

# **RIDGE VIEW**

**MIDDLE SCHOOL**



**STUDENT-PARENT  
HANDBOOK**

**2018-2019**

# Ridge View

Middle School

2018-2019

310 W. Main St.

Early, IA 50535

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Mr. Sevond Cole, Principal

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## Basic Expectations:

1. Do Your Best

(Be Committed To Action)

2. Do What Is Right

3. Treat Others The Way You Want To Be Treated

Welcome to the 2018-2019 school year! As a building, we are excited for the year to begin and are looking forward to the positive learning opportunities that are set to take place. It is our belief that all students can learn and be successful and we will do all that we can as a staff to assist in this journey. We also believe that students learn best through high expectations, opportunities to collaborate and a positive school/home partnership. Collectively, we can make a difference and promote the intellectual, social, emotional, and behavioral growth of all students in the building.

This handbook is meant to offer students and their families essential information about our expectations for student behavior and define the steps we will take when issues arise. In addition, the handbook provides basic information about the building’s staff, schedule and beliefs related to student learning. Please note considerable time and effort has been invested to ensure the behavioral and discipline policies outlined in this handbook are in the best interest of student learning and wellbeing.

The character of the school is determined by its members, so we must all work together to continue to build a tradition of excellence at Ridge View Middle School. In order to assist in this effort, please take time to review this handbook as a family and discuss the purpose of school, the value of education, and the importance of positive behavior. Also, we ask that you and your child sign the attached Home School Partnership Policy and return it to the middle school office by September 4. We know you share our commitment to fostering this positive growth. If you have any questions related to this handbook, please feel free to contact us. Again, we are looking forward to working with all of you and wish every student a successful year at Ridge View Middle School.

Sincerely,

The Middle School Administration, Faculty & Staff

<b>Ridge View Middle School Staff:</b>	
Jesse Barnett - Food Service Director	Brian Bode - Fifth Grade
Caleb Christensen - Social Studies	Sevond Cole - Principal
Doug Davidson - Science/Life Skills	Lindsay DeHaan - Language Arts/Inst. Coach
Dennis Freking - Vocal Music/Band	Melissa Freese - Classroom Aide
Rebecca Grote - Fifth Grade	Jeff Kohn - Math/Social Studies
Sue Loggins - Library Aide	Angie Lussman - Health/Physical Education
Mitch Lyons - Physical Education	Darren Nuckolls - Custodian/Trans. Director
Denise Pickhinke - Language Arts/Life Skills	Steph Puhmann - Special Education
Jane Schomaker - Administrative Asst.	Lindsey Stille - Technology
Amber Teague - Counselor/Life Skills/TAG	Kristen Tripp - Art
Amber Turnquist - Classroom Aide	Tricia Vohs - Special Education
Alex Warnke - Math/Science	Kelly Wiener - Language Arts/Internal Coach
Jon Wiebers - Superintendent	Brianna Witzke - Nurse

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# **MISSION:**

*Our mission is to enable students to reach their greatest potential intellectually, socially, emotionally and physically, thus becoming unique lifelong learners.*

## **Ridge View Shared School District Belief Statements:**

Individuals in the Ridge View School District will reflect these core values.

### We Believe:

1. Our primary focus is on the student.
2. All students are lifelong learners.
3. All students are unique.
4. All students can learn and have success.
5. All students are responsible for and must be held accountable for the educational process.
6. All student expectations must be high.
7. Everyone should be treated with respect.
8. Everyone is a role model.
9. Everyone in the educational process should feel and be safe in the school environment.
10. Everyone should adhere to the highest possible ethical and moral standards.
11. All need to know they are cared about.
12. Each individual has the potential to control their response to the day.
13. Kindness and compassion should be evident every day.
14. All need to take an active interest in the school.
15. All communication needs to be meaningful and open.
16. We should nurture and expect intellectual, physical, emotional and social growth and maturity.
17. Everyone needs support.
18. All co-curricular activities are an integral part of the educational process.

# Middle School Schedule:

1 <sup>st</sup> Period	8:12 - 8:50
2 <sup>nd</sup> Period	8:53 - 9:31
3 <sup>rd</sup> Period	9:34 - 10:12
4 <sup>th</sup> Period	10:15 – 10:53
5 <sup>th</sup> Period	10:56 - 12:08
6 <sup>th</sup> Period	12:11 - 12:49
7 <sup>th</sup> Period	12:52 - 1:30
8 <sup>th</sup> Period	1:33 - 2:11
9 <sup>th</sup> Period	2:14 – 2:52
Success	2:55 - 3:12
Study Back	3:12 - 3:23

## **Ridge View Grading Scale:**

A	4.00	100-94
A-	3.667	93-90
B+	3.337	89-87
B	3.00	86-83
B-	2.667	82-80
C+	2.337	79-77
C	2.00	76-73
C-	1.667	72-70
D+	1.337	69-67
D	1.00	66-63
D-	0.667	62-60
F	0.00	below 60

<b>School Contact Information:</b>			
<b>Building:</b>	<b>Grades:</b>	<b>Phone Number:</b>	<b>Address:</b>
Middle School	6th-8th Grade	712-273-5185	310 W. Main St. Early, IA 50535
High School	9th-12th Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Holstein Elementary	Pre-2nd Grade	712-368-4353	519 East Maple St. Holstein, IA 51025
Galva Elementary	3rd-5th Grade	712-282-4213	207 Noll St. Galva, IA 51020
Schaller Elementary	Pre-5th Grade	712-275-4266	300 S. Berwick Schaller, IA 51053

**Lines of Communication:**

When you have questions about your child or a problem you wish to discuss, please contact school personnel in the following order to attempt to resolve the issue

- 1) **The Teacher** - If your concern involves a teacher or your child's progress in school, request a meeting with the teacher.
- 2) **The Principal** - If you feel the teacher was unable to help you, talk to the principal.
- 3) **The Superintendent** - If your problem is not handled to your satisfaction by the above persons, you may call and request a conference with the Superintendent.
- 4) **The Board of Directors** - Parents/Guardians may request to address the School Board by submitting a written request to the Superintendent stating the problem and details.



## **Hours & Operations:**

### **Modified Schedules for The Middle School**

<b><u>1 Hour Early Dismissal:</u></b>	<b><u>2 Hour Late Start Due To In-Service:</u></b>
8:12 - 8:45 - 1st Period	10:12 - 10:38 - 1st Period
8:48 - 9:21 - 2nd Period	10:41 - 11:07 - 2nd Period
9:24 - 9:57 - 3rd Period	11:10 - 12:15 - 5th Period
10:00 - 10:33 - 4th Period	12:18 - 12:44 - 3rd Period
10:36 - 11:09 - 6th Period	12:47 - 1:13 - 4th Period
11:12 - 12:21 - 5 <sup>th</sup> Period	1:16 - 1:42 - 6th Period
12:24 - 12:58 - 7th Period	1:45 - 2:12 - 7th Period
1:01 - 1:35 - 8th Period	2:15 - 2:42 - 8th Period
1:38 - 2:12 - 9th Period	2:45 - 3:12 - 9 <sup>th</sup> Period

#### **Activity Tickets:**

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

#### **Assemblies:**

Students attend various assemblies throughout the course of the school year as part of their academic program

#### **Cafeteria:**

Code No.: 710.4

#### **Payment of Meals:**

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than 10 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid. Families may add money to student accounts by making payments at the school office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

**Negative Account Balances:**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified by letters/emails sent home and/or a phone call. Negative balances of more than \$30.00 not paid prior to the end of the month will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Prices are as follows: Breakfast - \$1.55  
Middle School Lunch -\$2.45  
Reduced Breakfast -\$.30  
Reduced Lunch - \$.40  
Adult Lunch -\$3.65  
Additional carton of milk - \$.40  
A la carte item - \$1.00

**Citizenship & Character:**

As a citizen of the United States, of Iowa, and of the local school district community we feel it entitles students to special privileges and protections. We want all students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship, character and the role quality citizens play in their country, state and school district community.

**Counseling Program:**

The school counselor is available during normal school hours for guidance service. Counseling services include individual counseling, small group counseling, classroom guidance instruction, coordination of standardized testing, parent communications, and working with outside agencies. The focus is to enhance those things that increase the ability of the student to achieve.

### **Emergency Drills:**

Periodically the school will hold fire, tornado and other emergency drills. At the beginning of each trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Fire drills are designated with a continuous blast of the alarm. The tornado siren emits an intermittent blast of the same alarm. Each room has signs designating the proper exit or shelter for each emergency.

Hearing impaired or physically disabled children will have an adult designee responsible for their safety in each instance.

The school has an emergency plan that takes into account different emergency scenarios. All staff will use these as their guide when confronted with emergency situations.

### **Health Screening:**

Throughout the year, we do health screening for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening.

### **Health Services and School Nurse:**

The school nurse verifies health concerns, administers all prescription medications, assists in health programs, verifies attendance, files all accident reports, and administers first aid both in minor and emergency situations. The school nurse is available from 8:30 a.m. to 3:30 p.m. daily while students are in attendance during the school year.

### **Illness or Injury at School:**

When a student becomes ill or injured at school, the school shall notify the parents according to the information on the emergency form. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form.

While the school district is not responsible for treating medical emergencies, the school may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

### **Immunizations:**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a Doctor stating that the student has received the immunizations required by law. Students without the proper certificate may not be allowed to attend school until they receive the immunizations or the student makes arrangements with the nurse. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass

TB test prior to attending school. Parents who have questions should contact the nurse

The Iowa Department of Public Health is requiring the Tdap vaccine for all students entering, advancing, or transferring into the 7<sup>th</sup> grade. This will require a one-time booster dose of tetanus, diphtheria, and acellular pertussis-containing vaccine for grades 7 and above, if born on or after September 15, 2000, regardless of the interval since the last tetanus/diphtheria-containing vaccine.

All students going into the 7<sup>th</sup> grade must have proof of having the Tdap booster shot unless the student has a Certificate of Immunization Exemption. Your child may have already received the vaccine and simply needs to provide proof to the school.

### **Inclement Weather:**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified over KAYL 990 AM, KAYL 101.7 FM, and KCHE 92.1 radio stations.

Other stations carrying reports are KTLB 105.9 FM and KKIA 92.9 FM. The missed day may have to be made up at a later date. Local television will be contacted if possible.

When school begins two hours late because of weather, breakfast will not be served. If school is dismissed because of inclement weather after the school day has begun, radio and television stations will be notified as well as the information being posted on the website.

The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

### **Insurance:**

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance.

### **Jurisdictional Statement:**

The handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

### **Legal Status of Student:**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Legal documentation must be provided by the parent and will be put in our cumulative file. The school district needs to know when these changes occur to ensure safety of your child and to maintain student records.

### **Lost and Found:**

All personal items found at school, regardless of value, will be placed in a box in the main office. Any articles of value will be turned into the Principal's Office and may be claimed after proper identification can be made. Personal items, such as iPods, cell phones, or other electronic devices that are lost or stolen are not the responsibility of the school. The school cannot be responsible for the care or loss of money or valuables. Check valuables in the office if necessary for safekeeping.

### **Medicine:**

Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in the event the student has a reaction or illness. Written instructions for medication, as well as parental authorization to administer the medication, must be presented to the nurse.

Medication is held in a locked cabinet and distributed by the nurse or a trained staff member. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **Parent/Teacher Conferences:**

Code No.: 505.1

Formal conferences occur in the fall and spring. These conference dates are listed on our school calendar. The parents or school personnel may schedule other conferences any time situations warrant better communications between home and the school.

### **Photographs:**

Student photos are usually taken in September. All students will have their photos taken. The photos are used on student cumulative records folders.

Students may (but are not required to) purchase photo packages offered by the photographer.

### **School Hours:**

The school day begins with students arriving at approximately 8:00 a.m. with the school day ending at 3:23. Town students that are not riding the bus should not arrive at school prior to 7:45 a.m. Staff are not available to supervise students on school grounds until 7:45 a.m. or after the school day ends. Therefore, we appreciate parent cooperation in sending or receiving your

children from school during the respected times. Only when they are under the supervision of an employee or an extracurricular activity sponsor, should these times differ. If school is dismissed early, students are expected to leave the school grounds as soon as possible.

**Socials:**

The principal must approve school-sponsored socials and social events. School district policies, rules, and regulations apply to all participants at school socials. All participants violating school district policies, rules or regulations will be asked to leave with parent escort.

**Transfer Procedures for Students Transferring to Another School or School District:**

The school district automatically transfers a student's records to a new school district upon receipt of an official written request.

**Transportation:**

Students who ride their bicycles to school must walk their bicycle when they enter upon school property. Bicycles should be parked in the designated areas or racks. All students are encouraged to wear protective headgear and or clothing. Roller blades and skateboards are not allowed on school sidewalks at any time. Heely shoes are not permitted in the school building.

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to listen to the driver while on the bus or in another school vehicle. The driver has the ability to discipline a student and will notify the parent of a student's inappropriate bus conduct through a bus discipline slip. Should problems continue after parents have been notified, assigned seats or suspension of riding privileges will occur. Suspension from riding the bus may be immediate if deemed necessary. We need parents/students cooperation to make the bus trips safe for everyone each and every day.

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. A minimum number of riders may be required before the bus will be offered.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home. The district regular bus policy will be enforced on these trips.

**Bus Safety Expectations Include (But are not limited to):**

1. Students must be seated while on the bus.
2. Hands, arms, or head may not extend through the window.
3. Do not throw objects inside the bus or out the bus window.
4. Avoid playing on the road while waiting for the bus.
5. Cross the road according to instructions from the bus driver.
6. Emergency exits may only be used in case of emergency.

**Bus Behavior Expectations Include (But are not limited to):**

1. Students are under the authority of the bus driver.
2. Loud, vulgar language is prohibited.
3. Keep your feet off the seats.
4. Be on time. The bus will not wait.
5. Please deposit trash in the receptacle provided.

**Use of School District Facilities by Student Organizations:**

Student organizations wishing to use the school district facilities should have their sponsor fill out a facility use form located in the office. School district policies, rules and regulations are in effect.

**Visitors/Guests:**

Visitors, including parents, to the school grounds **must check in at the front office** to receive a visitor's pass. If a student wishes to bring a guest to school, the student must receive permission from the teacher in addition to the principal prior to the guest's visit.

**Wednesday Night:**

Wednesday night is designated as family night in the communities. Middle School and evening activities are usually suspended on family night.

**Academic Policies & Procedures:**

**Additional Academic Support for Students (Interventions):**

It is the belief of staff at Ridge View Middle School that all students can learn. However, as a staff, we also realize that students learn differently and at different rates. Staff members also believe that students must apply effort in order to reach their full potential. Staff members at Ridge View Middle School take specific steps to collaborate as a team and to support the learning of all students that may struggle in class. Different pathways that staff members take are outlined below:

**To help prevent students from failing, staff members:**

- a. Maintain a missing assignment list
- b. Utilize Academic Buy Back
- c. Utilize Success Time (Intervention Time) built into the school day
- d. Update and communicate an academic eligibility list
- e. Provide students and families with mid-terms
- f. Assign/Communicate FDAs
- g. Attend and communicate with students and families through conferences
- h. Update online grades
- i. Collaborate through staff meetings on strategies to support students
- j. Initiate communication with parents and families of struggling students

If students fail a class or a test:

- a. Staff members reteach the material. This looks different depending on each situation but may include:
  - i. Re-working questions with students
  - ii. Reviewing a test
  - iii. Additional instruction
  - iv. Discussing major concepts
  - v. Additional forms of re-teaching will vary by instructor
- b. Please note that reteaching does not necessarily mean a change in a student's grade. Instead, reteaching is aimed at ensuring students have specific skills necessary to move on in the curriculum.
- c. Success time is built into each school day and provides all students with the opportunity to receive reteaching from any teacher in the building.

If the majority of a class fails a test or is failing a class:

- a. Staff members will reteach material and provide students with an additional opportunity to improve their grade.

**Dual Enrollment Students:**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

**Educational Records:**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may also file a complaint with the Superintendent or the United States Department of Education if they feel their rights regarding their child's records has been deliberately violated.

**Failure to Do Assignments (FDAs):**

General Information:

The Failure to Do Assignments (FDAs) represent a concerted effort on the part of the Ridge View Middle School staff to help students in grades 6-8 realize the need for responsible behavior to their school work and education in general. The system is meant to be a guide for specific outcomes and consequences for failing to do assignments. The ultimate goal is to have students who are proud of their education and accomplishments.

If an assignment is not complete, students will receive an FDA. Students will only receive one FDA per assignment. It is at the classroom teacher's discretion if an assignment left in a locker by a student is considered done. The teacher will issue a three-part NCR form to the student who will fill out the requested information and seek approval from the teacher. The



student will retain a copy for him/herself, the instructor will retain a copy and one copy will go to the homeroom advisor. At the beginning of each trimester, the FDA count will begin over. The school does offer a shuttle from Early to Schaller, Galva, Nemaha, and Holstein. All other transportation needs to be arranged without the involvement of the school.

#### FDA Count:

**2 FDAs:** The student's advisor will photocopy the FDAs and forward them via mail to the parents for their review. If the parent has questions or concerns they are to call the homeroom teacher listed on the bottom of the letter. (Phone calls should be made preferably before or after school.)

**4 FDAs:** A phone call will be made to the parent requesting the student attend Academic Buy Back (ABB) by office personnel.

**6 FDAs:** Will result in attending Academic Buy Back (ABB) for 2 consecutive days.

**8 FDAs:** Will result in attending Academic Buy Back (ABB) for 3 consecutive days and possible restriction from activities.

**10 FDAs:** Will result in the formation of an individualized plan to guide students toward specific outcomes. This plan will be created at a meeting with the student, parent(s), homeroom advisor, and principal present.

#### Additional Information Regarding ABB:

Any student who is required to attend ABB and fails to do so will be required to stay one additional night of ABB per occurrence. Family emergencies or conflicts must be approved and waived only through the principal. Students must be in attendance beginning at 3:30 p.m. and may leave at 5:30 p.m. Students will be expected to come prepared and must use the two hours to complete homework. (Students may also work ahead if all other work has been completed.). ABB may cause students to miss athletic events if the ABB is due to the total number of FDA's a student has received. Failure to follow expectations of ABB will result in additional ABB or possible in-school suspension.

**A classroom teacher may also request that a student stay for ABB if they are behind on classwork even if they have not accumulated four FDAs. If this is the case, the classroom teacher will contact the student's parents and explain the situation.**

#### Field Trips:

Field trips and excursions are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Students are expected to attend these educational field trips and excursions. If students are not in attendance they will be counted absent. Prior to attending a field trip, students must return the permission form with a parent signature.

#### Failing Grades/Summer School:

Middle school students who are failing at mid-term will be offered extra assistance after school in order to improve their grade before the end of the trimester. If a student receives a failing grade in a core area at the end of a trimester, an intensive assistance program will be

offered. Students must successfully complete required course work before moving to the next grade level.

### **Grades:**

Students will receive progress reports in the form of report cards at the end of each 12-week period/trimester. Students who have concerns about their grades should talk to their teachers at any time to determine how they can improve their performance. Student's grades are put in our grade book on a weekly basis. Grades/assignments can be monitored by the parents through Power School. Access will be given to parents by calling the school.

### **Honor Roll and Academic Honors:**

The school district honors students who excel academically. Students in grades 6-8 are eligible for the Middle School honor roll. Each grade in each course is based on the A-F grading scale. Each course is weighted by the number of days a week the course meets. All cumulative grades, which are at least 3.0 and above, are recognized during an awards ceremony and listed in the local papers after each grading period. Students who received a P (passing) for any grade are ineligible for honor roll status.

### **Incompletes:**

Incomplete work is extended only to those students showing extenuating circumstances or prolonged absences. Teachers will grant incomplete grades and turn final grades into the office upon completion. An extension may be granted by the teacher with the permission of the principal. Failure to finish an incomplete within 10 consecutive days may result in a failing grade and loss of credit.

### **Inspection of Educational Materials:**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the Principal. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

### **Promotion and Retention:**

Promotion and retention practices in the Ridge View School Districts shall have as their objective the placing of the student in an environment where the student's maximum development will take place (within the scope of the resources available to the district). It shall be the policy of the Ridge View Schools to provide an education for each child that is commensurate with that child's abilities and needs.

Grade placement and promotion or retention shall be the responsibility of the principal based upon the recommendation submitted in writing by the classroom teacher and/or parent or guardian.

However, if the situation does arise that retention needs to be discussed Ridge View Schools will use the following set of guidelines.

### Guidelines:

- Parents will be notified by the teacher that their child is having difficulties.
- Teacher must review data and information and give parents updates on the child's progress.
- If/When parents and or the teachers involved need further conversation about placement, a meeting will be lined up with the administration.
- After or during that meeting a recommendation may be made about retention.
- If retention is recommended, a parent will have until the end of the school year to finalize their decision.
- The parent will be requested to sign for the student file, a letter that either affirms or disagrees with the teacher's recommendation.
- The first time the school, on record, recommends retention, the parent will have the authority to deny that retention. They then must sign the denial of retention letter and it will be filed.
- The second time retention is recommended, on record, the school system will have the final word about promotion or retention.

These guidelines are designed to help make decisions consistent for the teachers, students, and the parents of the district.

Since the middle school system operates on a trimester reporting system, it is recommended that all mandatory courses be accounted for.

Through the process of regular trimester report cards and mid-trimester reports the students, parents, teachers, counselors, and administration will be given a chance to review their progress. A meeting will be set up at the second or third trimester if retention (due to grades) is recommended.

### Six Day Cycle:

Ridge View Middle School observes a six-day cycle. Rather than using Monday through Friday, we designate each day by "Day 1...Day 2" etc. For example, if a student has Art on Day 2, it may be on a different day of the week each week (Monday, Tuesday etc.) but it will always fall on Day 2 of the cycle. School days missed due to inclement weather, holidays, teacher workdays etc. do not get counted in the six day cycle. For example, in the event that a Monday is Day 2, and Tuesday is missed due to inclement weather, then Wednesday is Day 3.

### Standardized Tests:

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Results of these tests are shared with our parents and community.

## **Attendance Policies & Procedures:**

### **Attendance:**

Code No.: 501

Whenever it is not possible for a student to be in attendance, the school needs to be notified of the absence, along with the reason, before 8:30 a.m. The office telephone number is 712-273-5185 or email jschomaker@rvraptors.org. The reason for the absence must be reported within one day of the absence to be considered excused. Students should bring a written excuse from the parents/guardians giving the reason for the absence the day after the occurrence. The office will then validate that absence. Absences will be categorized as either excused or unexcused at that time.

Acceptable reasons for a student's excused absences may be for illness, funerals, school activities, special business transactions and medical/dental visits. (Working for your parents/guardians will be considered as an excused absence as long as the privilege is not abused).

Examples of unexcused absences are vacations, oversleeping, haircuts, hunting or fishing, driver's license exam, and shopping. There is no way to list all types of absences; therefore, the administration may have to make decisions when necessary.

Any student missing three consecutive days due to illness should have a slip from the doctor. (This can be faxed to the school at 712-273-5120 and will be given to the nurse to file.) Students who are or will be absent for a portion of a school day are to report to the office upon return to school with a written note as well. A student wishing to be dismissed early must bring a signed excuse from his/her parent/guardian. (Parent/guardian may also call ahead of time if their child needs to be gone for a portion of the day or must leave early.)

If a student exceeds a total of 4 absences in a trimester, he/she may make up the time missed by attending Academic Buy Back if the assignments aren't completed. All additional absences will result in one Academic Buy Back per day missed. Exceptions include a long-term illness excused by a physician for those days missed or bereavement reasons. Only the principal can grant exceptions.

Not arriving at school by 10:00 a.m. or leaving before 2:00 p.m. will result in a ½ day count on the student absence report.

Once a student has accumulated 4 absences the following procedures will be used:

**4 absences** - parents notified by mail/email

**7 absences** - parents notified by mail/email and a conference between the parent, counselor, and principal may be requested.

**10 absences** - The county district attorney may be contacted.

### **Make-up Work:**

When an absence is not anticipated, students shall be given the number of days missed plus one day to complete make-up work (ie. - If a student misses one day, they will receive two days to make up work). Students shall receive full credit for assignments completed within the make-up time frame. However, a student could receive partial credit, or no credit, depending upon the amount and quality of work completed. Students failing to make up work in the number of days provided will be provided FDAs and the assignment will be considered late.

If a student knows in advance that they will be missing school, they will be expected to bring notification from home and complete the work before leaving. Students who miss school because of school-sponsored activities must make up their work in advance. A "field trip" permit must be secured, signed by parent/guardian, and the work made up prior to being allowed to attend the activity.

### **Leaving School Early:**

A student wishing to be dismissed early must bring a signed excuse from his/her parent/guardian. (Parent/guardian may also call.) Students must sign out when they leave. Improper sign out procedures will result in disciplinary action. If a student is leaving because of illness, the school nurse or secretary will telephone the parents/guardians before he/she signs out.

### **Truancy:**

Code No.: 501.10

Truancy is defined as having an unexcused absence from school. An excessive unexcused absence is any unexcused absence beyond 3 days. Parents may be asked to come to a meeting to discuss absenteeism. Student attendance may be turned over to the district attorney (truant officer). Steps to avoid truancy for any Ridge View Middle student are outlined in our attendance section.

## **Discipline & Behavior Policies:**

### **Academic Eligibility Policy:**

Academic eligibility for participation in extracurricular activities will be reviewed and reported in the form of progress reports to administration and the extracurricular activity coaches once every three weeks. A student athlete who is failing any subject is ineligible (this includes exploratory/skills courses). Once a student is ineligible they will sit out a minimum of the next scheduled extracurricular event. Students declared ineligible will also be required to participate in Academic Buy Back/Intervention sessions either during or after school to receive additional support and instruction. Students will still be expected to attend practice after school. After sitting out a minimum of the next scheduled extracurricular event, students will be able to participate in events as long as they continue to participate in Academic Buy Back/Intervention sessions. A student must continue to participate in Academic Buy Back/Intervention sessions until receiving a passing grade. The student will remain academically ineligible and continue to miss extracurricular events if they do not participate or stop participating in Academic Buy Back/Intervention sessions.

After receiving progress reports and being notified by office of ineligible participants, administration/coaches will inform student athletes of their ineligibility status. Administration/coaches will attempt to inform student athletes of their ineligibility status on the same day it begins. Parents/Guardians of students will also be informed of their child's ineligibility status during this time. After sitting out a minimum of the next scheduled extracurricular event and participating in Academic Buy Back/Intervention sessions, the student will be cleared to participate by the teacher(s). This recommendation will then be confirmed by administration and the student will be declared eligible to participate. Confirmation by administration will occur the day after receiving the recommendation.

General Eligibility: (Extracurricular Activities)

Students must attend at least the last half of the day in order to participate in a school activity. Any exceptions must be cleared with the principal.

**Anti-Bullying/Harassment Policy:**

Code No.: 104.0

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

The board prohibits harassment, bullying hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: Age, Color, Creed, National Origin, Race, Religion, Marital Status, Sex, Sexual Orientation, Gender Identity, Physical Attributes, Physical or Mental Ability, Ancestry, Political Party Preference, Political Belief, Socio-Economic Status, Familial Status. Harassment against employees based upon 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 actual or perceived is also prohibited.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be

subject to appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

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;
- 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 means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

In situations between students and school officials, faculty, staff, or volunteers who have direct

contact with students, bullying and harassment may also include the following behaviors:

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, 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.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The superintendent is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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 web site; and
- A copy shall be made to any person at the central administrative office at 300 S. Berwick, Schaller.

**Care of School Property:**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have deliberately destroyed or otherwise harmed school property will be required to reimburse the school district at replacement cost or this will be reported to law enforcement officials.

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Middle School lockers have built-in locks; no personal locks may be added.

A student's locker can be searched whenever an administrator or teacher has reasonable suspicion that a violation has occurred. School officials may conduct locker inspections (without prior notification) with reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation. This search will be reasonable in relation to the suspicion. Items in violation that are found in student lockers will be confiscated. Illegal items will be turned over to law enforcement officials.

Gum and candy are an interference to the classroom and generally become a maintenance problem in the school. Gum and candy should not be brought to school. The staff will enforce its nonuse. Students who pose a disruption with gum and candy will be disciplined.

All school purchased books and materials are expected to be returned at year's end. Books not returned or damaged books in excess of normal wear will be assessed repair/replacement fees.

**Cheating:**

Students are expected to do their own schoolwork. Cheating by looking at another student's school work, copying others' work, copying from other sources or similar cheating is not tolerated. The following consequences will be used when cheating occurs/is suspected.

**Substantiated:**

**Cheating on an exam**

- Lose credit for exam
- Student will still take the exam

**Cheating on an assignment**

- Redo assignment or substitute for partial credit
- Lose credit for assignment

**Plagiarism**

- Rework assignment replacing plagiarized material for partial credit
- Lose credit for assignment

**Suspected:**

**Cheating on exam**

- General warning to the class
- Pointed warning to the individual(s) in question
- Change seating
- Require student(s) to retake exam

**Cheating on assignment**

- Verbal warning
- Rework the assignment or a substitute assignment

**Plagiarism**

- Rework, paraphrasing suspect material

**Computer/Network Use Guidelines:**

Code No.: 605.6 & 605.6R1

Because technology is a vital part of the school district curriculum, the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means. The Internet can provide a vast collection of educational resources for students. It is a global network which makes it impossible to control all available information. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. Students should adhere to on-line protocol and etiquette including, but not limited to:

- 1) Respecting all copyright and license agreements
- 2) Citing all quotes, references and sources
- 3) Remaining on the system long enough to get needed information and then exiting the system.
- 4) Using technology for educational purposes only
- 5) Not intentionally accessing or downloading restricted materials

Additionally, if a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Again, any violation of this policy may result in technology privileges being revoked.

**Detentions:**

Students will serve detentions with the teacher who assigned it. Detentions are to be served within two days of being assigned, unless other arrangements are made with the classroom teacher. Students who miss a detention will serve two, and parents will be contacted by the teacher. Detentions from Mr. Cole will be served within two days and may be served during either of the two designated times 7:00-7:45 AM or 3:15-4:00 PM.

**Discipline:**

School discipline is the system of expectations, consequences and behavioral strategies appropriate to the regulation of students and the maintenance of order in schools. School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Ridge View Middle School staff believes inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises needs to be addressed for optimal learning conditions to occur.

Possible Discipline Infractions:

A student may be reported for failure to abide by school regulations and/or failure to demonstrate the qualities of good citizenship expected of all students. Possible discipline infractions could include, but are not limited to:

- 1) Abusive or Inappropriate Language (Profanity)
- 2) Bullying/Harassment
- 3) Cell Phone Violation
- 4) Defiance or Insubordination (Noncompliance)
- 5) Disrespect
- 6) Disruption to the learning environment
- 7) Dress Code Violation
- 8) Fighting/Physical Aggression
- 9) Lying/Cheating
- 10) Peer Conflict
- 11) Possession of an illegal substance/item (ie. Alcohol, Combustibles, Drugs, Tobacco, Weapons, etc.)
- 12) Property Damage/Vandalism
- 13) Skipping Class or Skipping Authority Decision
- 14) Tardy
- 15) Technology Violation
- 16) Theft
- 17) Truancy

When one or more of these misconducts exists and results in an office referral, the situation will be documented and if necessary, parents will be contacted and informed of the event.

Administrative Action:

Ridge View Middle School staff and administration believe in taking appropriate actions to correct and improve behavior to benefit the learning of all students throughout the building. The administration has the right to modify the consequence depending upon the situation. Consequences assigned by the staff may include (but are not limited to) re-teaching, detentions, assignment of additional work, working lunches, conference with the student and parents, referral to the counselor, loss of free time, and loss of privileges. The principal can assign all of the previous consequences plus restitution, Academic Buy Back, in-school suspensions of up to ten days, out of school suspensions of up to ten days and in extreme cases, referral to the superintendent and school board for expulsion from school.

### **Discipline Referral and Tracking:**

Discipline isn't always about punishment. We wish to view discipline as teaching. By teaching, we hope to train for correction, maturity and self-discipline. With discipline, we wish to instill a caring and stable environment for our children to learn.

All parents or guardians, as well as students, look for fairness and consistency. Our goal is to accomplish this with the following guidelines. Student expectations will be covered on a routine basis with classroom teachers and homeroom advisors.

As stated in our **Lines of Communication** section in the beginning of the handbook, we like to solve problems and discipline at the lowest level.

We use a discipline referral and tracking system, in which incidents of misconduct are recorded for purposes of behavior retraining, discipline action, and record keeping.

It is up to the individual teachers to monitor each of their students and make contact with the parents and/or the principal when they feel that an unacceptable pattern or frequency of events is occurring. Severity of the situation is also taken into account. An immediate response to the safety of the misbehaving student or other students is taken into account with immediate parent contact when applicable.

These referrals are not exclusive to discipline. Absentees, tardiness, and truancy issues are also monitored by assigned staff members and the office. When absentee concerns present themselves, notices may be sent.

Parents are encouraged to call and discuss recorded events for clarification.

### **Dress or Appearance:**

Code No.: 502.1

We take great pride in the appearance of our school and our students. Students will be allowed to choose their own styles and dress as long as it is appropriate for a learning environment.

For reasons of both physical and mental health, students shall be clean in body and clothing. Dresses, shorts, shirts or skirts which are worn to school must not cause undue attention or cause disruptions in the instructional process. The school day is a student work day and attire should be suitable. *If a student's appearance causes undue attention or disruptions in the instructional process, there will be recommendations made as to change of attire. Ridge View faculty will be involved in the process of helping administration determine what attire is acceptable or unacceptable and the enforcement of the guidelines.*

Guidelines:

- Headgear (hat, bandanna, etc.) is not to be worn during the school day or at school-sponsored activities and should be removed upon entering the building. The principal may grant exceptions on such an event as homecoming or religious purposes.
  - Clothing advertising alcoholic symbols, illegal substances, gang affiliation items, negative behavior phrases or obscene messages are not considered in good taste for a learning environment.
  - As a general rule, the area from shoulders to mid-thigh should be covered.
  - Any article of clothing which exposes a bare midriff is unsuitable classroom attire. If midriff is exposed when arms are raised, the shirt should not be worn.
  - Tank tops or spaghetti strap top should not be worn unless:
    - (1) a sleeved t-shirt is worn underneath;
    - (2) the straps are about 2 inches in width.
  - Halter style tops are not suitable school attire.
  - Shorts of acceptable length will be allowed. Shorts (dresses/skirts) of acceptable length must reach the middle of the thigh.
  - Any undergarment that shows from the outer garment is unacceptable.
- \*\*\*Students may be sent home to change into appropriate clothing, turn the shirt inside out or asked to put on alternative clothing, which may be provided by the office.\*\*\*

**Due Process:**

All students are entitled to a hearing or legal assistance in case of suspension from school or from an extra-curricular school activity. Students are also entitled to due process. This simply means the student is informed of the allegations against them and is provided with a chance to respond to the allegations.

**Good Conduct Policy:**

Code No.: 503.4

Participation in school-sponsored activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the Ridge View Community School District and should conduct themselves in a manner that reflects on their school district in a positive way. Students who fail to conduct themselves in a positive manner may find themselves subject to disciplinary measures.

**Specific Eligibility:**

The building principal has the responsibility of enforcing the Good Conduct Policy. Anytime a suspected violation of the Good Conduct Policy occurs, the building principal will meet with the student.

The student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side. If the building principal determines that the student has violated the school's Good Conduct Policy, then the student will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Policy for any of the following behaviors:

- Academics

- Possession, use or purchase of tobacco products, alcoholic beverages, or attempted sale/purchase of illegal drugs
- Possession, use, purchase use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct.

### Penalties

Any student that is found to have violated the Good Conduct Policy in any area other than academics during the school year or summer, is subject to a loss of eligibility as follows:

- **First Offense:** Three (3) weeks of ineligibility (any school sponsored event that is not for course credit).
- **Second Offense:** Two (2) calendar months of ineligibility (any school sponsored event that is not for course credit).
- **Third Offense:** Six (6) calendar months of ineligibility (any school sponsored event that is not for course credit).
- **Fourth and subsequent offense:** One (1) calendar year of ineligibility (any school sponsored event that is not for course credit).
- **Severe Offense Penalty:** First offense of the illegal use, possession, or selling of controlled substance, OWI, or damages over \$300 will result in the suspension period being doubled.

**On School Premises Penalty:** If the violation occurs on school property, or during or en route to or from a school activity, the suspension period doubles. Ex. Student is caught with a controlled substance at school. Penalty would be 12 weeks. (3 weeks 1st offense, doubled for Severe Offense (6 weeks), doubled again for On School Premises (12 weeks total).

### Illegal Items Found in School or in Student's Possession:

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes which must be approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### Jurisdiction:

All staff members have and are expected to assume jurisdiction over all students on school property, school transportation or at all school activities (whether or not the activities are on school property).

### Plagiarism:

Plagiarism is cheating and it is against the law. It involves using another person's thoughts, words, or ideas and claiming them as your own, whether intentionally or out of ignorance. Plagiarism includes but is not limited to: downloading or copying works from the

Internet; copying or paraphrasing professional works without citation; or copying another student's work. Students who are found guilty of this will have consequences. (Consequences can be found under the "cheating" section in this handbook.)

**Problem Solving:**

Child Study teams composed of classroom teachers, special education teachers, school principal, and AEA representatives are used to help teachers determine ways of increasing students' learning potential or to curb behavior problems. Our teams meet on an as-needed basis.

**Public Displays of Affection:**

Hand holding, kissing, and inappropriate touching are unacceptable for middle school.

**Recording:**

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

**Social Media:**

When attending a school event, we are asking that if you take pictures to post to social media like Facebook and Instagram, you only include pictures of your own child. Parents sign a technology consent form which protects the students, their information, and their photos from being shared on the internet and in print. The district is responsible for complying with individual parental permission requests regarding each child's work, picture, or name.

**Suspension:**

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities, or a requirement to attend Academic Buy Back. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest of extra-curricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. When students are on suspensions, they must get their assignments from teachers, and have them completed by the time they return to their classes.

**Tardiness:**

You are expected to be in the classroom and prepared for class at the start of each period. Tardiness for each class will be monitored by the classroom teachers. When the student has

accumulated the fourth tardy for the same class, the student will be assigned a detention to make up the work they have missed. Additional tardies for the same class will result in additional detentions/reteaching sessions to enable students to make up work they have missed. Tardies reset every trimester.

If a student is tardy in arriving at school, they must report to the office for a pass to class. Five unexcused tardies will count as a half-day absence and result in a detention/reteaching with Mr. Cole.

### **Telephone/Cell Phone Use During the School Day:**

Code No.: 508.3

Parents needing to contact their student during the school hours are welcome to call and leave a message with the office. The message will be given to the student during non-instructional time. Only in emergency situations are students notified to receive a telephone call.

Students who need to make phone calls during the school day must go to the office. The phones located in the classroom are not to be used by students. These phones are for teacher communications.

**Cell phones should be turned off while in the school. Cell phones may be used to call home – but only from the office. Electronic devices may only be used with the consent of the classroom teacher.** Students in violation of this policy may be subject to disciplinary action, including, but not limited to:

1<sup>st</sup> Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student may pick up the phone from the office at the end of the day.

2<sup>nd</sup> Offense: The cell phone/electronic device is confiscated – **turned into the office by the teacher** – the student's parent/guardian may pick up the phone from the office at the end of the school day. (parents/guardians may also call approving the phone goes home with student)

3<sup>rd</sup> Offense: The cell phone/electronic device will be confiscated – **turned into the office by the teacher** – the student's parent/guardian may pick up the phone from the office at the end of the school day. Further disciplinary action such as a detention and/or phone check-in system may be put in place to assist the student.

### **Threats of Violence:**

All threats of violence to include (but not limited to): oral, written, symbolic, against students, staff or to school facilities are prohibited. All threats will be promptly investigated and assessed by school administration or a counselor. Law enforcement may be contacted if needed. Any threats away from school may be grounds for disciplinary actions if it impacts any portion of the school day.

Students engaging in these behaviors will face disciplinary consequences such as (but not limited to): meeting with school officials and/or law enforcement, in-school suspension, required mental health evaluation, and possible expulsion.

Factors to be considered in determining disciplinary action towards a student for threatening behaviors:

- Background of student (including history or violence/threatening behavior)



- Student's access to weapons of any kind
- Mental/emotional maturity of the student
- Cooperation of student/parent (guardian) during investigation
- Student's discipline/juvenile/criminal history
- Degree of legitimate alarm/concern in the school and/or community created by threat
- Other relevant information administration may know/gather from credible sources

Any student portraying this type of behavior will be escorted by an adult to the office immediately. Any information relating to the type of behavior will be promptly given to the building principal.

**Weapons:**

Code No.: 502.6

The Board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

***\*\*\*The Ridge View Schools will 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, socioeconomic status (for programs).\*\*\****

Included in the handbook are the following required school board policies and information that patrons of our school district need to be aware of.

**Asbestos Management Plan Availability**

(Reference to Board Policy 804.7)

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will appoint and train appropriate employees as necessary.

**Child Abuse Reporting**

(Reference to Board Policy 402.2)

In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.

**Equal Employment Opportunity**

(Reference to Board Policy 401.2)

The Schaller-Crestland Community School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

The Board shall appoint an affirmative action coordinator. The affirmative action coordinator shall have the responsibility for drafting the affirmative action plan. The affirmative action plan shall be reviewed by the Board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the Board shall consider the qualifications, credentials, and records of the applicants without regard to Race, Color, National Origin, Sex, Disability, Age, Religion, Creed, Sexual Orientation, Gender Identity. In keeping with the law, the Board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the district shall contain the following statement: "The Schaller-Crestland Community School District is an equal employment opportunity/affirmative action employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Schaller-Crestland Community School District, 300 S. Berwick, Schaller, Iowa 51053, or by telephoning 712-275-4267.

**Health Education**

(Reference to Board Policy 603.5)

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social wellbeing.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

### **Multicultural Non-Sexist Policy**

(Reference to Board Policy 603.4)

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, disability, gender identity, and sexual orientation.

The education program shall be free of discrimination and provides equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis shall be placed on Asian Americans, African Americans, Hispanic Americans, American Indians, European-Americans, and persons with disabilities. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **Student Complaints**

(Reference to Board Policy 502.4)

Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

### **Student Records Access**

(Reference to Board Policy 506.1)

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The Board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

Parents and eligible students shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district shall provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing. If the school district determines that amendment of the student's record is not appropriate, it shall inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student shall be informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents shall also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, Board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions that are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student shall be notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved. The purpose of the agreement shall be to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record that is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings that take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies shall remain confidential and shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice shall be given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice shall include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance

Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

**Continuous Notice of Non-Discrimination:**

(Reference to Board Policy 103.E2)

It is the policy of the Galva-Holstein and Schaller-Crestland Community School Districts 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:

Schaller-Crestland Programs Contact: Sevond Cole, 300 S Berwick, Schaller,, IA 51053, 712-275-4266, scole@rvraptors.org or Employment Contact: Bret Warnke, 519 E Maple Holstein, IA 51025, 712-368-4353, bwarnke@rvraptors.org