

# OMS STUDENT HANDBOOK 2024-2025



**300 12th Ave. SE  
Oelwein, IA 50662  
Phone: 319-283-3015  
Website: oelweinschools.com**

## **Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Oelwein Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, gender, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § Section 504 or Iowa Code § 280.3 is directed to contact: Superintendent of Schools 307 Eighth Avenue SE Oelwein, IA 50662 319-283-3536 or the building principal in any of the district buildings:

Tim Hadley  
Oelwein High School  
319-283-2731

Jamie Jacobs  
Wings Park Elementary  
319-283-1982

Jayme Hurley  
Oelwein Middle School  
319-283-3015

**Chaps Wilcke**  
Activities Director  
319-283-2731

Jamie Jacobs  
Little Husky Learning Center  
319-283-2302

Connie Adams  
Oelwein Online - O2  
319-238-8898

Who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3, (2007)

The Oelwein Middle School uses the Positive Behavior Intervention Systems (PBIS) model  
Students and Staff will exemplify four core behaviors.

## **Husky E.D.G.E.**

**Effort. Driven. Growth. Excellence**

### **Mission**

***Oelwein Community School District does whatever it takes to  
educate all students.***

### **Vision**

#### **“Happy”**

**Provide a safe, nurturing, and engaging learning environment by recognizing student diversity as a strength and creating strong school-family-community partnerships.**

#### **“Healthy”**

**Meet individual wellness, social and emotional needs for all students by providing positive support, teaching resilience, health, and leadership skills across all grade levels.**

#### **“Awesome”**

**Encourage and grow opportunities for students to participate in activities inside and outside of the classroom that extend and expand learning. Each student will graduate, career and college ready, by showing academic excellence in areas of creativity, critical thinking, collaboration, communication, adaptability, and productivity.**

## **MIDDLE SCHOOL STAFF**

Principal: Jayme Hurley

### **ADMINISTRATIVE ASSISTANTS**

Sara Goeller  
Brooke Studebaker

### **AGRICULTURE**

Bethany Pillard

### **ART**

Brenna Boland

### **FOREIGN LANGUAGE**

Kathy Corkery

### **INDUSTRIAL TECHNOLOGY**

Brock Sorensen

### **LANGUAGE ARTS/READING**

Brenda Johannis  
Destiny Waltemeyer  
Alexandria Kress  
Sammy Keegan  
Chris DeBack

### **PHYSICAL EDUCATION**

Michael Mohlis

### **SUPPORT SERVICES**

Justin Post- Student Success  
Deena Smock- School Counselor  
Cortney VanDenHul- At-Risk Coordinator

### **MATHEMATICS**

Jen Buss  
Amy Buss  
Nathan Goranson  
Michelle Gearhart

### **MUSIC**

Sarah Gruman  
Zach Miller

### **SCIENCE**

Randalyn Parkin  
Morgan Clements  
Jill Kelly

### **SOCIAL STUDIES**

Tammy Stasi  
Jacob Potter  
Kat Potter

### **SPECIAL EDUCATION**

Jason Yessak  
Amy Lipke  
Tina VanDenHul  
Danielle Voy

### **ASSOCIATES**

Abbi Bass  
Jessica Buckman  
Mindy Casey  
Robin Eick  
Tiffany Engler  
Katie Hemry  
DeAnn Michels  
Sarah Rechkemmer  
Taylor Schulmeister  
Angie Siegel  
Lisa Simpson  
Doris Sims  
Chris Slycord  
Andrea Tegtmeier  
TBD

## **COMPREHENSIVE EDUCATION EQUITY POLICY**

It is the policy of the Oelwein Community School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national race, creed, age, marital status, or disability in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Mr. Josh Ehn, 307 8<sup>th</sup> Ave. SE, Oelwein, Iowa, 50662 (319-283-3536), [jehn@oelwein.k12.ia.us](mailto:jehn@oelwein.k12.ia.us) or to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education, Kansas City, Missouri.

## **OELWEIN SCHOOL DISTRICT'S POLICY ON HOMELESS**

Iowa Law provides a free public education to all qualifying children, including those who might be temporarily homeless. Oelwein Community Schools stands ready to provide education services to all qualifying children currently residing in our district.

If you have information regarding qualified children not currently enrolled, please contact Josh Ehn, Homeless Liaison at 319-283-3536, [jehn@oelwein.k12.ia.us](mailto:jehn@oelwein.k12.ia.us) or Coalition for the Homeless at 1-515-288-5022. If you are the parent/guardian of a homeless child, please contact our school. We are committed to providing a quality education to all children.

## **GENERAL INFORMATION**

### **Calendar Dates**

**August 21- Backpack Night/Orientation Night**

**August 23-1st Day of School, 1 hour Early Dismissal**

**September 2-Labor Day, No School**

**September 3-No School. Professional Development**

**October 4-2 hour Early Dismissal, Professional Development**

**October 30-Family Conferences**

**November 1-No School-Conference Exchange**

**November 8-2 hour Early Dismissal, Professional Development**

**November 27-29-Thanksgiving Holiday, No School**

**December 20-2 hour Early Out**

**December 21-January 3-No School, Winter Break**

**January 17-End of 1st Semester**

**January 20-No School, Professional Development**

**January 21-Start of 2nd Semester**

**February 7-2 hour Early Dismissal, Professional Development**

**February 17-Presidents Day, No School**

**March 7-2 hour Early Dismissal, Professional Development**

**March 17 - 19-Family Conferences**

**March 21 - 24-No School, Spring Break**

**April 18-Good Friday, No School**

**April 21-No School-Professional Development**

**May 23-Last Day-2 hour Early Dismissal**

**May 26-Memorial Day - No School**

**May 27-No School, Professional Development**

**June 3-Summer School Start Date**

**You can access the Oelwein Community School district 2024-2025 school calendar [here](#).**

### **School Hours**

School Hours are **8:05 am-3:05 pm** Monday, Tuesday, Thursday, and Friday

**8:05 am- 2:05 pm** Wednesdays

Students may enter the building at **7:45 am**. Students will not be allowed in the building prior to this time unless supervised by a staff member. Please make prior arrangements, if you are coming before or after the school to receive extra help with academics.

### **Designated Location Before School**

- Hallways will not be unlocked until **8:00** each day to help decrease student roaming.
- Students who are eating breakfast must remain in the cafeteria.
  - Cost of breakfast **\$2.15**
- Students will need to be in **homeroom 1st period by 8:05** to avoid being counted tardy.

### **School Breakfast, Lunch & Milk**

A breakfast and lunch is available daily for all students (the exception is that breakfast is not available on late start days). Breakfast will be served starting at 7:45am. Students will use designated tables in the cafeteria. After you eat, clean up your area and move to your assigned grade level area. One milk is served with breakfast and one with lunch at no extra cost. **Students are not to bring food out of the cafeteria. All food and drink (except for water) must be consumed in the cafeteria, unless special permission is given by staff. There is no open food or drink allowed in lockers (water bottles are permitted).**

Students eating lunch will be charged **\$3.25** depending on lunch status. The student will be charged for additional milks regardless of lunch status. The Oelwein Community Schools use a lunch accounting system. It accounts for all money deposited and meals sold. Each student is assigned an ID number for system identification. Students can add to their lunch account by bringing a check or money to the school office in an envelope with their name written on it. Parents/guardians can access and add money to their student's account online on the district website under the parent tab. The OMS operates on a closed lunch period policy which means all students will eat lunch at school. Students may bring a sack lunch.



# Bell Schedule 2024-2025

Periods	Regular Schedule		Periods	1 Hour Early Out Schedule
1	8:05-8:52		1	8:05-8:50
2	8:55-9:42		2	8:53-9:38
3	9:45-10:32		3	9:41-10:26
4	10:35-11:00		6	10:29-11:13
5/Lunch	11:03-12:18		5/Lunch	11:16-12:31
6	12:21-1:08		7	12:34-1:18
7	1:11-1:58		8	1:21-2:05
8	2:01-2:48			
9	2:51-3:05			
Periods	2 Hour Late Start Schedule		Periods	2 Hour Early Out Schedule
1	10:05-10:40		1	8:05-8:40
2	10:43-11:18		2	8:43-9:18
5/Lunch	11:21-12:36		3	9:21-9:56
3	12:39-1:14		6	9:59-10:33
6	1:17-1:51		7	10:36-11:10
7	1:54-2:28		5/Lunch	11:13-12:28
8	2:31-3:05		8	12:31-1:05

### **School Announcements and Inclement Weather**

In case of inclement weather, the announcement will be made over KWWL AND KCRG radio and television stations by 7:30 am, and will be posted on the district website. If school is canceled or dismissed early, there will be no activities until such time as the weather permits school to be in session.

### **Emergency Procedures**

Procedures are posted in every room. In the event of an emergency situation, students will be released only to a PARENT OR LEGAL GUARDIAN. In the event of a school lockdown, no one is allowed to enter or leave the school building. We conduct emergency drills from time to time. It is important for our own safety that we take these drills seriously.

### **Use of Surveillance Cameras**

Surveillance cameras and audio are in use 24 hours a day and located throughout school. These cameras are intended to assist with existing security measures and an integral part of our anti-bullying and harassment efforts. OMS uses surveillance cameras to monitor activity on district property. Real time and archival footage will be made available to law enforcement as needed to ensure safety of people and property.

### **Incident Reporting**

The district takes all incidents involving bullying, harassment, or intimidation seriously and will not tolerate this type of activity. In order for the district to take steps towards action and solution, the incident must first be reported. The reporting of incidents may occur at each school and reported to any educator employed by OCSD. Incidents that are reported at home to parents may never be documented with the school and therefore go unresolved.

1. Go to [oelweinschool.com](http://oelweinschool.com)
2. Click on the parents drop down box scroll to Incident / Harassment Form
3. Click on Middle School
4. Fill out the form and submit

## **OMS PROCEDURES/ EXPECTATIONS/ POLICIES**

The goal of the Oelwein Middle School is to provide an environment that promotes respect, responsibility, and safety of our students and staff. These are procedures and expectations that will help you be successful during the school day.

### **Water Bottles**

Water bottles **that are filled with water only** may be used by students during the school day.



### **Miscellaneous**

- a. Blankets are not allowed in the classroom/school unless with special permission from administration

### **Contacting Teachers / Coaches**

To contact a teacher or coach, call the office at 319-283-3015 ext. 3 and leave a voicemail. During the school day, teachers are in class or supervising students. Please allow staff 24-48 hours to respond. Emails are also welcomed. Email addresses are located on the district webpage, [www.oelweinschools.com](http://www.oelweinschools.com).

### **Reasons for Parents/Guardians to Notify the Office**

The office number is 319-283-3015 ext. 3. Contact the office in the following cases.

1. If your student will be absent from school for any reason such as an illness or appointment, you may call and leave a message before 7:30 AM.
2. If there is a family emergency or death in the family that requires an extended absence.
3. If there is a change in your address, phone number, or emergency contact information.
4. Students who leave school during the day must have parent/guardian permission and check out with the office. A written note or a parent/guardian phone call is required.

Parents/guardians will be given a courtesy call. If parents/guardians do not return the phone call, the student will be counted as truant.

### **Health Services**

Students who become ill during the school day are to report to the office. If the student is unable to return to class within one class period, the parents/guardians will be notified. **NO STUDENT IS TO LEAVE THE BUILDING BECAUSE OF ILLNESS/INJURY WITHOUT FIRST REPORTING TO THE OFFICE AND BEING NURSE-VERIFIED BY THE SCHOOL NURSE. In the event that a student leaves without first checking with the office and being nurse-verified by the school nurse, the student will be marked FL- (unexcused) in attendance.**

A registered nurse is on staff in the district. The nurse works with health programming, assists ill and injured students, directs all health screenings and is responsible for state mandated immunization and dental records. Parents/guardians who have students with health concerns, take medications, require school routine modifications, should notify the nurse. Any student who becomes ill or injured at school must see the health paraprofessional with a pass from the classroom teacher. Parents/guardians are asked to provide telephone numbers where they can be reached in an emergency.

ALL MEDICATIONS are kept in the nurse's office with the exception of inhalers. The office must be notified if the student has an inhaler anywhere but the nurse's office. Parents/guardians must complete mandated forms and provide all medications their child may need.

### **Truancy - Unexcused Absences - Board Policy 501.9**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the act of being absent without a reasonable excuse for more than two (2) days each quarter. These absences shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met. The truancy officer shall investigate the cause for a student's truancy. If the truancy officer is unable to secure the truant student's attendance, the truancy officer should discuss the next step with the school administration. If after school administrative action, the student is still truant, the truancy officer shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney. [District Truancy Protocol](#)

### **Tardies/Truancy**

Any student late to school is to report FIRST to the office to check in. Students arriving ten or more minutes after class begins will be counted truant from that class. **Excessive tardies to 1<sup>st</sup> hour will be turned over to the truancy officer.** The truancy officer shall investigate the cause of the student's tardies. If the student still has excessive tardies, then the truancy officer shall refer the matter over to the county attorney.

- If a student walks out of class without permission or is not in a designated area they will be counted as truant.
- OMS will continue with the [Tardy Work](#) that was started in the 22/23 school year.

### **Student Absences - Excused - Board Policy 501.10**

- Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to:

- illness, family emergencies, funerals, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed schoolwork. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent/guardian to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

\*\* We encourage families to use the app to report student absences. Here is the link: [Student Attendance](#)

### **Truancy Officer - Board Policy 501.11**

The Board shall appoint the City of Oelwein Chief of Police or his / her designee to serve as the district's truancy officer. The principal shall notify the truancy officer when a student is truant. The truancy officer shall investigate the cause of a student's truancy and attempt to ensure the student's attendance. The truancy officer may take the student into custody. A student taken into custody shall be placed in the custody of the principal. The truancy officer shall attempt to contact the student's parents when the student is taken into custody.

### **Academic Support**

Oelwein Middle School provides before and after school academic support for all students. Students, staff and parents will need to communicate collaboratively to make arrangements for support. Help is available daily:

- After school from 3:05 pm-4:00 pm

### **Infinite Campus Parent/Student Portal and School Website**

You may access the district website at [www.oelweinschools.com](http://www.oelweinschools.com)

You and your parents/guardians are encouraged to monitor your proficiency checks, attendance and other essential information throughout the school year using the Infinite Campus program. The website also contains information for each building in the district, including staff email addresses, student information on Infinite Campus, activities calendar, lunch menu, and links to educational sites. To gain access to the parent portal of Infinite Campus or questions, please call 319-283-3015 ext. 3.

### **Canvas**

Your teachers will use Canvas. There will be a Canvas landing page on the school website where families can easily access Canvas pages. Canvas is a beneficial tool to you as your teachers will enter assignments and other class related communications. It is highly encouraged that you share this information with parents/guardians so they're able to see what you're doing in class as well.

### **Make-up Work**

Students are expected to communicate with their teachers in order to get their missed work. Missed work should be made up as soon as possible when you return to school. If an assignment is late, it is still expected to be completed.

### **Grading Practices - Standard Reference Grading**

Standard Referenced Grade (SRG) and Report Card is to clearly communicate to students and families a student's current level of academic performance and progress toward grade specific essential learning.

<b><i>NE</i></b> <b><i>NO EVIDENCE</i></b>	<b><i>1</i></b> <b><i>EMERGING</i></b>	<b><i>2</i></b> <b><i>DEVELOPING</i></b>	<b><i>3</i></b> <b><i>PROFICIENT</i></b>	<b><i>4</i></b> <b><i>ENRICHED</i></b>
<p>Student is yet to begin the learning progression/ showing evidence of learning.</p> <p><i>NOTE: Depending on situation, this may or may not affect the student's overall grade.</i></p>	<p>Demonstrating a basic understanding of the foundational skills of the criterion.</p>	<p>Starting to develop an understanding of the criterion.</p>	<p>A clear understanding and application of the criterion.</p>	<p>In-depth understanding and application beyond the criterion.</p>

**Learning Progression Established** - Essential grade level learning targets have been written and established by our teams. They progressively work together to build a ladder of success for every child. Each essential standard is scaffolded with identified skills to help students grow.

**Progress Based-** Each student grows and learns in their own time. Using the old industrialized model of grading based on homework, tests, and time no longer accurately captures when and how each student learns.

**Student Centered** - The SRG report card allows our educators to clearly and accurately pinpoint the skills and attributes of learning required to be successful at each grade level. Assessing and communicating where each student is at in their own learning and on their own time allows our educators to provide the best instruction and support needed to help every child with their own learning goals and needs.

### **Progress Reports**

Regular progress reports are mailed at semester to inform parents/guardians of your progress. If you have an IEP, you will also receive a progress monitoring report. Conferences are held in the fall and spring, but additional appointments may be scheduled by calling the office at 319-283-3015 ext. 3. Parents/Guardians are encouraged to check their student's progress by logging on to their parent portal.

### **Academic Integrity**

***Cheating:*** is finding ways to pretend you have learned the material or done the work when you have not.

#### **Examples of cheating**

- Copying a friend's homework
- Getting someone else to do your project including parents/guardians
- Letting your partner or other members of your group do all the work
- Looking at/copying another person's test
- Using unauthorized "crib" sheets
- Turning in a paper from another class or another year without permission
- Sharing answers or files in a class without permission
- Any use of AI to complete work to be your own

***Plagiarism:*** is a form of cheating by claiming someone else's work, words, and/or ideas are your own.

#### **Examples of Plagiarism**

- Cutting and pasting directly from the internet
- Buying or copying a paper/essay
- Hiring someone to write your paper for you
- Using the words you found in a source of information with only minor changes
- Not citing sources of information for papers/essays
- Failing to provide citations for ideas taken from someone else
- Any use of AI to complete work to be your own

**\*\* Consequences for cheating and/or plagiarism will be handled on a case by case basis. Options for consequence include, but are not limited to: failing an assignment/test, redoing an alternative assignment/test, detention, and suspension.**

### **Transfer within District**

Students wishing to transfer to or from Oelwein Online must provide notice to the building principal of the change one week before the projected new start date.

Transfer Dates:

- Students have two weeks after the start of a semester to make that change.
- Proper communication and paperwork must be completed.

\*\*Any other time during the semester requires 1 weeks notice, parent/student meeting, and approval from both principals. (Students with IEPs are subject to IEP placement decisions by the IEP team.)

**\*\*\*Students are limited to one transfer per academic year.\*\*\***

### **Student Passes**

Passes are designed to help students be accountable, and to get access to other classroom teachers, the library or attend to personal needs. Students who leave their assigned area during a school period must have a pass signed by the teacher in charge, giving the date, time of day, and the place they are going. Students unwilling to comply will have consequences such as detention, family meeting, and/or suspension.

### **Lockers**

Lockers are the property of the school district. Each student is provided a hall locker and a gym locker for storage of school materials and personal clothing items only. Only school padlocks are allowed and lost padlocks need to be replaced through the school office at a cost of \$10. Students are discouraged from bringing valuables to school. Students are strongly encouraged to keep their lockers locked. Students shall use the lockers and the locks assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. Students are not to switch lockers without administrative permission. It shall be the responsibility of students to keep their assigned lockers locked, clean, and undamaged. Keep your locker clean from food and perishable items. No items which threaten the health or physical well-being to persons in the building will be allowed in any locker.

**The school takes NO RESPONSIBILITY for items lost from any locker.**

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated. The building principal or a designee may periodically inspect all or a

random selection of lockers. Students may be asked to be present during the inspection of their lockers. (see Board Policy #502.6) The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search and turn it over to law enforcement authorities.

### **Cell Phones - Electronic Devices**

The school recognizes that cell phones have become a part of today's culture. The possession or use of cellphones is prescribed for students as follows:

Students may have phones on their person, but **may only use phones when instructed by staff to do so.**

1. Teachers **may** allow students to use cell phones for class activities
2. Students are **not** to use their cell phone during the school day (8:05 a.m. – 3:05 p.m.).
3. Cell phones will be allowed during the lunch period.
4. Parents should refrain from calling and/or text messaging their child during the school day. ***If a parent needs to contact a student during the school day, please contact the main office at (319) 283-3015 ext 3.***
5. The school district will not be responsible for any cell phone damaged, lost or stolen.
6. A student using their cell phone during the school day will be:
  - A. Placed on the teacher's desk and handed back at the end of class
  - B. If a student fails to comply then the phone will be placed in the main office to be retrieved at the end of the day.
  - C. After three offenses students will lose their privilege to have a phone at school for the remainder of the semester.

\*Cell Phone Camera Use: Students are strictly prohibited from using cameras/cell phone cameras in private areas, such as restrooms and locker rooms. Additionally students are prohibited from taking pictures/videos of teachers, staff members, and students without their expressed permission. Students who use cellphone cameras for these purposes may face consequences of detention, suspension, or recommendation for expulsion, based on the severity of the incident.

\*\* Students assume all risk for loss or damage to any personal device.

### **Dress Code**

Students at Oelwein Middle School are to dress in a neat and clean manner. Recognizing that grooming styles, clothing, and appearance are an individual's choice, the following guidelines are to be followed:

- No advertising of illegal substances, including but not limited to: tobacco, alcohol, establishment where alcohol is promoted, and illegal drugs.
- No clothing that contains sexually suggestive words, pictures, or phrases.

- Anything that disrupts the normal learning environment, or could be dangerous to the student, classmates, employees of the school or school property are not allowed.
- Clothing which exposes excessive skin or any undergarments will not be allowed.
- No blankets or flags may be worn or used.

**\*\*ANYTHING THAT DISRUPTS THE LEARNING ENVIRONMENT IS NOT ALLOWED\*\***

**Backpacks/Bags**

Backpacks/bags are allowed to be brought into the school building. 5th and 6th grade students must keep them in their lockers. Backpacks/bags may be carried throughout the building by 7th and 8th grade students.

**Dress Code for P.E.**

Students are required to wear athletic clothes for physical education class. Students need to wear clean clothes to PE class. Students are required to wear tennis shoes or sneakers with laces that will be tied for class.

**Visitors**

As part of our school safety plan, we ask that all visitors report to the office when arriving, sign in and pick up a visitor's badge. Students from other schools are not allowed to visit the school or school premises during school hours.

**Care of School Materials**

Computers, books and other school materials will be given to students to use. Students are responsible for returning such materials at the end of the course. A fine will be assessed for any materials lost or damaged beyond normal wear.

**Lost and Found**

Any found items are placed in a bin in the front entryway. Students are to check outside of the office if they have lost something. Unclaimed items are disposed of at the end of each semester.

**Student Parking**

Students who are driving to school need to park in the designated student parking spots. If a student is planning to drive to school, they must first speak with the principal in regards to where they will be expected to park.

**Bicycles, Mopeds, Rollerblades, Skateboards**

A bike rack is located in the front of the school, where bicycles must be parked. Stop in the office and ask where to park your moped. Skateboards and rollerblades must be kept in lockers. Recreational use of these items is not allowed on school property. This equipment should not be used between the middle and high school where buses load students.



**The school takes NO RESPONSIBILITY or liability for lost or stolen items.**

## **OMS/District 1:1 Policy**

**The entire OCSD 1:1 contract can be found on the district website:**

**[www.oelwein.k12.ia.us](http://www.oelwein.k12.ia.us)**

The primary goal of the Oelwein Community School District's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the computer and other media center equipment.

The following is a list of rules and guidelines that govern the use of the Oelwein Community School District's computer and network resources.

*Network Resources* in this document refers to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, e-mail, Internet services, servers, network file and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

### **Students will:**

- Access the system for educational purposes during school hours.
- Use appropriate language and be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential. Student names, telephone numbers, and addresses should not be revealed over the system.
- Return the laptops to the OCSD Media Center at the end of the school year for system updates and re-imaging of the laptop.

### **Students may NOT use network resources:**

- To create, send, share, access or download materials, which are abusive, hateful, threatening, harassing or sexually explicit.
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations. This does not include iTunes.
- To send file attachments through the school's email system that are greater than 15MB in size. The transfer process can hinder network speed and access to others.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use.
- Attempt to change any OCSD network or server configuration.

- To conduct any commercial business that is not directly related to a class.
- To conduct any illegal activity, which includes adhering to copyright laws.
- To access the data or account of another user. Altering files of another user is considered vandalism.
- To install any software onto OCSD computers.
- To copy OCSD school software. Copying school owned software programs is considered theft.

**In addition, students may/must not:**

- Give out their home address or phone number to anyone on the Internet. This protects users from becoming potential victims of those with criminal intent.
- Give anyone their password, either online or in person. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Record video of staff or students without their consent or knowledge, this includes:
  - webcams
  - laptops
  - cameras
  - cell phones
  - or any other digital devices.
- Forward email commonly known as “SPAM”, Unsolicited Commercial Email (UCE), or “junk email”.
- I.M. (instant message) or chat during class unless relative to academic related expectations.

**Discipline**

Any student who violates the rules and expectations found in this handbook will be subject to disciplinary action.

Misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- A suspension of computer privileges
- A warning - which will be documented in the student information system and a parent may be notified.
- Detention
- In-school or out-of-school suspension for a specified time period depending on the severity of the infraction
- Expulsion from school
- Involvement of local law enforcement

Serious violations may result in the students’ use of technology restricted and/or revoked. Students and parents should reference the discipline policies found in the Student/Parent

Handbook.

### ***Disclaimer***

The Oelwein Community School District (OCSD) is and will continue to do everything possible to keep students safe when using technology. However, the OCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Oelwein Community School District. While the Oelwein Community School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. The Oelwein Community School District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

The Oelwein Community School District makes no warranties or guarantees with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by a student
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet.
3. Any consequences of service interruptions.

### **Computer Damages**

#### **Computer Damage**

Any unintentional damage incurred to the laptop will result in a fine as follows:

- First incident: \$25
- Second incident: Up to \$100, not to exceed the cost of the repair
- Third Incident: The full cost of the repair, not to exceed the replacement value of the laptop

Failure to pay the fine will result in a loss of the student's use of a laptop outside of normal school hours.

Students intentionally damaging their or another student's laptop will be assessed the entire cost of repairs or replacement.

**\*Computer damages/incidents do not start over each year, and will follow the student throughout their educational career at Oelwein CSD.**

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- Any consequences of service interruption.

### **PBIS**

The Oelwein Middle School utilizes Positive Behavior Intervention and Supports (PBIS) for managing student behavior. It strives to have many small classroom management issues resolved between-staff and students before they become larger issues, these are referred to as Minors. Other larger issues that need additional resources and support from administration are referred to as Majors. The following matrix is not an inclusive list, but a guide to help staff and students understand the level and scope of their behavior in an attempt to be fair and consistent.

<b><u>STUDENT CONDUCT</u></b>		
<b>Reteaching</b> Behaviors that are brief in duration and addressed by staff with positive alternatives.	<b>Minors</b> Behaviors that continue after reteaching that are causing a frequent disruption to learning for self and/or others.  <b>*Guardian contact required (by staff)-documented on Infinite Campus &amp; SWIS*</b>	<b>Majors</b> Behaviors that present a threat to order and learning environment.  <b>*Guardian contact (by office staff)-documented through Infinite Campus and SWIS*</b>

Teachable Moment	Handled by the Classroom Teacher	Office Situations
<b>1. Inappropriate/Abusive Language</b>		
Profanity or hurtful words not directed to anyone.	Continuous use of profanity and hurtful words after reteaching. (ie: Sexual words or innuendos) <b>Racial slurs</b>	Using profane language directed towards staff/students. Repeated use of inappropriate or hurtful words, sexual words or innuendos that are directed towards staff members/students. <b>Racial slurs</b>
<b>2. Fighting/Physical Aggression:</b>		
Mild physical contact (budging in line, pushing, play fighting, invading personal space purposefully, etc.)	Continual mild physical contact after reteaching ie: Pushing or pushing back, bumping into others intentionally, shoving/slapping (no marks or injury), throwing small object with no intended target, initiating a fight/horseplay	Intent to cause harm. Ie: Hitting or punching, throwing any object at someone purposely, pushing to the ground with injury, biting premeditated assault, assault that leaves a mark or injury, threatening gestures
<b>3. Teasing/Harassment/Bullying:</b>		
Teasing I.E. Gossip/spreading rumors, purposely excluding others, arguing, invading someone's privacy (ex. peeking in someone's locker)	Harassment I.E. Name calling, threatening gesture, showing a fist, intentionally blocking the path of others, peeking at someone in a bathroom stall.	Bullying  Staff handbook <a href="#">link</a>
<b>4. Defiance/Disrespect/ Noncompliance:</b>		

Not following directions	Repeatedly not following directions after multiple redirections and/or prompts	Complete refusal to follow any directives given.
<b>5. Disruption:</b>		
Interrupting the learning of the class.	Repeatedly interrupting the learning of the class.	Major disruption to the educational process.
<b>6. Property Damage/ Vandalism:</b>		
Making a mess Making non-permanent marks on any school property	Repeatedly damaging school property.	Excessive damage to school/others' property.
<b>7. Lying/Cheating/ Theft/ Forgery:</b>		
Not being honest.	Repeated intentional dishonesty.	Excessive dishonesty.
<b>8. Truancy/Tardy:</b>		
Tardy Absence	Chronic Stage I (more than 1 time per week) Unexcused absences	Teacher will notify office
<b>9. Technology:</b>		

Personal cell phone/iPod/ tablet out or being used during school hours	Intentional inappropriate use of technology	Continual intentional inappropriate use of technology
<b>10. Weapons:</b>		
Rocks, sticks, wood chips, and plastic toys	Repeated presence of rocks, sticks, wood chips, or plastic toys	Real or dangerous weapons Intentionally doing harm, threatening
<b>11. Possession, distribution, or being under the influence of drugs, alcohol, tobacco, e-cigs, powdered alcohol</b>		
<b>This will be reported to the Oelwein Police Department</b>		

Additional violations that shall result in disciplinary action include but not limited to:

- Inappropriate use of school computers or violations of the district's acceptable use policy
- Insubordination towards school staff
- Documented conduct detrimental to the best interest of the school district
- Detonation of an incendiary or explosive device
- Arson
- False fire alarm
- Bomb threats
- Inappropriate public displays of affection
- Physical assault on school staff

### **Major Disciplinary Procedures:**

- Parent Meeting
- Loss of privileges
  - Hallway restrictions
  - Removal from team or activity
  - Prohibited from attending school activities
  - Referral to police department
- Detention
- In-School Suspension
- Out of School Suspension
- Recommendation for Expulsion

### **Detention:**

1. Students given a detention must make arrangements with the teacher to serve the detention in a timely manner.
2. Teacher will make contact with the parent/guardian.
3. Detentions will be served during a teacher assigned time, options are:

- a. Before school
  - b. After school
  - c. During lunch
  - d. Wednesday after school from 2:00 to 4:00
  - e. Possibly Saturday school as well
4. Detentions can be:
  - a. Work completion
  - b. Cleaning up
  - c. Working with our custodial staff
  - d. To be determined by Administration if something other than classwork.
5. The teacher will dismiss you from detention.
6. If a student does not serve detention or does not meet the expectations the issue may move to a major disciplinary action, including a possible in-school suspension. This action will be determined by the Administrator.

#### **Harassment and Bullying Board Policy 104**

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

Harassment and bullying, hazing, or any other victimization 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 or disability, ancestry, political party preference, political belief, socioeconomic status, or family status. Harassment by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including discharge or other appropriate action. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or designee and the board, including suspension and expulsion.

You will find the link here to report such incidents: [Incident/Harassment Form](#)

#### **Level One Investigation Board Policy 104**

In the case of a student who has encountered harassment the following protocol should be followed:

1. The student should report the harassment/ bullying to the classroom teacher or staff.



2. The student or the student's parents may fill out an Incident Report which is available online on the district's website (See #9 above for directions).
3. This Incident Report is then turned in to the principal.
4. Students involved will meet with the guidance counselor.
5. If the harassment by a student is founded, the following consequences will occur:

#### 1st Offense

- The parents of both parties will be contacted to discuss the details of the findings.
- The offending student(s) will serve detention.

#### 2nd Offense

- The parents of both parties will be contacted to discuss the details of the findings.
- A founded 2nd offense will result in a half day of in school suspension.

#### 3rd Offense

- The parents of both parties will be contacted to discuss the details of the findings.
- A founded 3rd offense will result in a full day of out of school suspension.

IF THE SEVERITY OF THE OFFENSE MERITS, CONSEQUENCES MAY INCLUDE SUSPENSION, A RECOMMENDATION FOR EXPULSION, AND/OR A REFERRAL TO THE POLICE DEPARTMENT, EVEN ON FIRST OFFENSE.

### **Corporal Punishment, Restraint And Physical Confinements And Detention Board Policy 502.11**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine or detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Iowa Department of Education's website.

### **OMS Conduct for Activities**

- **Behavior.** Students who earn an after school detention must make arrangements with the teacher who gave them the detention. Any student suspended will be ineligible to participate or attend in any activity or practice.
- **Attendance.** A student must be in school at the beginning of the 5th hour before participation in that day's practice, activity, or performance, unless a doctor's excuse is presented or a student attends a funeral. Students who are spectators and have been absent from school will not be allowed to attend any after school events without a

doctor's excuse. It is the student's responsibility to complete all assignments missed due to an activity. Final discretion is reserved by the principal.

- **Transportation.** When a student is riding home from an event with someone other than their guardian, a written note from the guardian **ahead** of the event must be confirmed by the principal and coach. Guardians also need to sign out your child with the coach at the end of the event.

### **GOOD CONDUCT CODE**

#### **\*\*\*\*\*Good Conduct Code Oelwein Community Schools Policy Number 503.10**

**A. Violations-** Any behavior which would constitute a violation of law except traffic, hunting, or fishing violations which are classified by law as simple misdemeanors is a violation whether or not an arrest or conviction occurs.

Examples of violations include, but are not limited to: stealing; possession, use, or distribution of any tobacco product, alcohol, or unlawful substance. Being under the influence of alcohol is a violation. Odor of alcohol on one's breath will serve as one indication of evidence. This also includes the use of electronic devices such as e-cigs, vape pens, "juuls", etc. Nicotine does not need to be present in the device to be considered a good conduct violation.

Students found to be in possession of contraband (alcohol, drugs, tobacco, vaping devices, etc.) at school will be subject to referral to local law enforcement.

Attendance at a function or party where the student is aware that drugs or alcohol are being illegally consumed by minors and the student does not immediately leave the function is in violation.

A finding that a violation has occurred is not dependent upon the outcome of any juvenile or criminal proceedings, nor is the school bound by the legal elements of the crime or standard proof.

Violations will be determined by a school administrator through information received from staff members, law enforcement officials, courts, parents, or self-admission.

The student will become ineligible if sufficient evidence is produced to establish a violation.

#### **B. Miscellaneous-**

If any violation occurs while a penalty is being served; the next sanction will be imposed upon completion of the first sanction. If a student is in more than one activity, the penalty applies to all activities in which the student participates in a season.

A student must complete the entire season in good standing for the sanction to be considered as served.

A penalty not completed when the activity ends will carry over to the next activity.

**\*\*\*\*\*Revision of the Code of Conduct does not modify a penalty imposed prior to the revision.**

#### **C. Consequences-**

Any student who is declared ineligible under the Good Conduct violations shall be placed on probation for a two year period. If a student has no additional offenses for two years, any offense under these regulations after that time shall be considered a first offense.

#### **D. Seasons Defined-**

For the purpose of the administration of the Activity Code sanctions, the school year will be divided into 4 seasons. Those seasons will include fall, winter, spring, and summer activities. Those activities that have the larger share of their events within those time frames will be considered to be the activity/ies of those seasons.

#### **E. Consequences**

**1.) First Offense:** A student who has violated the Good Conduct Code will be required to forfeit 20% of all the activities in which that student is involved, depending upon the season.

**3.) Second Offense:** A student who has committed a second violation of the Good Conduct Code will be required to forfeit 40% of all the activities in which that student is involved, depending upon the season.

**4.) Third Offense and Beyond –** A student violating the Good Conduct Code for a 3rd time, or each subsequent violation thereafter, will be ineligible to participate in any activities for one calendar year from the date of the discovery of those violations. Simultaneous violations will be served one following the other.

**F. Students Transferring to the Oelwein Community School District –** Any student declared ineligible under the prior school district's Good Conduct Rules without having completed the full period of ineligibility at that school, will not be eligible for activities at Oelwein Community School until the full period of ineligibility has been completed.

#### **G. Appeal Process**

**Step I:** A student or parent may contest the declared ineligibility within five days to the Superintendent of Schools, The appeal may be in writing or oral hearing, and listing his/her objections to the decision of violation of the code.

**Step II:** A final request for appeal can be made to the Board of Education. Within three days make a request in writing, to the Board Secretary, at which time he/she will schedule a special meeting of the Board of Education who will in turn consider the evidence and render a written decision within three days of the hearing to the student and parents.

#### **Sportsmanship**

Spectators at all school events, whether at home or visiting other schools, shall show respect for the participants and visiting teams, coaches, fans, and officials by doing the following.

- Follow all PBIS expectations
- Be respectful during the National Anthem by removing all hats, being quiet, and looking at the flag.
- Support both teams by being in stands and watching the game
- Demonstrating good sportsmanship, which means showing respect and courtesy to others and cheering positively.
- Sit quietly during plays, concerts, and assemblies using applause to recognize the accomplishments of the participants and not as a way to draw attention to yourself.
- Show respect for injured players as they leave by positive cheering and applauding.

\*\*\*Unacceptable behavior will result in being warned and if inappropriate behavior continues, you will be asked to leave the event and discipline actions may be taken.

### **Insurance**

Athletes and participants are required to be insured and they must have the medical release, concussion, and athletic physical form turned in to the OMS office before participating. Healthy and Well Kids in Iowa (HAWK-I) insurance is available by contacting 800-257-8563 or [www.hawk-i.org](http://www.hawk-i.org).

### **Transportation**

Students have the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable experience for all students. Transportation service is a privilege and students can be removed from busing services for behaviors.

- **Bus Expectations:**
  - Follow bus driver instructions.
  - Stay seated.
  - Fighting, swearing, or bullying are not permitted.
  - Keep your body and objects inside the bus.
  - Report problems/vandalism to the bus driver.

A student may be suspended indefinitely and immediately at the discretion of the building principal or transportation director.

### **PBIS Expectations**

The following procedures and guidelines are displayed in classrooms and around the building:

You are expected to bring supplies, a free reading book, and your computer to class unless otherwise directed by the teacher. Enter the classroom quietly and sit in your assigned seat. Read the posted assignment and write down the assignment in your planner. Get all materials needed out for the class.

If you are late, you should enter quietly, show your pass to staff, and go to your assigned seat. Find the assignment on the board and join the class activity. If you do not have a pass it will be counted as a tardy.

Show your Husky EDGE. Link to [PBIS Matrix](#)

<p><b><u>BUILDING EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Respect people and property.</li> <li>2. Follow directions.</li> <li>3. Be on time.</li> <li>4. Bring all necessary materials.</li> <li>5. Complete assignments on time.</li> </ol>	<p><b><u>HALLWAY EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Walk.</li> <li>2. Use an inside voice.</li> <li>3. Keep to the right.</li> <li>4. Keep hands, feet and objects to self.</li> </ol>	<p><b><u>C. AUDITORIUM/ASSEMBLY EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Enter and exit in an orderly fashion.</li> <li>2. Sit where assigned.</li> <li>3. Keep feet on the floor and hands to self.</li> <li>4. Be attentive to the speaker /performer.</li> <li>5. Show enthusiasm appropriate for the event.</li> </ol>
<p><b><u>D. LEAVING THE CLASSROOM</u></b></p> <ol style="list-style-type: none"> <li>1. You must ask and receive permission.</li> <li>2. Fill out the pass in your planner and have the staff member sign the pass.</li> <li>3. When returning, show the pass to the staff again to check for time and/or signature of staff.</li> <li>4. Avoid leaving the classroom during direct instruction.</li> <li>5. Follow Emergency Procedures when needed</li> </ol>	<p><b><u>E. USING THE RESTROOM/ DRINKS</u></b></p> <ol style="list-style-type: none"> <li>1. Use the restroom and get a drink during passing time.</li> <li>2. During class you must have a signed pass.</li> <li>3. Place your materials on the cart.</li> <li>4. Be respectful of personal space and property.</li> <li>5. Use a respectful voice level.</li> <li>6. Fill your water bottle</li> </ol>	<p><b><u>F. MEDIA CENTER EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Must have a pass to enter/exit.</li> <li>2. Responsible use of materials, machines, and furniture.</li> <li>3. Equipment and materials must be checked out.</li> <li>4. Respectful voice tone for the working environment.</li> <li>5. Maximum 3 items checked out at a time.</li> </ol>

<p><b><u>G. STUDY HALL EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Be in the assigned seat and ready to work by the tardy bell.</li> <li>2. Have something to work on or read the ENTIRE study hall time.</li> <li>3. Work quietly without disturbing others.</li> </ol>	<p><b><u>H. CAFETERIA MORNING EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Students are expected to sit at a table with quiet conversation until dismissed.</li> <li>2. Students eating breakfast need to eat at the 3 designated tables.</li> <li>3. Walk when entering and leaving.</li> <li>4. If you need to leave the cafeteria, you need to ask permission from the adult on duty.</li> </ol>	<p><b><u>I. CAFETERIA LUNCH EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Listen to staff directions.</li> <li>2. Wait in line patiently.</li> <li>3. Clean up after yourself.</li> <li>4. Include others in polite, quiet conversation.</li> </ol>
<p><b><u>J. RECESS EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Play with kindness and respect.</li> <li>2. Use safety as a guide for all actions.</li> <li>3. Practice good sportsmanship.</li> <li>4. Return equipment.</li> <li>5. Include and encourage others to do well.</li> <li>6. Stay out of the mud.</li> </ol>	<p><b><u>K. WAITING FOR BUS EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Walk to the bus area.</li> <li>2. Wait on the sidewalk.</li> <li>3. Wait for an adult to load bus</li> <li>4. Younger kids load first.</li> <li>5. Be safe.</li> <li>6. Be respectful to others.</li> </ol>	<p><b><u>L. SUBSTITUTE TEACHERS AND STAFF EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Be Respectful</li> <li>2. Be Kind</li> <li>3. Welcome them</li> <li>4. Follow the classroom expectations</li> </ol>
<p><b><u>M. RESTROOM EXPECTATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Place materials on the shelf</li> <li>2. Be quiet</li> <li>3. Use restroom</li> <li>4. Flush</li> <li>5. Wash your hands</li> <li>6. Dispose paper towel in garbage can</li> <li>7. Quickly return back to class</li> </ol>		

**Student Resources**

### **AEA Internet Resources**

Internet resources you can use anywhere provided by Keystone Area Agency #1, Elkader

Go to: <http://www.aea1.k12.ia.us>

Select: "Online Resources"

Username: kaea036

Password: kaea01

### **Counseling Services**

A counselor is available at the Oelwein Middle School. Some of the services offered are assistance with scheduling, individual needs and crisis conferencing, and coordination of community support services.

### **Help Hotline Numbers**

Domestic Violence Hotline

1-800-383-2988 or 1-319-363-2093

Suicide Hotline

1-800-332-4224 or 1-800-784-2433

Sexual Assault Crisis Line

1-800-284-7821

Child Abuse Hotline

1-800-362-2178 or 1-800-632-1014

### **Definitions**

In this handbook, the word *parent* also means *guardian* unless otherwise stated. An administrator's title, such as *superintendent or principal*, also means that individual's designee unless otherwise stated. The term *school grounds* include the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term *school facilities* include school district buildings. The term *school activities* mean all school activities in which students are involved, whether they are school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **OMS SOCIAL SKILLS**

Students are expected to demonstrate appropriate social skills in school and at school activities. Students who do not demonstrate acceptable behavior will be provided with additional social skill instruction.

<p><b><u>A. Following Instructions</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say “okay.”</li> <li>3. Do what you’ve been asked right away.</li> <li>4. Check back.</li> </ol>	<p><b><u>B. Accepting Feedback/Consequences</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say “okay.”</li> <li>3. Don’t argue.</li> <li>4. If given instructions or suggestions on how to correct the situation, follow them.</li> </ol>	<p><b><u>C. Accepting “No” as an Answer</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Say “Okay.”</li> <li>3. Stay Calm.</li> <li>4. If you disagree, ask later.</li> </ol>
<p><b><u>D. Disagreeing Appropriately</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say “I understand how you feel.”</li> <li>4. Tell why you feel differently.</li> <li>5. Give a reason.</li> <li>6. Listen to the other person.</li> </ol>	<p><b><u>E. Appropriate Voice Tone</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person you are talking to.</li> <li>2. Listen to the level and quality of the voice tone you are speaking with.</li> <li>3. Lower your voice (if necessary) so that it isn’t too loud or harsh.</li> <li>4. Speak slowly. Think about what you want to say.</li> <li>5. Concentrate on making your voice sound calm, neutral, or even pleasant or happy.</li> <li>6. Avoid shouting, whining, or begging.</li> </ol>	<p><b><u>F. Getting the Teacher’s Attention</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the teacher.</li> <li>2. Raise your hand calmly.</li> <li>3. Wait to be acknowledged by the teacher.</li> <li>4. Ask questions or make requests in a calm voice.</li> </ol>
<p><b><u>G. Making a Request (Asking a Favor)</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a clear pleasant voice tone.</li> <li>3. Make your request in the form of a question by saying “Would you.....” and “Please...”.</li> <li>4. If your request is granted, remember to say “Thank you.”</li> <li>5. If your request is denied, remember to accept “No” for an answer.</li> </ol>	<p><b><u>H. Completing Homework</u></b></p> <ol style="list-style-type: none"> <li>1. Write assignments in planner.</li> <li>2. Remember to bring home necessary books or materials.</li> <li>3. Complete all assignments accurately and neatly.</li> <li>4. Carefully store completed homework and turn in on time.</li> </ol>	<p><b><u>I. Staying on Task</u></b></p> <ol style="list-style-type: none"> <li>1. Look at your task or assignment.</li> <li>2. Think about the steps needed to complete the task.</li> <li>3. Focus all of your attention on your task.</li> <li>4. Only stop working on your task with permission of the nearby adult who gave you the task.</li> <li>5. Ignore distractions and interruptions by others.</li> </ol>



<p><b><u>J. Being Prepared for Class</u></b></p> <ol style="list-style-type: none"> <li>1. Organize all books, papers, homework, and writing utensils.</li> <li>2. Be on time for class.</li> <li>3. Present homework and assignments when requested by the teacher.</li> <li>4. Write down assignments in planner.</li> </ol>	<p><b><u>K. Time Management</u></b></p> <ol style="list-style-type: none"> <li>1. List all tasks for a particular day or week.</li> <li>2. Estimate the time needed to complete each task.</li> <li>3. Plan for delays, setbacks, and problems.</li> <li>4. Implement a daily schedule that includes planned tasks.</li> <li>5. Evaluate your time management plan for effectiveness.</li> </ol>	<p><b><u>L. Greeting Others</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Say “Hi” or “Hello.”</li> </ol>
<p><b><u>M. Making an Apology</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a serious, sincere voice tone, but don’t pout.</li> <li>3. Begin by saying, “I want to apologize for...” or “I’m sorry for...”</li> <li>4. Do not make excuses or give rationalizations.</li> <li>5. Sincerely say that you will try not to repeat that same behavior in the future.</li> <li>6. Offer to compensate or pay restitution.</li> <li>7. Thank the other person for listening.</li> </ol>	<p><b><u>N. Talking with Others</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Ask questions.</li> <li>4. Don’t Interrupt</li> </ol>	<p><b><u>O. Giving Compliments</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person you are complimenting.</li> <li>2. Speak with a clear, enthusiastic voice.</li> <li>3. Praise the person’s activity or project specifically. Tell them exactly what you like about it.</li> <li>4. Use words such as “That’s great,” “Wonderful,” or “That was awesome”.</li> <li>5. Give the other person time to respond to your compliment.</li> </ol>

<p><b><u>P. Accepting Compliments</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person who is complimenting you.</li> <li>2. Use a pleasant tone of voice.</li> <li>3. Thank the person sincerely for the compliment. Say, “Thanks for noticing” or “I appreciate that.”</li> <li>4. Avoid looking away, mumbling, or denying the compliment.</li> </ol>	<p><b><u>Q. Introducing Yourself</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a pleasant voice.</li> <li>3. Offer a greeting. Say “Hi, my name is.....”</li> <li>4. Shake hands with the person.</li> <li>5. When you leave, say “It was nice to meet you.”</li> </ol>	<p><b><u>R. Reporting Other Youths’ Behavior (or Peer Reporting)</u></b></p> <ol style="list-style-type: none"> <li>1. Find the appropriate adult or authority figure.</li> <li>2. Look at the person.</li> <li>3. Use a clear, concerned voice tone.</li> <li>4. State specifically the inappropriate behavior you are reporting.</li> <li>5. Give a reason for the report that denotes concur your peer.</li> <li>6. Truthfully answer any questions that are asked of you.</li> </ol>
<p><b><u>S. Resisting Peer Pressure</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person.</li> <li>2. Use a calm assertive voice tone.</li> <li>3. State clearly that you do not want to engage in the inappropriate activity.</li> <li>4. Suggest an alternative activity. Give a reason.</li> <li>5. If the person persists, continue to say “No.”</li> <li>6. Ask the peer to leave or remove yourself from the situation.</li> </ol>	<p><b><u>T. Keeping Property in its Place</u></b></p> <ol style="list-style-type: none"> <li>1. Know where property is usually kept or belongs.</li> <li>2. Ask the appropriate person for permission to remove property.</li> <li>3. Take care of property you are responsible for.</li> <li>4. Return the property to its place in its original condition.</li> </ol>	