

DREXLER MIDDLE & INTERMEDIATE SCHOOL
Student Handbook 2016-2017
Farley, Iowa
(563)744-3371
www.wdbqschools.org

Welcome to DMIS! The purpose of this handbook is to provide information to assist you in understanding the policies and procedures of our school.

General Expectations

Consequences for not meeting the expectations will be enforced through the guidelines established by PBIS.

1. Tobacco, alcohol, and drugs are not allowed at school or any school-related activity.
2. Inappropriate language will not be tolerated.
3. Harassment of any kind is prohibited in the Western Dubuque Community School District, see Harassment Policy below.
4. Book bags, supplies, and coats are to be kept in the locker or designated area, during the school day.
5. Cheating on tests/assignments will result in a grade of 0%, on that test/assignment.
6. Keep negative comments, hands, feet, and body to self.
7. Any student who skips class will be expected to make up the time. Parent will be notified.
8. Please check in office for lost/found items.
9. Student visitors must be pre-approved by the office.
10. Elevator may only be used with direct Permission from school staff.

School Hours

Classes begin at 8:05 A.M. First shift bus dismissal is at 3:06 P.M.; all other students are dismissed at 3:14 P.M. Students should NOT arrive or enter the school before 7:45 A.M. Students arriving prior to 8:00 am will wait in the designated area before reporting to a classroom or to their locker.

Attendance

Regular school attendance is important for student achievement.

Step 1: Parents/guardians of students with 4 absences per trimester will be contacted via phone or email.

Step 2: At 7 absences, a letter will be sent home to parents/guardians by principal or assistant principal.

Step 3: Continued excessive absenteeism may result in reports to the superintendent, juvenile court liaison, and/or the county attorney. Students arriving late must sign in at the office. Students leaving early must be signed out in the office.

Leaving Early

Students are encouraged to attend school the entire school day. If a student needs to leave early, he or she should bring a note to his/her teacher (or office staff) stating the time and reason. Parents must sign the child out in the office. When leaving early, students are expected to check with teachers for any work to be completed that will be missed. Students need to report to the nurse's office when feeling sick.

Tardiness

Students are expected to be inside the classroom at the designated class start time. A student kept after by a teacher should get a pass from that teacher before leaving that classroom. Tardiness will be recorded.

Step 1: After 3 tardies to a class per trimester a home contact will be made by the teacher, and minor incident report will be filed.

Step 2: After 5 tardies to a class per trimester a major incident report will be filed and teacher will contact home.

Step 3: After 7+ tardies to a class per trimester student will be referred to tier 3 team.

Lunch Period

There is no place students reveal their manners more conspicuously than in the cafeteria. We

expect all students to use the cafeteria as a place for socially appropriate behavior. Students must stay in designated area(s). Students may be assigned a different location and/or seat, other than the lunchroom/recess area for their lunch/recess.

Study Hall/Homeroom

Study hall/homeroom is an opportunity to complete class work and receive supplemental instruction. Study hall/homeroom guidelines are as follows:

Expected Behavior
<div>1) Follow the ROAR Traits</div> <div>2) Read books, magazines, newspaper, etc.</div> <div>3) Writing/journaling</div> <div>4) Sitting quietly where teacher assigns</div> <div>5) Working on homework</div> <div>6) Arriving on time</div> <div>7) Dismissing when teacher dismisses</div>
Accepted Behavior with Study Hall/Homeroom Teacher Permission
<div>1) Quietly work with others</div> <div>2) Use of technology for classroom purpose</div> <div>3) Going to another room with pass that was obtained prior to coming to study hall</div> <div>4) Going to bathroom, water fountain, etc. Limited to 1 student being sent at a time.</div>

Electronic Devices Protocol

The school cannot guarantee the security of electronic devices at school.

5th/6th grade students are not to have electronic devices during the academic school day (first bell – last bell).

7th/8th grade students may not use electronic devices during instructional time unless under the direct supervision of a school staff member.

It is a privilege for students to be able to have electronic devices in the educational setting; any misuse of an electronic device that has an effect on the school day, may result in that

student losing their privilege to have an electronic device at school.

When a student is using an electronic device at an inappropriate time or is instructed to not be using the electronic device, staff members will use the following:

- First offense** – item taken – student may pick up in the office at the end of the day
- Second/third offense** – parent notified to pick up.
- Fourth and following** – parent notified to pick-up; student will check in item at the office at the beginning of the day and will pick up from office at the end of the day.

Students should not be making phone calls during the school days.

Video Surveillance

DMIS believes in the safety and security of all individuals in the school. For this reason, surveillance cameras have been installed and record movement in and out of hallways and other areas. Video surveillance will be reviewed by school officials and possibly law enforcement as the need arises.

Lockers

Each 6-8 student is assigned a locker in school. Students are expected to keep lockers neat and organized so quick transitions may take place. Valuables should not be left in lockers and combinations should not be shared. Hats, coats and book bags are to be kept in lockers during the school day. DMIS personnel reserve the right to search any or all lockers at any time without the student's knowledge and/or presence. For security reasons, lockers may be used by the assigned student **only**; change in assignments may only be made upon administrative approval.

Dress Code

Drexler Intermediate/Middle School, Cascade Junior/Senior High School, Western Dubuque High School Student Dress Guidelines

Students should dress appropriately for school.

The following items will NOT be considered appropriate attire for students attending Drexler Intermediate/Middle School, Cascade Junior/Senior High School, and Western Dubuque High School in the Western Dubuque Community School District.

1. Headwear - sweat bands, scarves, bandanas, hoods or hats
2. Clothing that exposes undergarments (bra straps, underwear, etc.)
3. Clothing that exposes the midsection or cleavage, tops with straps less than one inch wide.
4. Spaghetti straps, tube tops, halter-tops, backless tops, off-the shoulder tops and one shoulder tops are acceptable only if they are underneath another upper garment.
5. Apparel that advertises or promotes alcohol, tobacco, or illicit drugs, or that displays obscene material, profanity, sexual innuendos, or racial references.
6. Shorts/skirts are appropriate if the tip of the middle finger touches the hem while arms are positioned at sides in normal posture stance.
7. Chains hanging from clothing longer than 3 inches.
8. Pants worn below the waist line
9. Pants in poor repair or with holes in them that reveal undergarments.

RATIONALE: A student dress code is an important part of our district's focus on maintenance of a positive academic environment. As a parent you need to know this policy. Not only will this impact the clothes you purchase for your son or daughter, but it will also provide more guidance to students and parents about what constitutes appropriate attire for school.

Students will be expected to abide by these expectations. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to school. While the primary responsibility for appearance rests with the students and with their parents, the administration will reserve the right to make the final decision concerning appropriateness of school clothing/jewelry/hair.

School Board Approved 8/3/2012

R.O.A.R. Code of Conduct

It is a privilege and an honor for any student to represent DMIS in competitive, performance, and leadership roles. DMIS offers numerous opportunities for students to become involved in school activities with a wide range of teams, organizations, and positions. Our school has a strong tradition of pride and sportsmanship, and we dedicate ourselves to these ideals by "empowering adolescents to achieve their personal best" through hard work, citizenship, and positive attitudes. DMIS students and staff believe that responsibility, respect, honor, and acceptance of others characterize what it means to be a Bobcat.

Student Participation Policy for Activities

Students at DMIS who become involved in our activity program share in the responsibility of being at practice when it is scheduled. Thus, to be fair to all students, the following rules will apply to all activities unless a separate policy is developed by the sponsor and approved by the activity director prior to the start of the activity.

1. Excused absences (i.e. doctor, dental appointments, family emergencies, etc.) should be discussed with your coach or sponsor BEFORE the absence whenever possible.
2. The FIRST UNEXCUSED ABSENCE will result in the student being responsible to contact the coach or sponsor and discuss their absence.
3. The SECOND UNEXCUSED ABSENCE will result in the student being withheld from the next scheduled game, meet, or performance.
4. The THIRD UNEXCUSED ABSENCE will result in dismissal of the student from the activity.

There is also the possibility of students missing a performance or game. If UNEXCUSED, the student must:

1. Contact the coach or sponsor and discuss the problems and confusion caused by their absence. They will also be withheld from the next scheduled meet, game, or performance.
2. Any further unexcused absence from practice will result in their dismissal from the activity.

Grading Scale

A	4.0	100 - 93
A-	3.67	92 - 90
B+	3.33	89 - 87
B	3.0	86 - 83
B-	2.67	82 - 80
C+	2.33	79 - 77
C	2.0	76 - 73
C-	1.67	72 - 70
D+	1.33	69 - 67
D	1.00	66 - 63
D-	0.67	62 - 60
F	0.00	59 - 0

DMIS Academic Eligibility Policy

Academic eligibility for a student at Drexler Middle and Intermediate School participating in extra-curricular/co- curricular activities* will be based on the student's grades. The student must be passing (*60% and above*) each class at the time of grades being posted. Grades will be posted every 2 weeks beginning at the 4 ½ week mark of the term. Students with a failing grade become academically ineligible for the next 2 week period to participate in extra-curricular/co-curricular activities (students may practice, but may not compete). The ineligibility begins on the Monday after grades are due in the office to allow for parental notification and grade accuracy checks. Students desiring to reduce ineligible time from 2 weeks to 1 week, may request a grade review by the Principal or Assistant Principal. Students remain ineligible for 1 week; however, if passing all classes, the student may return to competition the following week. Coaches/ sponsors will be notified via email or personal contact.

* Extra-Curricular	* Co-Curricular
Football	Band Extravaganza
Volleyball	Solo Ensemble
Cross Country	Concerts

Flag Corps
 Wrestling
 Boys/Girls Basketball
 Girls Track
 Boys Track
 Quiz Bowl
 Drama (*play/musical*)
 Geography Bee
 Math Competitions
 Bobcat Allies
 Green Team
 Student Leadership
 TAG Events
 Other activities as determined by administration

Students WILL be allowed to participate in the following activities to improve their grade:

1. Attend after school homework help from 3:20-5:15 p.m., (T & Th).
2. Attend in-school study session(s)

Students with failing grades at the end of the school year will be encouraged to attend summer school sessions (if offered) to be determined at a later date.

Ineligible students are expected to attend practices and home games/performances. Ineligible students are not allowed to ride the bus to away games/performances. Ineligible students will not dress in uniform at home games/performances.

DMIS Athletic Code of Conduct

Drexler Middle School Athletics are conducted on a wholesome basis. Middle School teams play with a twofold purpose: to develop a winning attitude and to provide an opportunity for competition for all who desire to do so. The coaches believe that sportsmanship, friendly relations and good fellowship grow out of the activities between Middle School athletes and their opponents. If we are to continue the tradition of athletic excellence at Drexler Middle School, it is essential that the young people participating in our sports program follow the training rules.

Students participating in DMIS extra-curricular activities will abide by the WDHS good conduct **Policy 503.4**. Any junior high, middle school or high school student whose habits and/or conduct both in and

out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.

Activity Bus

The school district does charge to ride the activity bus. Please refer to the WDCSD activity bus fee schedule for the fee amount. The activity bus is for students whom are staying after school to participate in an activity such as athletics, quiz bowl, homework room, band, etc.

The activity bus will leave DMIS each day at 5:25 and will drop off students in towns only. Students must be in a school sponsored supervised activity and all riders must have an activity bus pass to ride the activity bus. Bus #1 Farley, Worthington, Dyersville (One Stop, Social Center, 2nd Avenue & 2nd Street), New Vienna, Luxemburg, & Petersburg.
Bus #2 Epworth, Peosta Casey's (Peosta), Burds Acres, Thunder Hills Club House, Centralia fire station, Bankston, Holy Cross, Rickardsville, & Balltown. Busses returning from a game or after school activity will drop students off in towns along Highway 20.

Students can be removed from the activity bus for disciplinary reasons.

Bus Video Cameras

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and the District Administrator shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services

personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

Bus Discipline Referral Procedures

Proper student behavior is critical to the safe operation of school buses in our school district. The following procedure will be used in the event behavior expectations are not met.

First Referral

The bus driver will talk with the student and ask for appropriate behavior.

The bus driver may also choose to contact the student's parents (driver documents in behavior log).

Second Referral

The driver will complete a referral form and the transportation department will send written notification to parents summarizing the behavior concerns and include a copy of the transportation handbook. Signature response required. The bus driver may contact the student's parents (driver documents in behavior log).

Third Referral

The driver will complete a referral form and the building principal and/or transportation department will meet with the student and the driver to discuss the problem as soon as possible. A copy of the referral form will be sent to the parent and driver.

Fourth Referral

The driver will complete a referral form and building principal will contact the student, parent and driver if necessary to discuss the problem. In most cases, the building principal and/or the transportation department will issue a suspension from the bus. This suspension may begin immediately.

A copy of the referral and related information will be sent to the bus driver and parents.

Additional Referrals

The driver will complete a referral form and the building principal and/or transportation department will meet with the student and parents to discuss the problem.

The building principal and/or transportation department may repeat the suspension any number of times.

The building principal and/or transportation department may recommend to the superintendent to revoke the student's transportation privileges for a time period not to exceed a calendar year. This requires school board approval. In the event a student's bus privileges have been revoked and he/she feels the rules have been wrongfully applied, the student may appeal to the Board of Education.

Severe Behavior Referral

Any behavior deemed severe by the transportation department or the building principal will allow steps in the referral process to be skipped and consequences assigned at the district's discretion.

**All referrals will be documented in Campus either by the transportation office or building offices.*

Transportation Miscellaneous

Students will not be issued bus passes to ride another route due to safety and security concerns.

A student causing damage to the bus, will be held financially responsible.

When a student's transportation privileges have been suspended or revoked, the family is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

When a student's academic privileges have been suspended through suspension or expulsion, the student's transportation privileges are also suspended.

A severe behavior such as, but not limited to injury to a fellow student, breaking the law, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.

Weapons

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption of 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. Weapons and other dangerous objects shall be taken from students and others who bring them into 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. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of the 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.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Medication Policy

Over-the-counter medications will be available and administered as needed for students in PreK-12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in 6th grade.

Harassment Policy

Harassment (of any kind) will not be tolerated in the school district by the School Board in matters over which it has jurisdiction. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual because of the individual's race, color, creed, religion, national origin, gender, age, disability or marital status.

Students shall follow these procedures when reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

Tell a teacher, counselor or principal.

Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor or principal.

Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor or principal you contacted.

Step 3: If the behavior is repeated, go to a higher authority (i.e. Building Principal, Central Office Administrators). The administrator may discipline any student who is found to be guilty of harassing another person. Such disciplinary measures could include an assignment of detention, suspension or eventually a recommendation for expulsion.

Please see Board Policy 104.

Multicultural Non-Sexist Policy

It shall be the policy of the Drexler Middle/Intermediate School to provide a school climate that demonstrates respect for all people that utilizes curriculum and includes instructional material which represents the contributions of all people, and eliminates stereotypes and biases of gender, race, color, age, national origin, religion, and disability.

Non-Discrimination Policy Statement:

It is the policy of the Western Dubuque County 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 at 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x6010.

PBIS Expectations

Restroom Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none">* Keep restroom clean and neat* Respect the privacy of others* Single file* Hands to yourself* Keep mouth off fountain	<ul style="list-style-type: none">* Go directly to and from the restroom* Flush* Use only when needed* “Go where you ask to go”	<ul style="list-style-type: none">* Greet others kindly	<ul style="list-style-type: none">* Use at appropriate time* Use proper hygiene* Pick up after yourself* Wash hands

Hallway Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none">* Hands & Feet to self* Appropriate voices* Walk* Excuse yourself if you bump into someone	<ul style="list-style-type: none">* Only use your locker* Go directly where you are supposed to go	<ul style="list-style-type: none">* Greet others positively	<ul style="list-style-type: none">* Keep to right side of hallway* Keep supplies inside the locker

Lunchroom Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Talk quietly * Use manners (please, thank you, etc.) * Stand patiently and quietly in line * Wait quietly until dismissed * Demonstrate proper table manners (appropriate use of utensils, chew with mouth closed, don't talk with food in mouth) 	<ul style="list-style-type: none"> * Use appropriate language * Be patient 	<ul style="list-style-type: none"> * Clean your own spills, food, crumbs, garbage, etc. * Help keep the cafeteria clean * Take only the food that you will eat 	<ul style="list-style-type: none"> * Table Manners * Keep the cafeteria clean

Bus Line Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * stay behind the white line * treat bus drivers with respect * follow bus rules * listen to teachers on bus duty * hands and feet to yourself * use respectful language and behavior 	<ul style="list-style-type: none"> * report to your assigned line * stay in your line * be honest with the shift you are assigned 	<ul style="list-style-type: none"> * be accepting of all students (DMS, Seton, Elementary, etc.) * line up by grade – oldest grade to youngest 	<ul style="list-style-type: none"> * watch for cars * stay behind the white line * don't run between buses * when your bus arrives, get on the bus and be seated * stand only on the sidewalk

Bus Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Talk quietly * Respect authority * Hands & feet to self * Respect the bus driver * Treat the bus with care 	<ul style="list-style-type: none"> * Follow the bus rules 	<ul style="list-style-type: none"> * Treat others as you want to be treated * Sit where there is an open seat or where you are assigned * Allow others to sit with you 	<ul style="list-style-type: none"> * Help younger students * Leave the bus the way you found it

Classroom Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Accept direction * Raise hands * Treat others as you want to be treated * Use good listening skills * Use please and thank you * Keep room neat and clean 	<ul style="list-style-type: none"> * Do your own work * Be honest 	<ul style="list-style-type: none"> * Greet others positively * Compliment others * Be patient 	<ul style="list-style-type: none"> * Put forth your best effort * Participate positively * Complete homework * Bring materials * Be on time * Participate and ask questions * Be organized

Arrival/Dismissal Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none">* Hands & feet to self* Appropriate voices* Walk* Excuse yourself if you bump into someone	<ul style="list-style-type: none">* Only use your locker* Go directly where you are supposed to go	<ul style="list-style-type: none">* Greet others positively	<ul style="list-style-type: none">* Keep to right side of hallway* Keep supplies inside the locker

Library Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none">* Accept direction* Raise hands* Treat others as you want to be treated* Use good listening skills* Use please and thank you* Keep room neat and clean	<ul style="list-style-type: none">* Do your own work* Be honest	<ul style="list-style-type: none">* Greet others positively* Compliment others* Be patient	<ul style="list-style-type: none">* Put forth your best effort* Participate positively* Complete homework* Bring materials* Be on time* Participate and ask questions* Be organized

Students who earn a major incident report (including a bus referral) may lose privileges that are allowed to other students during that term.

Examples may include:

Assemblies

Incentives

Field Trips

****If behavior improves and all parties agree, then the student may earn back the opportunity to attend these events.**