at least one inch in length.
 - c. No holes, rips or see through materials that expose skin or undergarments between two imaginary lines crossing the body at the underarms and belly-button.
- 3.) Shoes
- a. Must be worn at all times while on school property.
Use of common sense is encouraged. Students are expected to walk up and down three flights of stairs and outside after lunch. Dress appropriately for the weather!
- 4.) Hats and other head coverings
- a. Are not to be worn inside any school building.
- 5.) Sunglasses
- a. Are not to be worn inside any school building unless the parent provides a medical reason.
- 6.) Other
- a. No advertisements of or suggesting profanity, sexual innuendo, tobacco, alcohol, firearms or drug slogans.
 - b. Any clothing that distracts from learning or interferes with the orderly operation of the school will not be acceptable.

6. Biking to School:

Park bicycles in the designated areas in the alley, where security cameras are available for your safety, immediately upon arrival. Bicycles are not to be ridden on the sidewalk. Bicycles are not to be left laying in the way of trash removal trucks or in front of exits. All traffic rules are to be followed while riding to and from school.

7. Cheating:

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include detention, suspension, the loss of class credit, and/or loss of use of the media center or computer (refer to AUP).

8. Posting of Information:

Students who wish to post or distribute information must receive permission from the principal at least **three days** before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities.

9. Student Complaints:

It is the goal of the middle school to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems with their teachers. The students are also encouraged to seek guidance or counseling from Mrs. Gothberg. If a complaint cannot be resolved by the teacher or Mrs. Gothberg, the student may discuss this matter with Mr. Perrien within 10 days. If Mr. Perrien cannot resolve the problem, then the student shall discuss it with Mr. Messinger, the superintendent of schools.

10. Attending Athletic events:

Students be in school for the entire day to attend games and are expected to stay seated in the bleachers except to visit the rest rooms or concessions at halftime or between games. Good sportsmanship shall be displayed at all times. Any students not following the rules may be asked to leave and subject to further disciplinary action.

**Middle School students attending High School Varsity events will be required to sit in the stands or be accompanied by their parent/guardians to ensure the safety of all spectators. Students who do not adhere to this request may be asked to leave the event without refund.*

11. Transfer out of the Red Oak Community School District:

Parents are asked to notify Mr. Perrien in writing as soon as possible if their student is withdrawing from the Red Oak Middle School. The written notice shall include the anticipated last day of attendance and the name and address of the school district to where the parents would like to have the student's records sent. After being notified in writing, the student will receive instructions for checking out. No refunds will be made until all fees or fines have been paid.

VI. Student Health, Well-Being and Safety

1. School Nurse:

The Red Oak Community School District has a full time school nurse. She is available from 8:00-4:00, Monday through Friday. If you need to contact the nurse, her office is located at the Inman Primary building, 623-6635. She is available to all school buildings on an as needed basis.

2. Physical Examination/Proof of Insurance:

Students who wish to participate in 7th and 8th grade athletics must have a physical examination, written proof of insurance and concussion form on file with the Middle School office. The physical and written proof of insurance must be renewed yearly.

3. Student/Building Assistance Team:

The Student/Building Assistance teams are designed to help students and families bridge the gap between the school, community, and home. These teams may consist of the teachers who have contact with the student, the guidance counselor assigned to that grade level, the school nurse, the building principal, students and parents, Green Hills AEA resource personnel, and any community members that could be helpful, depending on the situation.

4. Medication at School:

Students must have a signed and dated parent note for school personnel to dispense medication to students. This applies to both prescription and over the counter medication. **ALL** medication must be in the original container AND must be stored in the office. Any medication in baggies or recycled containers will not be administered to students.

5. Guidance Program:

The guidance services at the Middle School are open to the various needs of all our students. From orientation of new students to the preparation of eighth graders for high school, the middle school counselor has to keep in touch with the various developmental, emotional, and peer relationships that are a part of this stage of the educational program. Classroom guidance activities are a vital part of this program. Being preventative in nature, these activities provide information and a forum for a discussion of topics important to the students. It is our hope that the guidance program will address the student's needs at the middle school. The goal of our guidance program is to be responsive to the unique needs and characteristics of the young adolescent.

6. Emergency Drills:

Emergency drills will be conducted throughout the year for fire, tornado, weather, or other disasters. Emergency procedures are posted in every classroom and will be reviewed with all students by their teachers.

a. Fire Drills-

- 1.) Notification for fire drills will be made with the fire alarm system.
- 2.) Be quiet. Oral directions may be given. Your life may depend upon hearing them.
- 3.) Walk quickly, but carefully. Don't risk falling – this could cause you, and probably others, bodily harm.
- 4.) Treat drills as though a real emergency exists. Then you will be ready if we ever have a genuine emergency.
- 5.) After getting outside, walk across the street (even in the middle of the block) to the sidewalk.

Faculty, staff and students will assemble in the cage area located on Corning Street across from the Middle School.

b. Tornado Warning, Tornado Drills-

The emergency evacuation plan will be put into action for tornado drills or upon being notified of a tornado warning.

- 1.) Classrooms will be notified via the intercom system.
- 2.) Faculty members are to accompany their students to the designated areas of safety and remain with them during this time.
- 3.) No students will be dismissed until the "all safe" is given.
- 4.) All areas will be notified when it is "all safe" and may return to their classrooms.

c. Lock down Procedures-

In crisis situations school administration may determine that locking down the school may be the most appropriate action to keep students and staff safe.

LOCKDOWN! - LOCKS, LIGHTS, OUT OF SIGHT

Move away from sight. Lock interior doors. Maintain silence. Turn out the lights. Do not open the door. Move away from sight.

LOCKOUT! - SECURE THE PERIMETER

Bring everyone indoors. Business as usual. Lock perimeter doors. Increase situational awareness.

EVACUATE! - TO ANNOUNCED LOCATION

Bring your phone. Lead student to evacuation location. Leave stuff behind. Follow instructions. Communicate missing, extra or injured students.

HOLD! - IN YOUR CLASSROOM

Stay in class OR move to closest classroom. Stay in class until released. Lock interior door. Communicate missing, extra students to secretary. Keep teaching or supervising until released.

VII. Student Scholastic Achievement

1. Grade Reports:

The grading period will be 9 weeks in length. Report cards will be sent home at the end of each 9 week grading period, or picked up at conference times. Mid-term progress reports will be sent home 4-5 weeks into the 9 week grading period. **Teachers will update gradebooks on a weekly basis and all grades can be viewed at any point on the Infinite Campus Parent or Student Portals. Parents will be contacted each week by student advisors if failing any classes.**

2. Parent-Teacher Conferences:

Parent-teacher conferences will be held in October 2018 and February 2019. Students are expected to accompany their parents to the scheduled conferences. Other conferences between teachers, parents, and students may be scheduled as needed throughout the year.

3. Honor Roll:

During each quarter grading period, there will be an honor roll compiled. All full-time students who achieve a 3.0 or above grade average will be recognized.

Honor Roll Requirements:

All A's for All "A" Honor Roll
3.5 and above for High Honor Roll
3.0-3.49 for Honor Roll

4. Homework:

Teachers will assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time and will be assigned a work ethic grade based on the timeliness of their homework completion.

5. Academic Eligibility and Extra-Curricular Activities:

The merit, value and effectiveness of participation in interscholastic competition are recognized and participation by as many students as possible is encouraged. Participation in interscholastic competition is a privilege and with this privilege comes responsibility.

Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The rules imposed by individual sponsors or coaches must have administrative approval and be on file with the building Principal. Sponsors or coaches will provide a copy of these rules to his/her players and their parents. The privilege of participation may be suspended or cancelled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

The Board of Directors of the Red Oak Community Middle School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students, who participate in extra-curricular activities, whether away from or at school, serve as ambassadors of the school throughout the calendar year. Students who wish to exercise the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participating in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

To be eligible for an activity, students participating must:

- 1.) Be enrolled or dual-enrolled in school;
- 2.) Be earning passing grades in all classes or attend tutoring sessions 2 days a week if failing ANY course. Failure to attend two tutoring sessions will result in the ineligibility of the student for the next week's events. The Principal will hold the ultimate decision on the day of the event if the student is or is not eligible.
- 3.) Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504.

6. Good Conduct Rule: (See the building administrator for the Good Conduct Rule Regulation in its entirety)

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs).
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses such as traffic or hunting/fishing

violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

- Exceeding inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. **NOTE:** This could include group conduct!

Athletics and all other extracurricular activities:

- First Offense: 25% loss of eligibility
 - Second Offense: 50% loss of eligibility
 - Third Offense: 12 month loss of eligibility
- } Number of activities or events will be rounded up.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if ineligibility is not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. If the period of times between a violation and an activity is twelve calendar months or more, the students shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate.
4. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty, at the administration’s discretion, will attach when the student next seeks to go out for an activity subject to the 12 month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. **Reduction in Penalty:**

First Offense: A student may have the penalty reduced by half if: (keeping in mind there is a one activity loss minimum and we are rounding up)

- The student submits to a Primary Breath Test (PBT) or Urine Analysis and the result of that testing is negative, and/or
- The student seeks an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student’s parent/guardian’s expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care.

Second Offense: A student may have the penalty reduced by half if:

- The student seek an evaluation and, if recommended, treatment from a recognized substance abuse or counseling facility at the student’s parent/guardian’s expense. The student must agree to waive confidentiality to allow the facility to report back to the superintendent, principal, or designee regarding recommendations for treatment or follow-up care and
- Satisfactorily completes 15 hours of school service within 30 calendar days.

There is no reduction for third or subsequent offenses.

VII. Student Activities

1. Student 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.

2. School-Sponsored Student Activities:

Red Oak Middle School offers football, basketball, wrestling, volleyball, cross-country, and track for 7th and 8th graders. Dramatic activities, vocal and instrumental activities are available for all students. Other activities include Student Council and Art Club and Yearbook . More activities may be organized if sufficient interest is shown and a sponsor can be found. **All students are encouraged to participate in all activities.**

3. Field Trips:

The principal must give prior approval for all field trips. Written parental permission will be required if students are to participate in a field trip outside of the school district. A student may be denied participation in a field trip due to disciplinary action. All rules and behavior that are expected at school, are expected on field trips.

4. Student Funds and Fund-raising:

Students may raise funds for school activities upon approval of the principal at least **2 weeks** prior to the fund-raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

VIII. Miscellaneous

1. Telephone:

Students may not use the office phone or personal cell phones during class time for personal calls or text messaging (this includes tardies to class because of time spent on school or cellular phone for personal reasons). A tardy to class caused by the use of personal cell phone will result in a violation of the schools cellphone policy and the appropriate disciplinary action will be taken.

Emergency calls can be made with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. The telephone will be made available before and after school for students to contact parents concerning activity schedule changes or bussing changes.

2. Student cell phones & gaming/music devices:

Mobile phones can be used to enrich, expand and explore in the classroom. Utilizing a mobile phone in school is a privilege that comes with expectations, rules and consequences. Review the information below, discuss it with your guardian, and mark the choice that is appropriate for your family. Parents and students in grades 6-12 are asked to sign and a phone agreement form which is located at the end of this handbook.

Phones can only be used to:

- * Connect to the internet for relevant classroom activities as permitted by the classroom teacher
- * Text discussion to secure, and student-privacy-protected message boards

Rules for usage in the classroom:

- * Phones will not be used to text/message for personal and/or social reasons during class
- * Phones will be used only at times or purposes directed by the teacher
- * When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information
- * Students must ask permission to use phone in class for anything other than the items listed above

Consequences for misuse:

Should a student be caught violating the rules above and/or engaging in activities that are inappropriate for mobile phone use in the classroom, the following will occur:

1st offense: Warning – student must put the phone away

2nd offense: Teacher secures phone until the end of class period with the student can retrieve

3rd offense: This occurs when student refuses to hand over phone to the teacher. Office referral is created and parents are contacted.

Excessive office referrals for phone violations can result in the student being prohibited to use a personal device during the classes. Failure to meet this expectation will result in an immediate office referral with consequence at the discretion of the building principal.

GUARDIANS: Mobile phone plans are costly, and the school district wishes to respect your family's rules with regards to cell phone ownership and usage. *Your student is NOT required to have or use a mobile phone for class;* alternative methods of communication are available for students who do not have mobile phones and/or wish to refrain from mobile phone usage at school.

2. School Announcements:

Daily announcements will be read over the intercom at the end of 3rd period each morning. Afternoon announcements will also be read over the intercom system by the office staff at the end of the school day.

3. Parents, Visitors, Guests:

Parents are always welcome. Students may not bring friends with them to school. All visitors are to report and sign in at the office immediately upon arrival at the school. **The office is located at the east entrance to the building on the first floor.**

4. Cafeteria/Lunch Accounts:

Breakfast and lunch are offered to all students through the Middle School cafeteria.

Our cafeteria is operated as a non-profit organization. The charge for a meal includes a carton of milk. A sack lunch may be brought from home if desired, but must be eaten in the cafeteria. Milk is for sale to supplement sack lunches. Soda and high caffeinated energy drinks are NOT allowed for consumption in the lunchroom.

Conduct such as would be expected in the home dining room will be expected in the school dining room. You will have twenty-five minutes for lunch. No food or drink items are to leave the cafeteria after the lunch period is over. Have your rest room needs taken care of before you return to class.

a. Lunch Account:

Money to be credited to your lunch account is to be taken to the office in the morning prior to the start of school. This will assure that your account is updated prior to the lunch period. Students who run their account balance in the negative will be notified that they need to bring money in writing and the student is responsible to show that note to the parent. Parents are always welcome to call for an update of the lunch account, and check their accounts on the schools interactive database, Infinite Campus. This link is provided on the school website. **Lunch accounts cannot get more than a negative \$5.00. *Students will be given a letter for them to give to parents when the balance gets to a negative \$0.01 and will continue until the lunch account is back to a positive amount.*** The school will provide a limited number of sack lunch to students that have a negative \$5.00 balance.

b. Ala-Carte

Students will be allowed to purchase additional items to eat after they have consumed their regular school lunch. Items range in price from \$0.50 to \$1.85 and include foods such as; sports drinks, water, fruit snacks, snack bars & a second lunch entree.

STUDENTS MUST HAVE \$money\$ in their lunch account to purchase ala-carte items.

*****Parents- please contact the office if you would like to prohibit your child from purchasing ala-carte items*****

5. Media Center:

Students are invited and urged to use the media center during their classes, study halls, as well as before and after school and from a class with teacher permission. The media specialist and staff are in the center to help students. Ask for help whenever you need it to find a book, materials, use equipment, etc. The media center is a learning center, not a social center.

6. Student Valuables/Nuisance Items:

Students should not bring large amounts of money or items that do not contribute to learning to school. If it becomes necessary to have items of value with you, they can be brought to the office for safe keeping during the school day. Never leave items of value in lockers or the

locker room during P.E. classes. Bringing nuisance items to school is prohibited. Some examples of nuisance items are toys, radios, electronic games, cameras, cassettes, cd players, squirt guns, and sunglasses. Nuisance items will be confiscated and returned to the students at the discretion of the teacher or principal. **The school will not be responsible for any lost or stolen items.**

7. Lost and Found:

Turn in any found article to the office. Any item not claimed will be given to a charitable organization at the end of each quarter with the exception of valuable items. Items of value such as cash, jewelry, wallets, glasses, keys will be kept in the office.

Found textbooks, media center books will be returned to the respective staff member.

*ALL unaccompanied student computers will be turned into the Media Center.

8. Inspection of Educational Materials:

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent.

MOBILE PHONE STUDENT/PARENT AGREEMENT

Mobile phones can be used to enrich, expand and explore in the classroom. Utilizing a mobile phone in school is a privilege that comes with expectations, rules and consequences. Review the information below, discuss it with your guardian, and mark the choice that is appropriate for your family. Sign and return the bottom portion to school.

Phones can only be used to:

- * Connect to the internet for relevant classroom activities as permitted by the classroom teacher
- * Text discussion to secure, and student-privacy-protected message boards



Rules for usage in the classroom:

- * Phones will not be used to text/message for personal and/or social reasons during class
- * Phones will be used only at times or purposes directed by the teacher
- * When texting/messaging for classroom purposes, students will only text/message information relevant to the class activity and will refrain from adding extraneous and/or inappropriate information
- * Students must ask permission to use phone in class for anything other than the items listed above

Consequences for misuse:

Should a student be caught violating the rules above and/or engaging in activities that are inappropriate for mobile phone use in the classroom, the following will occur:

1st offense: Warning – student must put the phone away

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3rd offense: This occurs when student refuses to hand over phone to the teacher. Office referral is created and parents are contacted.

Excessive office referrals for phone violations can result in the student being prohibited to use a personal device during the classes. Failure to meet this expectation will result in an immediate office referral with consequence at the discretion of the building principal.

GUARDIANS: Mobile phone plans are costly, and the school district wishes to respect your family's rules with regards to cell phone ownership and usage. Your student is NOT required to have or use a mobile phone for class; alternative methods of communication are available for students who do not have mobile phones and/or wish to refrain from mobile phone usage at school. Please fill out the information below regarding your family's decision about your student's mobile phone usage at school and have your student return it as requested.

Please fill out below and return to school

I have reviewed the above information and agree to follow the rules for mobile phone usage in school. I understand that if I fail to follow the above rules, I will receive the consequences listed above.

Printed student name

Student signature & date

I, the guardian of the student above, make the following choice about my student's mobile phone usage for class and also support the school cell phone policy.

Yes, my student can use his/her phone for class

NO, my student cannot use his/her phone for class

Guardian printed name

Guardian signature

(Please return this page)

2018-2019

Handbook Signature Page

This handbook signature page is to be returned to the Red Oak Middle School as proof that the handbook has been read.

We have read the Middle School Handbook.

Parent print

Parent signature

Student print

Student Signature

Date