

# ROLAND-STORY MIDDLE SCHOOL



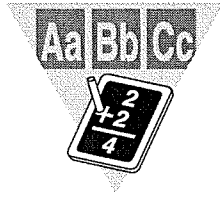
## STUDENT HANDBOOK



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**THE 1:1 TECHNOLOGY HANDBOOK WILL BE LOCATED ON THE ROLAND-STORY WEBSITE.**



This handbook is given to all students. It is also for parents' reference. Store it in a place where you can refer to it as needed. Since this handbook is aimed at all 5-8 students, some sections will be labeled 5th and 6th Grade or 7th and 8th Grade to help you find the parts pertinent to you. If there isn't any special designation, that section is for all students.

### INTRODUCTION

*Middle School is a transition time for students as they find their way between elementary and high school. We are going to do the best possible job building upon the foundation that was laid in elementary school and give these students the necessary skills and experiences to help them be successful students in high school.*

The education of our children is the mutual concern of the home and of the school. This handbook will help acquaint you with the policies of the Roland-Story Middle School. These policies will be useful to parents and children new to our school as well as a reference for parents and children who have been enrolled previously. Use of this booklet may avoid misunderstandings of school policies and procedures. Additional information will be sent home during the school year when needed.

I hope parents and children will always feel free to contact the principal whenever there is a problem or they have questions, so that I can work with them to their satisfaction.

Brian Town  
Principal  
Office Phone: 388-4348

OFFICE HOURS: 7:45 AM - 4:15 PM, MONDAY – FRIDAY

## **THE AMERICAN CREED**

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in the republic; a sovereign nation of many states, a perfect union, one inseparable; established upon these principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I, therefore, believe it is my duty to my country, to love it; to support its constitution; to obey its laws; to respect its flag, and to defend it against all enemies.

## **LOYALTY**

As a member of the school, I should know and discharge my loyalty by:

- having pride in my school
- making constructive use of school facilities
- being responsible for care of school property and books
- behaving in an appropriate manner always

As a member of society, I should contribute to the excellence of the group by:

- having respect for every person
- being punctual and dependable
- respecting other people's ideas
- taking advantage of all opportunity for education
- having pride in my community

## **ROLAND-STORY MISSION COMPONENTS**

### ***Motto:***

*"Preparing students for the challenge of the future."*

### **ROLAND-STORY MISSION STATEMENT**

*"Building a foundation of lifetime learning for our students, families, and communities."*

#### **Roland-Story Elementary School**

*Laying the foundation and showing the way.*

#### **Roland-Story Middle School**

*Shaping learners for today and tomorrow.*

#### **Roland-Story High School**

*Providing the tools for success in a global society.*

### ***Mission Goals:***

To produce self-directed, problem-solving students who are involved citizens, collaborative workers, and quality producers, we will:

- establish the school as a community-based educational center
- communicate the value of education with students, parents, and the community
- maintain a highly qualified staff through continuous professional development
- provide an environment conducive to learning
- deliver an effective, efficient, and equitable education through academic and extracurricular programs
- assess and report the quality of the educational program

### **Roles and Involvements:**

- Each student is a worthy individual with special needs and abilities. Respect for individual differences promotes learning and growth. In order to enjoy the benefits of schooling, students should work to the best of their abilities and obey rules established for the operation of their school.

- Educators are professionals who care about students. They provide learning experiences that lead to the success of all students. As role models, they serve as examples of life-long learners who set standards and goals for themselves and their students.
- The family plays the primary role in forming the values, attitudes and morals of children. The home is the center for development of children throughout their educational careers. Parents and the school, as partners, share common goals for students. They must work cooperatively for the benefit of the children.
- The community, as an entity which monitors the education of its young people, has both the need and right to influence schools so they will be beneficial to society and its members.

**Role-Based Exit Outcomes:** Roland-Story students will have the skills to become

- involved citizens who take the initiative to contribute their time, energies, and talents to improve the quality of life for themselves and others.
- self-directed achievers who use positive values to create a vision for their future, set priorities and goals, take action, and then evaluate their progress.
- problem solvers and perceptive thinkers, who use information and resources to anticipate, assess, and resolve problems and challenges of a changing society.
- collaborative workers, who use effective leadership and group skills to develop and manage interpersonal relationships in diverse settings.
- quality producers, who create intellectual, artistic, and physical products which reflect originality, high standards, and the use of appropriate technologies.

**Key Learning Outcomes:**

1. Demonstrate self-sufficiency and responsibility as a member of a group.
2. Use good mental and physical health practices.
3. Practice conservation and preservation of natural resources.
4. Participate effectively in community service.
5. Recognize the rights and responsibilities of American and global citizenship.
6. Examine contributions of past and present cultures of the world.
7. Demonstrate tolerance for all people, regardless of differences.
8. Apply knowledge from all subject areas to life experiences.
9. Make a successful transition to the workplace of post-secondary education.
10. Develop a positive self-image and express appreciation of one's own uniqueness.
11. Set personal goals and develop a plan to achieve them.
12. Recognize the need for continuous learning.
13. Use one's knowledge of the past to explain the present and anticipate the future.
14. Apply mathematical and scientific concepts in practice and in abstract situations by choosing appropriately from a variety of techniques.
15. Gather, organize, process, analyze, evaluate, and use information.
16. Use problem solving processes to make decisions.
17. Use efficient learning strategies to acquire and apply new knowledge and skills.
18. Work collaboratively toward common goals.
19. Use appropriate skills and attitudes to cope with stress, change, and criticism.
20. Use reading, writing, speaking, and listening skills to communicate in a variety of situations.
21. Recognize applications of technology and be able to use appropriate technology.
22. Experience a variety of the visual and performing arts.

## **ACCIDENT AND ILLNESS AT SCHOOL**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Parents must notify the office if the information on the emergency form changes during the school year. 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 emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person 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. **No child is sent home until prior arrangements have been made.**

## **AFTER SCHOOL**

- A. No student should be in the building after 3:45 PM who isn't under the supervision of a teacher.
- B. The 5th through 8th grade rural students will wait in an assigned classroom.

## **ASSEMBLIES**

At all assemblies, students are to sit in their assigned sections. Proper manners, showing respect for those participating is expected of the student body. Applaud properly. Stomping, whistling or shouting is never good applause. It is not a compliment to the entertainer and it reflects discredit upon the school. **When leaving an assembly, students are to walk in an orderly fashion around the outer edge of the gym floor.**

## **ATTENDANCE**

The first obligation of our students is to be in attendance so they can achieve to the best of their ability. We realize there are certain situations which arise when a student is unable to attend due to illness, injury or other reasons. The school nurse checks on absences of three days or longer to aid in the prevention of communicable diseases. Children who have been absent from school with any of the following diseases should have been under the care of the family physician and in contact with the school nurse:

Meningitis (Meningococcus)	Scarlet Fever
ANUG (Trench Mouth)	Diphtheria
Conjunctivitis (Pink Eye)	Head Lice
Infectious Hepatitis	Impetigo
Scabies (Itch)	Ringworm
Whooping Cough	Red Measles
Poliomyelitis	Chicken Pox

Students who have been absent because of medical reasons may be required to have verification or a clearance to return by the school nurse or a physician. **The school reserves the right to demand a written excuse signed by a doctor if absences accumulate to ten days or more on the part of any student.**

If a student must leave the school building for any reason (illness, appointments, etc.) during school hours, a parent should come to the office to check the student out. (Students gone for less than 2 hours will not be counted absent.) A parent should communicate to the office when the student will check out/in.



### **Attendance Procedures**

If your child is going to be absent from school, please do the following:

1. Call the school by 8:30 AM (388-4348) (OR)
2. Send a note with another child (OR)
3. Have a baby-sitter, friend or older child call the school.
4. If your child is going to be gone more than one day, either call every day or give us a specific day he/she will return to school

If we don't receive a call or other notice and the child does not arrive at school, we will follow these procedures in the order listed:

1. Call the home
2. Call the parent at work

### **Restrictions Related to Co-Curricular Participation**

In order for any student to participate in any co-curricular practice or event, he/she must be in attendance the entire day of the student's scheduled periods of the day on which the practice or event is to be held. This also includes spectator participation for any activities occurring during the regular school day. If a student is absent from school on a day when he/she is scheduled to participate in any school co-curricular activity, the administration will determine whether or not the student will carry out his/her participation in accordance with the following:

- Students having prearranged scheduled appointments approved by the principal would be eligible to participate in either after school or evening practices/events occurring on that particular day.
- Students absent from school to work at home will not be considered eligible to participate in either after school or evening practices/events occurring on that particular day.
- The administration reserves the right to demand written permission from a physician for a student to participate in any activity when injury is involved and is the question.

Exceptions to this policy regarding participation eligibility may only be granted by special permission on a case-by-case basis by the principal.

### **Excused**

- A. Unanticipated "Excused" absences
  1. Personal illness
  2. Death in the immediate family
- B. Anticipated "Excused" absences (not to exceed 5 days per school year), however the Principal reserves the right to refuse based on the student's attendance record.
  1. Examples of these are:
  2. Dental and other health appointments
  3. Work at home - prearranged by parents with the principal
  4. Driver license testing
  5. Multi-day family trips - prearranged by parents with the principal
  6. A student may be excused for public performances, clinics, or workshops, as prearranged with the building principal.
  7. Career Education visit.

In the event students have an ANTICIPATED EXCUSED ABSENCE from school, they should notify the principal's office in advance. A special green advance notification form will then be issued. This is to be taken to the teachers of the classes that will be missed to get assignments needed, then returned to the office before leaving. The work should be made up in advance when possible or arrangements made to make up work to be missed.

A student absent for an UNANTICIPATED EXCUSED ABSENCE is responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval and within the timeline agreed upon with the teacher(s) involved.

### **Unexcused Absence**

1. Working at home without prior arrangements with the principal.
2. More than 5 days anticipated absences per school year.
3. Shopping
4. Personal appointments - haircuts, jobs, etc.
5. Multi-day family trips while school is in session if not planned ahead by parents (each case will be evaluated on its own merit).
6. TRUANCY: Students absent from school without verification from their parent(s) or guardian(s) and without Principal approval are truant and will be subject to severe disciplinary action. No student may leave the school building or grounds before the close of the day or absent himself from any class or study hall without office permission. After the 2nd day of truancy the Truancy Officer will be contacted. Upon reaching 3 days of truancy the case will be turned over to the County Attorney's Office.

Students deemed truant must participate in attendance cooperation process (Iowa Code 239.5B and 299.12) where parents, student, school officials and any other persons meet to determine how to get the student to attend school. In the event that this process is not successful, action by the school will be taken.

For families of students in grades K-6 receiving Family Investment Program (FIP) benefits and having a student deemed truant, a designated school representative is required by Iowa law to contact the Department of Human Services. Families are then at-risk of having their benefits reduced by 25% and may also be referred to the county attorney. All other families of a truant student are subject to civil or criminal penalties.

Students who have been gone for any of the UNEXCUSED ABSENCES will be given the opportunity to make up the work missed. Discipline will be carried out also. Note: Student Due Process Procedures are outlined in the back of this handbook.

Students may be excused from school time for music lessons by private teachers if a lesson schedule cannot be developed for after school time due to extra-curricular involvements. Only study hall time is to be utilized. Parents must request, in writing, the reasons for the release. A student or small group may be excused for public performances, clinics or workshops prearranged with the building principal and the school, not in excess of three times for each student per school year.

### **AWARDS**

Awards are given in many areas during the year. In all the 7th and 8th grade sports, all participants receive a certificate of participation.

Other awards which are given, (and the grades in which they are given) are noted below:

Attendance (5-8)	Chamber Choir (8)	Scholarship (5-8)
Enrichment (5-8)	Student Council (5-8)	
Instrumental (5-6)	Jazz Band (7-8)	

### **BAGS, BOOKS, AND SUPPLIES**

A book fee is charged each year, per pupil, which covers the cost of all books needed and most supplies that are supplied by the school. Book fines are levied at the end of each year where excessive abuse of books has taken place. These are outlined under "FINES". Each teacher may ask the students to furnish some general supplies. These are listed on supply sheets given to all students at the end of each school year.

#### **7th and 8th Grades:**

School bags can be a serious storage problem in student lockers. If they are too big, they are difficult to get into the lockers and they then cause door damage when students try to force the doors closed. IF A BAG IS DESIRED TO CARRY THINGS BACK AND FORTH FROM HOME, PLEASE BUY A SMALL ENOUGH ONE THAT THIS WON'T BE A PROBLEM. These bags are not to be taken to classes during the first 5 periods of the day. After 5th period they may take them to PE class and leave them locked there for after school needs like practices, etc. We stress that these should be locked in their PE locker for safety's sake. If they don't fit, then we suggest they leave them in their book lockers and pick them up after practices. At no time are they to be left in the halls by classrooms. Bags are not to be taken to 8th period classes other than P.E.

### **BATHROOM USE**

Everyone should try to use the bathrooms between classes. If this appears it may cause a student to be late, it is suggested that they report to class first and tell the instructor that is where you are going.

Bathroom use during classes will be allowed. A hall pass is to be used.

### **BEFORE SCHOOL/DURING SCHOOL**

#### **7th and 8th Grades**

Upon arriving, students are to wait in their assigned hall areas. All Roland town students are asked to **NOT COME TO SCHOOL BEFORE 7:45 AM**. At the 8:15 AM bell, 8th grade students can go to their homerooms. At the 8:18 AM bell, 7th grade students can go to their homerooms. **STUDENTS ARE NOT TO GO TO THE LOCKER ROOMS/GYM AREA BEFORE THE 8:15 AM BELL.**

#### **5th and 6th Grades**

**Supervision will start at 7:45 AM each day. Students are not to enter the building until then.** Upon arriving students are to enter the building and wait in designated areas in the 1964 wing until 8:15 AM. At 8:15 AM, students will go out for a short recess during nice weather. The Roland town students and Roland and Story City rural students who are here at 8:15 AM will have the following option:

- Students may put bags in their lockers as they arrive and then must go directly outside with the rest of the students.

The Middle School will be locked down from 8:45 AM - 4:00 PM with the exception of the southwest doors. All patrons and visitors should use those doors during that time.

### **BICYCLES AT SCHOOL**

Bicycles may be ridden to and from school by any student whose parents feel has the proper ability and responsibility. Bikes are to be parked in the racks provided immediately upon arrival at school and remain there until the student goes home. Bikes should not be left in the rack overnight or on weekends.

## **BREAKFAST PROGRAM**

The Roland-Story School District will offer a breakfast program. This will run at the high school, elementary and middle school from 7:45-8:15 AM.

The cost of breakfast is **\$1.75** for students, **\$2.25** for adults, \$.30 for those qualified for reduced fees, and no cost to those qualified for free lunch. This fee will be taken off your student's lunch account. If your student is going to take part in this program, it is important that you keep your student's balance in good standing.

The middle school will feed breakfast to the following students: All Roland town and rural middle school students along with all Story City rural middle school students. All Roland K-4 elementary town students and any Roland high school students prior to 8:00 AM bus departure may also eat breakfast at the middle school. Roland rural elementary students who want to eat should get off their route bus, eat, and ride the elementary shuttle bus to Story City. Those rural students not wanting to eat breakfast would stay on their bus. Story City town middle school students, choosing to eat breakfast, will eat at the elementary or high school prior to catching their buses.

## **BUS INFORMATION**

### **Rural Busing**

In the August Newsletter, the time that a rural child is to be picked up will be listed. Remember these are estimated times and may vary some from the listed time. It is best to be ready a little early than to miss the bus.

Please notify someone ahead of you on the route any day you will not be riding. This will help save some unnecessary miles in some cases.

A parent **MUST** send a note requesting a change of destination for their child or call the secretary so she can give the driver a note if you wish your child to get off other than designated places. We cannot accept just having the child say he/she is, since parents are sometimes unaware of the child's plans. If this is going to be on a regular basis, there is a form to fill out to communicate this.

Roland rural bus students are not to leave the school grounds in the morning before school or after school while waiting for the buses. Abuse of this will result in discipline.

- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.

The rural buses in both communities will leave their respective centers at 3:50 PM. (Story City -- the elementary building / Roland -- the Roland center.)

### **Regular Shuttle Busing**

5th & 6th: Rural Story City will come over at 8:05 AM on their rural buses. They will go to Story City on the same buses at 3:35 PM.

Town Story City will leave the elementary at 8:15 AM. They will go back to the elementary at 3:20 PM, arriving about 3:30 PM.

7th & 8th: Rural and town Story City will come over at 8:05 AM from the high school. They will go back at 3:35 PM, arriving about 3:45 PM. The rural Story City students will ride on their respective buses to Roland.

## **Sports Shuttle Busing**

In 7th and 8th grades, these procedures will be followed:

1. Since athletic practices are after school, we provide a special bus to get students to Story City after practices. This bus can only stop at the high school.
2. This is provided for students that don't abuse the privilege. Those that do may have this privilege taken away.

## **Activity Buses**

All pupils must return to Story City or Roland under the direct supervision of the sponsor and in the vehicle prescribed by the administration for going to the activity.

**Exception:** Parents may request that their student(s) return with them or another adult and permission may be granted. The parents must appear in person at the event to make such a request. If the parent wants their student(s) to return with another adult, they must contact the sponsor by telephone, send along a confirming note, and the named adult must appear in person at the event to complete the request.

## **Bus Operating Regulations**

1. Whenever leaving the building to board a bus, students should WALK and board in an orderly manner. If students have to wait they should form single file lines at designated places.
2. The only persons allowed to ride on the regularly approved route of a bus are those whose names appear on the posted passenger list. Any visitors may ride on the bus only with permission from the office. Parents should send a note with the child or call the office and we will notify the drivers.
3. All students are to be discharged from the bus at the place they boarded unless the parent files with the Principal an authorization to discharge the students at a different destination.
4. Loading stops will be at the time assigned each student. The time schedule is posted in the bus. Passengers are expected to meet the bus at the assigned time.
5. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
6. Classroom conduct is to be observed by students while riding except for ordinary conversation.
7. Passengers are to remain seated at all times, and there is to be no exchange of seats.
8. Use of profanity, vulgar, or coarse language is strictly prohibited.
9. Windows are to be adjusted only with permission of the driver.
10. Passengers are held responsible and liable for any damage they may do to a bus. Please keep your feet off the seats.
11. No objects are to be thrown either in the bus or from the bus.
12. The aisle of the bus is to remain open.
13. The emergency door is to be used ONLY in cases for which it is intended.
14. Hands, heads, books, or other objects are not to be extended through open windows of the bus.
15. A student is required to sit in the seat he/she is assigned by the driver.
16. Waste containers are provided on all buses for riders' use.
17. There is to be no pushing, scuffling, or fighting in the bus. Rowdiness will not be tolerated.
18. Students are not to bring drinks on the route or shuttle buses.
19. The bus driver is given authority to rigidly enforce all the above regulations. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
20. Any students failing to follow the above regulations, will have a Bus Conduct Note turned in to the principal's office.

### **Bus Discipline Procedure**

1. Bus drivers will turn in Bus Conduct Notes to the principal for students behaving improperly on their bus.
2. Discipline to be carried out:
  - 1st Offense: Student talked with by principal and parents contacted.
  - 2nd Offense: (5th & 6th) Loss of recesses for one day and parents contacted.  
(7th & 8th) 40 minutes before/after school and parent contacted.
  - 3rd Offense: Loss of bus riding privileges for up to one week and parents contacted.

Additional violations will be handled on a case-by-case basis.

### **CANDY, GUM, ETC.**

There is to be no gum chewing or candy eating in the Roland Center. This begins as soon as you enter the building in the morning and ends at the end of the regular school day.

Squirt guns, sling shots, firecrackers, matches, bean shooters, laser pens, etc. have no place in school and are subject to confiscation by any teacher or school employee and discipline will be carried out.

### **CAREER EDUCATION VISIT**

Students may have a day that can be used for advanced notice and anticipated absence purposes to visit a job of their choice during the school year. It will not be counted as an absence. **STUDENTS SHOULD STOP IN THE GUIDANCE COUNSELOR'S OFFICE AND PICK UP AN INFORMATION SHEET PRIOR TO PLANNING THEIR CAREER VISIT.**

Requests for Career Education visits should include the following:

- A. A note from the parent giving permission for the career visit.  
(Student also needs to secure permission from person being visited, if other than a parent.)
- B. Parent note should include:
  1. date to be gone
  2. place the student will be visiting
  3. person with whom the student will make the visit
- C. School visits need to be in a school district other than Roland-Story
- D. The Advance Notice or "green" slip procedure will be followed.
- E. An occupation fact form must be completed and returned to the Guidance Counselor's office WITHIN ONE WEEK AFTER THE CAREER EDUCATION VISIT.

### **CHURCH NIGHT**

Wednesday evenings are designated as church night. The school cooperates by not scheduling any activity on these evenings. The only exception is when an agency (county or state) schedules athletic tournaments, music, or speech contests for Wednesday evenings. Minimum homework in grades 5-8 will be given for this night.

## COURSE OFFERINGS

In 5th grade, all students will have the following courses:

Reading	U.S. Geography/U.S. History
Spelling	D.A.R.E.
Keyboard/Computer Skills	Physical Education
Language Arts	Vocal Music
Math	Art
Science/Health	(Band is an elective that starts in 5th grade)
	Reading Intervention

In 6th grade, all students will have the following courses:

Reading	Computer Skills
Spelling	Vocal Music
Language Arts	Art
Math	Physical Education
Science/Health	(Band is an elective)
World Geography	Reading Intervention

In 7th grade, students will have the following courses:

Language Arts	Reading
Science	World History
Physical Education	D.A.R.E.
Math (one section of Pre-Algebra, others General Math)	
Exploratories - Art, Foreign Lang., Computer Applications, Health and Leadership, and Family Consumer Science (a different course each 7 weeks, these courses meet each day)	
Band	- ELECTIVE meets three times per week
Mixed Chorus	- ELECTIVE meets three times per week
General Music	- ELECTIVE meets one time per week (required if not in Band or Mixed Chorus)
Reading Intervention	

In 8th grade, students will have the following courses:

Language Arts	
Science	
U.S. History	
Math (one section of Algebra, others Pre-Algebra)	
Communications	
Physical Education	
Careers	
Exploratories	- Art, Iowa History, Family Consumer Science, Computer Applications, and Careers (a different course each 7 weeks, these courses meet each day)
General Music	- ELECTIVE, once per week (required of non-music students)
Mixed Chorus	- ELECTIVE, meets three times per week
Chamber Choir	- Choir that meets once per week involving 20 students selected by the choir director.
Band	- ELECTIVE, meets three times per week
Reading Intervention /Seminar	

## **CURRICULUM INSTRUCTION**

The basic instruction program of the Roland-Story Community School District shall include the courses required for each grade level by the board. The instructional approach will be nonsexist and multicultural.

The program of instruction in the regular elementary schools shall include (1) the language arts, embracing reading, writing, spelling, listening, and oral and written expression; (2) the social studies, embracing history, geography and civics; (3) arithmetic; (4) science; (5) physical education; (6) health; (7) music; and (8) arts and crafts. Each of these subject fields shall -- insofar as practicable-- embrace in the materials used and in the teaching procedures employed, instruction in study and work habits, library usage, safety, thrift, conservation, health and hygiene, citizenship, the establishment of purpose, and the development of character and morality. Provision shall be made for the inculcation of ideals of group and individual behavior, and to this end organized play, intramural sports games, hobby groups, and other organized student activities shall be fostered.

The middle school shall provide instruction in the following fields: (1) English -- including literature, reading, writing, spelling, listening, and oral and written expression; (2) mathematics--including arithmetic and general mathematics; (3) general science/health; (4) social studies--including history, geography, and civics; (5) music; (6) art; (7) physical education; (8) foreign language; (9) computer applications; (10) family consumer science.

The comprehensive senior high schools shall offer work in each of the subject fields listed for middle schools, with the addition of driver education and vocational agriculture, but in each field there shall be a greater variety of courses and more specialized instruction. The specific courses shall include instruction in the subjects for college preparatory, comprehensive, and vocational career training approved from time to time by the Board of Directors. The board may, in its discretion, offer additional courses in the education program.

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic, and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges. As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students shall be instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Special curriculum guides shall be prepared whenever it is felt that such guides will be of assistance in the instructional program. These guides shall be designed to provide a consistent approach to instructional problems and to furnish information about supplementary materials and related activities.

Each instructional program shall be carefully planned for the optimal benefit taking into consideration the budget of the school district and other factors deemed relevant by the board or the superintendent. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

In all instances, the elementary, middle, and high school curriculum shall meet the educational requirements established by state statute and the State Department of Public Instruction.



## **DISCIPLINE AND STUDENT CONDUCT**

### **Discipline**

Discipline means different things to different people varying from dress and grooming practices to criminal activities in and around schools. Discipline at Roland-Story is interpreted as maintaining an environment throughout school that is conducive to positive student learning. Accomplishing this level of discipline requires a total school and community effort where board members, administrators, teachers, parents, and students work together. Creating a school climate where student learning can take place in a safe and orderly manner is an important goal.

Good discipline begins in the home. Parents teach and set examples for their children related to acceptable behavior patterns and positive attitudes within our academic settings.

There is no simple nor single solution for providing an effective discipline program in school. The best direction for establishing success is found where there is a strong level of support, understanding, and respect between the school and the home. The ultimate goal of our discipline policy is to guide students toward self-control by having them recognize their responsibilities and rights in their relationships with other people.

In order to establish a good learning environment, all students must maintain positive behavior. Positive behavior is necessary to make it possible for teachers to do the best teaching job for each student. Any student who fails to maintain an acceptable standard of behavior will be subject to disciplinary actions.

Self-discipline, which implies responsibility for one's actions, is one of the ultimate goals of education. It is expected that high personal standards of courtesy, decency, morality, and honesty shall be maintained. Respect for real and personal property and pride in one's work and achievements shall be expected of all students. Students shall respect constituted authority and conform to school rules and regulations. The behavior of Roland-Story students should at all times reflect standards of good citizenship.

It is the policy of Roland-Story Middle School to encourage the highest standards of student behavior in school, at school activities, and throughout the community. Courtesy to visitors in the building, to teachers, to auxiliary staff, and to fellow students is the essence of our code of behavior.

Conduct that interferes with the educational opportunities of students, that disrupts the orderly operating procedures of the school, that endangers people or property, or that reflects adversely on the school or its reputation, will necessitate immediate disciplinary action.

### **Student Conduct**

The board believes that inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others, while on school premises, while on school-owned and/or operated school or chartered buses, while attending or engaged in school activities, while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the rights of other students to obtain their education or participation, conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation, and expulsion.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention and the length of the detention shall be within the discretion of the certified employee disciplining the student or the principal.

Suspension means either an in-school suspension, an out-of school suspension, a restriction from activities, or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

Probation means a student is given a conditional suspension on a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes but is not limited to, classes and activities for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension. Refer to policy 5154.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

### **Discipline Procedures**

**Creating a safe learning environment for staff and students is the number one priority for Roland-Story Middle School. Students have the right to be respected and have the expectation to respect others including all students and staff. The Roland-Story Middle School staff believes that establishing strong, positive relationships with students as well as holding our students to high expectations, will help assist them in making good decisions.**

## Discipline Policy

The discipline policy at Roland-Story Middle School is a collaborative effort on the part of the school, parents, and students. Discipline does not necessarily mean punishment. Discipline does mean the development of attitudes which lead the student to respect the need for rules and the willingness to follow them. Our expectations for student behavior are based on the Norse Code: Be Respectful, Be Responsible, and Be Caring.

Students that are not meeting these expectations will be handled accordingly based upon the incident. The principal will handle the situation and assign consequences for the student in a manner to help support the student socially and emotionally with the goal of not seeing the undesired behavior repeated. When consequences are assigned by the principal, parents will be informed of what occurred and what consequences were assigned.

The building principal always maintains the right to determine the level of the consequence, regardless of the offense, depending on the severity of the offense.

### After Suspension

After a student has had his/her first suspension, the student may receive a suspension for each additional infraction. The building principal always maintains the right to determine the level of the consequence, regardless of the offense, depending on the severity of the offense.

When a student is to stay outside of school hours, he/she will have the option of staying before school (7:30 AM – 8:15 AM) or after school (3:35 PM – 4:15 PM).

When suspensions take place, they may be of two types: in-school or out-of-school. The Roland-Story administrators are authorized by the Board of Education to suspend a student for a maximum of three school days at any one time. The superintendent may extend the suspension upon the principal's request for a total of no more than (10) school days. The president of the Board shall be advised immediately and in writing of all short term and extended suspensions. Corporal punishment is prohibited as required by Iowa law.

### Conduct in Halls

Strive to maintain clean lockers and halls. Stand in orderly lines at drinking fountains.

The following are student-developed suggestions for students to follow to help with the hallway noise:

1. 7th/8th students will be allowed to go to their lockers between classes as noted:
  - 7th grade - after 2nd period  
end of morning classes  
between classes after lunch
  - 8th grade - after 3rd period  
end of morning classes  
between classes after lunch
2. Do not slam locker doors when you go to your locker.
3. Do not yell.
4. No running in the halls.
5. Do not push, shove, or trip other students.
6. Move quietly, orderly, and keep voices low--especially in 5th/6th grade class areas.
7. Do not talk back to the teachers or call names to fellow students.

8. At all times during the day, 7th and 8th students are to use the west hallway, east-west cut through hallway, or the gym to travel in. **DO NOT** go by the 5th and 6th classrooms in the east hallway.

### **Breach of Discipline**

Breach of discipline is any conduct of a student which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline may include, without limitation:

- A. Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school.
- B. Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees, or agents of the school acting within the scope of their employment or duties.
- C. Physical violence or threats of physical violence toward teachers, students, any other school personnel, or agents of the school.
- D. Extortion toward teachers, students, any other school personnel, or agents of the school.
- E. Possession of dangerous objects or contraband.
- F. Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, other students, any other school personnel or agents of the school.
- G. Criminal or illegal behavior of students or non-students.
- H. Assault: A person commits an assault when, without justification, the person does any of the following:
  - 1. Any act which is intended to cause pain or injury or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
  - 2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
  - 3. Points any firearm toward another, or displays in a threatening manner any dangerous weapon or object toward another. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks
- I. Willful injury: Any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- J. Theft: A person commits theft when the person does any of the following:
  - 1. Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school-sponsored educational activities.
  - 2. Takes possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.
  - 3. Commits any act that is declared to be theft by any provision of the Code of Iowa.
- K. Cheating: Attempting to defraud, copy, mislead, or obtain benefit using an article of fictitious value or to obtain property by unlawful means.
- L. Robbery: A person commits a robbery when having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property.
  - 1. Commits an assault upon another.
  - 2. Threatens another with or purposely puts another in fear of immediate serious injury.
  - 3. Threatens to commit immediately any forcible felony.

- M. Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, etc. on walls, furniture, and fixtures.
- N. Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- O. Disorderly Conduct: A person violates this policy when the person does any of the following:
  - 1. Engages in fighting or violent behavior in the school or at school functions.
  - 2. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof.
  - 3. Directs abusive epithets or makes any threatening or rude gesture which the person knows, or reasonably should know, is likely to insult or to provoke a violent reaction by another.
  - 4. Without lawful authority or color of authority, disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
  - 5. By words or action, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
  - 6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
  - 7. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
  - 8. Telephones another and uses obscene, lewd or profane language, or threatens to inflict injury or physical fondling.
  - 9. Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
- P. Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or when made by a student to a staff member when:
  - 1. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education.
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- Q. False Reports: A person who, knowing all the information to be false, conveys or causes to be conveyed to any person any false information with the intent that such person will act upon that information violates this policy.
- R. Threats: Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass:
  - 1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure, whether publicly or privately owned, used by or under the control of the school corporation.
  - 2. The term "trespass" shall mean one or more of the following acts:
    - a. Entering into or remaining upon property without justification or without the implied or actual permission of the principal or other designated person in authority with the intent to commit a public offense or to use, remove therefrom, alter, damage, harass, or place thereon or therein anything animated or inanimate.

- b. Entering into or remaining upon property without justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the public employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to help supervise the use or maintenance of the property.
  - c. Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
  - d. Being upon or into property and wrongfully using, removing therefrom, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
- 3. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- T. Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
- U. Possession or Consumption of Alcoholic Beverages: No person shall possess a controlled substance unless such a substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- V. Intoxication: Attendance or participation in any regular or extra-curricular activity in an intoxicated state.
- W. Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- X. Use of Tobacco or Controlled Substances or Look Alike: The use by any student of tobacco, any controlled substance or look alike shall be prohibited while such student is on school premises or in attendance or participating in school-related activity.
- Y. Truancy: Absence from school or assigned classes or activity without reasonable excuse.
- Z. Gambling.

#### **Restraint and Physical Force**

- A. Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.
- B. Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense of another.

- C. Factors determining reasonable and appropriate actions are:
1. Age.
  2. Physical stature and strength of the student.
  3. Previous history.
  4. Maturity of the student.
  5. Seriousness of the infraction.
  6. Apparent motive and state of mind.
  7. The nature of the danger to the student or the nature of the danger to another.
- D. Whenever physical contact, reasonable force in self-defense, or physical restraint are used, it shall be reported immediately to the building principal or designee.

#### **DRESS/PERSONAL APPEARANCE**

All students are expected, as Roland-Story representatives, to display personal cleanliness, good grooming, and appropriate attire at all times. Any form of attire or personal appearance that is either extreme, unusual, suggestive, socially unacceptable, or simply in poor taste will not be permitted. Neither dress nor personal appearance shall be contrary to good hygiene or be distracting or disruptive to the educational process.

There is strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. 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. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirements.

Students must wear shoes at all times. Trench coats, dusters, large parkas/jackets, etc. are not allowed in the education setting. Sunglasses, caps, hats, bandannas, "colors", items with price tags visible, or other gang related apparel are not to be worn. Wallet chains, chain belts, extreme necklaces, or other similar beads/straps/chains are prohibited. Baggy pants that expose undergarments are not appropriate. Underwear, underwear shirts, underwear shorts, pajama tops or bottoms, bedroom slippers, or other similar items of clothing worn as regular items of clothing are not permitted. Midriff-baring tops, tube tops, halter tops, spaghetti strap tops, or strapless tops are not to be worn. Short skirts or short shorts are also not permitted. Skirts and shorts must extend below the finger-tips of the student when their arms are at their sides. All visible shirts, blouses or tops must cover the chest and both shoulders. No cleavage or backside should be exposed.

Any clothing that is cut/torn or worn so that it exposes excessive skin, or inappropriate areas of the anatomy and does not properly cover the body is not suitable for the school setting and is not acceptable.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Wearing clothing or other apparel promoting products illegal for use by minors (including, but not limited to alcohol or tobacco); wearing shoes with cleats except for outdoor athletic practices; displaying obscene materials, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays are disallowed.

While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. The initial decision as to clothing's appropriateness for classroom attire will rest with the classroom teacher. Any "questionable" final determinations of the appropriateness of the student's appearance will be made

by the building principal. When in the judgment of the principal, a student's inappropriate dress disrupts the educational process or constitutes a threat to health or safety, the student shall be required to change, make modifications to their clothing, or leave the school.

#### **DRINK MACHINES**

The drink machines are to be used after school by students. During lunch time, they can be used ONLY by people who bring their lunches.

#### **CO-CURRICULAR ACTIVITIES**

In 5th grade, band starts as an elective. There are no lengthy sport involvements at this level. Various sport camps are offered during the year. Students may participate in enrichment activities and a student council is elected twice a year. Intramural activities in football and basketball are offered.

In 6th grade, band is an elective. Intramurals for boys and girls in football and basketball are offered. Various sport camps are offered during the year. Students may participate in enrichment activities and a student council is elected twice a year.

In 7th and 8th grades, the activities in which one may participate are:

#### **SPORTS:**

(7th & 8th grades have interscholastic competition)

Girls Volleyball	Football	Wrestling	Baseball
Girls Cross Country	Girls Basketball	Boys Track	Softball
Boys Cross Country	Boys Basketball	Girls Track	

#### **MUSIC:**

Band - (elected by student/various lessons are provided)

Jazz Band - (any 7th or 8th participating band member may elect)

Mixed Chorus - (any 7th or 8th grade student interested in concert singing may elect)

#### **OTHER:**

- Student Council -- Elected by homerooms, twice a year, to serve and arrange for activities of the student body. Each homeroom elects two students as representatives.
- Enrichment Activities -- These include: Mock Trial, News Bowl, Investment Club, Quiz Bowl, Geography Bee, Creative Reading, National Language Arts Olympiad, Knowledge Bowl, and Pen Pals.

#### **FAILURE GUIDELINES**

Our guidance counselor works very closely with those students having academic problems. The counselor will confer with those students at mid-term time, end of the quarter, and other times as needed.

If a student fails, the majority of his/her semester courses, he/she will be evaluated as to the need for retention in that grade the following year. No Pass, No Play Regulation is in effect at the high school as of July 1, 2007.

#### **A Plan for Success**

1. Listen to your instructor (in other words, pay attention).
2. Go to class (one way or another, your attendance will be reflected in your grade).
3. Take materials to class (text, notebook, pencil, paper, etc.).
4. Don't talk without permission (even if everyone else is).
5. Don't bug the teacher (messing around, etc.).



6. Participate in class (ask questions, make comments--helps keep you awake).
7. Act mature (even if everyone else isn't).
8. Turn in your work on time (don't ever get a zero).
9. Use your assignment book.
10. Try to learn how to take notes.
11. Read your assignments before the teacher discusses it (very important).
12. Get help from the teacher when you are having trouble.

### **FEES**

Our basic fee for the Middle School is a \$90 material and supply fee. There is also a middle school choir robe cleaning fee of \$10.00. You may deposit any amount you want to into your child's computer hot lunch account. Individual lunches are \$2.75. Extra milk is \$ .40.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **FIELD TRIPS**

Each grade in 5th through 8th has one main field trip per year. Parents will be notified in advance concerning these outings. The trips are:

5th grade:	Living History Farms/spring
6th grade:	Hickory Grove /May
7th grade:	Boone Y Camp/May
8th grade:	Field Trip -- TBD/fall or spring

### **FINES**

Fines may be collected for overdue library books or the loss or abuse of textbooks and other school property. The school operates on a textbook rental program where all basic texts and workbooks are made available by the school for a flat rental fee to each student. This fee has been partly set to cover any NORMAL expected wear the materials will receive during their use.

Fines are to be assessed against students for EXCESSIVE wear on textbooks. The basic purpose of these fines are to be:

1. to teach students to respect the property of others
2. to teach students to recognize their responsibility to materials entrusted to them
3. to keep the school's cost from being excessive

Assessment of fines for unwarranted damages:

1. loss of book or damages past further use -- replacement cost
2. other damages -- will be assessed by the instructor with age of book and severity of damages taken into consideration

3. general guidelines:
 

slight/excessive writing in book	\$ .50 - \$1.00
torn or damaged pages (per page)	\$ .20
cover defacement	\$ 2.00 - to full rebinding cost
water damage	\$ 1.00 - replacement
torn or broken cover/binding (not to be rebound)	\$ 1.00 - \$3.00
torn or broken cover/binding	\$10.00 (estimated rebinding charge)
other	as assessed
4. Chromebook general guidelines will range from \$5.00 to \$100.00

Fines are to be assessed by the instructor, told to the student, and a notation made on the back cover of the damaged book. Such notations shall include the date of assessment, damage, amount of fine, and the initials of the instructor. All fines will be paid to the office.

### **EVACUATION DRILL PROCEDURES**

By state law we are required to have four fire drills a year -- two each semester. The following procedures will be followed:

1. **Signal is an intermittent buzzer.**
2. No talking -- move quietly and quickly, but do not run.
3. Be alert for instructions which may be given.
4. Students should move in a double line in their corridor of exit.
5. After you have left the building --
  - 5/6 students will report to the south field
  - 7/8 students will report to the field north of building
6. An "all clear" signal will be given to indicate when it will be safe to return to the building.
7. Please use the following exits:
 

New science lab addition	--Exit out new addition south doors
7th/8th Rooms in East-West Hall	--Exit out west front doors
5th/6th Rooms in North-South Hall	--Exit out doors to bus slab
1964 Rooms:	
Band & Vocal Rooms	--Exit out playground doors
Art & Shop Rooms	--Exit out shop door
Gym	--Exit out new MPR doors
Lunchroom/Library/Computer Lab/ Resource Room/Room 121, 122, 123	--Exit out gym door
New MPR	--Exit out south doors

### **ROLAND-STORY GOOD CONDUCT CODE**

- I. **PURPOSE:** The purpose of the Eligibility Code is to establish and provide for the enforcement of standards of conduct for students participating in co-curricular activities in Grades 7 through 12 of the Roland-Story Community School District. Participation in co-curricular activities is a privilege. Standout students, whether in athletics, music, dramatics, or other co-curricular activities play a somewhat different role from the rank and file. Leadership brings additional responsibility, which includes expecting more of these students as to eligibility for their particular activities. The fact that students involved in co-curricular activities are often looked to as role-models gives the school an interest in assuring that younger students are not influenced by the behavior of their older counterparts.

"Co-curricular activities" shall mean interscholastic athletic competition, music programs, student publications, cheerleading, drama and speech programs, and all other school programs and activities in which students in Grades 7 through 12 may participate under the official sponsorship of the Roland-Story Community School District and for which no academic credit is awarded and which are not prerequisites for graduation from Roland-Story Community High School.

- II. VIOLATIONS: It shall be a violation of the Good Conduct Code for any student who is observed by a staff member or an enforcement official or admits to or at a judicial or administrative proceeding is found guilty by substantial evidence to have committed any of the following acts even though the violation has occurred out-of-season or outside of the school year:
  - A. The commission of a crime under any governmental law or ordinance except violations classified as minor traffic violations.
  - B. The use, consumption, possession, or distribution of alcoholic liquor, wine, or beer, or of any controlled substance as defined in Chapter 204 of the Code of Iowa, or of any "look-alike" substance, or the possession or use of tobacco products.
  - C. The violation of any written rule or regulation adopted by the Board of Directors of the Roland-Story Community School District.
  - D. The violation of any written rule or regulation adopted for a particular co-curricular activity by the athletic coach/activity sponsor(s), faculty member, or administrator in charge thereof, provided that copies of any such written rule or regulation have been distributed to participating students and filed with the school principal prior to the alleged violation.
  - E. Any act of omission or commission which materially interferes with the maintenance of good order among students participating in any academic or co-curricular activity supervised by an athletic coach/activity sponsor(s), faculty member, or administrator.
  - F. The administration reserves the right to suspend students from interscholastic activities for behavior not specifically covered in the conduct code: e.g. disrespect and insubordination to school personnel or a lack of cooperation concerning school rules and regulations.
- III. ADMINISTRATIVE DETERMINATION If it is alleged by any person to the Principal of Roland-Story Middle/High School or the Superintendent that a student has violated the Good Conduct Code, the administrator(s) shall promptly investigate the factual circumstances relevant to such allegation and based thereon shall determine whether such student has in fact violated the Good Conduct Code. Such factual determination shall be based upon substantial evidence obtained from sources deemed to be reliable by the administrator(s). Such investigation and determination shall be in the nature of an informal administrative process and shall not be limited by any formal rules of evidence or procedure. The administrator(s) shall not be required to afford the student an opportunity to secure counsel, to confront and cross-examine witnesses, or to call his own witnesses. A determination that a student has violated the Good Conduct Code by commission of a crime may be made without regard to whether the student is prosecuted or convicted of such crime by other public authorities.
- IV. NOTICE TO STUDENTThe Principal of Roland-Story Middle/High School and/or the Superintendent, upon making a determination that a student has violated the Good Conduct Code, shall hold a meeting with the student. At such meeting the administrator(s) shall provide Notice of Violation of the Good Conduct Code and shall afford the student an opportunity to respond by admitting the alleged violation or by denying the alleged violation and orally presenting an explanation of the circumstances relating to the alleged violation or such other oral response as may be relevant. If founded a written Notice will be sent out of the Violation of Good Conduct Code and shall contain the following:
  - A. The student's name and the names and address of the student's parents.
  - B. A statement as to the circumstances of the violation the student has committed.
  - C. A statement as to the determination made by the administrator(s) concerning the violation and the factual basis relied upon by the administrator(s) in making such determination.

- D. A statement describing the punishment to be imposed upon the student for violating the Good Conduct Code.
- E. A statement that the student had an opportunity, to make oral response to the administrator(s), which may be an admission of the alleged violation or a denial of the alleged violation and an explanation of the circumstances related, as may be relevant. A statement that the administrator's determination as to the student's violation of the Good Conduct Code and the punishment imposed therefore shall become final and effective as stated above upon the conclusion of the student's meeting with the administrator(s).

Four copies of the Notice of Violation shall be made. One is to be given to or sent to the parents of the student, and one will be kept on file in the office of the building principal until eligibility is reinstated and throughout the duration of the student's period of attendance, one to the superintendent of Schools, and one to the Board President.

#### V. PUNISHMENT:

- A. If a student is not participating in an activity at the time of the violation, the student will serve the sanction in the next activity in which the student seeks to participate. The period of ineligibility begins as soon as the student does become a participant any time in the next twelve-month period. The sanction (determined period of ineligibility) will be considered as being fully served when the student works seriously to continually improve his/her individual skills and/or maintain his/her activity responsibility through full cooperation with the athletic coach/activity sponsor throughout the entire season or activity duration. It is assumed that the participant will, during this period, display a positive and willing attitude toward all instructions or requests made by the athletic coach/activity sponsor(s) and/or administration. ONLY positive action of this nature will allow the student to finish the season or activity in good standing and fulfill ineligibility requirements. Sometimes there will not be enough events left in a particular activity season for the student to be withheld from. The remaining events not served will be carried over to the next activity in which the student participates.
- B. For athletics the student shall be ineligible to participate in any co-curricular activities in accordance with the following provisions:
  - 1. For a first violation of the Code the student shall be ineligible for 20% of scheduled competition. Ineligible participants are not to be considered or recognized as members of a team during any contest(s), game(s), meet(s), performance(s), and/or public recognition(s). Regular practice attendance, participation, or other specific activity responsibilities shall be expected as usual.
  - 2. For a second violation of the code within a calendar year of the first violation the student shall be declared ineligible for 40% of the scheduled competitions. Additionally this may include attending and successfully completing a class (approved by the administration), which shall have as its emphasis an increased awareness on the negative aspect of this behavior.
  - 3. For a third violation of the code within the same calendar year of the second violation the student will be declared ineligible for a full calendar year to be reinstated upon the successful completion of a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior, and serving the ineligibility period.
- C. The student representing the school in any other co-curricular activities such as music, dramatics, etc., shall also be declared ineligible to serve in accordance with the following provision:
  - 1. For a first violation of the Code the student shall be declared ineligible for a maximum period of 20% of activities. The ineligibility shall cover any and all of the previously mentioned activities falling within the assessed period. Ineligibility will be from all public performances, contests, or activities as predetermined. Regular practice attendance, participation, or specific activity responsibilities will be expected as usual.
  - 2. For a second violation of the Code within a calendar year of the first violation the student shall be declared ineligible for 40% of scheduled competitions. Additionally this may include

attending and successfully completing a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior.

3. For a third violation of the Code within the same calendar year of the second violation the student will be declared ineligible for a full calendar year to be reinstated upon the successful completion of a class (approved by the administration), which shall have as its emphasis, an increased awareness of the negative aspect of this behavior, and serving the ineligibility period.

- D. Honesty Provision: An "honesty clause" will be available if a student promptly (48 hrs.) notifies the principal having supervisory authority over the student that he/she has violated the Good Conduct Code. He/she will have the ineligibility penalty reduced.
- E. A Community Service Component may be used as partial fulfillment of an ineligibility penalty period. The possible use of the Community Service Component and the amount to be served and credited is entirely at the discretion of the Penalty Determination Committee, whose decision shall be based on the specifics of each individual case. The specific community service activity(s) shall be selected by the student and approved by his/her parents and by the Penalty Determination Committee. The assigned community service shall be completed prior to regaining eligibility.
- F. Any student who is implicated with any violation of parts A and B of Section II and does not inform school officials, but participates in any extra or co-curricular activity and later the student's violation is discovered, the student may be declared ineligible for an additional period of time from the time the school discovered the student was ineligible while representing the school.

VI. OTHER FACTORS RELATING TO ELIGIBILITY:

- A. DRESS: All students representing the school will be required to dress as prescribed by the faculty member responsible and approved by the administration.
- B. OTHER RULES: Coaches and sponsors may make other Rules/Procedures as they relate to their activity as long as they are approved in advance by the administration and a written copy is on file in the principal's office.
- C. STUDENT NOTIFICATION: Each student shall annually be provided a copy of the Good Conduct Code. In addition, each activity sponsor shall provide each student participant with any specific written Rules/Procedures that may be unique to their individual activity.

VII. COVERAGE

- A. Middle school and high school students will be subject to the same Code of Conduct. The middle school conduct code record, however, will not be carried over to high school. After successful completion of the 8th grade, the student will immediately fall under the guidelines of the high school conduct code, which includes the summer prior to 9th grade.
- B. If a student does not have a subsequent violation for twelve (12) consecutive calendar months after the last violation, the subsequent violation will be considered as a first violation. If a student is declared ineligible, but does not go out for an activity for twelve (12) consecutive calendar months after the violation, the student shall not be required to serve the penalty.
- C. This code will be in effect for the entire calendar year including the student's summer participation in any school-sponsored activity.

VIII. APPEAL TO BOARD OF DIRECTORS: If the administrator(s) determine that a student has violated the Good Conduct Code and is, therefore, ineligible to participate in co-curricular activities for a certain period of time, the student shall have the right to appeal such determination to the Board of Directors of the Roland-Story Community School District in accordance with the following provisions:

- A. Within seven days after the date on which the administrator(s) deliver to the student the Notice of Violation of Good Conduct Code, and not later, the student or the student's parent or other representative shall deliver to the President of the Board of Directors of Roland-Story Community School District a written notice of appeal stating the student's objections to the

- administrator's determination and requesting an oral hearing thereon before the Board of Directors.
- B. The president shall schedule a meeting of the Board of Directors for a time within twenty days after receipt of written notice of appeal and shall in not less than five days give written notice of such meeting to the student.
  - C. The Board of Directors at such meeting shall first hear evidence and statement presented by the administrator(s) and then by the student or the student's parent or other representative. Such hearing shall be conducted as an informal administrative process and shall not be governed by any formal rules of evidence or procedure. The Board of Directors shall not be required to afford the student an opportunity to confront and cross-examine witnesses who have furnished evidence to the administrator(s) or to call witnesses by compulsory process to give testimony at such hearing.
  - D. The Board of Directors shall consider all evidence and statements presented at such hearing and shall make written findings of its decision within five days after such hearing. A copy of the decision shall be mailed forthwith to the student. The decision of the Board of Directors shall contain findings as to whether the administrator's determination was correct or should be reversed.
  - E. An appeal by the student of the administrator's determination shall not stay the operation of the punishment imposed in the Notice of Violation of Good Conduct Code while the appeal is pending.
- IX. APPEAL TO STATE BOARD: If the student is dissatisfied with the decision of the Board of Directors, an appeal may be made in writing to the State Board of Education by giving written notice of the appeal to the President of the Board of Directors with a copy, by registered mail, to the Director of the State Department of Education. Such appeal shall be taken within ten days after the date of mailing of the decision of the Board of Directors. The Director of the State Department of Education shall establish a date for a hearing within twenty days of receipt of said written notice of appeal by giving five days' written notice to the student unless a shorter time is mutually agreeable. The procedures for a hearing followed by the State Department of Education shall be applicable.
- X. Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having fully completed the ineligibility period at that school transfers to Roland-Story High School, may not be eligible for interscholastic competition at Roland-Story High School, until the full period of ineligibility has been completed pending review of the situation. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Roland-Story High School as far as any Good Conduct Rule is concerned.

Date of Adoption: 1971; Revised: Feb.1975; Aug.1976; Sept.1980; May 1982; Aug.1987; April 13, 1993, July 7, 1997, June 20, 2005

The administration shall develop rules and regulations to implement and enforce this policy.

In conclusion, Roland-Story's Good Conduct Code and discipline policies rely heavily upon common sense and good judgment. Young people know what is expected of them, and a student who displays the wrong type of conduct will be judged by the administration. Each case is judged by the evidence and circumstances of that case. The administration shall make every effort to accumulate all available evidence pertinent to the case. Any student who wants to participate in co-curricular activities at Roland-Story will have to realize that he or she is expected to exhibit conduct that meets Roland-Story standards.

## **GRADING**

Our grading for most subjects is on the A-B-C-D-F scale, starting in 5th grade. PE and exploratory subjects are on a Pass/Fail basis in 7th and 8th grade.

## **GROWTH AND DEVELOPMENT**

We are excited about the program we have developed for your child. It is our hope that you can work along with us as we present the materials. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. If you wish to have your child excluded from this instruction, a **written request** must be filed with the principal. This would be an excellent time for parents to open the door of discussion with your own child at home. The subject of menstruation, body changes, and growth are subjects you should feel free to discuss with your child. Each family receives a letter concerning our program and a chart that outlines the program in August.

If you have any questions or concerns about our program, feel free to call us or stop in for a visit.

## **GUIDANCE PROGRAM**

The guidance counselor is here to help students get the most from their school experiences. If students have concerns, either personal or school related, it's nice to have someone at school to talk them over with. The counselor is available to talk with all students and parents, and also to work with small groups and classrooms as needs occur. Students need to get a pass from the counselor, or their study hall teacher.

## **HOMEROOMS – 7<sup>TH</sup> & 8<sup>TH</sup> GRADES**

There will be a homeroom assignment for each student. Each day starts here. It lasts for 10 minutes. During this time, school business will be taken care of, the daily bulletin read, and a quiet reading time will take place. The book used for this reading time should be carried throughout the day by the student, so that when there are times when all work is completed for a class, that student could read.

A student's homeroom teacher is one person they should turn to, to ask questions, etc. concerning 7th and 8th grade. The student's homeroom teacher will be advising them as needed on homework, grades, personal problems, etc.

## **HONOR ROLL**

The honor roll starts in 7th grade. We use the grades received in language arts, reading, math, science, social studies, band, mixed chorus, and general music to compute the Honor Roll. In 8th grade, the Communications class will also count toward Honor Roll status. A four-point system is used as noted below. An average of 3.00 in 7th and 8th grade are necessary to be on the Honor Roll. There is an Honor Roll for each of the four quarters. Students who are on three of the four Honor Rolls will receive a scholarship award at the end of the year.

Grading Scale:

<u>Grade</u>	<u>Point Value</u>	<u>Grade</u>	<u>Point Value</u>
		C	2.00
A	4.00	C-	1.67
A -	3.67	D+	1.33
B +	3.33	D	1.00
B	3.00	D-	0.67
B -	2.67	F	0.00
C+	2.3		

### **INSTRUMENTAL MUSIC**

Instrumental music is started in the fifth grade. They are introduced to the various instruments and each is given a musical aptitude test which can help them in instrument selection. When this is completed, an invitation is sent to the parents of each fifth grade student to attend a special evening session to select instruments and learn about rental and purchasing programs for instruments.

Those who decide to play a musical instrument will then be a part of our music program where they will get free lessons which are scheduled during the school day. A beginners' band is organized and does perform at least once during the year.

Each year after 5th grade, they can elect to be part of our band program.

### **INSURANCE**

The school offers accident insurance to students at a very nominal cost. Students are urged to investigate this possibility.

No student may participate in interscholastic sports who is not covered by accident insurance. If a student's parents do not subscribe to accident insurance in a company of their choice, the student may secure through the school, an accident policy at a small cost.

### **INSTRUCTIONAL MATERIALS CENTER (IMC)**

The IMC has approximately 10,000 books. It subscribes to three newspapers and about 60 periodicals, most of which are indexed in the Abridged Reader's Guide to Periodical Literature and Children's Magazine Guide. There are over 100 study prints on file for classroom use.

The IMC is open for patrons from 8:20 AM to 3:30 PM. Students may come to the IMC from study halls or homerooms whenever there is need to use the IMC materials. If you have any difficulty locating materials, ask the library aide.

Books are checked out on the computer for two weeks and may be renewed. Each student may have three books checked out at one time. All materials MUST be checked out before they are taken from the library.

Reference books, such as encyclopedias, dictionaries, and reserve materials may not be checked out.

Each 5th and 6th grade class has one scheduled visit each week. Library skills are introduced at this time.

At the beginning of each school year, all IMC users are issued a computer-generated barcode. They are to bring this barcode with them every time they visit the IMC.

Fines will be assessed after three weeks of a book not being renewed.

### **LOCKERS**

Student lockers are the property of the school district. All 7th and 8th grade students are assigned a combination locked locker for their books and coats. The 5th and 6th grade students are also assigned a combination locked locker in which to keep their coats. Their books are kept in their homerooms. It is strongly encouraged that students do not share this combination.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. 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.

Both the book locker and a PE locker are issued to students at the beginning of the year. A combination padlock is issued to be used with the PE locker. If the lock is lost during the year, they are encouraged to ask for another one immediately. The book locker has a built-in combination lock. These two lockers should be kept locked at all times and are the location in which any items of value should be kept. Valuables kept in either of these lockers are only secure if the doors are closed completely and the locks locked. For maximum security avoid sharing either locker combination with other students. Do not leave money or valuables unattended in the locker room.

Each student is responsible for keeping these assigned lockers clean both inside and outside. Students are to keep lockers orderly and are not to abuse them by kicking, slamming, or forcing them closed. Students are not to tape things to the doors or do anything that might deface the lockers including placing magnets on the doors. Students will be held financially responsible for damage to these lockers. Any locker malfunction should be reported to the office immediately.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Students may be present during the search of their lockers. The principal will inform the student(s) before or after the search that a search will be or has been done. Student lockers may also be searched in compliance with board policy regulating search and seizure.

#### **LOST & FOUND**

We ask students to put a label or name tag on such items as boots, coats, mittens, PE clothes, etc. When a student has lost something there are two areas to check. In the office we will keep jewelry, glasses, books, etc. In the equipment room off the gym there will be a large container for any clothing-type articles found in the building. All locker rooms are emptied out each night of clothing items and put in this container.

Any student moneys, property, or personal items of value are at ALL TIMES the sole responsibility of the individual student. The school WILL NOT assume liability for any personal items lost, stolen, or damaged. Money or items of value should be at ALL TIMES either kept on your person or kept in a secure area, perhaps a **closed and locked** book locker or PE locker.

Please be reminded that these areas are only "secure" if closed and locked and if the combination has not been shared. (The school makes no guarantee as to the absolute security of either of these areas.) EACH STUDENT IS RESPONSIBLE FOR HIS/HER INDIVIDUAL POSSESSIONS!

#### **LUNCH PERIOD**

A hot lunch program will be offered to any student who chooses to participate. A chef salad option is available for most meals. Students may bring their own lunches. Students may also have an alternative lunch brought in to them, but these must be delivered by a parent.

We encourage writing checks payable to the Roland-Story Community School or direct deposit whenever possible when depositing money in the students' computer accounts. The school CANNOT be responsible for lost money.

If your child's computer account is running low (less than four meals) he/she will be given a reminder to take home. Students may deposit money in the principal's office before 9:00 AM each morning. You also have the option to pay on-line. Please access this through the Roland-Story website (<http://www.roland-story.k12.ia.us>).

FREE/REDUCED LUNCHES: Application forms and information regarding free/reduced lunch programs may be obtained from the school office.

#### **5th & 6th Grade Lunch Procedures**

The 5th grade has lunch from 11:30 AM -12:15 PM and the 6th grade from 12:10 PM -12:50 PM.

1. Students may deposit money into their computer account in the principal's office before 9:00 AM each morning.
2. Form orderly lines entering the cafeteria.
3. Talk on a conversational level so as not to disturb others.
4. Deposit all paper or food waste in the provided containers.
5. Take trays, dishes, and silverware to the counter area provided for washing and cleaning.
6. Leave your table and floor area in a neat and clean condition.
7. Food or beverages are not permitted outside the lunchroom at any time.

#### **7th & 8th Grade Procedures**

The 7th and 8th grade lunch period is a closed lunch period. No students are allowed to leave the school grounds during this time. All students are expected to observe the following rules to make the lunch period enjoyable for all:

1. Students may deposit money into their computer account in the principal's office before 9:00 AM each morning.
2. Form orderly lines entering the cafeteria.
3. Talk on a conversational level so as not to disturb others.
4. Deposit all paper or food waste in the provided containers.
5. Take trays, dishes, and silverware to the counter area provided for washing and cleaning.
6. Leave your table and floor area in a neat and clean condition.
7. Food or beverages are not permitted outside the lunchroom at any time.

The first lunch group (11:57 AM -12:27 PM) will stay in the lunchroom until the person in charge of supervision dismisses them. The second lunch group (12:44 PM -1:14 PM) will stay in the lunchroom until the person in charge of supervision dismisses them. Students, when dismissed, will go to the gym or outside depending on the weather. Wait in your seat until it is time to go. Make use of the gym lobby restrooms before going back to classes.

#### **Gym Use on Rainy Days, Etc.**

5th Grade	11:45 AM -12:10 PM
7th Grade	12:10 PM - 12:27 PM
6th Grade	12:22 PM - 12:50 PM
8th Grade	12:57 PM - 1:14 PM

#### **Noon Gym Rules (5th through 8th)**

1. Only soft-soled shoes that won't mark the gym floor will be allowed.
2. Do not run on the bleachers and stage.
3. No tag, keep away, or chasing-type games are allowed.
4. Do not take long shots at the basket. You need to be inside the blue volleyball line.
5. Protect our volleyball net by not crashing it or pulling at it. Decent volleying must be done, also.
6. Do not kick basketballs or volleyballs. This can damage the balls, other students, and the ceiling.
7. Basketballs are for shooting and playing catch. Don't throw them hard and don't throw them at people.

8. The basketballs are out for your use. If you take one, be responsible and put it away. Share them.
9. When the gym period is over, balls are to be put away within 30 seconds or they will not be out the next day.
10. Upon leaving the gym to go back to classes, students are to walk and talk in a quiet fashion. Groups making too much noise when going back to classes, will sit on the bleachers the next day.

#### **Outside Recess (5th and 6th)**

Child development authorities agree that children can tolerate sitting still or working quietly only for a relatively short period of time. This, we expect, is the reason outdoor activity continues to be the most popular part of the school experience for many children. Boys and girls desperately need vigorous exercise and the freedom for social interplay, so much a part of their unassigned time on the playground.

The policy of the school during the noon and recess play periods in relationship to the weather is as follows:

1. The teachers/aides, along with the principal, will make the decision if it is advisable to go out. It is agreed if the weather is too inclement for the teacher/aides, it is also too inclement for children. During the winter, we do use the wind chill charts to help in our decisions. Because of the physical location of our playground, we can go out on cold days more than some schools.
2. Requests from parents for the child to stay in will continue to be honored. Your cooperation is asked in keeping this to a minimum as supervision is a problem when the teacher has outside recess duty as well.
3. If children are expected to go out for free play at recess or noon on a cold day, they may, if necessary, re-enter the entryway for a short warm-up.
4. Boys and girls will not be permitted to go out to play when it is raining.
5. Because we do have recesses regularly, students should be dressed appropriately for the existing weather conditions.

The above policy allows for flexibility to satisfy the health needs of the children. No one wants a single child to be uncomfortable. Parents should dress their children warmly and provide adequate protection to keep shoes dry.

#### **STUDENTS ARE TO FOLLOW PLAYGROUND RULES ON PAGE 36.**

#### **Noon Outside Rules (7th and 8th)**

1. Students should exit the building through the south playground doors.
2. 7th graders will be allowed 2 baskets and the volleyball area to play on. Because 5th graders are out there at the same time, you should stay away from blacktop area and playground equipment.
3. 8th graders will be able to use the playground area and the football field area since there is no one out there at that time.
4. When outside, students may go anywhere in the outlined areas to visit, etc. No excessive horseplay will be allowed.
5. Upon entering the building, students are to walk and talk in a quiet orderly fashion. Groups that make too much noise when going back to their classes, will sit on the bleachers the next day during their recess time.

### **MEDICATION DISPENSING IN SCHOOL**

In Iowa, only a licensed physician can legally prescribe drugs. Three things are required before school personnel can dispense medication:

1. Written instruction from the doctor
2. Medication in original bottle which is labeled with:
  - name of child
  - name of medication
  - date of prescription
  - time of day to be given
  - duration given
  - name of physician
  - name and address of pharmacy
3. Written permission from the parent with the parent's signature

Since the labeled bottle from the pharmacy fulfills requirements one and two above, the most satisfactory arrangement is that the parents send to the principal's office:

1. The medication in the properly labeled bottle from the pharmacy
- AND**
2. The parent's signed permission slip with specific instructions

Since several children may be receiving medication at the same time, this requirement is essential to protect the child from receiving the wrong medication or the wrong dosage.

ALL medication is to be left with the secretary in the principal's office to be dispensed by personnel. Children are not to keep any medication in their own possession.

Non-prescription medication must be sent in original packaging and will be administered by qualified school personnel and then only upon receipt of a statement, signed by the parent, which includes:

1. statement of type of medication
2. directions for its use
3. request for administering of the medication

### **MORNING BULLETIN**

The morning bulletin will be published daily. Messages for the bulletin must be given to the secretary prior to 8:00 AM on the day of the bulletin. These are read to the students in their homerooms. A copy of the daily bulletin, excluding any student names, can be accessed on the Roland-Story web page.

### **NO SCHOOL ANNOUNCEMENT**

If school is going to be canceled for the day, started late, or dismissed early, the announcement will be made on WHO radio AND TV, Des Moines (1040 AM), KQWC, Webster City (1570 AM or 96 FM) or you may call the "Time and Temperature" recording (733-5151) provided by the Randall-Story Bank. Please do not call the superintendent or principals as they are trying to contact bus drivers and teachers and need the telephone. In the event of a delayed start, please continue to listen, as we sometimes find it necessary to cancel classes at a later time.

Please make arrangements with your child for possible early dismissals due to weather if you are working or would not want your child walking home. We do allow students to go with other parents if we know about it in advance. You could simply notify the teacher of the plans you work out and they will take care of it in the event of an early dismissal.

Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extra-curricular activities or practices. If the extra-curricular activity is to be held, students and parents are notified in the same manner that school was dismissed.

### **OPEN ENROLLMENT**

The intent of open enrollment is to maximize parental choice and access to educational opportunities which are not available to children because of where they live. Details for open enrollment application, as well as its criteria and timelines (deadlines), are available from the superintendent's office.

### **PARENT/STUDENT RIGHTS 504** (Section 504 Rehabilitation Act of 1973)

Section 504 is a federal law which protects the rights of persons with qualifying disabilities. It requires that recipients of federal funds make their programs and activities accessible to all persons with disabilities.

Section 504 has three areas of emphasis: employment; facility accessibility; and requirements for preschool, elementary and secondary education programs/activities.

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their disability status. A person is considered to have a disability within the definition of Section 504 if he or she:

- has a mental or physical impairment which **substantially** limits one or more of such person's major life activities;
- has a record of such impairments; or
- is regarded as having such an impairment.

In general terms, this means that without modifications and/or interventions, the student would not have a comparable opportunity to an appropriate education.

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the individuals with Disabilities Education Act (PL101-476) or Section 504 of the Rehabilitation Act.
7. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or action regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Roland-Story Superintendent of Schools (515-733-4301).

### **PASSES**

**A student should have a pass anytime she/he is going anywhere during a class period.** Drinks should be gotten between classes and restroom use during class periods will be allowed with teacher permission.

When a student needs to see an instructor they should secure a pass from that instructor ahead of time whenever it is possible to do so.

## **PARTIES AND TREATS**

### **5th and 6th Grade**

Classroom parties are held three times a year. They are usually planned jointly by the students and teacher. On their birthday, students may bring treats to share with their classmates and teacher if they wish. Please keep the no gum/candy rule in mind when selecting these treats. Personal party invitations should not be brought to school unless the whole class or all the boys or all the girls in the class are to receive them.

### **7th and 8th Grade**

7th and 8th grades will have **NO** room parties for special times such as birthdays, fall, etc. If there is a need for a special event in a class involving food, drink, etc., this should be cleared through the office in advance to insure proper planning and communication. Only very special situations will warrant this kind of activity.

## **PHYSICALS**

Each student participating in an interscholastic sport must have a completed physical form, concussion form, an insurance waiver (or school insurance), and a risk form on file in the principal's office before participating in any practices or athletic events. Forms are available in the office.

## **PICTURES**

School pictures will be taken by a commercial studio each fall by the pre-payment plan. Students will receive a sheet showing the cost of several different packet options. Select the package you wish to have and send the selection along with a check before the pictures are taken. If you do not purchase any photos, your child's picture will still be taken for office folders and class composites. Retakes will be available and payments will be refunded BY THE COMPANY if all pictures are unsatisfactory.

## **PLAYGROUND RULES (5<sup>TH</sup> & 6<sup>TH</sup> GRADES)**

1. The playground is east and south of the building. Do not play in front or on the north side of the building. Do not play in the street.
2. Stay off the south baseball fence and do not play behind it or behind the small storage shed.
3. Take all play equipment out with you when you go out to play and bring it back in. Equipment from the white box needs to be returned to that box.
4. You may not play on the bleachers, but you may sit on them if you wish.
5. Jump ropes are for jumping only.
6. You are not to play in the gym window well. Don't sit on the rail there.
7. Ask the playground teacher for permission to go to the bathroom.
8. Do not throw rocks or sticks.
9. Do not carry anyone on your back.
10. You may play touch or tag football - no tackle.
11. Stay out of puddles.
12. No "King of the Mountain" or snowballs during the winter months.
13. Sit while you swing and have only one to a swing. Do not jump from swings or bump each other.
14. Settle your arguments without fighting or tattling.
15. Be careful not to get a ball on the roof intentionally. If a student does intentionally, he/she will lose 2 days of recesses. The student stands by the playground door during recess. Additional days will be added for any time thereafter a ball intentionally ends up on the roof.

## **PLAYGROUND SUPERVISION (5<sup>TH</sup> & 6<sup>TH</sup> GRADES)**

Anytime a group of students are on the playground between the hours of 8:15 AM and 3:15 PM they are supervised by at least one adult.

### **RADIOS, CD PLAYERS, CELL PHONES, ETC.**

Students are not encouraged to bring radios, CD players, i pods, cell phones to school. However, if students have a special reason to bring these to school, they may leave them in the office during the day or lock them in their lockers.

### **REPORT CARDS, MID-TERM REPORTS AND CONFERENCES**

1. Report cards are sent home with the students in all grades at the end of the first three quarters and mailed home at the end of the fourth quarter. In 5th through 8th grades, these are on school-made, computer generated forms. These reports should be received within 10 days after the close of each quarter and semester.
2. Mid-term reports for students failing or near failing are sent to parents the 5th week of each quarter. Where warranted, positive comments are sent at this time, also.
3. Conferences between parents and teachers are held on a regular basis twice each year and on special occasions whenever the need arises. At the end of the first quarter conferences are scheduled for all students. Second semester conferences for all 5<sup>th</sup>, 6<sup>th</sup>, 7th and 8th grade students are scheduled on a need basis only.
4. Teachers are available for conferences at almost any time before and after school. Parents who wish to have a conference should call the school office and the conferences will be scheduled for the earliest possible time. This is encouraged as the need arises.

### **ROUTE TO SCHOOL**

Children always should be instructed to take the safest route home. Always cross the street at an intersection. Wait until there are no cars approaching for at least a half block. Go directly home after school. We know parents will urge their children to observe safety rules. We want children to come to school and return home safely.

### **SCHOOL HOURS**

Listed below are the school hours for this school year:

- 5th & 6<sup>th</sup>.....8:30 AM- 3:30 PM
- 7th & 8<sup>th</sup>.....8:30 AM- 3:30 PM

### **SEARCH AND SEIZURE**

School officials are charged by the state with operating the schools and safeguarding the health, welfare, and safety of students and school personnel; therefore, when drugs, weapons, or other dangerous materials are suspected, the principal not only has the right but the duty, to make a thorough investigation.

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student's lockers, personal effects, desks, work areas, or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

A student cannot expect his locker, himself, or his personal belongings to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.



Search and Seizure Regulations are as follows:

I. Searches, in general

- A. Reasonable and Articulate Suspicion: 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:

1. eyewitness observations by employees
2. information received from reliable sources
3. suspicious behavior by the student, or
4. the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

1. the age of the student
2. the sex of the student
3. the nature of the infraction, and
4. the exigency requiring the search without delay.

II. Type of Searches

A. Personal Searches

1. A student's person 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. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

a. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

b. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker Inspections and Searches

1. Inspections: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. Periodic inspections of all or a random selection of lockers may be conducted by school officials. Student may or may not be present during the inspection. The principal will notify the student that an inspection will be or had been done. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

2. Searches: The student's locker and its contents may be searched when a school official has reasonable and articulable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness when feasible.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

A search, of course, may be made by a police officer with a valid warrant or in connection with a valid arrest. If police are involved, however, parents shall be notified, and the principal or other school official shall be present at the time of the search. In all instances a complete report of the incident, together with witnesses and other pertinent information, should be immediately recorded.

#### **SMOKING, DRINKING AND DRUGS**

The sale, use, or possession of tobacco, tobacco products, or nicotine products (example: e-cigarettes), and the use and/or possession of alcoholic liquor, beer, any controlled substance or "look alike" substances that appear to be tobacco, beer, alcohol or controlled substances (other than those prescribed by the individual student's physician) shall be strictly prohibited on the school grounds or in the school building(s) at all times. The school grounds are not only the area on which the building is located, but also any area where a school sponsored activity is taking place, such as: football field and track, baseball and softball diamonds, park, etc. **ANY STUDENT VIOLATING THIS RULE SHALL BE SUBJECT TO MANDATORY SUSPENSION OR EXPULSION BY THE BOARD. THIS POLICY IS IN EFFECT ANY TIME OF THE YEAR, AT ANY SCHOOL SUPERVISED, SCHOOL SPONSORED, SCHOOL ENDORSED/RELATED ACTIVITY DAY OR NIGHT.**

#### **SPECIAL SERVICES**

We are fortunate that through our Area XI offices, special personnel are available to help out in needed areas. The basic ones that come to our school on a regular basis are:

Learning Disability Consultant --	Comes weekly to help coordinate special education services.
School Psychologist --	Comes to our district weekly and does most of our more involved testing. He/she helps with our resource room staffings and problem students who need specific direction.
Speech Clinician --	Comes to our school weekly to work with students needing help with their speech.
Hearing Clinician --	Comes a couple of times per year to check hearing. Group testing is done in the fall and follow-up testing later in the year.

We also have access to consultants in the special areas such as adaptive PE, emotional disturbance, reading, etc. Parent permission is needed for most of these people to become involved with your

child. A permission form is signed where needed. Through all these people, we feel we can meet the special needs of our students quite well.

Through testing and teacher recommendations, students who need help in reading are identified in grades 5 and 6. Other areas of need are met in a similar way for students in grades 5-8 as room allows. Parents are involved in these decisions.

Any student that the school or parent feels is at-risk is focused on. We have an at-risk staff person who works on whatever the student's needs are. Parents are involved in the process. Building Assistance Teams (BAT teams) meet as needed. Other channels available are utilized as needed. We want all of our children to have success.

Any student who is having recognizable problems emotionally or academically in grades 5-8 is referred to our resource room teacher. Classroom observation, testing, and a special parent conference is then carried out to see what can be done to help the child. If the child qualifies for the resource program, they will meet daily on a regular basis with the resource teacher to work on whatever directions were needed. If the child does not qualify, whatever help for the child can be given is then set up with the classroom teacher under direction of the resource teacher.

We also have a special needs classroom for those students needing more involved help.

#### **STUDENT DUE PROCESS POLICY (Suspension/Expulsion)**

*Temporary dismissal and expulsion for violation of regulations and rules: Administrative Procedures.*

- A. The superintendent or any principal may temporarily dismiss any student for violation of the regulations and rules and Discipline Policy of the School District and shall give notice of such temporary dismissal to the President of the School Board. Such temporary dismissal shall not exceed three days.
- B. Whenever the superintendent or any principal deems the presence of a student detrimental to the best interests of the school, they may temporarily dismiss him and recommend to the Board of Education that such student be expelled.
- C. The Administration shall prepare a statement in writing in duplicate, duly describing the alleged misconduct and the reason the Administration is recommending that the student be expelled from school and advising the student of the time and place of the hearing, at which the student, his parents, or anyone he chooses to represent him may appear and present such facts and statements which seem to be pertinent, and at which time and place, the committee of the Board of Education will hear all facts presented and present its findings and make its recommendation to the Board of Education, which thereafter shall take such action which it seems necessary and proper, pursuant to the rules and regulations and the Discipline Policy of the Roland-Story Community School District and the laws of the State of Iowa.
- D. One copy of the notice shall be filed with the President of the Board of Education and another served upon the student. The Administration shall endeavor to obtain service upon the student by serving him personally, in which case the person serving the notice shall make proper acknowledgment of service himself, or by obtaining from the student his acknowledgment of service. If the Administration is unable to obtain such an acknowledgment, it may mail the complaint by registered mail to the student's last local address, according to the records of the school district. The notice shall be served on the same date as the student is temporarily dismissed and if personal service is impossible, it shall be mailed on that date. The hearing shall be held on a date not later than five days subsequent to the date of temporary suspension.
- E. Promptly following the receipt of the copy of the notice and of the acknowledgment of certification of service, the President of the School Board shall constitute a hearing panel of not less than three persons, consisting of at least three directors of the School District.

- F. At the hearing, the student may be accompanied by his parents, by legal counsel or by any other advisor of his choice. The School District may also be advised by its legal advisor. The hearing panel, in its discretion, may postpone the hearing upon request when it deems such postponement necessary or appropriate; but a request for postponement for the convenience of legal counsel shall ordinarily be refused.
- G. If the student should desire a more expeditious and informal procedure, he may so indicate. The hearing panel shall make every effort to work out such a procedure with the student.
- H. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he believes relevant or appropriate.
- I. Each party to the Hearing, directly or through his legal advisor, may introduce evidence, witnesses to testify, or statements in writing and he may testify in his own behalf. To the extent that either party may rely on written statements as evidence, he shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his legal counsel or other advisor. If the hearing panel should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and shall not be conducted as an adversary proceeding.
- J. If the student shall fail to appear at the hearing; or if, having appeared, he shall make no response to the complaint; the hearing panel shall nevertheless invite the school administration to submit evidence in support of the complaint.
- K. If a party to the hearing should deliberately conduct himself in a manner disruptive of the hearing, the hearing panel shall be authorized to exclude him and to proceed with the hearing as if he had not personally appeared.
- L. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript of record and all other papers in the proceeding except the final disposition of the case, shall be for use only in the proceedings and in the internal processes of the School District related thereto; and that no such transcript, record or papers shall be voluntarily disclosed to any person outside the School District, except with the student's consent.
- M. The hearing panel shall consider all relevant evidence introduced at the hearing and make its findings of facts. No matter, not introduced at the hearing as evidence, shall be considered in making such findings. Improperly acquired evidence shall be excluded.
- N. Within three days after the hearing, the School Board shall consider the relevant evidence and determine such disciplinary action as it deems to be appropriate, based upon the relevant evidence and the findings of facts of the hearing panel, together with the student's prior record, as submitted by the School Administration, consistent with the rules and regulations and the Discipline Policy of the School District and the laws of the State of Iowa. The entire record, as submitted, shall be open to the student for inspection. The School Board shall properly notify the student, as well as the superintendent, or the person designated by him, concerning the Board's findings of facts and determination.
- O. Within three days after receiving notice of expulsion or other disciplinary action, the student may request reconsideration by the School Board stating his reasons. The School Board, in its discretion, may deny such request, and proceed to give effect to the expulsion or other disciplinary action; or it may grant the request, and after reconsideration, either amend or confirm its determination. It shall then proceed to give effect to its final determination.

### **STUDENT FUNDS AND FUND RAISERS**

The only sanctioned money-raising campaigns are the Junior Class Magazine Sale and the FFA Fruit and Cheese Sale. Any other money-raising campaign will need to be cleared through the Board of Education.

Students may raise funds for school activities only upon approval of the principal and superintendent and Board of Education. 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 who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **STUDENT HEALTH, SAFETY AND WELL-BEING**

#### **Equity/Diversity**

##### **1) MC/NS Policy 6142**

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, gender, marital status, national origin, sexual orientation, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Compliance Officer, 1009 Story Street, Story City, Iowa 50248.

##### **2) Continuous Notice of Non-Discrimination Code No. 102.E2**

It is the policy of the Roland-Story Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Sara Rooney, 1009 Story Street, Story City, Iowa, 515-733-4301, srooney@roland-story.k12.ia.us.

For grievance procedures in this area refer to board policy 102.R1

This equal opportunity for participation by all persons, includes but is not limited to employment, career advancement, education, and experiences.

Responsibility for implementation: Superintendent of Schools.

Grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by this policy will follow the same steps as listed in School Board Policy 502.4

## **Complaint Policy**

The complaint may be made orally or in writing. The school board recognizes that situations may arise in the operation of the system which are of concern to students, employees, parents, or the public. The school board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. Regardless of where the problem is, take your concern there first. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the classified staff, the immediate supervisor(s), the faculty, the principals, the central office, and the school board.

Complaint Guidelines/proper procedure and the chain of authority

1. First addressed to the teacher or employee.
2. Unsettled matters from (1) directed to the immediate supervisor of the building: principal.
3. Unsettled matters from (2) directed to the superintendent.
4. If the matter is not satisfactorily settled in (3) it may be brought to the school board.

Appeals will be heard by the board ONLY if the complaint has been moved through the chain of authority. Complaints taken to the school board should be placed on the agenda by contacting the Superintendent.

1. Complaint Format:
2. General concerns may be stated orally or provided in written form. No specific form is required.
3. Harassment reports may be stated orally or provided in written form. A specific form is available.
4. Alleged student abuse, Chapter 102, reports shall be in writing and witnessed. A specific form is required.

## **Abuse**

### **1) Child Abuse - Policy 4116.24**

In compliance with state law and to provide protection to victims of child abuse, the school board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse of which they become aware within the scope of their professional practice.

When a reporter suspects a student is the victim of child abuse, the mandatory reporter, within twenty-four hours, shall orally notify the Iowa Department of Human Services. If the reporter believes the child is in imminent danger, the local law enforcement authorities shall also be notified. Within forty-eight hours of the oral report, the reporter shall file a written report with the Iowa Department of Human Services.

### **2) Abuse of Students By School District Employees - Policy Code 4116.25**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the school district. The report shall be written, signed, and witnessed by a person of majority age. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation.

The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and an alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district.

DESIGNATED INVESTIGATOR: STORY COUNTY SHERIFF (515) 382-6581  
ALTERNATE INVESTIGATORS: TERRI HEISTERKAMP (515) 733-4329  
MATT PATTON (515) 733-4301

If a school district employee or other member of the school district community believes a student has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the Level I investigator immediately. The school board annually designates a Level I investigator and an alternate Level I investigator for abuse complaints against school district employees. The school board also annually shall designate a Level II investigator.

Date of Adoption: March 1971; August 21, 1989; April 13, 1993; July 28, 1993; January 9, 1995.

### Harassment

#### ANTI-BULLYING/HARASSMENT POLICY

Code No. 104.1

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

#### ANTI-BULLYING/HARASSMENT POLICY

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted



or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

#### ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Available at fall registration
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 1009 Story St., Story City.

Legal References:                    20 U.S.C. §§ 1221-1234i (2004).  
   29 U.S.C. § 794 (1994).  
   42 U.S.C. §§ 2000d-2000d-7 (2004).  
   42 U.S.C. §§ 12001 *et. seq.* (2004).  
   Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
   Iowa Code §§ 216.9; 280.3 (2007).  
   281 I.A.C. 12.3(6).  
   Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References:                    502     Student Rights and Responsibilities  
   503     Student Discipline  
   506     Student Records

Approved 04/22/08                    Reviewed \_\_\_\_\_                    Revised \_\_\_\_\_

### **STUDENT PUBLICATIONS**

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of person, or contain obscenity. All publications must identify the author and/or editor and publisher.

Administrators shall review student publications and enforce the standards outlined above. In order to protect student's rights, administrative review of materials must be done quickly within a specific length of time, and students must be informed of the appeal procedures in case they disagree with an administrative judgment.

Non-school-sponsored publications are subject to the same standards listed. The administration may prohibit the distribution of such publications, unless the students submit a copy for administrative review.

The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

### **STUDENT RECORD ACCESS**

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials from the U.S. Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from students' educational records, designated as directory information by the school district in compliance with board policy, "Student Directory Information", may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the superintendent to provide parents with notice annually informing them of their rights under this policy and allowing discretion of the superintendent to determine the method of notice that will inform parents.

It shall be the responsibility of the principal, under the direction of the board secretary, to approve requests for access to student records.

Students' educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying may be charged. School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

### **STUDENT SCHEDULES**

In 5th and 6th grade, the individual teachers will explain their respective weekly schedules to the students. In 7th and 8th grade, each student will receive a schedule sheet the first day of school in their homeroom and it will be interpreted for them.

### **STUDENT MOVING**

Students who are moving out of the district during the school year should notify the school several days prior to the last day so that the proper transfer forms can be completed. Forwarding addresses are helpful for any needed mailings.

### **STUDENTS SELLING TO TEACHERS**

Students should not attempt to sell items such as greeting cards, cookies, etc. to teachers at school. Usually a teacher has several students involved on the same selling project and it is difficult to justify buying from one and not another.

### **STUDENT TRANSFERS IN**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level.

Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

### **STUDY HALL RULES (7<sup>TH</sup> & 8<sup>TH</sup> GRADES)**

1. You are to bring everything you need to keep busy for the whole period. Study hall teachers will not let students go to their lockers. If you have no homework to do, you should read your homeroom book. You have two choices in the study hall--study or read. Anyone who does not bring anything to study hall to work on or to read may make up the time after school (40 minutes). Study hall problems that are brought to the attention of the principal, also may have 40 minutes after school.
2. The first 10 minutes of every study hall will be a quiet study time with no whispering or talking, or signing out. Students are to be in their seats and they are to stay there until the study hall teacher tells them otherwise. Exceptions are students with passes. People not conforming will be given a warning and will not be allowed to sign out or have juice privileges for that period.
3. Teachers will make a seating chart for each study hall that they have and check to see that students are present before any student is allowed to leave.
4. When it is time to sign out, students are to use the sign-out pad on the teacher's desk. Put your name on the chart and fill in times/destinations clearly.

5. No leaving the study hall to see a teacher without a pass secured **in advance** from the teacher you are going to see or a pass from the monitor.
6. No students are to be in a classroom without a teacher being present.
7. **No talking** without permission. Warnings will be given. The only exception will be that you may stand by another student for a very short period of time to ask questions about schoolwork.
8. The IMC is to be used for research, reading of IMC materials and checking out books. It is to be a very quiet area. No congregating to talk in the IMC. There should be no "camping out" by students in the IMC. Any student sent out of the IMC may be out for **two** weeks.
9. Students may sign out of study hall to the restrooms, one at a time. They are to sign out on the restroom checkout sheet and carry the bathroom pass with them.
10. Students not conforming to study hall rules will be given a warning. The second time, they will be sent to the office. Some actions may warrant being sent to the office without a warning. That will be the decision of the study hall monitor.
11. During study halls in other rooms, it is up to the study hall monitor how much talking will be allowed.

**NOTE:** Study hall tardiness will be treated the same as other class tardiness.

### **SUBSTITUTE TEACHERS**

Substitute teachers have an important job they do for our students. They come into the situation and have the responsibility of keeping the class going while the instructor is absent. They need all the cooperation from our students they can get to make this as effective as possible. We certainly don't need students testing these people and tarnishing Roland-Story's image. Most subs feel good about working in our district because they have a good experience. We want to keep that image intact. Therefore, we feel strongly if a student doesn't show the proper respect for these people consequences may occur.

### **TARDINESS**

If you are late to school in the morning for a legitimate reason, you are to bring a signed statement from your parent or guardian. At any rate, **report to the office upon arrival at school.** Excessive tardy problems could result in the student making up the time missed.

### **7th and 8th Tardy Procedures**

During the day, if you are tardy to a class, your name will be turned in to the office that day. If a student is detained by a teacher at the end of a class period to a point of being late to his next class, secure a pass from that instructor before leaving to admit you to your next class without being counted tardy.

Students tardy to classes will receive up to two office warnings and then may have to stay after school 40 minutes. Students are responsible for their own way home. You are welcome to ride any shuttle buses leaving after school.

**TELEPHONE** Except in an emergency, we do not call teachers or pupils to the phone. In cases of emergency, please call the office and we will deliver a message. Students are encouraged to make necessary arrangements for staying with friends, etc. before coming to school. This will eliminate the need for use of the school telephone at the end of the day when much of school business is conducted.

There are two phones for student use located in the gym lobby and the entryway going out to the bus loading area. Both these phones are for local use and **only after 4:15 PM**. During school hours (7:45 AM - 4:15 PM) all student calls are to be made in the office.

### **TESTING PROGRAMS**

The school administers various tests in an attempt to learn more about the strengths, weaknesses, achievements, and abilities of our students. Those listed below are given as follows:

<u>Month</u>	<u>Grade</u>	<u>Test</u>
December	8th	Iowa Algebra Aptitude Test
February	5th thru 8th	The Iowa Assessment
April	6th	Algebra Aptitude Test
September, January, and April	5-8	7/8 Benchmarking (Reading) 5/6 Benchmarking (Fast Reading)

In addition to the group tests listed above, some individual tests are given by the AEA psychologist when additional information is needed. These tests concern ability, specific learning problems, and special diagnostic tests. This testing is done through parental permission only.

Test results are treated with the utmost privacy. Teachers and the principal are most happy to discuss test results with parents anytime. Individual test scores and isolated number scores have little meaning unless they are considered in light of the child's total performance.

Test results are used to assist the teacher in setting realistic expectations for each child. They are also helpful in evaluating the school curriculum. Consistently low scores in a particular area could indicate the need for increased emphasis there.

### **SEEK SHELTER (TORNADO) WARNING INSTRUCTIONS**

By state law, we are required to have four drills a year--two each semester. We will follow this procedure:

**SIGNAL: intermittent ringing of hall and outside bells**

Students should follow the posted shelter directions in their respective classrooms. **THERE SHOULD BE NO TALKING DURING A DRILL. LISTEN FOR INSTRUCTIONS!**

### **VACATION TRIPS DURING THE YEAR**

1. The student should secure a green Advance Notification Form in the principal's office at least one week before leaving on the trip.
2. The Advance Notification Form will be routed through the student's classes in advance of the trip. Teachers will discuss needs with the student and sign the form.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct and maintain. 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 will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. In certain circumstances, students may be reported to law enforcement officials. If you should happen to damage something by accident, you must report it to a teacher or the office immediately.

### **VISITORS/TRESPASS**

Parents are always welcome visitors and are urged to come to visit our school. Students are requested not to bring their friends or other students to visit classes or other functions unless they have special permission from the principal.

In our center, all parents are invited to visit during the school year. In order to do this, just call the office (388-4348) for a scheduled time. Please come to the office to get signed in and to receive a visitor/volunteer badge any time you visit.

### **Trespass (Unauthorized Persons)**

Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the orderly operation of the school, or disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.

- A. School administrators may enlist the aid of the Police Department to have removed any unauthorized persons.
- B. Implementation of procedures dealing with unauthorized persons shall be reasonable, nondiscriminatory, and non-arbitrary in their operation.

### **VOLUNTEERS**

Parent volunteers can greatly assist in our instructional program. The staff is always interested in involving any kind of volunteer in activities which take place during the school day. School volunteers can serve in many ways and in many different areas in school. Interested persons should feel free to contact a teacher or the principal to make the necessary arrangements. When you volunteer, please stop in the office right away to sign in and receive a volunteer badge.

### **WEAPONS**

The board believes weapons and other dangerous objects and look-a-likes 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.

School district facilities are not an appropriate place for weapons or dangerous objects or look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident.

Any student who brings a firearm or look-a-like to school or a school activity or knowingly possesses firearms or look-a-likes, shall be suspended immediately and recommended for expulsion from school for not less than one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis. In deciding whether to recommend that the board-adopted penalty not be applied to a student who brings a firearm to school, the principal, superintendent and other appropriate individuals shall confer to consider the student's status including age, grade, and special needs, and the circumstances under which the student brought a weapon to school, including the student's knowledge, purpose, and apparent intent.

Students bringing to school or possessing dangerous weapons, including firearms will be referred to law enforcement authorities. For purposes of this portion of this policy, the term "firearm" includes 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.

Students shall not possess weapons or look-a-likes at school except with the knowledge and permission of a teacher, coach or administrator, and then only for school or educational purposes. Violation of this portion of the policy shall result in confiscation of the "weapon" and may result in detention or suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

The superintendent and principal(s) shall be responsible for notifying staff and students.

### **Internet and Electronic Mail Permission Form The Roland-Story Community School District**

We are pleased to offer students of the Roland-Story Community School District access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental/guardian permission and must sign and return a form to the building principal. The permission form may need to be completed for each attendance center.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to individuals from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Roland-Story Community School District supports and respects each family's right to decide whether or not to apply for access.

### **District Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for individuals to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. **Access is a privilege-not a right. Access entails responsibility.**

Individual users of the district computer network are responsible for their behavior and communications over the networks. Users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the district computers will always be private.

**The following are not permitted and are considered violations of the network:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's identity
- Trespassing in another's folders, work, or files
- Intentionally wasting resources
- Employing the network for commercial purposes
- Other activities considered inappropriate

Violations will result in a loss of independent Internet access as well as other disciplinary or legal action.

First Violation*:	Warning (Non-cumulative)
Second Violation*:	<p>Restriction from independent computer use and Internet use for the equivalent of one semester. (Cumulative each center)</p> <p>Restricted students may use the computers under the direct supervision of a classroom instructor for class required projects.</p> <p>Re-entry after a meeting with student, parent/guardian, media personnel, and administrator.</p>
Third Violation*:	<p>Restriction from independent computer use and Internet for the equivalent of one calendar year.</p> <p>Restricted students may use the facilities under the direct supervision of a classroom instructor for class required projects.</p> <p>Re-entry after a meeting with student, parent/guardian, media personnel, and administrator and specified conditions have been met.</p>

Additional Violations will be handled on a case-by-case basis.

\*If the offense is severe enough, steps may be skipped.