

Woodside Middle School



Saydel Community School District **Student Handbook** **2018 – 2019**

Safe Open-Minded Accountable Respectful

Table of Contents

Woodside Faculty and Staff.....	1
Behavior Expectations	2
Contact Information	2
School Hours.....	3
Student Planners	3
Attendance Policy.....	3
Tardy Policy	3
Detention Policy	4
Student Progress	4
Academic Eligibility.....	4
Alternate Settings.....	4
Food and Beverages	4
School Lunch and Breakfast Programs	5
Lockers.....	6
Textbook Fines.....	6
Student Activities	6
Homework and Assignments.....	6
Use of the Telephone	6
Personal Non-School Items	7
Electronic Devices.....	7
School Dress Code	7
Extra-Curricular Activities	7
Timeout, Seclusion, and Restraint.....	7
Search and Seizure	8
The Eagle Way	8
Bus Conduct (Guidelines for Parents and Students).....	8
Student Conduct Information.....	9-11
Suspensions and Extra-Curricular Activities	11
Alternative Learning Center	11
Anti-Bullying/Harassment	11-14
Adding/Dropping Class Procedure	14-15
Behavior Matrix.....	16-21
Behavior Management Plan	22
Eagle Way Matrix.....	23

Woodside Faculty & Staff

Office Staff

Joshua Heyer..... Principal
Kathy Erickson..... Counselor
Lucy Bobenhouse..... Attendance Secretary
Jaclyn Houge Secretary
Mackenzie Osborn Nurse
Mallory Stubbers Master Teacher
Shannon Zeutenhorst Master Teacher/Behavior Coach

5th Grade

Alex Carr ELA, Science
Marsha George Math, Social St.
Jaime Griffin..... ELA, Social St.
Katie Mary Math, Science

6th Grade

Anne DaLuga Math, Science
Jackie Landry ELA, Social St.
Wendy Potter..... Math, Science
Linda Reid ELA, Social St.

7th Grade

Madeline Flesner Math
Thurston Gable Geography
Hillary Parsons ELA
Richard Wilson Science

8th Grade

Victoria Blik Math
Britne Davis..... Civics
Kathy Meitl Science
Kellie Meyer ELA

Related Arts

Colleen Babcock..... Vocal Music
Mike Dennis Visual Arts/STEM
Steve Fisher..... Technology
Ashley Schooley Family Consumer Science
Anayolonda Torres Pinto Spanish
Mark Walker Physical Education
Jerry Young Instrumental Music

Success

Zach Hoffman 5-8 Behavioral Interventionist
Brooke Knudten 5-8 Math Interventionist
Shari Rusher..... 5-8 Reading Interventionist

Instructional Support

Lorissa Baker Instructional Strategist
Doug Humiston Instructional Strategist
Bobbie Jo Pedersen Instructional Strategist
Sam Nolte ELL Instructor
Kelly Scott Behavioral Strategist
Cheryl Smith Extended Learning Program
Marti VanWalbeek Instructional Strategist
Steven Witmer Librarian

Associates

Mary Amaya..... Special Education Associate
Mary Anderson Library Associate
Amanda Chally Special Education Associate
Kody Kane Special Education Associate
Sandra Ehrhardt..... Special Education Associate
Ashley Frantz Physical Education Associate
Alex Mentzer Special Education Associate
Lara Olson Special Education Associate
Chelsea Smith Special Education Associate
Jayson Ramos Puerto..... ELL Associate
Holly Robinson Technology Associate
Kevin Slaughter Special Education Associate
Sara Shafer..... Special Education Associate
Demathdian Tate Special Education Associate
Ramona Weber..... Special Education Associate

Custodians/Kitchen Staff

Missy Brown Custodian
Sherry Foggia Custodian
Sheryl Hayden..... Kitchen Manager
Tena Gaskill..... Cook
Amanda Stone Kitchen Aide
Judy Wegele..... Kitchen Aide



School Behavior Expectations

The Board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for others. The behavior expected from students and staff at school is a combination of common courtesy and safety considerations. The following types of behavior are not permissible: 1) fighting, 2) defiance of school staff, 3) the use of profanity, abusive language, or obscene gestures, 4) refusal to prepare assignments or to participate in class, 5) any verbal or physical threat to staff or students, 6) vandalism, 7) theft, 8) possession of weapons, drugs or other dangerous objects, 9) harassment/bullying and/or 10) inappropriate attire. These behaviors may result in serious consequences, which could include in-school suspension, out-of-school suspension, or other consequences as determined by the administration.

Contact Information

Woodside Office: (515) 265-3451

Woodside Fax: (515) 265-0950

Address: 5810 NE 14th St., Des Moines, IA 50313

Website: <http://www.saydel.k12.ia.us/Woodside.htm>

We do send out information to parents through email. This information includes but is not limited to a monthly newsletter, special events, etc. If you would like to be on our e-mail list, please send us your e-mail address at:

heyerjoshua@saydel.net.

Thank you and we look forward to a successful school year.

It is the policy of the Saydel Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Julie McKibben, Director of Student Services, 5740 NE 14th Street, Des Moines, IA 50313 mckibbenjulie@saydel.net; 515 264-0866. Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661

SCHOOL HOURS:

School begins at 7:45 a.m. and ends at 2:45 p.m. on all days except Wednesday. Wednesday start time is at 8:45 a.m. No students should be dropped off before 7:25 a.m. unless special arrangements have been made with a supervising teacher. When students arrive at school on the bus, they will all be dismissed and allowed to enter the school. If students do not eat breakfast at Woodside, they will go directly to the gym and sit in the bleachers and wait for the 7:40 a.m. bell. There will be no basketball or running around in the gym. All students need to have a seat in the bleachers. If students are dropped off by parents, they will also go to the gym if they do not eat breakfast.

STUDENT PLANNERS:

Purposes for the planner include:

- facilitating communication between home and school
- supporting students with organization, independence, and assignment completion
- providing a consistent way for students to track class work

Students in 5th and 6th grade will be provided a hard copy planner at no charge. Students in 7th and 8th grade may request a hard copy planner in the office.

ATTENDANCE POLICY:

The Saydel Board of Education Policy 501.10 states that it is essential that students attend school regularly in order to obtain the maximum opportunities from the education program. The board policy also states that any student absent from school more than five days in a semester will be considered a chronic truant.

If it is necessary for a student to miss school, parents or guardians must contact the school office. The absence will remain unexcused until the school is contacted. The student's first five absences in a semester will be excused based on those phone calls. All absences after five will be considered unexcused without a note from a medical professional. If a student is to be absent from school beyond the five-day limit for reasons other than illness, please contact the Woodside administration to discuss the reason for the absences.

When a student's attendance reaches levels of concern, parents or guardians will be notified in writing. The Woodside administration will attempt to rectify the attendance situation by gathering the needed resources and meeting with the parent or guardian to ensure that the needs of the student are being met. If the student's attendance situation does not show marked improvement, the parent will be referred to the Polk County Attorney's Office for mediation or a truancy court trial.

TARDY POLICY:

Students are expected to be in class on time because time in the classroom is essential for student learning. Students arriving after the bell but within the first 20 minutes of class are considered tardy. The following outlines consequences for unexcused tardies:

- 1st-2nd tardy per class – Verbal warning, Teacher interaction with student
- 3rd-4th tardy per class– Student detention with teacher, Parent notification by teacher
- 5th-6th tardy per class – Minor Referral, Parent notification by office, Detention
- 7th tardy and each subsequent tardy per class– Major Referral, Administrative intervention

DETENTION POLICY:

Any student assigned detention will report directly to the assigned area with all appropriate materials. Detention takes precedence over scheduled school trips or extra-curricular activities. Parents will receive notification of detentions and are responsible for transportation.

STUDENT PROGRESS:

Communication to parents and families regarding student academic progress will be reported, at minimum, at mid-quarter and at the end of each quarter of the school year. Communication to parents regarding academic progress will be reported at these times.

ACADEMIC ELIGIBILITY:

Grades will be checked every 4.5 weeks with the following consequences for failing a grade(s):

- 1st quarter mid-term: remain ineligible until the instructor(s) indicates a passing grade
- End of 1st quarter: remain ineligible until the instructor(s) indicates a passing grade
- 2nd quarter mid-term: remain ineligible until the instructor(s) indicates a passing grade
- End of 1st Semester: See State Policy below
- 3rd quarter mid-term: remain ineligible until the instructor(s) indicates a passing grade
- End of 3rd quarter: remain ineligible until the instructor(s) indicates a passing grade
- 4th quarter mid-term: remain ineligible until the instructor(s) indicates a passing grade
- End of 2nd Semester: See State Policy below

****Any student not passing all subjects at the end of the semester will be declared ineligible for the time period in accordance with Department of Education and state association policy. In the absence of the Department of Education and state association guidelines and stipulations, any student not passing all subjects at the end of the semester will be declared ineligible to compete/perform in public events the following semester for 30 calendar days beginning with the finding of the academic ineligibility or the first date which competition is allowed.**

ALTERNATE SETTINGS:

In order to provide a continued safe and orderly environment, Woodside offers alternative settings and support to those students in need. Those settings include; In School Suspension, Out of School Suspension, as well as other community services.

FOOD AND BEVERAGES AT SCHOOL:

In an effort to support the Healthy Kids Act, students are not to bring energy drinks, coffee based drinks, or non-juice soft drinks for consumption during breakfast or lunch at school. Clear water bottles are permitted during the school day. More information about the Healthy Kids Act can be found on the Iowa Department of Education website.

Also, students in our school have food allergies, and we specifically have students with significant and severe peanut allergies. Please be mindful of others needs when you are bringing food/beverages to school.

SCHOOL LUNCH AND BREAKFAST PROGRAM (Board Policies 710.1, 710.2 and 710.4)

The school district operates both the National School Lunch and Breakfast Programs. The meals are designed to meet a student's nutritional needs at the lowest possible cost. In addition, the food service department offers a limited a la carte program at the Saydel High School. **The**

school district will not be collection Free and Reduced Price meals application for School Year 2018-2019. The School District will be operating under the Community Eligibility Provision, a non-pricing meal service option for schools to allow serving breakfast and lunch at no cost to all enrolled students without collecting household applications.

Point of Sale - The food service department uses Cybersoft by PrimeroEdge software program to keep track of each student's account. **Students can make a deposit to their account by bringing a check or cash to the kitchen clerk or parents can pay online.** Please make checks payable to Saydel Food Service. Write your student's name on the memo portion of the check. If you have more than one student in a school you may send one check, please indicate how much money to deposit in each account. If you have students in different buildings, you need to send separate checks to each attendance center. Students may use their accounts to purchase extra entrees, extra milk and/or a la carte items. If parents want restricted spending on their child's account, you can log into your parent online account and set up parameters. Students are encouraged to fully use their account balances before the end of each school year. Negative and positive account balances are automatically carried forward to the next school year. When students advance in grade level to another building in the Saydel district their account balances also follow them. If your family leaves the district or a student graduates you must pay the negative balance and/or you can make a request for a refund to the clerk in the kitchen. Please remember that the personal keypad number is confidential and should not be shared with other individuals.

RevTrak— online payment and balance checking option: You can access RevTrak through the district's web site – www.saydel.k12.ia.us – then go to Food Service & Nutrition Information. First time users please select Online Payment Instructions and follow the directions. When you make payments you will need your user name and password & your student's six-digit customer ID number. This number is available to you when you register your student for school. Students in 5th through 12 grade know their number. They enter it daily as they go through the lunch line. You can obtain your student's ID number by calling the building secretary, the school kitchen, or the food and nutrition service director. You can make payment using your VISA or MasterCard labeled debit/credit card. After making a payment an email receipt will immediately be sent to the parent confirming payment with a link to your receipt that can be printed. You can also check online using the "My Account" link to securely check your payment history and create and manage your low balance email notification. PCI-DSS audit certified RevTrak does not save, store, or handle or forward bank or credit card information to ensure privacy and security for users. Once you have registered in RevTrak, you will be able to check your child's balance in their meal account, view payment history, and sign up for email alerts. If you have issues while using RevTrak or you do not get your email receipt – please call RevTrak Technical Support at 888-847-9885.

Meal prices: The school breakfast and lunch programs are vital part of the school day. To encourage good nutrition, a well-balanced breakfast and lunch are offered at no cost to all enrolled students daily. Each summer the Board of Education approves meal prices. After

approval, the prices are printed in the next “Saydel Communicator”, are published at the district's web site, and are printed monthly on the menus posted throughout the school. We ask students and parents to direct their comments and suggestions to the Kitchen Manager at each building or the Food and Nutrition Service Director at the district office.

School Reach and notifications: The Food Service Department utilizes an automated voice messaging system to alert parents that accounts are getting low or are in negative balance. Calls will go out around 7:00 pm Sunday through Thursday. If you don't want calls – always keep \$3.00 or more in your child's account. If you would rather be notified by email than by phone, please notify your child's building secretary. In addition, you will get email alerts to a low balance when you use online payment and you can set the amount at which you want to be notified.

Charging Policy: The computerized Point Of Sale terminals at each school are set to not allow any charging for extra entrees, extra milk and a la carte items. All debts must be paid by the end of the school year.

LOCKERS:

Safe and secure lockers are provided for each student. In order to help ensure each student's safety and security students will refrain from sharing combinations or locker space. With good cause administration may inspect lockers and their content. Students will be held responsible for the contents of their individual lockers.

TEXTBOOK FINES:

Students are expected to take care of the textbooks that are checked out to them. Damage or loss of these textbooks can result in fees for repair or replacement.

STUDENT ACTIVITIES:

Woodside Middle School is proud to offer a variety of student activities which include but is not limited to the following: football, cross-country, volleyball, basketball, wrestling, track, softball, baseball, band, vocal, student council, and various clubs.

HOMEWORK AND ASSIGNMENTS:

Homework is an important component to the academic success of any student. Assigned homework reinforces what is taught in class.

Parents are required to notify the school when planned vacations and/or extended absences will occur during the school year. This will give students the opportunity to complete work that may be missed during the absence.

Parents may request homework for students missing two or more days of school. Woodside staff request 24-hour notice to allow time to prepare assignments.

USE OF THE TELEPHONE:

Students will be allowed to use a school telephone with staff approval and supervision. Phone calls will be limited to school-related business. Telephones are available in each classroom as well as the front office.

PERSONAL NON-SCHOOL ITEMS:

In order to provide a curricular-focused environment, students (unless agreed upon by administration per individualized student plan) are not to bring personal non-school items such as iPods, toys, games, or personal electronic equipment to school. Students should not bring excess money or other valuable items to school. **The school will not be responsible for personal non-school items that are misplaced, broken, or stolen.**

ELECTRONIC DEVICES:

Personal electronic devices should not hinder the education process. Such devices will not be used from 7:45am-2:45pm except during the students lunch period. Any electronic device brought into the building must be stored in a student locker and shut off. If a student is observed with a personal electronic device during school hours and without teacher consent, the following actions will be taken:

- 1st Offense- Student will be asked to put cell phone away in approved location
- 2nd Offense- Confiscated by teacher and returned to student at the conclusion of class
- 3rd Offense- Confiscated by teacher, turned into office, and student pick up at the end of day
- 4th Offense- Confiscated by teacher, turned into office, major referral (detention), and student pick up at the end of day
- 5th Offense- Confiscated by teacher, turned into office, major referral (detention), and held until parent meeting with administration

Use of electronic device for the purpose of bullying/harassment will follow behavior matrix and district policy. Failure to relinquish an electronic device when asked by a staff member will advance to actions aligned to the 5th offense as well as issued a major referral for insubordination.

SCHOOL DRESS CODE:

In order to maintain a positive climate within the building, students are expected to wear age appropriate clothing as well as adhering to reasonable levels of cleanliness and modesty. Students will not wear clothing that is distracting to the educational environment, advertises or promotes alcohol, tobacco, drugs, obscenity, racial or sexual remarks, or gang affiliation. Hats, sunglasses, crop tops, strapless tops, slippers, or clothing that reveals undergarments are not appropriate for school. Pants are not to be worn in a manner that allows underwear to be seen.

Administration makes the final determination of the appropriateness of a student's appearance. Inappropriately dressed students will be required to change their clothing.

EXTRA-CURRICULAR ACTIVITIES:

Woodside promotes an environment of positive sportsmanship. Students demonstrating inappropriate behaviors will be removed from the activity.

TIMEOUT, SECLUSION, & RESTRAINT:

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

SEARCH AND SEIZURE (Board Policy 502.8):

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The school district reserves the right to implement searches by criminal detection canine teams including, but not limited to, lockers, books, bags, and vehicles on school property. The search will 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. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription 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 authorities. The Board believes that such illegal, unauthorized or contraband materials causes disruption to the school environment, and presents a threat to the health and safety of students, employees or visitors on the school district premises or property.

THE EAGLE WAY:

The community of Saydel believes in creating a safe, positive, caring, and mutually respectful environment where all students can learn and are valued for their cultural backgrounds, unique strengths and diverse abilities. We are dedicated to offering a varied and demanding course of study in which all students succeed by exploring personal talents, developing lifelong learning skills, and achieving at high academic level.

BUS CONDUCT (GUIDELINES FOR STUDENTS AND PARENTS):

At the Bus Stop

- Be on time at the bus stop.
- Wait in a safe place, clear of traffic and several feet away from the curb.

- If you cross the street to get to the bus, wait for the bus to come to a complete stop, check for other traffic, watch for directions from the driver, and walk at least 10 feet in front of the bus.

Boarding and Leaving the Bus

- Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Form a single line.
- Do not push.
- Be courteous toward all other riders.
- Enter or leave the bus only at the front door, except in case of an emergency.
- Go directly to your seat; do not block the aisles.
- Leave the bus only with the driver's consent.

On The Bus

- No Eating, Drinking, or Chewing Gum on any bus
- No Foul Language, No Bullying – Be Respectful
- Keep hands and feet to yourself and inside the bus at all times
- No yelling in or out of bus use a quiet voice
- Remain seated at all times (Back, Bottom, Feet), keep aisles clear and remain in your assigned seat at all times
- Music and electronics may be used with headphones and keep it to a reasonable volume it can't distract the driver.
- If you need to move because you have three in a seat, please ask permission before moving – never move while bus is moving.

Bus is an extension of the classroom

Families and Students are reminded that the bus is an extension of the school. All violations of bus practices and rules are subject to discipline under the student code of conduct. Students that are in violation of these rules are subject to bus consequences including but not limited to:

Any individuals wanting to meet with Durham personnel in person please make arrangements to do so at your child's school building and involve a school representative. The bus facility is a secure area and unauthorized personnel are not allowed due to safety.

STUDENT CONDUCT INFORMATION:

Student Conduct Matrix and Philosophy for Discipline

The Conduct Matrix serves as a guide for disciplinary actions. The administration shall make the final determination of action(s) for any inappropriate student conduct.

Discipline in the Saydel Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The Discipline Code is applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The Discipline Code is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to safety interests of all students, staff and community.

To honor confidentiality and privacy laws, student disciplinary actions and consequences will only be shared with parents/guardians listed in Power School, staff and agencies contracted with the school as deemed necessary to further support that student. We do not share the disciplinary consequences of your child with others.

It is the responsibility of every student, staff member, and parent/guardian to participate fully in the disciplinary process including disciplinary investigations to ensure a safe and orderly learning environment. Persistent behavior in the Discipline Code will be defined as any similar conduct that occurs more than once in any school setting.

School problems can best be resolved at the building level, where problems start. In order to resolve problems, students, parents, or guardians can meet or contact a teacher at appropriate times to discuss existing problems. If the parents, guardians or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If further assistance is needed, then parents, guardians or students can contact or meet a District Office Director or the Superintendent.

The descriptions of misconduct described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. Saydel Community Schools administration reserves the right to make final decisions regarding disciplinary consequences.

GENERAL GUIDELINES FOR ASSESSING CONSEQUENCES:

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate education placement, involvement of law enforcement or expulsion may include but are not limited to:
 - a. Seriousness of the offense

- b. Student's age and intent or lack of intent at the time the student engaged in the conduct
- c. Student's disciplinary history and persistent behaviors
- d. Student's attitude
- e. Potential effect of the misconduct on the school environment
- f. State law requirements for certain disciplinary consequences
- g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of consequences
- h. Whether the student has a disability that substantially impairs the students' capacity to appreciate the wrongfulness of the student's conduct.
- i. In limited circumstances, minimum listed consequences may be lowered due to the developmental stage of the student after taking into account the above criteria (a. – h.)

SUSPENSIONS AND EXTRA-CURRICULAR ACTIVITIES:

While a student is in out-of-school suspension or in-school suspension s/he cannot participate in/attend district or building extracurricular activities during the duration of the suspension. This means having an in-school suspension or an out-of-school suspension on a Friday covers all school-sponsored weekend activities of any nature either at home or away. Administrative discretion will be used to ensure the consequences are appropriate in this regard. Students will have the opportunity to complete make-up class work.

ALTERNATIVE LEARNING CENTER:

Students assigned to the Alternative Learning Center (ALC) within the school will need to complete curriculum on study skills and social skills before leaving the ALC room. Students will have the opportunity to complete make-up class work. Students need to comply with the rules and direction of the ALC supervisor.

ANTI-BULLYING/HARASSMENT:

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 will 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 will 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 will 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.

"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, will 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 will be subject to discipline by appropriate measures, as will 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 will be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy will be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy will be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Special Education and Student Services or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Special Education and Student Services 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 Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion on the school or school district's web site and a copy shall be made to any person at the District Office at 5740 N.E. 14th Street.

TERM REFERENCE SHEET

Bullying: Bullying includes, but is not limited to, attack or intimidation with the intention to cause fear, distress or harm that is either physical, verbal, or psychological/relational; a real or perceived imbalance of power between the bully and victim; and repeated attacks or intimidation between the same children over time.

Harassment: Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Cyberbullying: Cyberbullying is the intentional infliction of harm by the use of one or more media of electronic technologies. Electronic media includes but is not limited to: computers, Instant Messaging, social networking Web sites, handheld communication devices, and cell phones

Hazing: A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity, which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.

Retaliation: Retaliation means to get revenge against someone or to do something bad to someone who has hurt you. Retaliation against any person, because the person filed a bullying or harassment complaint or assisted or participated in an investigation is prohibited.

False Report: To file a false report is to knowingly, with the intention to deceive, reports something that did not occur or is not accurate.

INVESTIGATION PROCEDURES

Refer to Board Policy Code No. 105.R1 on the district website.

ADDING/DROPPING CLASSES PROCEDURE

Students are allowed to add/drop elective courses. A student may add/drop an elective course anytime during the 1st 10 days of a semester without a grading penalty on the student transcript. To add or drop a course the student will need to complete the building add/drop form and obtain proper signatures. The student can request the form from the building counselor. Students requesting to add/drop a course after the 10-day period will need to complete the add/drop form as well as receive signature from the building principal. Request after the 1st 20 day of the grading period will be denied. Administration has final right on add/drops.

Signatures Required for Schedule Change

Request during 1 st 10 days	Request day 11-20	Remainder of grading period
Teacher Signatures	Teacher Signatures	All request denied
Parent Signature	Parent Signature	
Counselor	Counselor	
	Principal	

Woodside Add/Drop Form

In order for a course change to be considered, a student must complete the following steps.

Step 1: _____
Student Name
Grade
Today's Date

Step 2: Student meets with counselor to discuss add/drop

Step 3: Record the add/drop you are requesting

Add	Drop	Course Name	Period	Instructor Signature

Step 4: Reasoning for schedule change:

Step 5: _____
Parent/Guardian signature
Date

Step 6: _____
Counselor signature
Date

Approved: ☐ Turn approved forms to counselor so changes to schedule can occur.
Change is not finalized until student is called to the front office to pick up new schedule.

Denied: ☐ Reason(s): ☐ Class size for one of the add/drop classes
☐ Requested change impacts student required courses
☐ Failure to receive proper signatures
☐ Requested change is outside add/drop window
☐ Other: _____

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Disrespect for the rights of others	Any violation in this category could result in free (Employee and Family Resources) EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Loud and boisterous conduct; Written or verbal profanity and obscenity: name calling; horseplay	Loud or boisterous conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, overt display of affection, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly or rowdy actions and horseplay.	<p>Consequences are not limited to any one of the following: Reprimand Apology with Restitution Detention Parents Contacted</p> <p>Disciplinary Action May Include: First Offense: 1-3 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension</p> <p>Law enforcement may be notified in any incident.</p> <p>Student may have to attend a minimum of 1-2 EFR counseling session before returning to school.</p> <p>Note: EFR – Employee and Family Resources is a free service.</p>
Insubordination	Insubordination is the refusal to comply with reasonable requests or directions of school personnel. It may also include repetitious infractions (ex. repeated electronic device issues).	
Harassment (sexual, bigotry, hazing and all others). Harassment has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.	Harassment- may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to: verbal, use of digital/electronic methods, creation of a "hit list", physical or written harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats. Intolerance or Bigotry- Racial, ethnic, religious, cultural slurs, sexual harassment, and derogatory or disrespectful statements, images or acts are prohibited.	
Assisting (directly or indirectly) in the promotion of any prohibited behavior under this discipline code.	Gang activity, posting on social media or distribution of pictures or videos of inappropriate activities, encouraging/promoting a disruption (fight, argument, etc.).	
Threats toward another student, staff members, school property, or other visitors in the building (ex. verbal, nonverbal, notes, text messaging, notebooks, journal, etc.).	Intimidating, using extortion or threatening to harm another student, school staff member or visitor is prohibited (whether you were joking or not). Use of any object in a threatening or intimidating manner is prohibited.	

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Physical attack upon any person	Attempting to apply or applying force to another student, staff member or visitor is prohibited. Fighting and assault are prohibited.	<u>Disciplinary Action May Include:</u> First Offense: 2-5 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension Law enforcement may be notified in any incident. Student must attend 2 EFR counseling sessions before returning to school.
Possession or use of dangerous objects. Such as, but not limited to: firearms, pellet guns, knives, fireworks, explosives or dangerous weapons.	Students are not to have knives, chemical substances or other dangerous instruments or objects that resemble dangerous instruments. Students are not to have guns, pellet guns, knives, fireworks, explosive or dangerous weapons; including look-a-likes.	Confiscation of item(s) and student intent will be taken into consideration in all cases. Emphasis will be placed on ensuring the continued safety of all students and staff. <u>Disciplinary Action May Include:</u> First Offense: 2-5 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension Possible recommendation for expulsion. Law enforcement may be notified in any incident. Student must attend 2 EFR counseling sessions before returning to school.
Engaging in activities that interfere with school purposes. Such as-- but not limited to: malicious use of telephones (ex. false fire alarms, bomb threat, arson, false report to police or school officials, 911 calls, gambling, etc...)	Students are not to make a false fire alarm, convey threats or give false information concerning the placement of a bomb or other incendiary device.	<u>Disciplinary Action May Include:</u> First Offense: 2-5 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension Law enforcement may be notified in any incident.
Bullying (including but not limited to hazing) Refer to Board Policy Code No. 105.R1- Available on District Website	Types of bullying may include but are not limited to: verbal bullying including derogatory comments and bad names, physical bullying such as hitting, kicking, shoving and spitting, having money or possessions taken or damaged by students who bully, being threatened or being forced to do things by students who bully, repeated harassing behaviors and/or cyberbullying.	<u>Disciplinary Action May Include:</u> 1st offense • Loss of privilege/participation in school sponsored activities and events • Minimum .5 - maximum 5 days suspension (ISS,OSS or combination) • Mandatory educational session with the guidance counselor weekly for 5 weeks and Conference with administration, parent, guidance

		<p>counselor, and student upon completion of counseling sessions</p> <p>2nd offense</p> <ul style="list-style-type: none"> • Loss of privilege/participation in school sponsored activities and events • Minimum .2 - maximum 5 days suspension (ISS,OSS or combination) • One mandatory counseling session with Employee and Family Resources (EFR) • Conference with building administration, parent, guidance counselor, and student upon return <p>3rd offense</p> <ul style="list-style-type: none"> • Loss of privilege/participation in school sponsored activities and events • Minimum 5 - maximum 10 days suspension (ISS,OSS or combination) and recommendation to the Superintendent for further disciplinary action up to and including alternative placement and/or expulsion
--	--	---


PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Disrespect for the property of others	Any violation in this category could result in free EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Damage and/or vandalism to the property of others.	Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks or drawings on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. This includes damage to vehicles in the school parking lot.	Consequences are not limited to any one of the following: Verbal warning (If appropriate) Restitution EFR <u>Disciplinary Action May Include:</u> First Offense: 2-5 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension Severe and/or repetitious acts may be grounds for recommendation for expulsion.
Theft	The involvement in or the taking of school or another person's property is prohibited. This includes falsifying signatures of anyone.	Law enforcement may be notified.
Trespassing	Students are not to be in school buildings or on school property without proper authorization. Students who attend an alternative program will need to have administrative permission to be on Saydel High School grounds.	Law enforcement may be notified.
Misuse and/or abuse of technology: i.e., sharing passwords, using other's ID's, using disks, unauthorized printing, using equipment and/or software for personal use, physical abuse, wiring alterations, chat rooms, digital/electronic voice mail, non-curriculum related use (see acceptable use policy)	Unauthorized use or misuse of district software, hardware and/or network.	Consequences may include: Warning Parent contact Restitution Loss of privileges-duration determined by administration. Suspension and/or possible recommendation for expulsion. Law enforcement may be notified.

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Alcohol, drugs, controlled substances and look-alike substances	Any violation in this category could result in free EFR counseling services before returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Possession of alcohol, tobacco, drugs, controlled substances or look-alike substances. (ex. smoking, chewing, herbal or look-alike)	Possession of tobacco, beer, alcohol, controlled substances, or look-alike substances is prohibited (drug paraphernalia is also included).	Items confiscated. First Offense: 2-3 day suspension Second Offense: 3-5 days suspension Third Offense: 5-10 days suspension/possible recommendation for expulsion
Use of alcohol, tobacco, drugs, controlled substances or look-alike substances. (ex. smoking, chewing, herbal or look-alike)	Consuming/using alcohol, drugs, controlled substances or look-alike substances and attending school or school sponsored events under the influence of alcohol, drugs, controlled substances or look-alike substances is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	Notification of Law Enforcement. Student must attend a minimum of 2 EFR counseling sessions before returning to school.
Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-a-like substances.	Sale, distribution, or transmittal of alcohol, drugs, controlled substances or look-a-like substances is illegal.	Items confiscated. First Offense: 3-5 days suspension Second Offense: 5-10 days suspension Possible recommendation for expulsion. Notification of Law Enforcement. Student must attend a minimum of 2 EFR counseling sessions before returning to school.

PROHIBITED BEHAVIORS	BEHAVIOR DESCRIPTION	ACTION
Interfering with the educational environment	Any action that impedes or obstructs school purposes	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
Academic integrity	Theft or distribution of education information, falsification of school records, forgery, plagiarism, cheating.	Consequences are not limited to any one of the following: Conference with teacher and administrator Completion of alternate assessment Contact with parents/guardian Loss of privilege Detention Suspension Expulsion
Other acts interfering with the orderly educational process in the classroom or the school		



SAYDEL COMMUNITY SCHOOL DISTRICT BEHAVIOR MANAGEMENT PLAN

	BEHAVIORS		INTERVENTIONS	
	<ul style="list-style-type: none">• Physical violence• Weapons• Drugs• Harassment / bullying / hazing• Threats, Intimidation, Extortion• Theft• Gang activity / display• Organized student unrest• Gambling	Management Level	MAJOR REFERRAL Administrative Intervention	<u>Immediate Call for Support From Administrators</u> <u>Administrator Generates Referral</u> It is the responsibility of every staff member and student to report potential threats to school safety, bullying, and harassment regardless of personal interpretation of threat level or severity. <ul style="list-style-type: none">• Formal investigation• Suspension• Alternative placement• Expulsion
	<ul style="list-style-type: none">• Persistent behavior already addressed formally by teacher• Cheating / plagiarism• Swearing & gesturing -- not accidental and directed at staff• Violation of teacher or building rules that significantly jeopardizes the safety of the student or others• Severe disruption resulting in inability to continue class		All conduct at this level shall initiate a “major” behavior referral to the office generated by the teacher. Interventions and consequences will be assigned using the School Discipline Matrix printed in the student handbook. Teachers may be asked to participate in the disciplinary process. <ul style="list-style-type: none">• Administrative conference• Parent/guardian, teacher and/or student conference• Administrator-assigned detention• Suspension (ISS and OSS)	
	<ul style="list-style-type: none">• Persistent behavior already addressed informally• Inappropriate language and gesturing -- not accidental and directed at others• Tardy to class (3 through 6)• Violation of teacher-established rules (safety)• Failure to comply with reasonable request• Refusal to participate		MINOR REFERRAL Teacher Level Intervention	All Formal Teacher Level Interventions must be documented in PowerSchool, include description of informal interventions if used and contact parent. <ul style="list-style-type: none">• One-on-one hallway conversation during or after class• Time-out / removal from current classroom activity• Loss of non-academic classroom privilege• Detention (15 min. & 30 min.)
	<ul style="list-style-type: none">• Cell phone / personal electronic device• Failure to be prepared for class• Inappropriate language (accidental and not directed at others)• General misbehavior (horseplay, eating, dress code, noise etc.)• Sleeping / disengagement• Misuse of instructional materials• Violation of teacher-established rules (general)		CLASSROOM Teacher Level Intervention	<ul style="list-style-type: none">• Proximity -- Move to the area of disruption, keep teaching / facilitating• Verbal cue -- Remind & redirect• Non-verbal cue -- Eye contact, nod, tap on desk• In-class one-on-one private conversation• Give student choices and allow think time• If needed, stop flow of instruction and calmly remind all students of behaviors appropriate to complete the current task
THE EAGLE WAY: SAFE OPEN-MINDED ACCOUNTABLE RESPECTFUL				

WOODSIDE MIDDLE SCHOOL PBIS EXPECTATIONS MATRIX

	CLASSROOM	CAFETERIA	RESTROOM	HALLWAY	GYMNASIUM	LIBRARY	ASSEMBLY
SAFE	<ul style="list-style-type: none"> *Body & objects to self *Follow directions *Use technology appropriately 	<ul style="list-style-type: none"> *Use body basics & line basics *Eat your own food 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Use equipment properly 	<ul style="list-style-type: none"> *Walk on the right side *Body & objects to self *Face forward 	<ul style="list-style-type: none"> *Wear gym shoes *Follow teacher's instructions *Stay on task 	<ul style="list-style-type: none"> *Walk *Body & objects to self *Sit properly on furniture 	<ul style="list-style-type: none"> *Use body basics *Walk in & sit quietly *Exit quietly
OPEN-MINDED	<ul style="list-style-type: none"> *Be ready to learn *Accept challenges *Put forth best effort 	<ul style="list-style-type: none"> *Be willing to sit with new people *Try different menu items 	<ul style="list-style-type: none"> *Give others privacy 	<ul style="list-style-type: none"> *Show kindness in your words & actions 	<ul style="list-style-type: none"> *Give your best effort *Be a team player 	<ul style="list-style-type: none"> *Be willing to read a variety of books *Ask for help 	<ul style="list-style-type: none"> *Engage in new ideas & experiences presented
ACCOUNTABLE	<ul style="list-style-type: none"> *Be on time *Be prepared *Use technology at appropriate time 	<ul style="list-style-type: none"> *Clean up your area *Get permission to leave your table 	<ul style="list-style-type: none"> *Flush *Keep area clean and dry *Return to class promptly 	<ul style="list-style-type: none"> *Walk with a purpose *Have a pass *Be where you're supposed to be 	<ul style="list-style-type: none"> *Put away equipment *Keep locker room clean 	<ul style="list-style-type: none"> *Care of materials *Return materials to proper place 	<ul style="list-style-type: none"> *Voices off when hand goes up *Actively participate
RESPECTFUL	<ul style="list-style-type: none"> *Use active listening *Respect property *Speak appropriately to others 	<ul style="list-style-type: none"> *Show good manners *Use inside voices 	<ul style="list-style-type: none"> *Wash hands *Report sink or toilet problems 	<ul style="list-style-type: none"> *Be quiet & polite *Respect belongings of school & others 	<ul style="list-style-type: none"> *Use active listening *Respect property of school & others *Take turns 	<ul style="list-style-type: none"> *Wait your turn patiently *Read and talk quietly 	<ul style="list-style-type: none"> *Use inside voices *Keep eyes on speaker