

This planner belongs to _____ Prime Time _____

Dear DMS Parents and Students,

The school has provided a planner to all students at Decorah Middle School. Teachers will routinely have students use their planner to write assignments, test dates, and long-term project completion dates. This will help students to be better organized. Teachers will also use the planner to write notes home. Parents, please check the planner on a regular basis (if the planner is lost, purchase a new planner from the office for \$10.00). Contact teachers as soon as you have a question.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district, while on school owned and/or school operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds in that misconduct directly impacts the good order, efficient management, and welfare of the school district or involved students or staff. School district policies, rules, and regulations are in effect 365 days. A violation of a school district policy, expectation, rule, or regulation may result in disciplinary action and may impact a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations will be disciplined for conduct which disrupts or interferes with the education program, disrupts the orderly and efficient operation of the school district or school activity, disrupts the rights of other students to obtain their education or to participate in school activities, and/or interrupts the maintenance of a disciplined atmosphere.

School safety is paramount at DMS. Inappropriate behavior can be reported the following ways:

- Call Decorah Middle School—563-382-8427
- Tell any DMS staff member
- Tell a parent
- Use the *Bullying Intervention Form* found on the DMS website
http://www.decorah.k12.ia.us/schools/decorah_middle_school
- Use the *Safe School Anonymous Reporting Form* found on the DMS website
http://www.decorah.k12.ia.us/schools/decorah_middle_school

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probationary period, involvement of local law enforcement, and/or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics and fine arts performances. The discipline imposed is based upon the facts and circumstances surrounding the incident. The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook.

Students, parents, and faculty are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the DMS, 563-382-8427, for information about the current enforcement of the policies and/or rules or regulations of the school district.

Planner cover designed by Brayden Reiser

DECORAH MIDDLE SCHOOL STAFF AND ASSIGNMENTS

Justin Albers—Principal

Jake Nimrod—Associate Principal/Activities Director

Paula McIntyre—Administrative Assistant

Staff	Assignment	Staff	Assignment
Gene Adams	8 th Science	Jennifer Larson	Orchestra
Matt Amundson	5 th Grade	Steve Larson	CTE/Robotics/Lego League
Taylor Amundson	6 th Reading	Denise Lee	Computer
Dean Beckman	Music/Chorus	Jesse Lyon	6 th , 7 th , and 8 th Math
Dustin Bliven	Band	Stacy Miner	Math
Sarah Casterton	7 th Science	Sarah Nowack	5 th Grade
Jonathan Carlson	Physical Education	Kathy Oftedahl	Special Education
Matt Cody	Band	Steve Peterson	5 th Grade
Amy Courtney	Art	Amy Piphoo	Physical Education/Health
Zach Fromm	8 th Am. His/7 th Social Studies	Michelle Ptacek	Special Education
Julie Goedken	School Nurse	Carrie Reed	7 th /8 th Teacher
Emily Hahn	Band	Carole Sand	Extended Learning Program
Alyssa Halweg	5 th Grade	Malinda Schwade	Special Education
Jesse Halweg	6 th and 8 th Math	Lee Stock	Guidance
Ryan Hogan	8 th ELA	Brigit Storhoff	7 th ELA
Shannon Horton	Media Specialist	Amy Suhr	5 th Grade
Kourtne Hunter	6 th Grade Language Arts	Jessica Uhlenhake	Special Education
Randy Iverson	Intervention Specialist	Dale Wilharm	6 th Science
Wes Knaack	8 th Grade Am. History	Lisa Witzke	6 th Social Studies
Matt Kuempel	Special Education		

DECORAH COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

Committed to creating a student-centered environment where individual needs are addressed, cooperation and teamwork are valued, competent professionals lead, community partnerships flourish, a commitment to excellence prevails, and lifelong learning continues.

DECORAH MIDDLE SCHOOL MISSION STATEMENT

Decorah Middle School, in partnership with its parents and community, will strive to instill in its students high standards for learning, integrity, leadership, and citizenship.

DECORAH MIDDLE SCHOOL SAFE SCHOOL RULES

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school/home.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Decorah 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, Central Administration Office, 510 Winnebago Street, (563) 382-4208.

2018 - 2019 DECORAH MIDDLE SCHOOL SCHEDULE

5 TH GR.	SCHEDULE	6 TH GR.	SCHEDULE	7 TH GR.	SCHEDULE	8 TH GR.	SCHEDULE
1	8:00-8:47	1	8:00-8:47	1	8:00-8:47	1	8:00-8:47
2	8:50-9:36	2	8:50-9:36	2	8:50-9:36	2	8:50-9:36
3	9:39-10:23	3	9:39-10:23	3	9:39-10:23	3	9:39-10:23
4	10:26-11:10	4	10:26-11:10	Lunch	10:26-11:10	4	10:26-11:10
Lunch	11:13-11:57	Lunch	11:13-11:57	4	11:13-11:57	5	11:13-11:57
5	12:00-12:44	5	12:00-12:44	5	12:00-12:44	Lunch	12:00-12:44
6	12:47-1:31	6	12:47-1:31	6	12:47-1:31	6	12:47-1:31
7	1:34 – 2:18	7	1:34 – 2:18	7	1:34 – 2:18	7	1:34 – 2:18
8	2:21 – 3:05	8	2:21 – 3:05	8	2:21 – 3:05	8	2:21 – 3:05

1-HOUR LATE START

PT- 9:00-9:30
 Period 1 9:33-10:08
 Period 3 10:11-10:46
 Period 4 10:49-11:23

5/6 Grade

Lunch: 11:26-12:00
 Period 5: 12:03-12:37
 Period 6: 12:40-1:14

7th Grade

Period 5: 11:26-12:00
 Period 6: 12:03-12:37
 Lunch: 12:40-1:14

8th Grade

Period 5: 11:26-12:00
 Lunch: 12:03-12:37
 Period 6: 12:40-1:14

Period 2 1:17-1:51
 Period 7 1:54-2:28
 Period 8 2:31-3:05

2-HOUR LATE START

Period 1 10:00-10:28
 Period 3 10:31-11:00

5/6 Grade

Lunch: 11:00-11:42
 Period 5: 11:45-12:20
 Period 6: 12:23-12:57

7th Grade

Period 5: 11:03-11:41
 Period 6: 11:44-12:18
 Lunch: 12:20-12:57

8th Grade

Period 5: 11:03-11:41
 Lunch: 11:43-12:20
 Period 6: 12:23-12:57

Period 2 1:00-1:28
 Period 4 1:31-1:59
 Period 7 2:02-2:30
 Period 8 2:33-3:05

1-HOUR EARLY OUT

Periods 1-5 Normal
 Period 6 12:46-1:15
 Period 7 1:18-1:40
 Period 8 1:43-2:05

2-HOUR EARLY OUT (No Bells Periods 5 & 6)

Period 1 8:00–8:28
 Period 2 8:31–8:58
 Period 3 9:01–9:27
 Period 4 9:30–9:56
 Period 7 9:59-10:25
 Period 8 10:28-10:57
 Period 5
 5th Gr.: Lunch 11:00-11:30
 5th Gr.: Class 11:30-12:00
 6th Gr.: Class 11:00-11:30
 6th Gr.: Lunch 11:30-12:00
 7th/8th Gr.: Class 11:00-12:00
 Period 6
 5th/6th Gr.: Class 12:00-1:05
 7th Gr.: Class 12:00-12:30
 7th Gr.: Lunch 12:30-1:05
 8th Gr.: Lunch 12:00-12:30
 8th Gr.: Class 12:30-1:05

My Prime Time Teacher:				Room Number:		
My Schedule M., T., Th., F.		My Schedule Wednesday		Exploratory Class	Period	Period
Period 1		Period 1		Rotation 1		
Period 2		Period 3		Rotation 2		
Period 3		Period 4		Rotation 3		
Period 4		Period 5		Rotation 4		
Period 5		Period 6		Rotation 5		
Period 6		Period 2		Rotation 6		
Period 7		Period 7				
Period 8		Period 8				

INFORMATION I NEED

My Email _____

Parent/Guardian Email _____

Prime Time Teacher _____

Teacher's email: first name.last name@decorah.k12.ia.us

Mr. Iverson: randy.iverson@decorah.k12.ia.us

Mr. Stock: lee.stock@decorah.k12.ia.us **Mr. Stock's Cell Phone Number:** 563-380-4058

My Home Number _____

My Cell Number _____

Parent/Guardian Home Number _____

Parent/Guardian Work Number _____

Parent/Guardian Cell Number _____

USERNAME/PASSWORDS

SITE	USERNAME/LOG IN	PASSWORD
Keystone AEA	kae025	kae01
typetolearn.com		

What are my plans when school is dismissed early because of weather? _____

IOWA AND NATIONAL HELPLINES AND HOTLINES

Iowa's Drug and Alcohol Help Line	1-866-242-4111
Iowa Statewide Poison Control Center	1-800-222-1222
Iowa Sexual Abuse Hotline	1-800-284-7821
Gay & Lesbian National Hotline	1-888-843-4564
National Suicide Prevention Hotline	1-800-273-8255
Iowa Department of Human Services	1-800-362-2178

Decorah Middle School Goal Sheet

GOAL # 1: _____

Date goal was written _____

What steps will I take to achieve this goal? _____

How will I know if I am making positive steps toward my goal? _____

Progress toward goal _____

GOAL # 2: _____

Date goal was written _____

What steps will I take to achieve this goal? _____

How will I know if I am making positive steps toward my goal? _____

Progress toward goal _____

GOAL # 3: _____

Date goal was written _____

What steps will I take to achieve this goal? _____

How will I know if I am making positive steps toward my goal? _____

Progress toward goal _____

ACTIVITIES AT DMS

Students may choose to participate in any of the following activities:

Grade 5: Band, Orchestra, Chorus, and Reading Games, Maker Monday, Decorah Defenders

Grade 6: Band, Orchestra, Chorus, Reading Games, Musical, and Future Cities, Maker Monday, Decorah Defenders

Grade 7: Band, Orchestra, Chorus, Jazz Band, Student Council, and Theatre
Volleyball, Basketball, Track, Football, Cross Country, Wrestling,
Cheerleading, Mock Trial, Math Counts, Geography Bee, Decorah Defenders

Grade 8: Band, Orchestra, Chorus, Jazz Band, Student Council, Theatre,
Volleyball, Basketball, Track, Football, Cross Country, Wrestling,
Cheerleading, Mock Trial, Math Counts, Geography Bee,
District NHD, Decorah Defenders, Mock Trial, Future City, First Lego League

Students who wish to quit band, orchestra, or chorus may do so **only at the beginning or end of a semester**. The student **must** have the instructor's approval and consent from parent/guardian.

ATTENDANCE (DCSD Board Policy Code No. 501.3 Compulsory Attendance):

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Student attendance has been found to have a close correlation to student achievement. Generally, students who attend school regularly achieve higher grades and standardized test scores. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Each student has a right to make up schoolwork under set guidelines due to an excused absence.

TO REPORT AN ABSENCE

A parent or guardian should contact Decorah Middle School at 382-8427 by 9:00 AM the day of an absence.

Students should check the homework website for assignments prior to requesting it from the office. An attempt will be made to call either a parent/guardian for any student reported absent without an excused absence.

EXCUSED ABSENCES

If the student is going to be gone due to medical, dental, vacation, or other reasons, the office must be given a note or have received a phone call prior to or the day of the absence. Failure to do this may result in the absence being considered unexcused. Please notify the principal concerning extended vacation absences. The administration will consider the following factors as excused absences:

- Health care appointments.
- Anticipated absences: trips with parents or adult supervised church activities, family wedding, funeral, or required court appearances. (Proper procedure must be completed in advance of absence to be recorded as excused).
- Special cases approved, in advance, at the discretion of the principal.

EXCUSED ABSENCES GUIDELINES

- Students are allowed ten (10) health-related excused absences per school year; any further absences would need to be excused by a physician or medical practitioner. If a physician does not excuse the absences, they will be marked unexcused.
- If excessive excused absences begin to have a negative impact on the student's academic, social, and /or emotional behavior, a family-team meeting may be scheduled with parent, student, principal, learner advocate, and guidance counselor to discuss the situation.
- Any extenuating circumstances leading to multiple excused absences should be addressed in a meeting between the parent, learner advocate, and principal.

MAKE-UP WORK FOR EXCUSED ABSENCES

The school district understands that students will occasionally miss class to attend family functions, school events/trips, or other events not sponsored by the school district. Teachers will make reasonable efforts to provide previously prepared work to students before they leave on an extended or planned absence. Teachers will not be

required to provide missed work ahead of time if it is not reasonable to do so or if it has not yet been prepared. Upon return to the classroom, students will be expected to be up-to-date on assignments provided to them ahead of time, unless other arrangements were made prior to the student's absence. If the student was not provided with the classwork before leaving for an extended or planned absence, teachers will work with the student regarding missing assignments. Students will be expected to complete this work within a week of returning to school.

For short-term excused absences, students will have the equivalent time to complete missing work compared to the number of days absent. For example, if a student was absent two days due to flu, then he/she will have two days to complete the work from being absent from school.

UNEXCUSED ABSENCES (DCSD Board Policy Code No. 501.9):

Any absence from school or a class, including a tardy, which is not approved by the school principal, shall be an unexcused absence. Students are subject to disciplinary action for unexcused absences. All work missed due to unexcused absences may be made up with credit, provided the student makes up the work in a reasonable amount of time. It shall be the responsibility of the student to initiate a procedure and timeline with the student's teacher to complete work missed. The principal makes the final determination if an absence is excused or unexcused.

PROCEDURES FOR UNEXCUSED ABSENCES (DCSD Board Policy Code No. 501.9R1):

Definition: Regular attendance is very important if a student is to receive maximum benefits from the instructional program. There are times when a student has no control over his/her attendance because of illness or other emergencies. However, a student does have control over unexcused absences. Therefore, a student who has an unexcused absence may be subject to disciplinary action.

Any of the following shall be deemed an unexcused absence:

- Failure to report to the school without consent of the building principal.
- Leaving the school building or grounds without first obtaining permission from the office.
- Failure to report to a class, assigned to a study hall, or other areas without permission from the office, faculty member, or nurse.
- Leaving any assigned area without the permission of the person in charge.

Responding to unexcused absences:

- The principal, learner advocate, and guidance counselor shall make contact with the student and/or the student's parents. If the student has 3 unexcused absences from a class, the parent/guardian may be contacted to develop a plan for intervention.
- After a student has accrued 10 unexcused absences and the building-level administration has exhausted means available to the school to assure that the student is in regular attendance, the County Attorney will be notified. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

BOOK BAGS AND LOCKERS (DCSD Board Policy Code No. 502.5 Lockers):

Students may use a book bag to carry books back and forth from home to school. Book bags will not be allowed in classrooms without the principal's permission. Students will have adequate time to go to their lockers to get whatever materials needed. Lockers measure 15" x 15" x 60", and book bags must fit in the locker. Students may not decorate the outside of any locker. Students may hang items inside of their locker, and items must be hung with magnets only—tape, stickers, writing inside the locker door, etc., are not allowed.

Students are notified and reminded that the locker assigned to them may be used to store coats, cold lunches, books, notebooks, and papers pertaining to school only. Perishables must not be left in lockers overnight. Students may choose to keep personal items such as money and/or electronic devices in the office for safekeeping. Locks will not be allowed on lockers. School authorities reserve the right to inspect lockers for cleanliness and unauthorized contents at any time in accordance with a Supreme Court ruling on January 16, 1985. No sharing of lockers. Students should use only the locker they are assigned.

CELL PHONES

Students are expected to keep their communication/electronic devices turned off during the school day unless permission has been obtained in advance from the appropriate teacher, coach, or principal. The school will not be responsible for any lost or damaged personal devices. Cell phones and other communication devices that are disruptive to the learning environment or are used inappropriately will be confiscated and sent to the office. The following penalties will occur: 1st offense- student can pick-up at the end of the day; 2nd offense- parent must pick-up cell phone from office; 3rd offense- student will turn in cell phone to office each morning for an indefinite amount of time. No phones or other electronic devices shall be used in restrooms or locker rooms.

COMMON AREA AND BUS BEHAVIOR EXPECTATIONS

In All Areas: DMS Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school/home.

Assemblies

- Students will sit and listen in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the speaker/performance.
- Students will enter and exit the assembly area in a quiet manner.

Bus

- Sit in designated area and remain seated while bus is moving.
- Follow the bus driver's directions.
- Share bus seats.
- Keep the bus clean.
- Enter and exit bus in an orderly fashion.
- The in-town shuttle bus is for grades K – 5 only. Any child with special transportation needs should contact the building principal.
- Bus drivers will not allow any student on a different bus without a bus pass.

Football Games

- Middle school students need to sit in the designated "middle school" section on the west end of the home bleachers unless they are sitting with their parents.
- Middle school students are expected to be in the stands watching the game.
- Students are not allowed to bring in bags or backpacks to the stadium.
- Students should not be on the dike, east end of the stadium, behind the stadium, on the baseball field or in parking lot without an adult.
- Students are expected to return to their stands after making a purchase at the concession stand.
- Students are expected to return to the stands after using the restroom.
- No abusive or unruly behavior will be allowed.
- No throwing of objects or any projectile in the bleachers or any area around Viking Stadium.
- No use of any prohibited items per policy of the IHSA and IGHS AU (artificial noisemakers, unauthorized signs, etc.)
- All student behavior at home activities is expected to be school appropriate. Any student whose actions are considered inappropriate by school staff will be asked to sit with their parents or removed from the game. If asked to leave, students may not be allowed to return to other contests and admission to the event will not be refunded.

Hallways

- Students will walk on the right side of the stairs.
- Students will use the shortest route to their destination.
- Students will not loiter or congregate in restrooms, hallways, or by lockers.
- Students will use their planner to check out from one location to another.
- Electronic devices are not to be allowed while transitioning between class periods.

Office

- Students will be in the office only with permission from an instructor.
- Students will return to the classroom if the office personnel are not there.
- Permission is needed to use the office phone.

Playground Rules

Swings

One person on a swing (students may not use the red swing unless given approval from a staff member)

Stay seated; chains stay straight – do not alter chains

Others need to stay clear of swing area

X-Wave

Riders must be seated at all times, legs straddling, not side-saddled

No standing or 'walking' on X-wave

Hang Around

One person per hanger

Do not grab or pull on anyone hanging from bar

Play Structure

Games of tag must have safe movement

Slide: Go down only -- feet first

No jumping off slides

Do not run up or down the slides

Go one direction on monkey bars -- do not grab or pull anyone hanging from bars

Spider Web

Use hands and feet on climber (4 points of contact)

Check around before jumping down

Recess Rules

- Recess should be a time for fun and relaxation; games should not become too competitive.
- Only safe games (activities where physical injury is unlikely) are allowed on the playground.
- No hanging on the short basketball hoop.
- Gymnastics only on the area with the foam pad.
- Students may only play in areas that are visible to the recess supervisors.
- Games will be played in designated areas.
- Students must get permission from the duty teacher to see the nurse or go into the building for any reason.
- Students will show respect to fellow students and staff and report bullying, illegal, violent, abusive, or threatening behaviors to the supervisor.
- No profanity.
- Students will dress responsibly for the weather.
- Students will line up quickly and orderly when recess is over and enter the building in the same manner.
- All recess supplies have to be returned efficiently when recess is over.

Winter Recess Rules

- Coats, gloves, and hats (something on your head) are strongly recommended.
- Boots are required if you play on the grassy area; snow pants are ideal but not required.
- Snowball throwing is not permitted.
- When temperature is an issue, the principal will make the decision to stay inside or go outside.

Study Hall

- Bring all study materials to study hall; come prepared to work.
- During the first 20 minutes of study hall, students will not be able to leave study hall or work with another student.
*The only exception to this is if a student has a signed pass/planner from a teacher requesting he/she work with a group/partner or if a teacher takes students to their room to work.
- Work in pairs/groups only after receiving permission from the study hall supervisor or teacher.
- Electronic/technological device use is the prerogative of the study hall supervisor. This includes listening to music. Students may not share ear buds and/or headphones.
- No snacks in study hall
- Quiet study time continues until the end of the period.

CHEATING/PLAGIARISM

Plagiarism is defined as *passing off someone else's work as your own*. Plagiarism is a violation at DMS. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Understanding what plagiarism is and how to avoid it is something students will continue to learn about during their middle school years. Copying anything from a book, speech, magazine, article, the Internet, etc., and taking credit as your own work, even with some words changed, is still plagiarism. You must use quotation marks or paraphrase, and then remember to always cite your sources to credit the author (s). Consequences for plagiarism depend on the situation and can include a call home to parents and the need for the assignment to be redone.

DAILY ANNOUNCEMENTS

Announcements will be read or viewed during Period 2, posted on bulletin boards, and/or available to read on TVs in classrooms, cafeteria, and/or commons. Mrs. Lee's 7th grade computer class will read the announcements.

DEFACING PUBLIC PROPERTY (DCSD Board Policy Code No. 2802):

If any person willfully writes, makes marks or draws characters or caricatures on the walls of any church, college, academy, schoolhouse, courthouse or other public buildings or any furniture, apparatus, or fixtures therein, or

willfully injure or deface the same, or any wall or fence enclosing the same, he/she shall be fined not exceeding one hundred (\$100.00) dollars or imprisoned in the county jail not more than thirty (30) days.

DELIVERIES

Balloons or flowers should not be sent to students at school. Please arrange for birthday greetings and other special mementoes to be delivered at home.

DRESS CODE

The staff at Decorah Middle School will interpret the dress code in the best interest of the entire student body. Students will be required to change if dressed inappropriately. Good judgment on the part of students and parents should be the primary guide for proper dress at school. The administration reserves the right to make decisions on what is proper and what is not. Faculty members are permitted to specify a dress code for field trips and/or mini courses. Students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Fridays are deemed as *Spirit Day*; let's see red and blue! Any clothing item that is deemed distracting to the learning environment is prohibited. The following items of clothing are considered inappropriate:

- Clothing/accessories with inappropriate expressions, including drugs, tobacco, and alcohol-related products.
- Pajama pants
- *Muscle* shirts
- Clothing should reflect modest necklines, hemlines, and fit. Acceptable shorts are the following: Bermuda length, capris or athletic shorts. Hem lines on shorts, dresses, and skirts should reach past your fingers on your fist when standing with your arms straight down to your side. Leggings may be worn under shorts that are shorter than the fingertip rule.
- Undergarments (i.e. bra straps, boxer shorts) are to be covered. Spaghetti straps worn alone are not permitted. Straps on the shoulders should be a minimum of 2 fingers wide. Tube tops, halter-tops, and backless tops are not permitted. Midsections are to be covered. Drooping or low-cut jeans that reveal the student's undergarments/ backside are not permitted.
- Shoes or sandals must be worn at all times. Skate shoes (rollers) are not permitted. Flip flops are discouraged.
- Headgear such as hats/caps/bandanas/'hoodies' will not be worn in the building during the school day. Hats and caps must be removed as students enter the building and may be worn as they exit the building.
- Headphones or ear buds must be able to fit in the computer bag.
- Any accessories deemed unsafe (such as chains/spiked jewelry) are not permitted.
- Sunglasses cannot be worn in school unless prescribed by a doctor.

EDUCATIONAL RECORDS (*DCSD Board Policy Code No. 506.1 Student Records*):

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office, 563-382-4812. Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

ELECTRONIC/TECHNOLOGICAL DEVICES

Computer Usage (*DCSD Board Policy Code No. 604.3 Internet and Computer Usage*): Decorah Middle School students will be assigned a computer (MacBook Air). The school district requires that each student along with their parent(s)/guardian(s) sign an *Acceptable Use Policy* and *DMS Digital Learning Environment Program Expectations Handout* prior to the start of each school year via e-registration. Use of the computer system and the Internet shall be consistent with school district policies and the mission of the school district. Students using computers for inappropriate reasons will forgo computer privileges for a determined amount of time.

The student and parent/guardian will be responsible to pay for the cost to repair the device not to exceed the actual cash value at the time of damage or loss.

Accessory Fees:

Computer Bag—\$20.00

Bag Strap—\$3.25

Power Cord—\$79.00

Name Tag—\$5.00

All personal electronic/technological devices including cell phones, iPods, iPads, tablets, must be shut off during the school day. Electronic/technological devices may not be used on field trips unless specifically stated by the teachers. If cell phone use is necessary for a health-related issue, parents/guardians may obtain this permission for a student at the principal's office. If any student is found text messaging or using his/her electronic/technological device during the day without permission, the device will be brought to the office and a consequence will be issued (see section on Cell Phones). During emergencies, absolutely NO TEXT MESSAGING is allowed. If electronic/technological devices are being used to discover the extent of the emergency, then emergency personnel may not be able to use the phone lines.

Electronic/technological devices may be used in the classroom with teacher permission. Electronic/technological devices are not permitted at recess or transitioning between classes.

Unacceptable uses of any technological device at school /school functions includes but is not limited to the following:

- Using the device during class without the teacher's permission,
- Taking pictures or video in the locker room and/or restroom,
- Taking or distributing any picture or video of another person that results in ridiculing, demeaning, bullying, or harassing the other person,
- Taking or recording video/pictures of a student (s) without their permission,
- Cheating, and/or
- Harassing another person.

Any electronic device including cell phones and computers, with cameras capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of handheld technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video, capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Multiple and/or repeated violations may result in limited Internet access. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately, legally, and ethically.

Laser pointers are not allowed at school/school functions. Students using laser pointers may earn a consequence, and the laser pointer will be confiscated.

Student Responsibilities

- a. **Do not delete 'history'.**
- b. Use the computer and accessories in a responsible, ethical, and legal manner.
- c. Computers must be brought to school each day, fully charged.
- d. During athletic events or after school events, computers will be stored in a secure location provided by the school.
- e. Use the computer for educational purposes only. Students may not play games on their computer at school during school hours.
- f. Obey school rules concerning behavior and appropriate language.
- g. Comply with all copyright laws.
- h. Report any security problems.
- i. Be the only user of the computer. Loss or damage that occurs when anyone else uses your computer will be the full responsibility of the student and/or family.
- j. Secure computer when not in use.

- k. Report inappropriate digital content immediately to an adult.
- l. Do not alter anything in 'settings'.
- m. Do not deface your computer with stickers, markers, etc.
- n. Do not reveal your password to another user.
- o. Only use the computer's recording capabilities for educational purposes, with consent of the participants and their knowledge of the intended use, and with the staff approval.
- p. Review this handout and all policies with parent/guardian and comply with these provisions.

Activities Strictly Prohibited

- a. Illegal installation or transmission of copyrighted materials.
- b. Any action that violates existing DCSD board policy or applicable law.
- c. Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, or sexually explicit materials.
- d. Changing computer settings (exceptions include personal settings such as font size, brightness, etc.).
- e. Downloading software/apps.
- f. Spamming and/or sending mass or inappropriate emails.
- g. Gaining access to other students' accounts, files, and/or data.
- h. Using the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- i. Using anonymous and/or false communications.
- j. Providing personal information over the Internet should only occur with the permission of your teacher/parent/guardian.
- k. Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- l. Transmitting, accessing, or creating materials that are obscene, threatening or otherwise intended to harass, demean, or bully recipients.
- m. Bypassing Decorah Community School District's web filter or security measures.

Consequences

The use of the Decorah Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Decorah Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Decorah Community School District. The Program Expectations is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in the Program Expectations or the Acceptable Use Policy or other pertinent District Policies or applicable laws, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. *Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.* The student shall use reasonable care to ensure that the device and accessories are not lost or damaged. In the event of loss of or damage to the device, including accessories, the student and parent/guardian may be fined for the actual cost of replacement or repair of the device.

EMERGENCY DRILLS

There will be state authorized drills throughout the school year.

Evacuation Drill Procedures (fire)—Stay with your teacher. The signal will be an intermittent sound and lights will flash in the hall and classrooms. Walk rapidly (do not run) and do not stop for any personal belongings or supplies of any kind. It is of the utmost importance that you follow your teacher's directions carefully. Consider every evacuation alarm as being a real emergency. There is no way of indicating the difference between a drill and the real thing. At the sound of the alarm, pass from the room immediately to the correct exit in your designated area. Wait quietly outside until you are told by your teacher to return to your class.

Shelter (tornado)—All students will follow the shelter drill directions to the lower hall or designated area; the signal will be a verbal direction. If the emergency is a tornado, all occupants of the building will go to the lower hall. All will sit down against the wall, draw up knees, and cover back of head with hands. No one is to leave the building. Wait quietly until you are told by your teacher to return to your class.

Lockdown—Run—Hide—Fight: The building will be locked down when there is a threat inside the building. At all times, remain calm. Remember the adults are in charge and will manage the situation and will make students aware of information when needed. When students hear the word *lockdown*, go to the nearest classroom with urgency/move fast for directions. Do not use electronic devices.

EXPECTATIONS FOR MIDDLE SCHOOL STUDENTS

- All Decorah Middle School students must have the opportunity to learn and be respected. If at any time, any student is not following classroom expectations and/or interrupts the learning of others or disrupts the teacher's ability to teach, he/she will be told to go to the office. Any student, who is asked to leave the classroom because expectations were not being followed will have an automatic one-hour detention that same day after school.
- Students are expected to show at all times, respect for themselves, authority, fellow students, school property, and the property of others. School expectations apply at all school functions including athletic games, music concerts, field trips, and competitions.
- Students will not bully others. A student is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending him/herself (refer to the last page of the student planner for more information).
- At no time will threatening statements be tolerated, i.e. *I'm going to kill you*.
- Students are expected to show school spirit by supporting school activities and demonstrating positive sportsmanship whether winning or losing.
- Gum chewing will be allowed at DMS but will be properly disposed of when done chewing.
- Inappropriate language or expression, in any form, is not acceptable. The use of the "F Bomb" or derogatory terms may result in an automatic day of in-school suspension.
- Planners must stay intact for the entire school year.
- Skateboards, roller blades, and/or scooters must not be used on school grounds and must be stored in the office during school hours. Bikes may not be ridden on school grounds.
- Running in the hallway is not allowed.
- Any food shared with an entire class/prime time must be *store bought*.
- Students are expected to follow all federal, state, and local laws and the rules, regulations, and directives of the district. Students are expected to refrain from possessing, using, or distributing tobacco products, beer, wine, alcoholic beverages, controlled substances not validly prescribed, and substances which are look-alikes for such products. (Board Policy 503.1 Student Conduct)

Expectations at Decorah Middle School Events/Athletic Contests:

1. Spectators are required to maintain a high degree of sportsmanship during athletic contests.
2. Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
3. No spectator is allowed to confront an official, coach, or player before, during or after an athletic contest.
4. The actions of a spectator, detrimental to the playing of the game, may cause forfeiture of that contest.

EXTRA CREDIT

Extra credit will not be offered at DMS. Redoing an assignment for a higher grade is determined at the discretion of the teacher.

FIELD TRIPS

Field trips may be taken as an extension of the classroom; students are expected to attend. While on field trips, students are guests and considered ambassadors of the school district. Students must treat employees, chaperones, and guides with respect and courtesy. Taking electronic devices on a field trip is the discretion of the teachers.

FOOD SERVICE

The DCSD Food Service uses a computerized hot lunch accounting system. School Dining Systems utilizes a permanent lunch ticket with an individual bar code number for each student. Lost/damaged tickets will be replaced for a fee of \$5.00 since the machine does not accept bent or damaged tickets. No information on the card can be covered, removed or damaged. Students must use the current school year's card. You may not use your sibling's card; meals are tracked by student and building. Lunch accounts are grouped as family accounts. Parents can send one check that will provide lunch money for all their children for all schools. DMS students can purchase food a' la carte, and their lunch account will be charged accordingly. Milk purchased with cold lunches is considered a' la carte. A' la carte is available only if students have their lunch card, and money is in their account. A' la carte is anything selected that does not constitute a meal under the federal guidelines [meal comprised of 3 components: fruit, vegetable, milk or protein] such as choosing two of the meal options. Parents may block a' la carte or assign a spending limit. At registration, parents may make a deposit for your child and notify the nurse if your child has any food allergies. If food accommodations need to be made, a note from a physician must be obtained stating the child's condition or allergy. The nurse will keep this on file. Payments for meals should be made in the office. A' la carte items can only be purchased before school and during a student's assigned lunchtime.

Cafeteria Rules

- Demonstrate good manners, common courtesy, and appropriate behavior.
- Remain seated and visit with students at the same table where you are seated. Include everyone at the table.
- Computers should not be used during breakfast and lunch times. Computers should not be around food/liquid.
- Assist in keeping our cafeteria clean. Return trays and silverware.
- Students who eat breakfast will remain in the cafeteria until school begins.
- 7th and 8th grade students are responsible for their lunch tickets. If you come to lunch without your ticket, you will be asked to go to the back of the line.
- All breakfast and lunch food must be eaten in the cafeteria. Food may be purchased ('a' la carte) and saved for after school if there is money in the account or if the student has the correct change.
- Students bringing cold lunches to school are urged to write their name on all containers.
- Soda is not an acceptable beverage for school and/or lunch/breakfast.
- Food may not be ordered and/or delivered from restaurants and brought to school for breakfast or lunch.
- Treats (birthday or celebrations) may not be brought to school to distribute during lunch/recess.
- Check with parents/guardians before buying a' la carte for your friends.

GUIDANCE AND COUNSELING

The guidance and counseling program at DMS has been developed to serve students in many ways. A counseling service is present to enable students to discuss individually and confidentially any situation that might help them adjust to the work and activities of the school. The guidance office is located on the first floor, room 110.

HARASSMENT (*DCSD Board Policy Code No. 500.2 Student Harassment*)

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

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:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Transmitting, accessing, or creating materials that are obscene, threatening or otherwise intended to harass,

demean, or bully recipients;

- Demeaning jokes, stories, rumors, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment;
- Creating, sending, accessing, uploading, downloading, or distributing profane, threatening, pornographic, obscene, or sexually explicit materials;
- Sexting: sending (someone) sexually explicit photographs or messages via mobile phone.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or reflection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups. Employees and students who believe they have suffered harassment shall report such matters to the building principal, who shall be the investigator for harassment complaints. However, claims regarding harassment may also be reported to the superintendent who shall be the alternate investigator for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment/bullying complaint, assisted or participated in a harassment/bullying investigation, proceeding, or hearing regarding a harassment/bullying charge or because they have opposed language or conduct that violates this policy. It shall be the responsibility of the superintendent and investigator to inform and educate employees or students and others involved with the school district about harassment and the school district's policy prohibiting harassment.

Inappropriate behavior/harassment/bullying can be reported the following ways:

- Call Decorah Middle School—563-382-8427
- Tell any DMS staff member
- Tell a parent
- Use the *Bullying Intervention Form* found on the DMS website
http://www.decorah.k12.ia.us/schools/decorah_middle_school
- Use the *Safe School Anonymous Reporting Form* found on the DMS website
http://www.decorah.k12.ia.us/schools/decorah_middle_school

HEALTH SERVICES

Each student must be e-registered with all health information entered. A copy will then be kept on file in the nurse's office.

Emergency Plan—If your child has a health condition that might require emergency care, please see the nurse so that a plan is completed and kept on file at school.

Illness—Parents will be notified and students will be sent home with any of the following signs: fever (100 degrees or higher), diarrhea, undiagnosed rash, vomiting, impetigo, or any other communicable illness. If illness warrants a student going home, and the parents cannot be reached, the person designated by the parents will be contacted. Students with minor illness are encouraged to remain at school.

Injuries—Parents will be notified of injuries in apparent need of medical care. In a serious emergency, if the parents cannot be reached, or the persons designated by the parents cannot be reached, students will be taken to the hospital

for emergency treatment by ambulance.

Medication Policy—The medication policy applies to all medications used at school. This includes over-the-counter medications such as Aspirin, Tylenol, Ibuprofen, and cough syrup, as well as prescription medications, inhalers, and eye drops. No medications may be kept with the student unless the nurse has approved it. Written permission and instructions from the parent/guardian are required for all medication given or taken at school. All medication (this includes prescription and non-prescription) must be supplied to the school in the original container and must be properly labeled with the following information:

- Student's name
- Name of medication and amount to be given
- Time the medication is to be taken at school and for how many days
- Physician's name
- Special instructions such as take *with food* or take *1/2 hour before eating*.

On the first day that your child needs medication, a written note including all of the above information is needed from the parent before the medication can be given at school. On this same day, your child will be given a medication permission form to take home for a parent/guardian to complete and return to school the next day. The form must be on file at school for medication to continue.

It is the responsibility of the student to report to the office at the time the medication is to be taken. Students will be reminded if they forget to go to the office to take their medication. At the end of the year, parents are encouraged to stop at the office to collect any remaining medication. Medication will not be sent home with a student. Any medication that is still in the office at the end of June will be disposed unless other arrangements have been made with the school nurse.

Physical Education—A doctor's excuse is required when a student is not able to participate in physical education class. Students will re-enter class on the date stated on the doctor's excuse. To enter class at an earlier or later date, a note from the doctor is needed. An excuse form can be obtained from the office. **A note from the doctor is required before a student resumes activity.**

TB Test—A TB test is required as a condition of enrollment for all newly enrolled foreign-born students. Students who have been living in a foreign country for six months or more will also need to be tested before re-entering school. You can obtain this form from the nurse's office or principal's office.

Immunizations—All 7th grade students will be required by Iowa law to have a Tdap and Meningococcal vaccine done prior to the first day of school. Proof of date immunized is required. If it cannot be done by that time, please notify the school nurse.

HOMEWORK BELIEFS

Purposes of Homework:

- Practice of skills
- Preparation of upcoming content
- Elaboration of introduced content
- Development of study habits

Types of Homework:

- Practice (to reinforce skills)
- Preparation (to introduce future skills)
- Extension (to apply previously learned skills to different contexts)
- Personal Development (time management, self-confidence)
- Peer Interaction (build and develop team-working skills)
- Not all homework will be graded.

Expectations for Students:

- Be proud of the work you do!
- Complete assignments with quality and your best thinking!
- Write assignments in planners.
- Respectfully request help with homework when needed.
- Take home materials that are needed to complete your assignments.
- Be responsible for work missed when absent (worksheets, notes, etc.)
- Complete homework on time.

HONOR ROLL

Honor roll is for 7th and 8th graders only. All classes that received a grade are included in determining honor roll. 'A' honor roll is 3.75 grade point and above, and 'B' honor roll is 3.00 – 3.74 grade point.

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name and/or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has an accurate and up to date student record.

LIBRARY MEDIA CENTER

The library media center will be open to any student needing to use materials or computers from 7:45 AM to 3:30 PM, but access can vary depending on scheduled classes. All materials leaving the library media center must be checked out and become the responsibility of the individual checking them out.

- Books will normally have a two-week circulation period with one renewal possible.
- Lost items should be reported to the library staff.
- Replacement costs will be assessed if books are lost.

LOST AND FOUND

There are designated areas in the middle school for lost and found items. Please check promptly at the office if you are missing something; unclaimed items will be removed periodically. Students are responsible for their own personal and school items. When a personal belonging appears to be missing or stolen, school officials will attempt to assist the student in the recovery. If money, purses, wallets, and other valuable items are found, please bring them to the office. Students are urged to make a prompt inquiry concerning such items. The best advice for students is to always take the time to secure personal belongings in a locker and/or write your name on all belongings.

MESSAGES

Messages may be left at the office and will be delivered to students either at lunch or during 8th period.

MIDQUARTER PROGRESS REPORTS

Reports are mailed to parents of students who are failing or doing unsatisfactory work at the middle of each grading period. It is the student's responsibility to check with any teacher regarding the cause(s) for the unsatisfactory report. Students and parents can track student progress on PowerSchool.

MORNING ENTRANCE—*School begins at 8:00*

- Any student may enter the southeast door (under the canopy) if he/she needs to go to the office, see a teacher before first period, eat breakfast, and/or bring an instrument to the band/orchestra room(s). Students who eat breakfast are required to stay in the cafeteria until school begins.
- 5th and 7th graders will enter the southwest door; 6th and 8th graders will enter the southeast door. Students may enter the building from the northwest door and then walk to the front of the building.
- If a student wants to seek assistance from a teacher, he/she must report to the office first and get a pass before going to the teacher's classroom. Teachers are available from 7:45 to 7:55 A.M.
- The locker room opens at 7:52 A.M.

9th HOUR

The purpose of homework is to practice, review, and/or apply knowledge. To be best prepared for any class, students need to come ready to learn, which means assignments are completed on time. The purpose of 9th Hour is for students to learn good study habits, finish late homework, and/or use the time to work on the next day's homework.

Procedures:

- If a student is missing an assignment, he/she will attend 9th hour one of the following times:
 - *The same day from 3:10 to 3:40 in the Collaboration Room,
 - *The next morning 7:15 to 7:45 in the middle school office,
 - *The next day from 3:10 to 3:40 in the Collaboration Room.

Failure to complete your assigned time will result with a meeting with the Intervention Specialist.

- 9th Hour will be served in Collaboration Room

- If a student is serving a 9th hour with another teacher, that teacher should communicate this to the 9th hour supervising teacher.
- 9th Hour will start for 5th graders on Tuesday, October 2nd.
- 9th Hour will start for 6th, 7th, and 8th graders, Tuesday, September 11th.
- 9th Hour is not the same thing as a detention and cannot double as a detention.
- The student is responsible for communicating his/her assigned 9th Hour to his/her parents/guardian via email or phone.
- 9th Hour is scheduled Monday – Thursday.
- Students who have multiple late assignments in one quarter will meet with the Intervention Specialist/Principal to develop a plan for success.
- DMS Activities Director will make every attempt to notify coaches if an athlete is late to practice because of 9th Hour.
- Students may be late to an athletic/musical practice to complete their 9th Hour assigned time.
- In very special circumstances, 9th hour can be served during lunchtime with permission from the principal.
- Students should consider attending *Study Buddies* if late work becomes a pattern.

Free Passes

- Situations arise that are out of your control, and homework may not get done on time. This is the purpose of *free passes*.
- 5th and 6th graders will have 2 free passes each quarter, and 7th and 8th graders will have 1 free pass each quarter. Free passes will be used for the first late assignment per quarter. Free passes may not be saved or used at the student's discretion.
- Free passes apply to daily work—not tests or projects.
- When a student uses a free pass that means he/she does not have to stay for 9th Hour. He/she will still have to do the work. A free pass is not a pass from the work.
- Students are responsible to keep their *9TH HOUR FREE PASS* in their planner. If students have misplaced their *9TH HOUR FREE PASSES*, they will not receive new ones. If a student is issued a new planner, *9TH HOUR FREE PASSES* will be updated to reflect the quarter.

9TH HOUR FREE PASS Quarter 1 Name _____ Date used _____ Teacher initials _____ Subject _____	9TH HOUR FREE PASS Quarter 1 Name _____ Date used _____ Teacher initials _____ Subject _____ –	9TH HOUR FREE PASS Quarter 2 Name _____ Date used _____ Teacher initials _____ Subject _____	9TH HOUR FREE PASS Quarter 2 Name _____ Date used _____ Teacher initials _____ Subject _____ –
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9TH HOUR FREE PASS Quarter 3 Name _____ Date used _____ Teacher initials _____ Subject _____	9TH HOUR FREE PASS Quarter 3 Name _____ Date used _____ Teacher initials _____ Subject _____ –	9TH HOUR FREE PASS Quarter 4 Name _____ Date used _____ Teacher initials _____ Subject _____	9TH HOUR FREE PASS Quarter 4 Name _____ Date used _____ Teacher initials _____ Subject _____ –
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OFFICE HOURS

Office personnel are available in the school office from 7:30 to 4:00 each day.

PHYSICAL EDUCATION

All students are required to dress for physical education in appropriate gym clothes. Cut-off jean shorts and spandex bicycle shorts are not allowed. If there is any safety concern related to clothing, the PE instructor shall have the

discretion to require the student to change clothing to eliminate the safety concern. Shower facilities are available, and their use is encouraged. PE uniforms are not required. Clothing left in the locker room will be considered discarded and will be given to appropriate charities after a reasonable amount of time. Unless a doctor's note is provided, illness and injury do not excuse students from PE activities.

PHYSICAL RESTRAINT OF STUDENTS

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 places limits on 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. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's Website link <http://www.iowa.gov/educate/> and search for *Timeout, Seclusion and Restraint*.

SCHOOL DAY

The Decorah Middle School day begins at 8:00 A.M. and dismisses at 3:05 P.M. Supervision is not provided on school property prior to 7:45 A.M. If, for any reason, students arrive late to school or must leave early from school, they must report to the office for a pass to admit them to class or grant permission to leave. Students may report to the library from 7:45 A.M. to 7:55 A.M. to work/read.

STANDARDIZED ASSESSMENTS

Iowa Comprehensive Assessment of Progress will be given in March, and MAP will be given in September and April.

MAP	Spring Score 2018	Fall Score 2018	Spring Goal	Spring Score 2019	Did I show growth?
Reading					Yes No
Math					Yes No
Language					Yes No
Science					Yes No
*Concepts/Processes					Yes No
*General					Yes No

STUDENT RIGHTS AND RESPONSIBILITIES/STUDENT SEARCHES (502.6 Student Searches)

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

Considering factors such as the following may form reasonable suspicion:

- Eyewitness observations by employees,
- Information received from reliable sources,
- Suspicion behavior by the student and/or
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

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

Decorah Community School District officials have authority to search student cell phones or other personal technology devices (e.g., laptops, smart watches, tablets, etc.), when school officials have reasonable grounds to

suspect that the student technology contains photos, text, video, audio, or other information that is evidence of a student's violation of school rules or policy or a violation of state and/or federal law.

TARDY POLICY/PREPAREDNESS FOR CLASS

A student is prepared for class when he/she is in the classroom when the second bell rings and has the correct materials, which includes a charged computer. If any of those provisions are not met, a tardy unexcused may be issued. The fourth tardy for each quarter will warrant a 30-minute detention as well as each subsequent tardy received within that quarter. Habitual unexcused tardiness may result in counseling, parent conference, and/or meeting with the Intervention Specialist and/or further administrative action that may include in-school suspension. A student will be counted *tardy excused* by either the teacher/principal when the reason for being late to class could not be avoided. Tardy excused will not impact attendance records. A student will be counted *tardy unexcused* by either the teacher/principal when a student arrives late to class and/or does not have the correct classroom materials.

TELEPHONE

The telephone in the office is available to students with the permission of office personnel. A phone is also available in the Commons area that can be used after 4:00 p.m.. Unauthorized long distance calling (including 1-800 numbers) will result in disciplinary action.

TRUANCY

Truancy is when a student has an unexcused absence from a scheduled class or activity.

- **First Offense:** A student found truant will be issued detention double the amount of time truant. To receive credit, all work missed will be made up to the satisfaction of the involved teacher.
- **Second and Subsequent Offenses:** A meeting may be scheduled with the parents(s)/guardian(s) and student(s), counselor, learner advocate, and administrator to discuss how to remedy truancy. Consequences may result in an in-school suspension. The Winneshiek County Attorney will be contacted for multiple truancy violations.

VISITORS

Visitors are welcome at DMS. Visitors must first report to the DMS office. All guests are required to wear a visitor's badge. Student visitors are only allowed during lunch and recess and must be approved by the principal.

WEAPONS (DCSD Board Policy Code No. 503.3 Weapons)

The board believes that students and employees deserve to learn and work in a safe and healthy environment. Weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on the school district premises or property.

A "dangerous weapon" is any device or instrument designed primarily for use in inflicting death or injury, and when used in its designed manner is capable of inflicting death. It is also any sort of instrument or device which is actually used in such a way as to indicate the user intended to inflict death or serious injury, and when so used is capable of inflicting death. Dangerous weapons include, but are not limited to the following: any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or other knife, BB guns, explosives (including fireworks). Students in possession of these will be subject to disciplinary action, including suspension or expulsion. Weapons and other dangerous objects shall be taken from students 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 object 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 students on a case-by-case basis. For purposes 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 poisonous 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.

POLICY OF STANDARDS AND ELIGIBILITY FOR PARTICIPATION IN 7th AND 8th GRADE CO-CURRICULAR ACTIVITIES

It is the belief of those concerned with the development of the youth of the Decorah Community Schools that membership and participation in co-curricular activities has a very positive effect in the development of constructive attitudes of citizenship. Among those are principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others and one's own health and physical well-being, development of leadership, group pride and teamwork, self-discipline, and values of self-sacrifice. It is also the District's belief that the individual family should be the guiding influence and determinant of student behavior.

It is further deemed important that participants, before starting in any of these programs, should be aware of the philosophy, opportunities, and policies and procedures under which they will be participating. Co-curricular activities are offered as an option and a privilege based not only on demonstration of a particular talent or ability, but also on demonstration of character embodying the values contained in this policy. Any student that exhibits repeated bullying and/or harassing behavior may lose the privilege to participate in activities. The following rules will apply to all student athletes:

Grades/Behavior: To be eligible to participate in co-curricular activities students must be passing all their subject areas. Each season will have 2 dates (grade checks) specified for eligibility purposes prior to the start of the season. Any students that are out for co-curricular activities that have a failing grade in any of their classes will be considered ineligible for performances, until their grade is back up to passing. Any students failing a class will attend 9th hour beginning the day of the eligibility check. Students will be notified by the AD of any failing grades. The AD will also notify the coach and principal of the student's ineligibility. The student will be eligible again when the teacher notifies the AD that the student is passing his/her class. If a student receives an in-school suspension on the day of a game or practice, said student will not practice, compete, or attend that game.

School Attendance: A student participating in any extra-curricular activity must in school by 11:30 am in order to participate in a contest that day. A student is allowed to participate when absent if the student has a medical appointment, a family emergency, attended a funeral, or a situation that is deemed an emergency by the building principal or activities director.

Bus Trips: Players are expected to ride home with the team after games unless they have a signed permission slip from their parents. **The principal or the activities director must sign this permission slip prior to leaving the school for the competition. Students can only ride home with their parents.**

Parents: Please make every effort to pick up your child promptly after practices and games. Coaches will give players a practice and game schedule.

Practices: Athletes are expected to attend practice every day. If an exception is required, the student should let the coach know as early as possible and in person. **If school is dismissed early due to inclement weather, practice and/or competitions will be cancelled.**

Athletic Equipment: Athletes are financially responsible for all school equipment furnished to them. The student's family may be billed for any items not returned at the end of the season.

Code of Conduct: Student athletes that violate the conduct rule will be penalized in accordance with school policy.

CODE OF CONDUCT (DCSD Board Policy Code No. 503.6 Student Eligibility for Extra Curricular Act: Code of Conduct)

Article I: The use of controlled substances, drugs (other than prescription), consuming alcoholic beverages, vaping/electronic nicotine delivery device, or use of tobacco are violations and will not be tolerated. Any behavior defined as bullying or harassing as outlined by the DMS Safe School Rules will not be tolerated. Any violent act against another student will not be tolerated. If any of the aforementioned occurs, he/she will be deemed ineligible, and the following offenses will ensue:

1st Offense: Upon establishment of guilt, a student is suspended from the activity for two (2) weeks for the first offense. This suspension begins immediately at the next practice or event of the first activity involved and run for two (2) consecutive weeks (excluding practices) in which student is involved. The suspension must include a minimum of one scheduled contest, program, or trip.

2nd Offense: A student will be suspended for six (6) participation weeks beginning with the next practice. One scheduled contest must be included. During the first two (2) weeks of suspension a conference with the student, parents or guardian, and counselors will be held to determine a course of action for reinstatement.

3rd Offense: A student will be immediately suspended from all co-curricular activities.

Article II: A student found guilty by a court of law shall be ineligible until reinstated by the school administration. A conference will be held to determine eligibility.

Article III: Any student found guilty of theft, vandalism, and unauthorized possession on school property and other infractions will be handled as Article II.

Article IV: Middle school students will go into high school with a clear record if the ineligibility has been removed in middle school.

Article V: Any student or parent appealing action shall do so in writing and request an oral hearing addressed to the superintendent of schools. The superintendent will schedule a meeting with the Board of Education. The board will then decide on the disposition of the case.

NOTICE AND DUE PROCESS

A student shall be provided a hearing with the high school principal, associate principal and/or his/her designate. The student and parent/guardian will be given oral and/or written notice of the hearing. During the hearing, the student shall be told the basis for the accusations, and shall be given an explanation of the evidence. The student shall be given an opportunity, during the hearing, to present his or her side of the story.

The middle school principal and activities director shall determine whether the student has violated this Policy, and shall notify the parent/guardian of their decision within 48 hours in a written Notice of Violation of Policy of Standards and Eligibility, which shall contain the following:

1. The student's name and the names and address of the student's parents or guardians.
2. A statement as to the time, place and circumstances of the violation the student is alleged to have committed.
3. A statement describing the sanction to be imposed upon the student for violating the Policy and the effective date on which such sanction shall commence.
4. A statement that the principal's determination as to the student's violation of the Policy and the punishment imposed shall become final and effective, unless an appeal is taken within three (3) calendar days to the Superintendent.

The student and parent/guardian may appeal within three working days, to the superintendent and/or his designee, by delivering a written notice of appeal. The superintendent shall conduct an appeal hearing within three working days after receipt of the appeal notice and submit a decision in writing, within 48 hours, which may affirm, reverse or modify the prior decision.

The superintendent's decision may be appealed within three working days to the Board of Education by delivering a written appeal notice to the board secretary. The secretary shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within three working days after receipt of the appeal notice. The decision of the Board of Education shall be set forth in the written minutes of the Board and may affirm, reverse or modify the prior decision. All consequences will remain in force and effect during an appeals process until it is reversed or altered by the appropriate authority. If parents choose to file a court injunction to keep their son/daughter eligible to compete during the appeal process, the District will file a counter injunction to keep said student ineligible.

CONDUCT COUNTS (*Iowa High School Athletic Association*)

In this education institution the following behaviors are not acceptable and if exhibited could result in ejection from any extra curricular event:

- Disrespectful conduct, including profanity, obscene, gestures or comments, offensive remarks or a sexual nature, or other actions that demean individuals or the event.
- Throwing articles onto the contest area.
- Entering the contest area in protest or celebration.
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
- Spectator interferences with the event.
- Jumping up and down on the bleachers.
- Use of artificial noisemakers, signs or banners.
- Chants or cheers directed at opponents.

SCHOOL SONG

*On Decorah! On Decorah! Best bunch in the state,
We have pep enough to last through victory or defeat. Rah! Rah! Rah!
On Decorah! On Decorah! Boosting for our fame:
Fight, Vikings Fight! Fight! Fight!
We'll win this game.*



SCHOOL COLORS: RED AND BLUE
SCHOOL MASCOT: VIKINGS

