

# **South Tama County Middle School**

## **Student Handbook**



**2018-2019**

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## **South Tama County Middle School Welcome**

On behalf of the staff, we welcome you to South Tama Middle School for a new and exciting school year. This handbook is provided so that you and your parents/guardians have an opportunity to become familiar with the many policies and procedures used at the Middle School. Do not hesitate to ask questions if there is anything you do not understand. We are here to help you have a successful school year. Items in this handbook may be adjusted during the school year.

### **Mission**

It is the mission of the South Tama County School District to provide a rich academic, student-centered education that results in success for all learners.

### **Vision of Learning**

Through the dedication of students, staff, families, and community...

All learners at South Tama will tackle complex problems and effectively communicate information and ideas so students can successfully complete post-secondary goals. In order to achieve this, staff and students will improve the quality of their work through feedback and reflection, and experience the confidence and accomplishments that come through the production of meaningful, challenging work.

### **Learning Principles**

- Learning is not a given-it is an active process that requires the learner to ask questions, make connections, and apply learning to existing knowledge and situations.
- Engaged and sustained learning requires that learners constantly see the value of their work and how it contributes to personal success.
- Learning requires the right blend of challenge and comfort where learners know that success is attained but they must persist in order for it to happen.
- Learners need clarity about what the goals are and the criteria for success to inform the development of their work.
- Learners require regular, timely, and meaningful feedback with opportunities for revision and improvement to produce quality work.
- Learners periodically question assumptions and habits based on new evidence and experiences, which often lead to change.

## **I. REQUIRED NOTIFICATIONS**

### **SCHOOL POLICIES, PROCEDURES, AND INFORMATION**

#### **Equity Statement**

*It is the policy of South Tama County 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, Shauna Smith, Director of Curriculum and Student Services, 1702 Harding Street, Tama, IA 52339 ph. 641-484-4811 or email at [ssmith@s-tama.k12.ia.us](mailto:ssmith@s-tama.k12.ia.us)*

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

#### **Access to Student Records**

The Middle School will permit parents of students or eligible students (18 years of age) to inspect and review the educational records of the student in accordance with South Tama School District regulations. Parents wishing to do so may contact the principal or guidance offices. If a parent/guardian wishes to have another individual inspect their student's records, parental permission must be granted before records will be available.

#### **Open Enrollment**

Parents who wish to transfer their student to another school district under Open Enrollment shall notify the superintendent on forms supplied by the State Department of Education by January 1st of the school year preceding the school year for which the request is made. Please contact the superintendent's office for additional information.

#### **Reporting Abuse of Students by Employees**

Iowa Code 280.17, Chapter 102.1 provides a uniform procedure for investigating allegations of physical and sexual abuse of students by school employees. The School District has complied with this ruling and has implemented a procedure by which allegations of physical or sexual abuse by employees can be investigated. Any parent, student, employee, or citizen who has reason to suspect a school employee has physically or sexually abused a student should contact the Superintendent (641) 484-4811.

### **Waivers for Fees**

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 expecting temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **II. Who's Who in School**

### **Principal**

The role of the principal is to serve the students, parents, community and staff. The Principal's office is always open to students and parents to answer their questions or help with problems.

### **Dean of Students**

The role of the Dean of Students is to assist the building principal with their duties and serve the students, parents, community and staff. The assistant principal also serves as the middle school activities director.

### **Guidance Counselors**

The counselors will be involved with students who have social, emotional, conflict management, and behavioral concerns, will teach group guidance classes, lead small groups and is a person who will assist students, parents and teachers to seek satisfactory solutions for student issues (including referrals, special education recommendations, counseling, testing, etc.). The counselors will work with the orientation of new students as well as be the primary investigator of bullying complaints at the middle school. The counselors will also help with the transition of eighth grade students to the high school

### **School Nurse**

The school nurse will have regular hours at the Middle School. A student who is sick is to report to the nurse's office. Students will not be sent home unless parents are notified by the school nurse. The nurse is available to administer medication to students. Any medication sent to school, with or without a doctor's prescription, must be kept in the nurse's office. All medications must be in the original container with proper instructions. Students are not to have medication of any kind in their possession. Students who furnish their own bottle of Tylenol, cough drops, or any other over the counter medications must have a parent permission slip on record in the office.

### **At-Risk Coordinator**

The at-risk coordinator will meet with students and parents of at-risk students and

monitor attendance, academic, and social concerns. The at-risk coordinator will work with the students and their family members to ensure they are successful in school.

### **III. Daily Activities**

South Tama Middle School

#### **Breakfast**

7:45-8:10

A.M. supervision begins at 7:45 a.m.

Students may be dropped off starting at 7:45 a.m.

#### **School Hours**

8:20-3:30 Monday, Tuesday, Thursday, Friday

8:20-2:30 Wednesday

### **Absences from School**

Excessive absences are a frequent cause of school failure. One day's absence costs two days of school work - the day of the absence and the lack of preparation for the day of return. Sickness of the student or other urgent issues shall be the only legitimate excuses for absences or tardiness. The principal will make the final decision on whether an absence is excused.

Procedures:

1. Parents should call the school as soon as possible. **An attempt will be made by office personnel to contact the parent if no call is received.**
2. If parents do not call, a written excuse should be brought when the student returns to school.

Whenever students know beforehand that they are going to be absent from school, they should secure advance arrangements with each teacher as far ahead of the absence as possible. A phone call or written statement from parents is required in the office of any known days a student is going to be absent in advance.

Students who are planning to miss extended absences of school should make the school aware ahead of time. The student is responsible for getting a list of the assignments they will miss from their teachers **AHEAD OF TIME**. These assignments should be completed during the time they are absent and turned in as soon as they return.

### **Excessive Absences**

Students are considered to have excessive absences when they have had 10 unexcused absences. Parents/ guardians are permitted to call in an excused absence up to 10 times per school year. After the student has received the maximum 10 excused absences all absences will become unexcused without a written professional excuse.

Absences will be classified and recorded according to the following:

**Excused Absence: A student is allowed 10 excused absences in a year. An absence will be considered excused under the following conditions:**

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 10 days. If the period of time exceeds 10 days, the student will be exited as an illness. The student will be re-enrolled upon return.
2. Medical, dental, chiropractic, or other valid professional appointments. Parents or guardians are advised to make their appointments during non-school hours. The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the appointment after ten (10) absences per school year.
3. Students sent home due to illness recognized by the designated school nurse.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays or cultural events
6. Interpreting for immediate family up to 2 times per semester. School administration must have 24 hour notice of appointments. Additional excuses for interpreting must be granted by a school administrator.
7. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation, which cannot be scheduled when school, is not in session. A parent/guardian shall be required to notify the building administrator one week prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacation or trips without parent/guardian accompaniment are not excused absences. A Pre-approval form is required with administrator approval. Days missed from school will count as the 10 excused days allowed for parent to call in.
8. Attending state level activities: If students want to receive an excused absence to attend state level activities that occur during the school day, South Tama County must be a participant on the day of the excused absence and the student must provide verification of attendance. i.e. Ticket
9. A court appearance or other legal procedure, which requires the attendance of the student. A written statement from court or a lawyer will be required to return to school excused. A Pre-approval form is required with administrator approval.
10. Quarantine as imposed by a public health officer.
11. Attendance at special events of educational value as approved by the building administrator.
12. Approved school activities during class time.

13. Out of school suspension.
14. Absences approved by school administrator.

#### **Unexcused Absence:**

1. Skipping school
2. Parent/ guardian request without excusable reason
3. Illness of student without medical note per administration
4. Work
5. All other absences not approved by building administrator

Students who exceed 10 or more unexcused absences in a semester in a class may be subject to grade retention.

#### **Investigation and Interventions**

1. Each day a student is absent, the attendance secretary of the building will call the parent only when the parent has not called the student in as absent.
2. Each contact the attendance secretary has with a parent about attendance will be recorded in an attendance log.
3. If a student is tardy, the building can establish a policy of an intervention that may take place (i.e. detention) No building will establish a policy that an accumulation of tardies equals an absence.
4. Each student is given two unexcused tardies per quarter with no consequences. The proceeding unexcused tardies will result in a detention.
5. **If the student's tardy/absence is unexcused, the building can establish a policy of an intervention that may take place (i.e. detention, in school suspension, out of school suspension, change of placement). Students are required to attend 178 days of school per school year with no more than 10 unexcused absences.**
6. If a student reaches 6 unexcused absences the At-Risk Coordinator will send a letter to the parents or guardians.
7. If a student reaches 9 unexcused absences the At-Risk Coordinator will send a 2nd letter to the parents or guardians. The At-Risk Coordinator will evaluate the student's attendance and determine whether or not mediation is needed. In the event that mediation is needed, the At-Risk Coordinator will set up mediation with the family and the administrators to occur within one week of the notification. During this mediation, the causes will be identified, referrals may be made, and interventions may be put in place. At the end of the mediation, the family will agree to a contract that identifies the student's requirements.
8. If the family does not meet the contract requirements agreed upon during the mediation or the family refuses to cooperate, the At-Risk Coordinator



may deem the student a truant. The At-Risk Coordinator may send a complaint to the Tama County Attorney's office requesting the family be considered in violation of the truancy laws of the State of Iowa. **Legal Reference: Iowa Code 259A; 279.10-.11; ch. 299; 299A (2009). 441 I.A.C. 41.25 (8) 1978 Op. Att'y. Gen. 379 (June 22, 1981, April 17, 1989; June 15, 1992; July 19, 1993: April 18, 2011)**

9. Failure to Attend- Driver's License: A person who does not attend a public school, an accredited non-public school, competent private instruction in accordance with the provisions of chapter **299A, an alternative school, or adult education classes shall not receive an intermediate or full driver's license until age eighteen.**

A student who is 16 and no longer of compulsory attendance age, but who has not reached the age of 18, will have his/her driving privilege suspended if he/ she no longer attends a public school, an accredited nonpublic school, competent private instruction, an alternative school, or adult education classes. **Legal Reference: Iowa code 299.1B**

### **Tardies**

Tardiness is being late to school or a class. If students arrive in the morning after the tardy bell rings, they should report to the office to explain why they were tardy and receive their admit/pass to class. All tardiness will be handled in the same manner as an absence - they are either EXCUSED OR UNEXCUSED.

Tardy to School - Unexcused:

1st offense-warning

2nd offense-warning, parent contact

Proceeding Tardies - 30 Minute Detention/Administration Discretion

Classroom Tardies - Unexcused:

1st offense-warning

2nd offense-warning

3rd & 4th - Teacher Assigned Detention

Proceeding Tardies will be handled by the office. Students should be sent to the office immediately.

\*Tardies will reset on a quarterly basis.

### **Report to Office**

All students are to report to the office immediately under the following circumstances:

Being sick or needing the services of the school nurse.

Being tardy to school or reporting to school late after being absent.

Needing to leave the building for any reason.

No one is to leave the building without first making arrangements through the principal's office. When permission is granted, a student will be issued a permit to

leave the building pass. This pass must be brought to the office if a student returns to the building before school is out. Students leaving the building without permission will be considered truant and subject to disciplinary action. **Once on school property, including when getting off buses, students are considered to be in school, and are not to leave the grounds without permission.** Unless the school is notified in advance, students will not be released to any individual other than a parent or guardian.

### **Building Security**

The Fire Marshall has dictated changes that will not permit us to secure the main building from the gym area during non-school hours. To assist monitoring the hallways and entrances, we have installed a video camera security system. All students and visitors will be asked to use the west door when entering or leaving the building. This should cause minimal confusion to parents picking up children during the school day because visitor parking is available on the west side of the building.

### **School Dress**

#### **STC Common Standards for Student Attire**

**The following standards are consistent with the STC Board of Education's current policy on student dress.**

- Shirts that expose cleavage, the stomach area, the navel or have open sides are not acceptable. Spaghetti straps shirts, strapless shirts or tube tops are not permitted.
- All cleavage must be covered.
- The midriff and back area must be covered.
- Straps must be at least one inch wide. Spaghetti strap shirts or strapless tops are not permitted.
- Shorts or skirts must be at least fingertip length when arms are placed at the student's side.
- Trousers, slacks, shorts, skirts, pants are to be worn at the waist. Excessively baggy or saggy pants are not permitted.
- All undergarments must be covered and hidden from view.
- Hats, hoods, and bandanas may not be worn in school.
- Clothing that is distracting, has inappropriate logos, words, or images that makes reference to drugs, alcohol, violence, sex, or profanity are not be permitted. Students may not wear clothing, jewelry, emblems, badges, symbols, signs, mark or item which indicates an affiliation with a gang or hate group.
- An administrator may require a student to adjust or change their clothing to avoid disruption to the learning environment or to eliminate a health or safety concern.

### **Books**

Textbooks and other materials are issued by teachers during the school year. At the end of the year, books are collected by the teacher and fines assessed for damaged or lost books. Students should be aware that a new textbook costs approximately \$80 and should last six years. They should not write in the textbooks or misuse them in any way.

### **Insurance**

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. Athletic insurance is also offered to everyone who is going out for a sport. Students participating in athletics must carry school insurance or prove that they have adequate coverage. An athlete not carrying insurance must have an insurance statement signed by their parent or guardian on file in the Middle School's office before they will be allowed to participate or practice in athletics. Any injury is to be reported to the office immediately, regardless of one's insurance coverage.

### **Lockers**

Seventh and eighth graders will be assigned a hall locker with a combination lock. **Bags, backpacks, etc. should not be in classrooms unless prior approval by the office.** Sixth grade lockers will not have combination locks. They will also be assigned a physical education locker and lock. **Students should not put large amounts of money or valuable items in their lockers.** Valuables may be turned into the principal's office for safekeeping. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.** Lockers are the possession of the school and are for student usage. The school may conduct periodic inspections of individual, all or a random selected number of lockers. Students *may or may not be* notified in advance if the school will be inspecting **all** lockers. Any damage to an individual locker may be considered vandalism and will be dealt with accordingly. Any inappropriate materials found in lockers may be taken and depending on the material, may or may not be returned to the student or parent.

5<sup>th</sup> graders will not have lockers, but will be assigned a storage area within the classroom coat closet.

### **Library**

All books, except those on reserve, may be checked out for two weeks. Books on reserve may be checked out for only one period or overnight. A student is responsible for the materials checked out - if lost, stolen or damaged, he/she will be required to pay for the book or material.

### **Announcements**

Student announcements are read at the beginning of the day. If a student wishes to put something in the announcements, they must have it in the office and approved by the principal no later than 7:45 AM.

### **Delivery of Flowers/Balloons, etc.**

Flower delivery is accepted every day of the school year. They may pick up the flowers, etc. after school.

## **Safety Procedures**

### **Daily Safety Protocols**

The following safety procedures will be in place at all times:

1. All exterior doors will remain locked during the school day.
2. All visitors must buzz into the office to gain access to the building during school hours.
3. All visitors are required to wear a visitor badge while in the building.
4. Doors will remain closed until 7:45 am and will close again at 5:00 pm.
5. Doors will be closed in emergency situations.
6. Staff will carry their keys with them at all times.
7. Intercom will be the primary form of emergency communication, hand-held radios will be the secondary form of communication (channel 4), cell phones will be the third form.
8. Communication in an emergency will be clear and concise, specific directions will be given when appropriate and necessary.
9. Recess monitors will carry hand-held radios
10. Emergency packets will be located near the exit of each classroom. When exiting during an emergency, the teacher will take the packet with the class.
11. Evacuation locations: United Methodist Church in Toledo.

### **Fire, Tornado and Bus Evacuation Drills**

Periodic drills will be held to acquaint students with the possible dangers of fire, tornado, etc., and the procedure to be taken if these emergencies occur. Since these drills are a rehearsal for a possible emergency, absolute cooperation is required from all teachers and students. Talking should be kept to a minimum.

-The tornado disaster drill is announced over the intercom system.

-The fire drill is a continuous ring on the warning system.

### **Emergency Situations**

Throughout the school year it has become commonplace to encounter various situations which may disrupt or constitute a hazard to students and staff in the building. Such events, though not related to fire or dangerous weather may require special responses. For example, an employee or student has been injured and requires medical attention. Having students in the hallways while the situation is being dealt with hinders the solution.

In emergency situations, staff or students will contact the main office, where

building wide communication will occur through the intercom system. The principal or their designee are the only person to authorize a lockdown.

The following action will be taken for each type of lockdown.

**LOCKDOWN - EMERGENCY (AN IMMINENT THREAT IN OR AROUND THE BUILDING)**

- Office will announce "EMERGENCY LOCKDOWN" (If a drill, will be followed with "THIS IS A DRILL")
- No one will be allowed into the building other than law enforcement.
- Teachers will secure classroom doors.
- Windows/Blinds will be shut.
- All staff and students stay clear of doors and windows.
- Students in hallways will enter first available classroom - lock doors.
- Administrative office will contact law enforcement 9-1-1 for assistance.
- If students are missing from your classroom, notify the office via the intercom.
- If extra students, not in that class, notify the office via the intercom.
- Wait for further instructions via intercom system.
- Lockdown will be in effect until "All Clear" is given from the office.

**LOCKDOWN - NON-EMERGENCY**

- Office will announce "NON-EMERGENCY LOCKDOWN"
- Teachers will keep students in classrooms and maintain normal activity.
- Students outside classroom are to return to their classroom immediately.
- Hallways and restrooms are to remain clear of students and staff.
- Lockdown will be in effect until "All Clear" is given from the office.

**BUILDING EVACUATION**

- Will be used for Fire Drill, Gas Leak, Bomb Threat or other needed scenario.
- Follow Fire Drill Procedure to exit the building.
- Staff will escort students in an orderly manner on sidewalks to the Toledo Methodist Church.
- For student pick-up parents will be directed to a specific location where they will be required to show valid identification and sign out their student. At the reunification site, school administrators, police, and fire officials account for students and provide aid to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.
- The reunification process involves several deliberate steps to help ensure the safety of students. In some cases, the process may not be as rapid as many would prefer. As difficult as it may be however, it is imperative that parents remain calm and patient during this process.

## **Lunch and Breakfast Programs**

### **Breakfast/Lunch System Procedures**

Student will be issued a school lunch account number. No charging is permitted. If you have any questions or would like a printout of the activity for you child's account, contact the office.

Breakfasts are served every morning from 7:50 A.M. - 8:15 A.M.

### **2018-2019 Meal Prices**

Breakfast: \$1.85 MS student; \$2.00 Adult; reduced lunch .30

Lunch: \$2.80 MS student; \$4.00 adult; reduced lunch .40

Extra milk \$.45

Children bringing sack lunches and desiring milk or students desiring a second half-pint of milk are expected to open a school nutrition program account and maintain a positive balance.

When a parent feels their children will qualify for free lunches or reduced price lunches, they must personally make arrangements in the central office before free or reduced lunches will be granted. A new application must be completed each year. The forms will be available at registration. Parents/guardians should file a completed application as soon as they feel they would qualify.

Family lunch accounts should maintain a positive balance. If a family account should reach a negative balance of ten dollars (-\$10.00), students of that account will be served an alternative breakfast or lunch until the family account is no longer at a negative balance of ten dollars (-\$10.00).

If a guest is going to eat school lunch with a student, the office must be notified by 8:15 a.m. the day of the visit to ensure enough food will be prepared for the center.

## **Electronic Devices**

Students may use electronic devices (cell phones, iPods, tablets, etc.) when authorized by a staff member. However, the use of these items can be disruptive to the classroom environment and therefore will be confiscated when used during class or in-between classes (unless the student has teacher permission). Confiscated electronic devices may be returned to either the student or parent. See Breach of Discipline section in this handbook for specific consequences.

## **iPads**

Each student will be issued an iPad for use during the school year. By using the iPad,

students agree to the following

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will not take my iPad into the lunchroom, restrooms, or locker rooms.
- I will not loan my iPad to other individuals.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it in the provided case.
- I will use my iPad in ways that are educational, appropriate and meet STC Middle School expectations.
- I will not delete or download apps on my iPad.
- I will not change my iPad lock screen or add a passcode.
- I will use the iPad camera for approved classroom activities only.
- I will not place decorations (such as stickers, markers, etc.) on the iPad, case or deface the serial number.

\*iPad violations will result in the following:

1st offense- loss of iPad for 1 school day.

2nd offense- loss of iPad for 5 school days.

3rd offense- loss of iPad for remainder of the quarter.

For more information on iPads see “STC Technology Loan Agreement” in handbook.

### **Room Phones**

Students are allowed to use the student phone located in the main office with permission. In addition, students may use the phones in the classroom with teacher permission. Students are not to use the classroom phones if they are ill. They are to report to the school nurse or office.

## **IV. Transportation**

### **School Bus Transportation**

Regular bus routes are provided for rural students, plus students from Chelsea. Students living in Tama may ride a shuttle bus from the Tama Primary, Tama Intermediate or the High School to the Middle School. Students missing the shuttle bus should report immediately to the nearest principal's office and call the Middle School office and explain the circumstances.

All students are expected to obey the established school bus regulations: follow directions, no moving when bus is in motion, keep body parts and objects inside of bus, out of aisle and to yourself, use appropriate language and voice tone, respect the property and rights of others. When loading, students are to remain behind the restraining line until the bus is stopped and unloaded. Students whose conduct is

unacceptable may be reported to the building administrators. Unacceptable bus conduct could result in a loss of one's transportation privileges.

Video cameras are used at various times on all buses. These are there to see how students behave on the bus. The cameras show what students are doing and saying. If there is a discipline problem on the bus, the director of transportation and/or the building principal will watch the recorded tape to see exactly what happened.

The transportation director will assign students a primary bus route. Under special circumstances, students will be allowed a second bus drop off with prior authorization from the Transportation Director. Students will not be allowed to ride a bus other than their assigned route.

The district provides transportation of Middle School students to athletic events or activities. The student is required to ride to the event in a school vehicle in order to participate unless permission is granted by an administrator prior to an event. Students are to ride the school transportation home from the event. **Parents may contact the sponsor at the event and sign a release form at that time in order to take their child home from the event.** The student cannot be released to anyone except the parent or guardian without prior approval from building administrators. If students do not ride on school provided transportation, they cannot participate in the activity. If they leave the activity without permission, they can be suspended from the activity and future participation.

### **Activity Bus**

An activity bus is available for students participating in after-school activities such as sports or fine arts. **Students must be involved in a supervised school activity in order to ride the bus.** Students who leave the school grounds to visit friends, etc. will not be allowed on the bus. This is to avoid parents believing their child is being supervised when they are not. Students who need to ride the activity bus following a detention are required to be under direct supervision until the bus

arrives. Activity bus times vary depending on the sports season.

### **Street Closed**

To ensure the safety of students, East Street on the east side of the Middle School is closed to all traffic except school buses during the school day from 7:45-3:45. Parents are asked to park on adjoining streets when picking up students after school.

### **Mopeds, Bicycles and Skateboards**

Mopeds are to be parked on the north side of the park in the designated area. Bicycles should be parked in the bike rack outside of the north entrance of the



school. Students are not to ride bikes or use skateboards on school grounds during school hours.

## **V. Special Programs**

### **Physical Education**

Every student is required by Iowa law to take part in physical education classes. Students are responsible for having their gym clothing on days they are scheduled for physical education. Private dressing and showering facilities are provided in the locker room areas.

If for medical reasons a student cannot participate, a doctor's written excuse is required to be on file in the office. All medical excuses will be re-evaluated periodically.

7<sup>th</sup> and 8<sup>th</sup> grade students must furnish their own P.E. clothes and make certain that they are taken home and washed regularly. The school will furnish a clean towel, locker, and lock. Students are expected to follow showering guidelines set up by the physical education department.

### **Computer Use**

There are multiple computers and iPads for student use. Students are to use computers under the direct supervision of an instructor. Students permitted to use the Internet are required to follow the guidelines specified in the Acceptable Use Policy. Students are not to use personal drives, disks or games on school property unless given permission by an instructor.

Students are expected to use care and consideration when using school computer equipment. Vandalism to this technology is expensive. Students found to be misusing computer equipment and/or altering or destroying files may lose computer privileges. When damage or loss occurs, students may be required to reimburse the school for the replacement cost.

### **Band and Chorus**

Students enrolled in band will be scheduled out of both academic and exploratory classes for individual or small group lessons. The scheduling of classes for students is done to accommodate students so that they can get every chance to participate in all the courses offered. Students may drop band and/or chorus during the first two weeks of a quarter. **All courses that are dropped after two weeks of a quarter, except those that are dropped for medical reasons, will be recorded as an "F" unless administrative approval is granted.**

### **Grading Scale**

<b><i>100 - 95 = A</i></b>	<b><i>85 - 83 = B</i></b>	<b><i>75 - 73 = C</i></b>	<b><i>65 - 63 = D</i></b>
<b><i>94-90 = A-</i></b>	<b><i>82-80 = B-</i></b>	<b><i>72 - 70 = C-</i></b>	<b><i>62 - 60 = D-</i></b>
<b><i>89 - 86 = B+</i></b>	<b><i>79 - 76 = C+</i></b>	<b><i>69 - 66 = D+</i></b>	<b><i>59 - 0 = F</i></b>

### **Student Council**

Student Council members are selected on a volunteer basis in each grade. Members are needed to assist with Project 60, Fun Night, community service, PBIS, and other activities.

### **Assemblies**

The following procedures are used when students are to attend an all-school assembly.

1. Students are released by intercom.
2. 5th, 6th and 7th graders use the west entrance to the gym; eighth graders use the east entrance via the lower hallway.
3. Staff are to lead students single file to the gym, move them into the bleachers as far up as possible, and sit with their group.
4. 5<sup>th</sup> grade sits in the chairs set up on the floor in front of the bleachers, 6th grade sits in the west section of the bleachers, 7th grade sits in the middle section of the bleachers, and 8th grade sits in the east section of the bleachers.
5. Students will be released by grade following the assembly.

Students are reminded to behave as follows.

1. Walk quietly to the assembly.
2. Follow teacher instruction; you may not be able to sit with your friend.
3. The principal or assistant principal will stand in front to signal the start of the assembly; students are to quiet down.
4. Show courtesy to the performance by the following.  
 Applaud at the end of a song.  
 Applaud at the end of a solo.  
 Avoid any behavior that may detract from the performance.
5. Students who do not follow these guidelines will be removed from the performance/ assembly.

### **Sports Extra-Curricular Activities**

Practice sessions for sports may be scheduled before or after school. After school practices are over by 5:30 P.M with an activity bus taking students to Tama, Toledo, Montour, Chelsea, and the Settlement. Morning practices are held from 6:30-7:45.

**An athlete must have the following forms on file to participate in athletics a physical examination form, a parent permission to practice form, a concussion information form, and a signed statement acknowledging athlete and parent/guardian familiarity with the Code of Conduct. In addition, athletes**

**must be passing in their academic work and display good citizenship to participate in games.**

Any student who is failing one or more classes or receives an office referral during the week of competition may be ineligible to participate in extracurricular activities until his/her grades are improved.

If students do not ride on school provided transportation, they cannot participate in the activity unless permission is granted by an administrator prior to the contest. If they leave the activity without permission, they can be suspended from the activity and future participation.

### **Fine Arts**

Middle School students may participate in band or vocal music. Students should contact the instructors in these areas to find out the various fine arts activities offered and times that these activities meet.

Transportation of Middle School students to fine arts events or activities is provided by the district (see transportation section of this handbook).

### **Eighth Grade Health**

The State Department of Education mandates the teaching of health and health related subjects. Parents may meet with the building principal and instructor if they wish to have their children excused from participating in portions of the curriculum.

### **English Language Learners**

English Language Learner (ELL) classes are offered for qualifying students at scheduled times during the school day. Additionally, some assistance is provided to help students with limited English in their regular classes.

## **VI. Academic Requirements**

### **Academic Eligibility for Extracurricular Activities**

1. At the end of each quarter students involved or planning on being involved in extracurricular activities will be checked for any failing grades. If a student has 1 or more failing grades they will be ineligible immediately or during the next season/activity they are involved in for 10 academic school days. 7th graders will automatically be eligible for fall sports. Their grades will be reviewed upon the completion of the first quarter. 8th graders could be ineligible at the beginning of their 8th grade year due to failing grades during 7th grade year.
2. Student grades will continue to be monitored throughout the season and coaches will be notified when students have a D or F on a weekly basis.

Coaches will be encouraged to require student-athletes to attend Homework Help on each Wednesday throughout the season.

3. Students are encouraged to visit with teachers regarding their performance in the classroom. Students may contact teachers about the possibility of meeting before or after school to get extra help as well.

### **Report Cards and Conferences**

Report cards are issued at the end of every nine-week grading period. A progress report (midterm) will be sent home every midterm of a quarter.

Parents and students are encouraged to discuss their school problems and accomplishments with teachers, the counselor, or the principal. A conference will be arranged upon request. Parent-teacher conferences will be held during the first and second semester. Dates are listed on the school district calendar.

### **Daily Assignment Requirements**

Students are expected to complete assignments on time. Middle School assignment requirements are communicated at the beginning of each school year. Students are reminded of these requirements frequently throughout the year.

### **Academic Interventions**

The following are interventions that may be tried by school staff to assist students determined to be having academic difficulty. Parents are highly encouraged to take an active part in supporting students academically.

#### **Individual Teacher Level**

- Discuss the problem with the individual student privately helping the student to identify other options for success in the classroom.
- Provide isolation for quiet completion of tasks.
- Set written contracts or agreements with the student.
- Provide positive feedback where appropriate.
- Call the parent/guardian when problems occur.
- Call the parent when improvements take place.
- Monitor the student actively when in study hall.
- Sit by the student in study hall to ensure assignment completion.
- Utilize the assignment notebook to have information pass between home and school.
- Have students complete assignment during lunch or recess time.
- Focus on work completion during homebase.
- Keep the student after school to complete assignments.
- Documentation of Interventions.

#### **Team Level**

- Arrange for a conference with the parent/guardian and the student to discuss future goals to meet expectations.

- Utilize weekly update sheets.
- Utilize missing assignment lists - student updates.
- Utilize peer tutors.
- Devise a contract, etc. to provide a collaborative approach to address the problem, which may include the dean of student and the counselor.
- Conferences with team and students.
- Use a point sheet.

### **Building Level**

- Assign student to Homework Help on Wednesdays.
- Assign student to work completion during lunch or recess.

### **Homework Help**

Homework help is an after school program that meets on Wednesday nights from 2:30 - 3:30. Students who are missing multiple assignments may be assigned to Homework Help for work completion. If a student would benefit from Homework Help the teacher should contact parents for approval and to arrange transportation. Students may also be assigned to Homework Help by parent request. Teachers and staff members will monitor the progress of students during the program and ensure that students are completing their missing assignments. Students who participate must be picked up at 3:30.

### **Summer School**

Summer school will be utilized for remediation purposes for students who fail the same core class each of the 4 quarters. Any student who fails a core class each of the 4 quarters will be assigned to summer school to retake that class. Students assigned to summer school will be required to complete the courses that they failed. In addition, any student deemed lacking grade level academic skills may be assigned to summer school to better prepare them for the next grade level.

## **VII. Behavioral Requirements**

### **PBIS Schools-Why PBIS?**

Previously, school-wide discipline has focused mainly on reacting to student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, detentions, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used in the absence of other positive strategies, is ineffective. Unlike how schools have typically responded in the past, PBIS schools teach behavioral expectations and reward students for following them. PBIS schools emphasize a school-wide system of supports that include strategies for defining, teaching, and reinforcing appropriate behavior. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The goal of a school-wide PBIS system is to establish a climate in

which appropriate behavior is the norm.

### **Positive Behavioral Interventions & Supports (PBIS)**

In our efforts to establish South Tama Middle School as a safe, welcoming, and purposeful learning environment we have implemented a school-side PBIS system. At STC Middle School the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the 3Rs: Respect, Responsibility, and Relationships. Students who are respectful, responsible, and build positive relationships act appropriately so they maximize their learning opportunities and do not distract or interfere with the learning opportunities of their classmates.

Students are actively involved in learning what the 3Rs mean through activities, lessons, demonstrations, videos and role-playing. In addition to learning the 3Rs staff members will recognize and reward students for better-than-expected behavior. Staff issue PBIS tickets to students when they observe them in the act of exceptional behavior. PBIS tickets can be used for a variety of purposes including weekly office drawings, privileges from teachers and the library, and access to special PBIS activities.

### **Acknowledging Responsible Choices**

#### **School-wide Recognition**

To encourage and acknowledge responsible choices, the South Tama County Middle School Staff implements the following incentives on a school-wide basis.

#### **PBIS Student of the Month (Sept. - May)**

Each month grade level teams select two students from each grade level to be student of the month. Selection is based upon modeling established PBIS expectations. Students receiving this honor have their picture placed outside the office and receive a certificate from the principal.

#### **Grades**

Grades are provided to communicate student progress. To clarify that communication, a uniform grading scale is used at the Middle School. Students are encouraged to reach their full potential, and grades are one indicator of that. Students and parents will be informed of the student's progress through midterms. Teachers and all staff should be careful to avoid implying that a grade of "C" is somehow a bad grade. A listing of assignments can be made available to also report progress.

#### **Behavior Sheets**

Behavior sheets, given to parents at conferences, are a record of student progress in social competence. They are designed to encourage students to take responsibility for their own choices.

#### **Golden Achievement Award (Toledo-Tama Kiwanis)**

This is an award given by a local community group to honor students who exemplify good citizenship. Voting generally occurs in February with the presentation following later in the spring.

#### **I. Criteria**

- a. Student respects self, peers, staff, and building.
  - b. Student is involved in school activities and out-of-school activities.
  - c. Student demonstrates self-discipline towards school work and behavior.
- II. Voting Process
- a. Only staff who have a student during that current year may vote for that student. A student could only receive the award once at the Middle School.

### **Honor Roll**

Grade point includes all graded classes including graded exploratories. Any student taking any class for Pass/Fail grade are not eligible to be on honor roll. Students with a grade point average of 3.0 to 3.49 will be on silver honor roll. Students with a grade point average of 3.5 - 4.0 will be on the gold honor roll. A grade of B- is less than 3.0. Their names appear in the newspaper.

### **Middle School Academic Awards Night**

Academic Awards Night is held in the spring of the year to provide recognition to those students who have excelled academically during the year. Medals are awarded to those students who were on the honor roll for First, Second and Third Quarter. All classes including exploratories are taken into consideration. One award is given to those whose grade point is 3.0 to 3.49, silver honor roll. Another is awarded to those whose grade point is 3.5 to 4.0, gold honor roll. In addition, each teacher selects criteria by which to identify medal of academic achievement winners (top students in each class.) Students are notified of the criteria at the beginning of the year. Criteria for these medals may be based on grades, behavior, and effort in class, attendance, and leadership. Students will receive only one medal of achievement but will receive letters of excellence from teachers in whose classes they qualified for this honor .

### **Teams and Grade Level Recognition**

To encourage and acknowledge responsible choices grade level teams and individual staff are encouraged to use the following suggested incentives.

#### **Special Rewards**

Hall passes, ice cream treats, library passes, positive phone calls home, recognition of classroom achievement, auctions, and other activities.

All students may have the opportunity to attend the following activities:

Fun Night, Basketball Shootout.

Note: The Middle School **does not** sponsor dances. Community organizations may sponsor dances for Middle School students. Anyone wishing to sponsor a dance should contact the administration building.

## **Correcting Irresponsible Behavior**

### **1. Helping students who demonstrate misbehavior**

We believe that the great majority of our students try to meet our expectations for self-discipline and responsibility. We believe that our basic classroom management systems are the most crucial first step in helping students learn and grow toward self-discipline and responsibility.

### **2. Students who display chronic misbehavior**

Chronic misbehavior is defined as that behavior based on duration and frequency which creates an environment in which the student cannot learn, other students cannot learn, and/or the teacher cannot teach OR creates an unsafe environment for the student and/or others. For our purposes, chronic misbehavior is separate from passive behaviors often leading to non-completion of assignments.

We believe that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we will design a series of interventions for students who have not been motivated by our school-wide procedures. As we adapt our procedures, the focus will remain positive, while recognizing a continuing need for calm and consistent consequences.

### **Breach of Discipline**

The following is a list of some of the types of disciplinary sanctions, which may be addressed through disciplinary consequences. This is not a complete list of all forms of misconduct nor is this more than a guide regarding disciplinary administrative discretion will also be utilized when determining appropriate consequences. Accessories to any violation constitutes a violation of the standard. Repeated violations can have disciplinary consequences greater than a single violation.

**STC Middle School Behavior Matrix**

<b>Category</b>				
<b><i>Critical</i></b>				
1. Guns	-Expulsion			
2. Physical Violence with Weapon	-Expulsion			
3. Possession/Use of Drugs	-Expulsion -Long-Term Suspension -Change of Educational Placement			
4. Arson	-Long-Term Suspension -Expulsion			
5. Possession of Drug Paraphernalia	-Long-Term Suspension -Expulsion			
<b><i>Most Serious</i></b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
6. Assault	-5 Day Suspension	-Change of Educational Placement -Long-Term Suspension		



		-Expulsion		
7. Possession of Weapons/Dangerous Materials or Chemicals	-3 Day Suspension -Change in Educational Placement -Expulsion	-Change of Educational Placement -Long-Term Suspension -Expulsion		
8. Vandalism with Property Damage	-2 Day Suspension	-3 Day Suspension	-Change in Educational Placement -Expulsion	
9. Threats of Violence on Campus	-2 Day Suspension -Change of Educational Placement -Long-Term Suspension -Expulsion	-3 Day Suspension -Change of Educational Placement -Long-Term Suspension -Expulsion	-Change of Educational Placement -Long-Term Suspension -Expulsion	
10. Fighting, Disorderly Conduct (School-Wide Impact)	-2 Day Suspension	-3 Day Suspension	-Change of Educational Placement -Long-Term Suspension -Expulsion	
11. Verbal Abuse of School Employee (Profanity)	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement	
12. Extortion/Theft	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement	
13. Smoking/Use or Possession of Tobacco	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement	
14. Physical Aggression	-1 Day Suspension	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement
15. Refusal to Comply with School Rules or Authority of School Personnel	-1 Day Suspension	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement
16. Obstruction of School Employees in the Performance of their Duties (Lying or Attempting to Deceive)	-1 Day Suspension	-2 Day Suspension	-3 Day Suspension	-5 Day Suspension -Change in Educational Placement
17. No Contact Violation	-Warning	-1 Day Suspension	-2 Day Suspension	-3 Day Suspension -Change in Educational Placement
18. Harassment, Bullying	-Warning -Safety Plan	-1 Day Suspension	-2 Day Suspension	-3 Day Suspension -Change in Educational Placement
<b>Serious</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
19. Profanity or Derogatory	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
20. Disruptive Conduct, Off-Task	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension

21. Inappropriate Physical Contact	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
22. Insubordination, Defiance, Refusal to Follow Directions	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
23. Refusal to Work	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
24. Disrespectful to Adult or Peer	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
25. Cheating Dishonesty	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
26. Vandalism without Property	-30 Minute Detention -Community Service	-60 Minute Detention -Community Service	-120 Minute Detention -Community Service	-1 Day Suspension
27. Pranks (without Property	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
28. Internet Use Violation	-Loss of Privilege (1 week)	-Loss of Privilege (2 Weeks)	-Loss of Privilege (4 Weeks)	-Loss of Privilege (rest of
29. Public Display of Affection	-Warning	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention
30. Dress Code Violation	-Warning	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention
31. Miss-Use of an Electronic Device	-Confiscate 1 Day	-Confiscate Parent Pick-up	-Confiscate Parent Pick-up -60 Minute Detention	-1 Day Suspension
32. iPad violation (major)	-Loss of iPad 1 Day	-Loss of iPad 5 days	-Loss of iPad rest of quarter	
33. Inappropriate Hallway Behavior	-30 minute Detention	-60 Minute Detention/ Hallway Escort for 2 weeks		
34. Truancy	-1 hour detention for ea. hour			
35. Inappropriate Bus Conduct	-Assigned Seat on Bus -Parent contact	-1 week Bus Suspension	-Suspension from Bus Multiple weeks	
36. Inappropriate Cafeteria/ Recess Behavior	-30 Minute Detention	-60 Minute Detention	-120 Minute Detention	-1 Day Suspension
37. Inappropriate Bathroom Behavior	-30 Minute Detention	-60 Minute Detention/ restricted bathroom pass for 2 weeks		
37. Unexcused Tardies to class	-Warning	-Warning	-30 Minute Detention (3-6)	-60 Minute Detention(7+) - Escort to class for remainder of Quarter
38. Unexcused Tardies to school	-Warning	-Warning -Parent Contact	-30 Minute Detention (3-6)	-1 Day Suspension

### **Suspension (In and out-of-school) and Expulsion**

A building administrator may suspend a student from school for a temporary period, not to exceed ten consecutive school days, and may do so upon violations of rules and regulations or when the student's conduct varies radically from the

conduct necessary to maintain a proper educational environment for other students. Suspension may also be used in conjunction with procedures for expulsion (see below). Students may be suspended for serious violations of school rules which include the following behaviors, but not limited to these:

- Fighting/ Encouraging others to fight
- Vandalism
- Repeated harassment and/or serious behavior
- Suspicion of using or being under the influence and/or in possession of alcohol, drugs, tobacco, inhalants, flammables, weapons, look-alike substances ,etc. on school property or at school functions.
- Swearing at an adult or another student
- Physical aggression and/or threatening an adult or student
- Stealing
- Truancy

Where deemed appropriate the police may be notified.

**Unless safety requires immediate action**, before making a decision to suspend a student, the building administrator shall afford the accused student an opportunity to speak in his/her own defense, explaining the facts from his/her own point of view. The student shall be made aware of his/her right to visit with his/her parents or guardians concerning the matter.

If, after hearing the facts of a case from both sides, the building administrator **decides** that suspension of the student is warranted and expulsion is to be recommended, the following will occur:

Notification will be made in writing to the student, parents or guardian, Superintendent of Schools and the President of the Board of the decision to suspend the student. Included will be information regarding the basic facts of the case, length and provisions of the suspension, and the reason for the decision to suspend the student. A parent conference shall be held when deemed necessary by either the administrator or the student and parents or guardian.

### **Appeal**

The student and parent or guardian may appeal the suspension to the Superintendent of Schools.

- The hearing must be held within five (5) days of suspension
- The majority of Directors must attend hearing.
- The Superintendent of Schools should contact Directors and set time and place for the hearing.
- The Superintendent should notify student and/or student's parents and student's legal counsel, if any, of the time and place of the hearing including the name of the convening board and presiding officer. The purpose of the meeting and the specific allegations against the student as the basis for the suspension will be explained. Advise the student of the right to legal counsel to be present at the hearing. Advise the student of the right to bring witnesses to the hearing of their

own for their defense. A statement of the nature of and location of any school records pertinent to the hearing and that they will be available to the student and legal counsel so as to be able to adequately prepare for the hearing.

### **Hearing Procedure**

- Presiding officer shall declare hearing opened, read the nature of the charge(s) against the student, introduce the counsel for their parties to one another, be responsible for the conduct of the hearing and administer oaths to witnesses.
- The presiding officer or designee may administer oaths to witnesses.
- The Board may employ legal counsel to serve in the capacity of a "prosecutor."
- Happenings of the hearing should either be transcribed by a Court Recorder or on tape and should be taken in the form of minutes.

### **Decision of the Board**

- Should be in writing.
- Should be delivered to student, parents and legal counsel.
- The Board of Education is empowered to readmit students who are expelled under the provisions of the policy. A request for readmittance should be in writing and filed with the Superintendent of Schools 30 days prior to admittance date.

### **Appeal of Board Decision**

- All appeals to District Court level.

### **Long-Term Suspension (more than 10 days) or Expulsion**

Only the Board may expel or assign a long-term suspension to a student. These measures will be recommended by the principal only as a last resort after other discipline interventions have been attempted.

Serious offenses such as bring a weapon to school, or other instances where the student's presence is detrimental or determined to be dangerous to staff/or students may result in immediate recommendation for a long-term suspension or expulsion.

### **Anti-Bullying and Harassment Policy**

#### **502.11 Bullying and Harassment Prohibited – Students**

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

tolerated in the school or school district.

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

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

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 purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Repeated remarks of a demeaning nature that have the purpose or 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 purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Stalking and hate crimes are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

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

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

**3. Reporting.** Any person alleging a violation of this policy may file a written complaint by using the *Bullying and Harassment Prohibited Complaint Form* (502.11E1) or the *Bullying and Harassment Prohibited Witness Disclosure Form* (502.11E2) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District

administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant ~~may~~ must file the initial complaint within 90 working days with the school's principal, whose decision may be appealed to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, an investigator will promptly review the allegations to determine if the complaint states a possible violation of this policy. If so, the investigator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation.

A written investigative report will be completed within 30 working days following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.

The school or school district will investigate allegations of bullying or harassment within 15 working days of the initial complaint. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment. Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

For further details on reporting and investigation, please see Appendix A, entitled "Anti- Bullying/Harassment Investigation Procedures."

**4. Grievance Procedure – Disability.** The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or

student may utilize such grievance procedures.

**5. Confidentiality.** The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.

**6. Retaliation Prohibited.** No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.

**7. Corrective Actions.** Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.

**8. Assessment and Training.** It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall make regular reports to the Board of progress made toward reducing bullying and harassment.

**9. Other Agencies.** Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

**10. Notification.** The board will annually publish this policy. The policy may be



publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's website and a copy shall be made to any person at the Central Office, 1702 Harding Street, Tama, Iowa 52339.

### **Gang-related Behavior**

In keeping with our goal of a safe and secure environment for students, any gang-related behavior is prohibited. The definition of a "gang" is found in board policy 502.55 a copy of which is located below. This includes the presence of symbols on folders, in notebooks, or written on the skin etc. that denotes membership in a gang. Recruitment, intimidation, or other actions that threaten students are also prohibited and will result in disciplinary actions.

### **502.55 Dress Code: Gang Symbols, Signs, and Behavior Prohibited (Paragraph 3)**

The term "gang" in this policy is defined as a "criminal street gang" as defined in Iowa law 723A. A criminal street gang means any ongoing organization, association or a group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity. "Pattern of criminal gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang.

### **Damage to Building and Property**

Persons found responsible for destroying or damaging school or private property will be required to reimburse the school or owner for the cost of replacing or repairing the damage. Vandalism is a crime. Students may be turned over to juvenile authorities.

### **STC Technology Loan Agreement**

One iPad or laptop, charger and bag are being lent to the Student/Borrower and are in good working order. It is the Student's/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all time remains, the property of South Tama County Community School

District, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing his/her privilege to use this computer. The equipment will be returned to the school when requested by South Tama County Community School District, or sooner, if the Student/Borrower withdraws from South Tama County Community School District prior to the end of the school year. The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the Student Handbook, as well as, local, state, and federal statutes. Student/Borrower may not install or use any software other than software owned or approved by the District and made available to Student/Borrower in accordance with this Receipt and Agreement. One user account with specific privileges and capabilities has been set up on the iPad or laptop for the exclusive use of the Student/ Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the iPad or laptop or any school-owned computer. The South Tama County Community School District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network. Identification and inventory labels/tags have been placed on the iPad or laptop. These labels/tags are not to be removed or modified. If they become damaged or missing, the Student/Borrower should alert a teacher so tech support can be contacted for replacements. No additional permanent stickers, labels, tags, or markings are to be added to the iPad or laptop. An email account may be available for each Student/Borrower to use for appropriate communication. These email accounts are the property of South Tama County Community School District. It is the Student's/Borrower's responsibility to regularly back up his/her files to external media such as flash drives, CDs, DVDs, or hard drives. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student/Borrower's flash drives or other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrower's possession. 281- IAC 18.4 indicates "...Districts may charge a fine for overdue, lost or damaged school property..." 282- Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by South Tama County Community School District.

Parent Initial \_\_\_\_\_

Student Initial \_\_\_\_\_

### **STC Technology Loan Agreement**

The undersigned acknowledge the failure to timely return the iPad or laptop when scheduled or requested shall result in liability by both parent and child for the value of the iPad or laptop. Students/families will be responsible for the damage that occurs to the equipment loaned to the student per occurrence. Staff will be held to the same standard.

- First occurrence up to \$50.00
  - Second occurrence up to \$100.00
  - Third occurrence will result in up to full replacement cost of the equipment.
  - Continued infractions will result in removal of take home privileges.
- Students who do not pay for damage will not be issued a device the following school year until the fine is paid in full.

Any malicious or intentional damage to, or loss of, the equipment will result in full replacement cost by the student and family.

Parents are signing this agreement as guarantors for their child.

Student Name \_\_\_\_\_ (please print)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**District Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**STC SCHOOL FIGHT SONG**

See the team across the field, let's show them that we're here.

Set the team reverberating with a mighty cheer.

\*RAH \*RAH \*RAH!!

Make that touchdown that is our goal.

Never let their team get the ball.

Hail, hail the gang's all here for a victory at STC.

ST, ST, Fight, Fight, ST, ST, Fight, Fight

T\*R\*O\*J\*A\*N\*S

Have A Great Year!