

Evans Middle School

“Better Today than Yesterday”

812 Chester Avenue
Ottumwa, IA 52501

Main Office **684-6511**
FAX **684-2259**

Attendance Office **684-2284**

Guidance Office **684-2285**
FAX **684-7386**

Cafeteria **684-6511**
 Ext. 69570

Nurse’s Office **684-2286**
FAX **683-6282**

Athletic Events **683-4446**

www.ottumwaschools.com
<https://ottumwa.powerschool.com>

This planner belongs to:

Name

Address

Phone

Team Name

PowerSchool User Name

Password

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Evans Middle School Schedules

Regular Bell Schedule

Period 1 (Advisory)	8:10 – 8:43	33 Minutes
Period 2	8:46-9:43	57 Minutes
Period 3	9:46-10:43	57 Minutes
Period 4 (6 th)	10:46-11:06	20 Minutes
Lunch (6th)	11:06-11:36	30 Minutes
Period 4 (6 th)	11:39-12:13	34 Minutes
Period 4 (7 th /8 th)	10:46-11:43	57 Minutes
Lunch (7th)	11:43-12:13	30 Minutes
Period 5 (6 th /7 th)	12:16-1:13	57 Minutes
Period 5 (8 th)	11:46-12:43	57 Minutes
Lunch (8th)	12:43-1:13	30 Minutes
Period 6	1:16-2:13	57 Minutes
Period 7	2:16-3:15	59 Minutes

1:00 P.M. Dismissal

Period 1 (Advisory)	8:10 – 8:25	15 Minutes
Period 2	8:28-9:05	37 Minutes
Period 3	9:08-9:45	37 Minutes
Period 4	9:48-10:25	37 Minutes
Period 5	10:28-11:05	37 Minutes
Lunch (6th)	11:08-11:38	30 Minutes
Period 6 (7 th /8 th)	11:08-11:45	37 Minutes
Period 6 (6 th)	11:41-12:18	37 Minutes
Lunch (7th)	11:48-12:18	30 Minutes
Period 7 (8 th)	11:48-12:27	39 Minutes
Period 7 (6 th /7 th)	12:21-1:00	39 Minutes
Lunch (8th)	12:30-1:00	30 Minutes

Two Hour Delay Schedule

Period 1 (Advisory)	10:10-10:25	15 Minutes
Period 2	10:28-11:08	40 Minutes
Period 3 (7 th /8 th)	11:11-11:51	40 Minutes
Lunch (6th)	11:11-11:41	30 Minutes
Period 3 (6 th)	11:44-12:24	40 Minutes
Lunch (7th)	11:54-12:24	30 Minutes
Period 4 (8 th)	11:54-12:34	40 Minutes
Period 4 (6 th /7 th)	12:27-1:07	40 Minutes
Lunch (8th)	12:37-1:07	30 Minutes
Period 5	1:10 – 1:50	40 Minutes
Period 6	1:53 – 2:33	40 Minutes
Period 7	2:36 – 3:15	39 Minutes

CALENDAR LEGEND

	Workshop-New Teachers
	Workshop-All Teachers
	First Day of Classes
	Last Day of Classes
	1:00 pm Dismissal for PD
	1:00 pm Early Dismissal
	Parent-Teacher Conferences
	Holiday
	Non Student Attendance Day

QUARTERS

Qt 1: Aug 23–Oct 26 (Sep 25 midterm)
 Qt 2: Oct 29-Jan 14 (Dec 4 midterm)
 Qt 3: Jan 15-Mar 27 (Feb 14 midterm)
 Qt 4: Mar 28-May 31 (Apr 30 midterm)

ELEMENTARY TRIMESTERS

Tri 1: Aug 23–Nov 1
 Tri 2: Nov 2-Feb 21
 Tri 3: Feb 22-May 31

PARENT-TEACHER CONFERENCES

Elementary and Preschool
 November 5 (4:00-7:30 pm)
 November 8 (8:00-3:30 & 4-7 pm)
 March 12 (4:00-7:30 pm)
 March 14 (1:00-3:30 & 4-7 pm)

Evans:

October 16 (4:00-7:30 pm)
 November 8 (8:00-3:30 & 4-7 pm)
 February 7 (4:00-7:30 pm)
 March 14 (1:00-3:30 & 4-7 pm)

OHS:

October 15 (4:00-7:30 pm)
 November 8 (8:00-3:30 & 4-7 pm)
 February 5 (4:00-7:30 pm)
 March 14 (1:00-3:30 & 4-7 pm)

EARLY RELEASE TEACHER PD TIME

1:00 pm

Dismissals

August: 31
 September: 7,14,21,28
 October: 5,12,19,26 (5th=TQ PD)
 November: 2,16,30
 December: 7,14 (14th = TQ PD)
 January: 4,11,18,25 (25th=TQ PD)
 February: 1,8,15,22 (22nd=TQ PD)
 March: 1, 8,29
 April: 5,12,26 (26th=TQ PD)
 May: 3, 10, 17, 24 (24th=TQ PD)

HOLIDAYS

September 3: Labor Day
 November 22: Thanksgiving Day
 December 25: Christmas
 January 1: New Years
 April 19: Good Friday
 May 27: Memorial Day

OTTUMWA COMMUNITY SCHOOL DISTRICT

2018-2019 School Calendar

Approved by Board of Education 2/12/2018

August 2018					Teacher Work Days	Student Attendance Days	School Start Time: 8:10 a.m. School Dismissal Time: 3:15 p.m.
M	T	W	TH	F			13,14,15: Workshop for New Teachers
13	14	15	16	17	1	-	16,20,21,22: Workshop for All Teachers
20	21	22	23	24	5	2	23: First Day of Classes
27	28	29	30	31	5	5	31: 1:00 pm Dismissal for Teacher PD
September 2018							
3	4	5	6	7	4	4	7,14,21,28: 1:00 pm Dismissal for Teacher PD
10	11	12	13	14	5	5	3: No Classes • Labor Day
17	18	19	20	21	5	5	
24	25	26	27	28	5	5	
October 2018							
1	2	3	4	5	5	5	5,12,19,26: 1:00 pm Dismissal for Teacher PD
8	9	10	11	12	5	5	5: Teacher Quality Paid PD
15	16	17	18	19	5	5	15: Evening OHS P-T Conferences; 4-7:30 pm
22	23	24	25	26	5	5	16: Evening Evans P-T Conferences; 4-7:30 pm
29	30	31			3	3	
November 2018							
			1	2	2	2	2,16,30: 1:00 pm Dismissal for Teacher PD
5	6	7	8	9	5	3	5: Evening Elem & Preschool P-T Conferences; 4-7:30 pm
12	13	14	15	16	5	5	8: No Classes • Parent-Teacher Conferences; 8-3:30 & 4-7pm
19	20	21	22	23	3	3	9: No Classes • Teacher Comp Day
26	27	28	29	30	5	5	21: 1:00 pm Dismissal for Thanksgiving Break
							22-23: No Classes • Thanksgiving Break
December 2018							
3	4	5	6	7	5	5	7,14: 1:00 pm Dismissal for Teacher PD
10	11	12	13	14	5	5	14: Teacher Quality Paid PD
17	18	19	20	21	5	5	21: 1:00 pm Dismissal for Winter Break
24	25	26	27	28	0	0	24-Jan 1: No Classes • Winter Break
31					0	0	
January 2019							
	1	2	3	4	3	3	4,11,18,25: 1:00 pm Dismissal for Teacher PD
7	8	9	10	11	5	5	25: Teacher Quality Paid PD
14	15	16	17	18	5	5	2: Classes Resume
21	22	23	24	25	5	5	
28	29	30	31		4	4	
February 2019							
				1	1	1	1,8,15,22: 1:00 pm Dismissal for Teacher PD
4	5	6	7	8	5	5	22: Teacher Quality Paid PD
11	12	13	14	15	5	5	5: Evening OHS P-T Conferences; 4-7:30 pm
18	19	20	21	22	4	4	7: Evening Evans P-T Conferences; 4-7:30 pm
25	26	27	28		4	4	18: No Classes • Presidents' Day
							28: Preschool Registration
March 2019							
				1	1	1	1,8,29: 1:00 pm Dismissal for Teacher PD
4	5	6	7	8	5	5	7: Kindergarten Registration
11	12	13	14	15	5	5	12: Evening Elem & Preschool P-T Conferences; 4-7:30 pm
18	19	20	21	22	0	0	14: 1:00 pm Dismissal; Parent-Teacher Conferences; 1-3:30 & 4-7 pm
25	26	27	28	29	5	5	15: No Classes • Teacher Comp Day
							18-22: No Classes • Spring Break
April 2019							
1	2	3	4	5	5	5	5,12,26: 1:00 pm Dismissal for Teacher PD
8	9	10	11	12	5	5	26: Teacher Quality Paid PD
15	16	17	18	19	4	4	1-12: Iowa Assessments
22	23	24	25	26	5	5	19: No Classes • Good Friday
29	30				2	2	
May 2019							
		1	2	3	3	3	3,10,17,24: 1:00 pm Dismissal for Teacher PD
6	7	8	9	10	5	5	24: Teacher Quality Paid PD
13	14	15	16	17	5	5	26: Commencement for Class of 2019
20	21	22	23	24	5	5	27: No Classes • Memorial Day
27	28	29	30	31	4	4	31: 1:00 pm Dismissal; Last Day of School
June 2019							
3					1	0	3: Workshop Day (Last Contract Day) for Teachers

TOTALS	189	182	
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STUDENT PLANNERS

Student planners are a vital source of communication between students, parents, and faculty members. Students are expected to fill out their individual planners each class period on a daily basis. The planners also contain a hallway pass to be used anytime a student needs to leave the classroom. If at any point the planner is misplaced or the hallway pass becomes detached from the planner, a new planner will need to be purchased from the main office or guidance office for \$5. In order to be valid, the hallway passes need to remain attached to the planner.

ABSENCES FROM SCHOOL

Parents or guardians are expected to phone Evans Middle School attendance office (684-2284) regarding a student's absence before 8:10 a.m. An answering machine is available at this number for early morning calls. If no contact is made from home, the school may attempt to call the absent student's parent or guardian. If no phone contact is made, the student should report to the attendance office upon returning to school and present a written excuse signed by a parent or guardian.

Students who know they will be absent for an extended time should turn in a note from their parent or guardian well in advance so make-up work can be completed and turned in upon return.

Students are allowed six (6) absences per year. Parents will receive a letter when six absences have occurred. After the sixth absence, students will be required to submit a "Physician's Excuse" for each absence thereafter. This excuse should include a statement from the physician as to the time and date of the office visit and the illness that requires the student not to attend school. The excuse should also include the dates for which the excuse is valid. If you have questions concerning this policy, please contact the Building Attendance Representative at 684-6511, Ext. 69501.

Parents and students will be required to attend an Administrative Attendance Hearing with Evans Middle School administration and building representative after 12 absences. A referral will be made to the County Attorney's office if mediation becomes necessary.

LEAVING THE SCHOOL BUILDING

Any student who needs to leave the building for any reason during the school day must sign out in the attendance office before leaving the building. Parents should call the attendance office **(684-2284)** or send a note with their child should they have a medical, dental or eye appointment during school hours. If a student becomes ill during the day, they should ask permission to go to the nurse. If the student is sick and going home, they must sign out first in the attendance office.

Students who leave the school/grounds during the school day without permission will have their parents contacted and police will be notified. If a student leaves the school/ground without permission, they may not be allowed to return that day.

TARDY TO SCHOOL

Tardiness is defined as not being in your assigned room at the start of the day when the tardy bell rings. After the sixth tardy to school, parents will be notified of their student's tardiness. Students who are tardy five times will be assigned in-school lunch for each day they are tardy. Starting with the sixth tardy students will make-up the time missed in PM school from 3:15-4:00 p.m. Students who are tardy to school must check into the attendance office before going to their class. Tardies to school will be tracked on a total tardies basis. At the end of the semester, student tardy counts will start over at zero.

TARDY TO CLASS

Tardy is defined as not being in the designated area (classroom, gym, library, etc.) when the final bell rings. Consequences for tardies are as follows:

- 1st - Visit with student
- 2nd - Contact parents
- 3rd-7th - Assigned a Teacher detention
- 8th or more - Contact Associate Principal

Tardies to class will be tracked on a total tardies basis. At the end of the semester, student tardy counts will start over at zero.

TRUANCY

Truancy is an absence from school or class without prior knowledge or permission of the parent/guardian and administrator of Evans Middle School. Any student who leaves school without approval from an administrator, or does not attend a class or an assigned detention/PM school, will be considered truant. Truancy will result in disciplinary action. School officials retain the final authority for determining what constitutes truancy.

ENTERING & LEAVING THE BUILDING

Students should not be in the school building before 8:05 a.m. unless they have an appointment with their teacher, practice, or are coming for breakfast. (Breakfast is served from 7:45 a.m. to 8:00 a.m. Students are to use Entrance #2 by the 8th grade wing on west side of building.) At 8:05 a.m., seventh and eighth grade students will enter the north gym doors each morning and the sixth grade students will enter the auditorium doors. At this time, students may go to their lockers. Students who arrive at school later than 8:10 a.m. or must leave before 3:15 p.m. must check in/out in the attendance office. Failure to do this will result in students being marked truant. Evans maintains a closed campus; meaning once a student has arrived at school, he/she is not permitted to leave without parent permission and a pass from the office. Students not being transported by school buses must be off school grounds by 3:20 p.m., unless they are under the direct supervision of a staff member.

ATTENDANCE POLICIES

ALL STUDENTS ABSENT FROM SCHOOL MUST HAVE AN EXCUSE.

Examples:

- Medical documented illness (From a Doctor or School Nurse)
- Medical documented appointments (From a Physician, Dentist, etc.)
- Funeral
- Court documented appointments (From Juvenile Court, DHS, etc.)
- School sponsored activities
- Approval of the building principal

A parent or guardian may call their student out of school six days a school year for other reasons. (These days are verified not excused) Any day beyond six without a documented excuse for the absence is considered truant. Steps will begin towards mediation for excessive absenteeism.

Reviewing the steps:

- 6th Non-Excused Day = Warning letter and request for documentation
- 9th Non-Excused Day = Phone contact and possible home visit
- 12th Non-Excused Day = Mandatory Administrative Attendance Hearing
- Parent or Guardian will be served notice
- County Attorney provided a copy of notice
- Continued Non-Excused Absences = Referred for legal action by the County Attorney.

Our goal is to increase communication between the school and parents, before a student becomes at-risk due to attendance.

ACTIVITIES

The student governmental organization at Evans Middle School is the student council. Through this organization, students are able to have a voice in the decision making process of the school while learning about leadership and service to the school and community.

A number of clubs and activities are offered throughout the year depending upon student interest. A complete listing of clubs and activities can be found on the Evans Middle School website.

Students are NOT to leave extracurricular activities without prior approval.

Student Council sponsors sixth, seventh, and eighth grade school dances. The 6th grade will hold a separate dance prior to the 7th and 8th grade dance. **Only Evans' students will be admitted to the dance.** No student will be admitted 30 minutes after a dance begins unless accompanied by a parent/guardian or prior permission. Students will be allowed to attend dances if they **have not** received an ISS/OSS suspension from one dance to the next. The suspension time period for the first dance will start with the beginning of the school year and go until the first dance. Suspension will include: whole day, partial day, or out of school. If a student is absent on the day of the dance, he/she will not be allowed to attend.

BICYCLES, SKATEBOARDS & ROLLERBLADES

Bicycles, skateboards, in-line skates and roller blades are not allowed on the sidewalks of Evans Middle School or on Evans property. [OTTUMWA CITY CODE 9.51] Any individual operating any of the above on the sidewalks adjoining the school or its property will be subject to prosecution. Bicycles, skateboards, in-line skates, and roller blades that are ridden to school for transportation must be parked and locked in the bike racks, or stored upon arrival at Evans. EMS accepts no responsibility for thefts and damage occurring at school.

CELL PHONES/ELECTRONICS

Cell phones can be a convenient means of communication; however, students are not permitted to use cell phones during the school day. Cell phones must be turned off once dismissed to begin the academic school day. Students are then to put phones in their lockers.

If a student is caught using their cell phone or device without permission or if there is evidence of inappropriate use, it will result in the device being confiscated. Excessive violations of this policy or violations considered "major" offenses will result in disciplinary actions. When devices are confiscated, they will be returned to the student at the end of the day on the first offense. Second and subsequent violations will require parent/guardian pick-up from the school police officer or administrator. Students are highly encouraged not to bring iPods, Kindles, mp3 players, handheld computer games, electronic computer devices, laser pointers, toys, CD/DVD players, external speakers, or any other similar items to school. **These items will be confiscated from students if misused and returned to parents at a later date. The school is not liable for lost/stolen/damaged cell phones or electronic devices.**

INAPPROPRIATE USE OF TECHNOLOGY / ELECTRONICS

Students who use technology/electronics in an inappropriate way will be subject to disciplinary action. Examples include, but are not limited to:

- sending texts with inappropriate content (threatening, bullying behavior, harassing, sexting, pornography)
- inappropriate use of social media which impacts the school environment

- taking or posting inappropriate photographs/videos (i.e. without consent of those in the photo or video)
- posting of videos/photographs in the classroom without teacher approval

Students are issued a Google Account for educational purposes only. This account has many features that allow us to integrate technology into our instruction. Using this account for personal reasons or entertainment purposes could result in suspension of your account. Be aware that students using this account inappropriately during class can result in loss of privileges. This can include, but not limited to: google chats, google hangouts, YouTube videos and Google Image searches.

Consequences for violation of this policy may include PM school, ISS, OSS and police intervention.

STUDENT USE OF INTERNET

A full text version of the Ottumwa Community School District's Internet Usage Policy is available on the district website at www.ottumwaschools.com.

HAWK I HEALTH INSURANCE

Hawk-I is a program in Iowa that offers health care coverage for uninsured children under the age of 19. It provides insurance for many health-related services free, or at a low cost for Iowa kids.

For further information and or help with registering for this program, please call **1-800-257-8563**. Your school nurse can also provide more information.

MULTICULTURAL, NONSEXIST STATEMENT

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ottumwa Community School District are hereby notified that the Ottumwa Community School District does not 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. Any person having inquiries concerning the Ottumwa Community School District's compliance with the regulations implementing Title VII, Title IX, Americans with Disability Act or Section 504 is directed to contact Teri King, who has been designated by the Ottumwa Community School District to coordinate the District's efforts to comply with the regulations implementing Title VII, Title IX, and Section 504.

Teri King, Director of Student Supports
1112 N. VanBuren
teri.king@ottumwaschools.com
Phone: (641) 684-6597x 66107

GRIEVANCE PROCEDURE - TITLE IX

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Compliance Officer Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: teri.king@ottumwaschools.com; or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

NON-DISCRIMINATION STATEMENT

It is the policy of the Ottumwa Community School District not to discriminate on the basis of race, color, national origin, sex,

disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Teri King, Director of Human Resources, 1112 N. Van Buren, Ottumwa, IA 52501, Telephone: (641) 684-6597, Email: (teri.king@ottumwaschools.com); or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

LEVEL I INVESTIGATORS

Building principals in the Ottumwa Community School District serve as Level I investigators for allegations of abuse of enrolled students. Assistant principals, deans of students, and the associate superintendent will serve as alternative Level I investigators and will serve as appointed by the superintendent of schools. Level I investigators will respond promptly to allegations of physical or sexual abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible, according to board policy. Employees are required to assist in the investigation to provide information and to maintain confidentiality of the reporting and investigation process. All Level I investigators and alternates have received the appropriate training to conduct such investigations. Board policy requires the district to release this information to parents annually.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS) OVERVIEW

PBIS is school-wide systems of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. It is a continuum of positive behavior support for all students that is implemented in areas including the classroom and non-classroom settings (such as hallways, lunchroom, and before/after school areas).

Introducing modeling and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

CAFETERIA

The cafeteria provides a pleasant environment in which to have lunch. In order to maintain this area, your cooperation is necessary

BREAKFAST AND LUNCH EXPECTATIONS

Students will be:

- Responsible for maintaining a clean table and floor space
- Responsible for selecting a seat at a table and remaining in that seat during the entire lunch period
- Responsible for asking permission to be excused from the cafeteria at any time during the designated lunch period
- Respectful when interacting with peers seated near them and will use an appropriate voice volume and tone during conversations
- Expected to consume or dispose of all food and drink items before exiting the cafeteria.

- Backpacks/trappers and school supplies are not to be brought to the cafeteria area during lunch. Materials are to be left in lockers or classrooms.
- We ask that parents and students **NOT** bring in fast food from the community. If this occurs, the student may be asked to eat in an area other than the lunchroom. Hot lunches will be available or a traditional sack lunch from home is acceptable.

Students eating breakfast will be admitted through Entrance #2 by the 8th grade west wing after 7:45 a.m. When finished, 7th and 8th grade breakfast students must exit through the 8th grade west wing exit door and proceed to the gym entrance. Sixth grade students will exit east through the main hallway and proceed to the auditorium entrance. Students will exercise self-disciplined attitudes during breakfast hours. If expectations are not followed, disciplinary actions may occur.

Some students may qualify for a free or reduced price lunch. If you feel you qualify, call the cafeteria at 684-6511, ext. 69570.

HALLWAY EXPECTATIONS

Students will:

- Respect other personal space
- Use appropriate volume and language
- Use time effectively and be on time
- Stay to the right when walking down the hallway
- Make sure to use planner outside regular passing time
- Be considerate of others in the hallway

SCHOOL ACTIVITIES AND ASSEMBLIES

Students will:

- Use appropriate language
- Honor all participants
- Use appropriate event etiquette
- Stay in designated area
- Remember, you represent Evans Middle School

OCSD WELLNESS POLICY

A full text version of the Ottumwa Community School District's Wellness Policy can be found on the district web site at www.ottumwaschools.com. For additional information, talk to your school nurse.

BEVERAGES AND FOOD

Students who bring beverages and food to school for breakfast must report to the breakfast room in the rubber gym. Beverages and food must be consumed or disposed of before the start of the school day. Beverages are not allowed in the hallways, classrooms, auditorium or wooden gym.

DRESS EXPECTATIONS

Research indicates that there is a direct relationship between dress and student behavior. Simply stated: Students who take pride in their appearance are more apt to take pride in their schoolwork and studies.

At Evans Middle School, we want our students to get the most benefits from their studies. We in turn expect more from our students. The following attire and personal appearance guidelines are designated to encourage good grooming habits as well as a more serious scholastic attitude. **THE BEST POLICY TO FOLLOW IS**, "If you have a doubt as to whether an article of clothing is appropriate, do not wear it."

While the primary responsibility for appearance rests with the students and with their parents, the **ADMINISTRATION HAS THE RIGHT TO JUDGE WHAT IS PROPER AND WHAT IS NOT**. Regulations for appearance/dress apply equally to male and female students.

The following will **NOT** be considered appropriate school attire:

1. **Head covering** - hats, hoodies or anything worn that covers the head. Separate head coverings need to be put in locker or book bag upon entering school. No head coverings can be worn from 8:10 - 3:15 while anywhere in the building.
2. **Headwear** - Sunglasses, bandanas, visors, any novelty headwear. Separate headwear needs to be put in locker or book bag upon entering school. No head covering can be worn from 8:10 - 3:15 while anywhere in the building.
3. **Shirts:**
 - Must not expose midsection or cleavage.
 - Shirts with large, open arm holes will not be permitted
 - Tops that expose undergarments (bra straps) will not be permitted including: strapless, halter, one-shoulder, spaghetti strap, racer-back, or narrow strap shirts unless worn under a jacket or over a shirt or sweater.
4. **Other Clothing & Apparel:**
 - With alcohol, tobacco, or drug advertising.
 - With inappropriate words or phrases including words, phrases, or symbols that are gang related.
 - Apparel that carries images, slogans, pictures, diagrams or that espouses in any fashion negative or degrading ethnic, racial, sexual or gender messages, or can be construed in a reasonable fashion to do so.
 - Clothing to be a form of expression that promotes violence, bigotry, hate or abuse.
5. **Pants:**
 - Must be worn at the waist line
 - No holes exposing undergarments or that are higher than the inseam, or which are otherwise deemed inappropriate.
6. **Skirts, shorts, shoes, dress & rompers:**
 - Skirts and shorts must be at a length that allows students to sit and bend with modesty.
 - The measurement standard used for skirts is that when your arms are held relaxed at your side, the tip of your fingers should not touch your leg skin.
 - The standard used for shorts is that when your arms are held relaxed at your sides, the tip of your fingers should not touch your leg skin.
 - Shoes must have some sort of sole (no barefoot).
7. **Pajamas, slippers, blankets & costumes**

Students will be required to change their attire before being allowed to go back to class.

FIGHTING/PEACEFUL RESOLUTION

Fighting is not tolerated at Evans. Consequences will be enforced by administrators based on severity, individual responsibility and information gathered as a result of an incident. A student's first offense of fighting will result in three days out of school suspension. (Charges are possible depending on severity.) A second offense may result in five days out of school suspension and a charge of disorderly conduct. A third offense will result in five days suspension and an additional five days suspension may be requested from the Superintendent. A third offense may also result in legal charges, possible alternative placement, and pre-expulsion. An attempt at peaceful resolution will be made.

CORPORAL PUNISHMENT, RESTRAINT AND PHYSICAL CONFINEMENT, AND DETENTION

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 in the Iowa Department of Education's web site: www.educateiowa.gov

PUBLIC DISPLAY OF AFFECTION

Inappropriate contact of a romantic nature/public displays of affection are not permitted at Evans Middle School. Though not inclusive, these may include: holding hands, hugging or embracing, or kissing. (Parent Advisory Council, 2001, Evans Middle School) If students have been warned and continue to engage in PDA, parents/guardians will be contacted and consequences may occur.

GANGS

We believe at Evans Middle School that the presence of gangs and gang activities may cause a substantial disruption of or material interference with school and school activities. By definition, a gang is a group of three or more people who meet for anti-social activity. This would include recognized gangs and/or groups who gather to mimic gang activity. An individual to whom two of the following apply is considered gang associated: **a)** self-proclamation, **b)** witness testimony or official statement, **c)** written or electronic correspondence, **d)** paraphernalia or photographs, **e)** tattoos, **f)** clothing or colors, **g)** hair or eyebrow markings, designs, or notching, **h)** any other indicators of gang membership.

Gang membership and the demonstration of gang membership may be shown to be a disruptive influence to the educational environment of Evans Middle School and the safety of its students/staff/guests. Gang membership will not be tolerated, as it is contrary to a safe, orderly, and respectful school community. It is the intent of Evans Middle School to provide a safe environment.

School officials are authorized to:

- 1) Investigate allegations of gang existence, gang membership, and/or gang activities
- 2) Involve parents in early interventions with all students causing disruption
- 3) Implement an escalating series of consequences for students who are determined to be associated with gang membership and/or gang behaviors. Consequences may include, but are not limited to:
 - ✓ Warning - parent conference
 - ✓ Confiscation of items deemed to be gang related
 - ✓ Removal/corrective measures related to tattoos, markings, or other visible indicators of possible gang affiliation
 - ✓ In-school suspension, Out-of-school suspension
 - ✓ Recommendation to the Superintendent/Board for expulsion

DISCIPLINE POLICIES & PROCEDURE

School rules of conduct and disciplinary procedures contained within this handbook apply to student conduct on any Ottumwa School District property, District-sponsored transportation, or at or in connection with any activity sponsored by the District or that has a District team as a participant.

CLASSROOM DETENTION

Classroom/teacher detention is a minor disciplinary action for tardies, misbehavior or lack of assignment completion, resulting in serving 15-45 minutes after school. Detentions may be assigned to students who violate school rules. Students will be allowed to serve detentions on the same day or the following school day if ride arrangements cannot be made the same day. Detentions can be doubled if a student is truant to detention or referral made to administration.

SECONDARY CODE OF CONDUCT

Introduction and Purpose

The Secondary Code of Conduct informs parents and students of expected school related behavior and the consequences of unacceptable student conduct. Actions may be taken, other than those specifically provided for in this policy, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

School and activity rules of student behavior shall be enforced at all school events in which students participate or attend, during or outside the regular school day.

The SECONDARY CODE OF CONDUCT is to be interpreted at all times in light of the applicable Board of Education Rules and Policies, and applicable State and Federal rules, regulations, laws and constitutional provisions. Any conflict in the secondary code of conduct with such provisions shall not invalidate this Code but only the conflicting provision.

Expectations

Each student is expected to attend school punctually and regularly, to respect the authority vested in school employees, to respect school property, to be dependable in study, to be clean and tidy in person and attire and to be considerate of classmates.

Equality

All students must be treated equally regardless of race, creed, sex, age, handicap or national origin.

Due Process

The minimal due process procedures include the right of the student to:

- 1) Be given oral or written notice of the charge.
- 2) Be given the opportunity to admit or deny such charge.
- 3) Be given the explanation of evidence against the student if he or she denies the charge.
- 4) Be given the opportunity to explain the situation.

Prohibited Acts (possible consequences are given)

Prohibited Acts include, but are not limited to:

- 1) Threatening or assaulting a school employee
 - ISS, OSS, police intervention
- 2) Threatening or assaulting another student
 - ISS, OSS, police intervention
- 3) Harassment/Bullying; as defined by the District Anti-Harassment Policy
 - Warning/Parent notification, ISS, OSS, police intervention
- 4) Racial/Ethnic slurs
 - Parent contact, PM School, ISS, OSS
- 5) Vandalism: intentional damage to school property
 - ISS, OSS, restitution, police intervention
- 6) Possession or construction of a weapon or the use of an object as a weapon

- ISS, OSS, police intervention, request for expulsion
- 7) Use, sale, possession or be under the influence of liquor, narcotics, look-alike substances or other harmful substances on school premises
 - OSS, police intervention, request for expulsion
 - 8) Insubordination: open and/or persistent defiance of school staff and/or school rules and regulations
 - PM School, ISS, OSS, police intervention
 - 9) Theft of school property or property of staff or students
 - ISS, OSS, police intervention
 - 10) Writing, displaying or use of profane and obscene language in school or at school activities
 - PM School, ISL, ISS, OSS
 - 11) Use or possession of tobacco products on school premises or vicinity, including e-cigarettes
 - ISS, OSS, police intervention
 - 12) Classroom Disruption: conduct that is detrimental to or disruptive of the school's operation
 - Parent notification, PM School, ISL, ISS, OSS
 - 13) Engagement in such acts away from school which interfere with the school operations or threaten the safety and welfare of staff members
 - Parent notification, ISS, OSS, police intervention
 - 14) Misuse of school documents
 - ISS
 - 15) Truant to class/school
 - ISL, ISS, OSS
 - 16) Arson, attempted arson, reckless use of fire.
 - Police intervention, ISS, OSS
 - 17) False fire alarms or bomb threats.
 - Police intervention, ISS, OSS
 - 18) Use of a motor vehicle on school grounds in an inappropriate, irresponsible or unsafe manner.
 - Parent notification, police intervention
 - 19) Violation of local, state or federal law on school premises.
 - Police intervention, ISS, OSS
 - 20) Inappropriate use of technology/electronics
 - PM School, ISS, OSS, police intervention

Disciplinary Actions

The following is a description of frequently used disciplinary actions. School district personnel have the right to use other disciplinary actions, which may not be listed below.

- Parent Notification: Parents will be notified for major violations of the Secondary Code of Conduct.
- In-school lunch (ISL): Student is removed from the regular lunchroom; supervised in an alternative location.
- PM School: Students stay in the ISS room from 3:15-4:00 p.m. One day of notification will be given in order for the student to make arrangements for transportation home. These are also provided for students who are consistently failing two or more classes and truant to Learning Lab.
- In-School Suspension (ISS): Student is removed from regular classes and isolated from the student body in a supervised area. Instructional material from classes will be provided for students. Students who are serving In-School Suspension will do so as long as behavior is acceptable. Unacceptable behavior could result in additional In-School Suspension or Out-of-School Suspension. (See Code of Conduct.)
- Out-of-School Suspension (OSS): Short-term suspension, up to and including five (5) days, may be invoked by the principal. All make-up work should be submitted on the day a student returns from suspension. **Students are not allowed to participate in or attend school related activities on days they are assigned to an out of school suspension.** Students serving out-of-school suspension are not permitted to be on campus unless with a parent or

guardian. All make-up work should be submitted on the day a student returns from suspension.

- **Long-Term Out-of-School (OSS):** Long-term out-of-school suspension up to ten (10) days may be invoked by the Superintendent in any discipline situation where he/she deems necessary.
- **Expulsion:** The Board, by majority vote, may expel a student from school (Section 282.5 of the Code of Iowa). Expulsion is considered for (1) immorality; (2) violations of rules and regulations; and (3) evidence that the continued presence of the student is detrimental to the best interests of the school. The administration shall provide a student and parents or guardian of the student proposed for expulsion with a written notice of the reasons that expulsion is being sought. The administration will list the witnesses it intends to offer as evidence to support the request for expulsion. Students, or their representatives, have five (5) days after receiving the expulsion hearing notice in which to submit a written request for a formal hearing before the Board. The administration will schedule a hearing before the Board. The hearing will be scheduled within 14 days of the request for hearing.
- **Police Intervention:** Charges/tickets may be issued by law enforcement officials.
- The Code of Iowa, Chapter 282 shall prevail in all situations.

Discipline Alternatives

In some cases, administrators may determine that alternative actions are more appropriate or necessary to improve student behavior. These may include, but are not limited to:

- Verbal reprimand/counseling
- Parental contact by telephone
- Parent-student-administrator conference
- Parent-student-administrator-teacher conference
- Referral to a counselor
- Referral to a community agency
- Community service/work with custodial staff

BULLYING OR HARASSMENT

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Board Policy 106.R2

Last Reviewed: 3/9/2015

SCHOOL RESOURCE OFFICER (SRO)

The SRO is a full time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model for students who are not exposed to many such role models in today's society
- A law related teacher who can provide class length presentations on topics
- A resource acting as a link to support in and out of the school setting
- An Advisor providing guidance regarding law enforcement questions
- A Law Enforcement Officer whose primary purpose is to "keep the peace"

BULLDOG ACADEMY

It is the mission for Evans Middle School to provide an education for each and every student. At times, this means setting up an alternative learning environment for a student to receive their education. Students who are placed in the Bulldog Academy will and can earn their way out into the regular education setting.

POTENTIAL ACHIEVERS

Potential Achievers is a joint venture between Southern Iowa Mental Health Center and Ottumwa Schools. The purpose is to assist students in dealing with personal or behavioral problems that interfere with success in school. Students can be referred to the program by teachers, administrators, counselors, school nurses, parents, other caretakers, and outside agencies. These services are offered at no charge to families and are led by licensed therapists or co-lead by master's level mental health interns under the direct supervision of the licensed therapist.

Parental consent for the program is required and must be approved by a guardian with joint legal and medical custody. The consent form and packet can be found in the Evans Guidance Office.

EVANS GUIDANCE DEPARTMENT

Counseling services are available to every student in the school. Counselors are here to help you with concerns or difficulties you have in or out of school. Counselors work closely with students and their teachers and parents to assure that each student has a successful middle school experience. In addition to scheduling and grade reporting, counselors will work with students individually and in group settings to help middle schoolers throughout the year. Parents with concerns are encouraged to call the guidance office at 684-2285. The Guidance secretary can provide the needed referral. GPAEA staff and additional agencies assist counselors with counseling groups and individual counseling throughout the year.

ELECTIVE CLASSES

Elective classes – band, music, orchestra and TAG - may only be dropped at the mid-term or end of the quarter. Exceptions would be handled through the Guidance Office. Students will bring a signed note from parents requesting the specific class to be dropped.

WITHDRAWAL FROM EVANS

Your parent or guardian should contact the Guidance Office with notice of intent to withdraw at least one day prior to leaving. On your last day, the Guidance Office will give you a Withdrawal Form. As you attend classes, your teachers will need to sign off on the form. Clean out your locker, return your schoolbooks and any other school property in your possession and take care of any unpaid fees. Before leaving, return the Withdrawal Form to the Guidance Office. You will receive a copy to take with you to your new school.

GRADING POLICY

This policy is intended to make EMS grading practices consistent across the building, to eliminate practices that focus on sorting and selecting, and to improve alignment of grading practices with the mission of teaching and learning. Grades should reflect the degree to which students meet learning targets (Iowa Core Standards). Grades should be based primarily on achievement: what a student knows and is able to do. The same grading scale will be used by all teachers for all classes.

Current grades and attendance are available daily via your PowerSchool Parent Account. A progress report will be loaded to the Document Vault at the end of each quarter (every 9 weeks) that you can view, download and print. At mid-term, a reminder will be sent to parents to check your child's academic progress on PowerSchool. Notifications of progress reports and mid-term reminders may be sent via email, text messaging or voicemail. Incompletes are not given for students choosing not to turn work in on due dates. All incomplete grades will be changed to a letter grade of "F" after 10 school days if not changed by teacher prior to the due date. We encourage parents to arrange for a private conference with the child's teacher(s) to determine the cause for the deficiency along with specific recommendations for improvement.

The following grading scale is used at Evans Middle School:

Percentage:	
100 - 99 = A+	79 - 78 = C+
98 - 92 = A	77 - 72 = C
91 - 90 = A-	71 - 70 = C-
89 - 88 = B+	69 - 68 = D+
87 - 82 = B	67 - 62 = D
81 - 80 = B-	61 - 60 = D-
59-50 = F	

The PowerSchool categories will be as follows: Formative = 30%, Summative = 70%.

Summative assessments

- Summative assessments may include quizzes, tests, papers, projects, presentations, etc. These assessments are generally given at the end of a chapter/concept/ unit to measure a student's understanding and will make up 70% of the final grade for the quarter.
- The deadline for an assessment is three-thirty on the day the assessment is due. If the assessment is due on a Friday, the deadline is three o'clock.
- If a student is absent on the day of a summative assessment, the student will receive a 0% in the grade book. The 0% will remain until the student makes up the assessment (See the Make-Up Policy in the student handbook for the make-up deadline). A student who completes a summative assessment will receive no less than 50%.

Formative assignments

- Formative assignments are practice (homework) and should comprise no more than 30% of the final grade. Formative assignments should be a safe place to try out new skills. Formative assignments are strategies for preparing students to earn summative grades. Formative assignments will be graded based on the quality of the work submitted.
- A student will receive no less than 50% on a formative assessment completed by the assigned due date.
- Because formative assignments are intended to prepare students for a summative assessment, students are HIGHLY encouraged to complete all formative work prior to the corresponding summative for a unit of study. If a formative task is not turned in by the due date, the student will receive a 0% in the grade book.
- Formative assignments do not qualify for re-dos.
- Students who have not attempted a formative assessment and have a 0% recorded in PowerSchool are eligible to complete that formative assignment within 2 weeks (10 school days) from the due date of the corresponding summative. Any formative work that is completed within that two week (10 school days) period after the corresponding summative assessment will receive no more than 50% credit.
- If a student is electing to re-do a summative assessment, all formative assignments must be completed prior to the re-do and within two weeks of the original due date of the summative assessment.

Re-do Policy

- The Re-Do Policy is the primary intervention for helping students who earn low scores on major summative assessments. Every student has the opportunity to raise his/her assessment score by re-studying and re-taking a test, or revising a piece of written work, or re-doing a project. The highest grade must be recorded (not an average of the first attempt and the re-do grade), thus reflecting the student's actual proficiency on the standard(s) being measured.
- Students have a final limit not to exceed two weeks (10 school days) from the time the graded assessment was returned to the student. The return date will be reflected in PowerSchool as the due date.
- All formative assignments must be completed in order for a student to be eligible for a redo on a summative assessment.
- If there are circumstances when it is not possible for a student to complete a redo within two week deadline,

the teacher and student may agree to extend the deadline.

Make-Up Policy

- When a student is absent, it is **their responsibility** to request makeup work.
- A student with an excused absence from class will have two (2) school days to make up the work missed for each absence. If the absence exceeds two (2) days, the student will have two (2) days, plus one (1) to make up the work.
- In cases where the written assignments or test were announced to the student and were due the first day of the absence, the test should be completed on the first day the student returns to school and work is still due on the assigned day, unless other arrangements are made with the teacher.
- **Assignments and materials will be sent home on request (for core subjects only), if the student is absent two (2) or more days. Homework requests are due in the office by 8:30 a.m.**
- If a student is expected to be gone for an extended period of time, the student and parent need to directly contact the teachers of core subject areas, to determine how and when the work will be made up.
- If a student is serving an out-of-school suspension lasting two days or more, homework will be provided upon parent request. Homework may be picked up in the Guidance Office.

ACADEMIC INTEGRITY

We expect students to do their own work to the best of their abilities. Each will be judged according to the quality of his/her own work. Cheating and plagiarism are wrong. Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss or partial credit for the assignment.

POWERSCHOOL

All teachers at Evans Middle School will be using PowerSchool to maintain students' grades. PowerSchool is a web-based grade book that allows data to be centralized; administrators, teachers, parents and students all have internet access to the same real-time information. This web-based approach allows parents to maintain an accurate and up-to-date record of their student's progress. This allows parents to make contact with teachers at the first sign of academic problems. Parents will be given access information at the start of the school year. Parents may log onto the website by going to <https://ottumwa.powerschool.com>

If you have any questions, contact the guidance office at 684-2285.

GYM CLASSES

Students will be expected to participate in P.E. unless they have a medical excuse from a doctor.

Sixth and seventh grade students do not dress out for gym but will need to have a pair of tennis shoes. Eighth graders will need to wear P.E. appropriate clothing to class. Shorts, sweats, T-Shirts and tennis shoes are fine. Any clothing that does not meet the dress code policy for Evans Middle School or is a safety concern may be considered unacceptable for gym class. Eighth grade students will be given four warnings for not dressing out for P.E. each semester. If students forget their clothes on the fifth time, students will be sent to ISS for the rest of the period and the P.E. will need to be made up after school. Showers are not required.

LOCKERS

KEEP YOUR COMBINATION SECRET

A locker with a combination lock is assigned to each student at the beginning of the year. Locker combinations are changed each year and the combination is issued only to the student who is responsible for his/her own locker and possessions. In the event you have been assigned the same locker as another student, contact the guidance office immediately! The lockers are the property of Evans Middle School and are subject to inspection by authorized personnel. The school is not responsible for stolen items. Keep valuables and cash with you, not in your lockers.

- Always close your locker door & lock it!
- Place your name in all coats/notebooks etc.
- Keep coats and backpacks in lockers during school hours.

HEALTH INFORMATION

Health Care Plans: Students with special health care needs are required to have an individualized care plan. This care plan will be written by the school nurse in collaboration with the student's primary care physician, parents and educational team members. If your student has a special health care need, **please** contact your school nurse at your earliest convenience.

Health Education: At each grade level, school nurses teach various health issues as part of the science curriculum. Examples of topics include but are not limited to: hand-washing, AIDS, puberty and communicable diseases. The curriculum content is available for parents to review on the district website. We will also provide a health unit delivered by First Resources in our Eighth Grade Art Class. A note will be sent home to 8th grade parents outlining the covered content. Contact your school nurse for further information.

Head Lice Procedure: Students with signs and symptoms of head lice will be referred to the school nurse for evaluation and recommendations for treatment. If students are referred to the school nurse and live lice are found, a form regarding information about head lice will be sent home with the student whenever the nurse sees fit within the timeline of the day. This form will be returned to the school when the student returns to school and will include the treatment that was given to the student along with a spot for parents and guardians to sign off.

Board Policy 502.1 Revised 5/8/2017

Medication Policy: Students needing to have medication administered during the school day must follow the district's medication policy. **Prescription medication** shall be administered when the student's parent or guardian and doctor provides a signed and dated written statement requesting medication administration.

Non-prescription medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration. All medication must be in their current original labeled container. All medication must be dispensed through the school nurse. Failure to do so may result in out-of-school suspension. All medications must be picked up at the end of the school year by parent/guardian or it will be discarded.

Illnesses: Your student may become ill during the school year. We appreciate you keeping your student home during an illness to decrease the exposure to other students. If your student becomes ill at school, they must go to the nurse's office prior to being considered "excused" to go home. Should your child contact you personally via cell phone that they are ill and leave school it may not be considered an excused medical absence.

Medical procedures/guidelines implemented by OCSD assist the school nurse with treatment plan and care. The nurse is available to answer any questions about your student's health.

Immunizations: State law requires that students must be properly immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, chicken pox, Hepatitis B and pneumonia before entering school. All students entering 7th grade must have proof of both a meningococcal vaccine and a Tdap (tetanus, diphtheria, and pertussis/whooping cough) booster before school starts in August. Only students who are medically exempt or have a religious exemption will be allowed to enter school without the required immunizations.

The following health forms are available on the OCSD web site under the parent link – student health.

- 1) Authorization to administer medication
- 2) Pre-school physical form
- 3) Kindergarten physical form
- 4) Athletic pre-participation physical form – grades 7 -12
- 5) Dental screening form

These forms may be printed to use as needed.

Peanut and Nut Free: The OCSD is a peanut/tree nut free school district. These products are not used in any food items served in our school district.

TELEPHONE USAGE

Unless it is an emergency situation, students will not be interrupted for phone calls. The office telephone is for school business and may be used by students only with permission of the secretary or principal. Good planning and prior arrangements will minimize the necessity of using the telephone. For your information, the school does not recognize caller I.D.

MESSAGES TO STUDENTS

Messages, assignments, band instruments, etc. can be left in the office and students may pick them up at a time when they will not disrupt a class session. Occasionally we have emergencies arise in the office and we are unable to give messages to students during the day. For this reason, we ask that you keep these requests to a minimum and understand that we may not be able to honor your request. Good planning and prior arrangements will minimize the necessity of these requests.

In order to avoid interrupting the educational process we do not allow delivery of balloons, flowers, birthday treats, etc. to students.

HOMELESS CHILDREN

The Board of Directors of the Ottumwa Community School District is responsible for locating and identifying homeless children and youth who are "found" within the district. A "homeless child or youth of a school age" is defined as:

Anyone who, due to a lack of housing, lives:

- In emergency or transitional shelters.
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, or awaiting foster care.
- In cars, parks, public places, bus or train stations, or abandoned buildings.
- Doubled up with relatives or friends.
- Migratory children living in these conditions.

What Homeless Families Need to Know:

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home school if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.

- Your child has the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

OCSD Homeless Education Liaison

Toby Mitchell

Phone: 641-777-0245

DOE State Coordinator

Sandy Johnson

Phone: 515-281-3965

TEXTBOOKS

Textbooks are the property of Ottumwa Community Schools and are available for your use. If a book is defaced or shows excessive wear and tear, the student will pay for the book before grades are issued. If you lose a textbook, you must pay for the book before another book can be issued. If your book is found, your money will be refunded.

TEXTBOOK FEES

Student fees are due at registration. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing extraordinary circumstances may be eligible for other special waivers of student fees. Parents or students who believe they may qualify for other special waivers should contact the building principal of the school their child attends for a waiver form. This waiver does not carry over from year to year. It must be renewed annually.

SUPPLIES/CLASS PREPAREDNESS

Students are expected to bring all necessary/required materials to each class as stated on the Evans Middle School supply list, including school issued student planners.

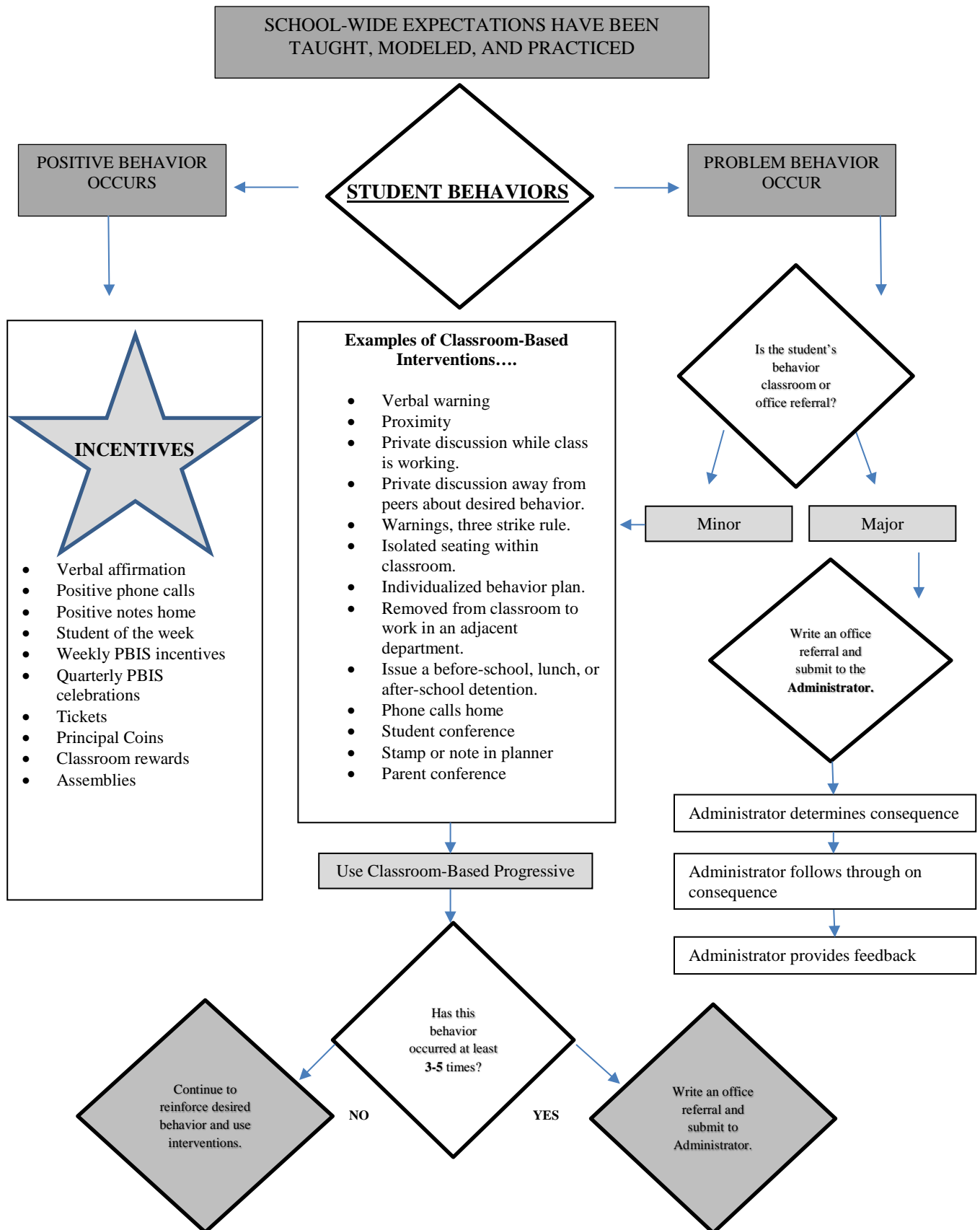
TRANSPORTATION FOR STUDENTS

Bus drivers are qualified Iowa chauffeurs and are certified by the Department of Education to drive school buses.

Students are to respect the bus driver's responsibility and authority when riding the bus. This includes field trips and extracurricular activities. Students who violate the bus rules and refuse to obey the driver may be denied bus transportation privileges. Bus drivers have the same authority as a classroom teacher. Students should conduct themselves appropriately on the school bus. Students misbehaving will be reported to the bus company and disciplinary procedures will occur. Misbehavior on the bus may result in the loss of transportation privileges.

Evans Middle School

Continuum of Strategies to Respond to Appropriate and Problem Behaviors



In-Text Citation Guidelines for APA Style

Definition:

Evidence from the text

Two Main Types:

- Direct
- Indirect

Direct Textual Evidence:

- Word-for-word quotes from the text
- Words appear **INSIDE** of the quotation marks
- **In-text citations** include the author's name and year of publication, which appear after the quotation marks.
 - If there is no author, use the title in quotation marks (or a shortened form of the title) and the date.
 - If there is no date, use the abbreviation "n.d."
- Examples:
 - "Failure to protect our natural resources will endanger the future of all living organisms" (Wellington, 2017).
 - "Failure to protect our natural resources will endanger the future of all living organisms" ("Our Fragile Environment," 2017).
 - "Failure to protect our natural resources will endanger the future of all living organisms" ("Our Fragile Environment," n.d.).

How to Avoid Plagiarism:

- Use quotation marks " "
- After the last quotation mark and **BEFORE** the end of the punctuation, you must include the **in-text citation** (see examples above).
- The ending period goes **AFTER** the parentheses.

How to Introduce Textual Evidence using a Signal Phrase:

- Readers can see this when. . .
- Evidence of this is when. . .
- This is shown when [author and date OR author and n.d.] writes. . .
- In the article, ["title of article," date, or n.d.], the author writes. . .
 - *Use this signal phrase only if you do not have an author's name. Always use the author's name if you have it.*
- When [author and date OR author and n.d.] states. . .

Indirect Evidence:

- Is **paraphrased** or written in your own words
 - Please note that you **DO NOT** change the meaning of the original text, but you **DO** change the language.
- Does **NOT** use quotation marks " "
- Still needs to include **in-text citations**
 - Even though you are using your own words, you must remember to give credit to your sources because you are borrowing their ideas and information.
- Examples:
 - Scientists agree that protecting our environment should be a priority (Wellington, 2017).
 - Scientists agree that protecting our environment should be a priority ("Our Fragile Environment," 2017).
 - Scientists agree that protecting our environment should be a priority ("Our Fragile Environment," n.d.).

Example Textual Evidence Sentences:

- Readers can see this Carl Wellington (2017) writes, "Failure to protect our natural resources will endanger the future of all living organisms."
 - Note that when you use the author's name in your signal phrase, you only have to use the date OR n.d. in parentheses which immediately follow the author's name.
- Readers can see this when the author writes, "Failure to protect our natural resources will endanger the future of all living organisms" ("Our Fragile Environment," 2017).
 - When there is no author, use the name of the article, the date, or n.d. in parentheses.

CONVENTION/USAGE RULE

Convention/Usage Rule	Correct	Incorrect
Use capitals for beginning of sentences and proper nouns	John Hancock February Thanksgiving Ottumwa High School Evans Middle School Ottumwa Bulldogs Kleenex United States of America Mexico Mt. Rushmore To Kill a Mockingbird My best friend and I ate pizza.	john hancock february thanksgiving ottumwa high school evans middle school ottumwa bulldogs kleenex united states of america mexico mt. rushmore to kill a mockingbird my best friend and i ate pizza.
Use correct end punctuation	We won the game! When is lunch? I lost my homework.	We won the game When is lunch I lost my homework
Use apostrophes in possessives	One boy's coat Two boys' coats A child's coat The children's coats The Jones's house	One boys coat Two boys coats/Two boy's coats A childs coat The childrens coats/The childrens' coats The Jone's house
Use proper sentence structure Sentences have at least one subject and at least one verb AND express a complete thought.	The dog chased the car. The students are very polite because they were raised well. My friends and I cheered for the team.	The dog. Chased the car. [Subject and verb are separated in two sentences] The students are very polite. [complete thought] Because they were raised well. [subject and verb included but this is an incomplete thought, for "because" introduces a dependent clause] After my friends and I cheered for the team. [subject and verb included but incomplete thought because "after" introduces a dependent clause]
Use accurate subject-verb agreement Subjects agree with verbs in number. Indefinite pronouns such as <i>everyone</i> are generally followed by singular verbs.	The <i>team wins</i> every time. The <i>players work</i> very hard. <i>Everyone understands</i> me. <i>Each one</i> of the boys <i>eats</i> pizza.	The <i>team win</i> every time. The <i>players works</i> very hard. <i>Everyone understand</i> me. <i>Each one</i> of the boys <i>eat</i> pizza.
Use the correct form of plurals A plural count noun (<i>table, book, pencil</i>) ends in an -s.	My teacher suggested many good <i>books</i> .	My teacher suggested many good <i>book</i> .
Understand both formal/informal audience Formal words should be used in formal settings. Informal words should be used in informal settings.	Dear Mrs. Smith, According to Stephen King,	Dear Amy, According to Stephen,
Use correct verb forms	I have gone I saw I ate	I have went I seen I have ate
Use correct spelling of high frequency words	girls because which does went	grils becuz witch dose whent
Use correct frequently confused words (such as there, their, they're)	Their, they're, there Lose, loose To, too, two Its, it's Your, you're Through, threw Are, our	The students lost they're books. I don't want to loose my keys. Here are too cars. The team lost it's game. Your a good tennis player. The ball came threw the window. We need are new text books.

My Goals at Evans Middle School

Content Area	My District Assessment 2017-2018 Score	My District Assessment 2018-2019 Goal
Reading		
Math		
Science		

My personal academic goals for the 2018-2019 school year at Evans Middle School.	How will I achieve this goal? What do I need to do to accomplish this goal?

My career interests include:	My plans after high school graduation include:

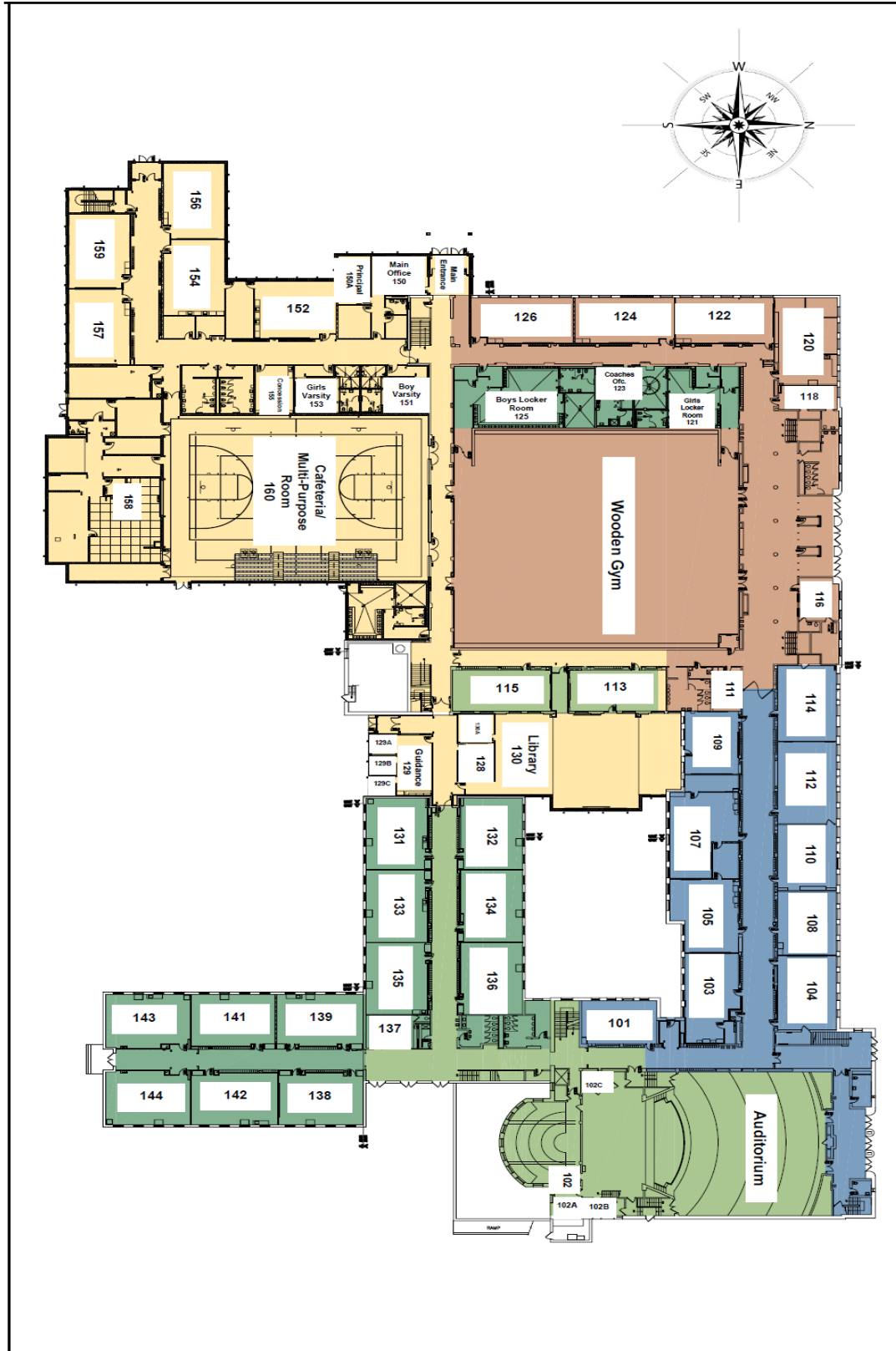
Student Signature

Parent Signature

Date

My Homeroom teacher is: _____

First Floor Building Map



Second Floor Building Map

