



***MIDDLE SCHOOL***



***2025 - 2026  
STUDENT & PARENT  
HANDBOOK***

# WELCOME TO SHMS

Dear Families,

This Handbook is designed to help you become more familiar with some basic information about South Hardin Middle School. Though not all-inclusive, my hope is that it provides some clarification regarding district policies and routine procedures of the South Hardin Middle School. Throughout the year, weekly announcements, social media outlets, and our website [www.southhardin.k12.ia.us](http://www.southhardin.k12.ia.us) will provide updated information to keep you informed about school events and other news.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned, and/or operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. School district policies, rules and regulations are in effect twelve months a year. The school reserves and retains the right to modify, eliminate or establish policies, rules, and regulations as circumstances warrant, including those contained in the handbook.

The handbook is crafted with five key areas of expectation in mind that are norms at South Hardin Middle School. Students in attendance at South Hardin are expected to understand and meet the expectations in the areas of

**Respect**  
**Responsibility**  
**Safety**  
**Academics**  
**Health**  
**Resources**

The South Hardin Middle School strives to provide the best educational experience for each of its students. This takes the cooperation and support of all staff, students, and families. SHMS is committed to working together to ensure the success of each student. Please call (641) 864-2211 or stop by the office if you have questions, comments, or concerns.



# South Hardin Middle School

## "TIGER PRIDE"

### Be Respectful

- Use appropriate language in class.
- Interact positively with peers and adults.
- Follow directions promptly to support instructional pacing.
- Contribute positively to the learning environment.

### Be Responsible

- Make responsible choices with technology and use it only when needed for instruction.
- Engage in conversations at appropriate times, focused on learning tasks.
- Come to class prepared with completed work and necessary materials.
- Arrive on time and remain present during instruction.

### Be Safe

- Use respectful and appropriate language.
- Follow all safety procedures and building expectations.
- Seek help when needed.
- Report concerns or unsafe behavior to an adult.
  - *"If you see something, say something."*

### Do Your Best

- Stay on task and give consistent effort.
- Collaborate and support others in learning.
- Complete tasks with the goal of high-level learning.
- Help others feel welcome and included.

## Principal's Welcome

It is with great excitement and purpose that I welcome you to South Hardin Middle School. The middle school years are a time of tremendous growth academically, socially, and emotionally, and it takes all of us working together to ensure these years are meaningful and impactful for every student. As principal, I am committed to fostering a learning environment where students feel safe, supported, and challenged. It takes a team to create a meaningful experience for every child, and every student belongs. Whether you are a student, parent or guardian, staff member, or community partner, your presence and participation matter.



At SHMS, we focus on more than just academics. We believe middle school should be filled with experiences that shape confidence, build character, and leave lasting memories. Through events like Tiger Pride Assemblies and school-wide celebrations, we create opportunities for students to connect, explore, and thrive. Strong attendance is one of the most important factors in a student's success. Being present every day not only supports learning but it also builds responsibility and habits that last a lifetime. Regular attendance, respectful behavior, and the courage to try and fail are non-negotiables at SHMS. We believe self-improvement comes through consistent effort and a positive mindset.

We hold all students to high expectations while providing the support needed to help them meet and exceed those goals. Through our Tiger Pride values (Be Respectful, Be Responsible, Be Safe, and Do Your Best) we guide students in building not only academic skills but also strong character. I want every student to leave SHMS not only with greater confidence but with a strong sense of self-awareness, resilience, and a desire to contribute to their community. We believe every student can learn, and every student deserves the opportunity to grow in an environment that challenges them to be their best—academically, emotionally, and socially.

This is our school. These are our students. Let's make it a place where we're all proud to belong. Welcome to the SHMS family. Let's make it a great year, together.

**Mrs. Crystal Reinertson**

*Principal, South Hardin Middle School*

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# South Hardin Middle School Staff

## **Administration:**

Mr. Chris Fenster - Superintendent  
Mrs. Crystal Reinertson - Principal  
Mrs. Sherri Walker - Director of Teaching & Learning

## **SHMS**

200 Chestnut St.  
Hubbard IA  
(641) 864-2211  
Fax (641) 864-2422

## **Teaching Staff Assignments:**

Carole Spiels - 6<sup>th</sup> ELA  
Ann Clemons - 6<sup>th</sup> Math  
Sadie Backoff - 6<sup>th</sup> Grade Social Studies  
Michaela Berg - 6<sup>th</sup> Science & Ag.  
Nicole Briggs - 7<sup>th</sup> ELA  
Lilly Ellingson - 7<sup>th</sup>/8<sup>th</sup> Science  
Rebecca Jensen - 8<sup>th</sup> ELA  
Zach Allison - 7<sup>th</sup>/8<sup>th</sup> Social Studies  
Kristin Topp - 7<sup>th</sup>/8<sup>th</sup> Math and Algebra  
Patrick Gagnon - Vocal  
Chance Elton - Band  
Kathy Murphy - Art/PE  
Nick Eller - K-8 PE  
Kayla Dahlsten - TAG  
Megan Hadaway - Interventionist  
Ellen Mesch - Special Education  
Robin Olmstead - Special Education  
Jenna Wishteyd - Special Education  
Jen Konomi - Special Education  
Nicole Briggs - Instructional Coach  
Kristy Kiley - Guidance Counselor

## **Office Staff:**

Renea Raska - Middle School Secretary  
Deb England - Business Manager  
Linda Imsland - Treasurer/Lunch Accounts  
Jenny Raska - Nurse  
Courtney Pettinger - Human Relations

## **Instructional Support Staff:**

Julie Bergeson - Paraprofessional  
Chris Carroll - Paraprofessional  
Marla Chance - Paraprofessional  
Lisa Clifford - library Associate/Para  
Angie Fisher - Paraprofessional  
Courtney Friest - At-Risk/Para  
Kelli Nehring - Paraprofessional  
Kathy Polk - Paraprofessional  
Mae Stewart - Paraprofessional  
Venita Terry - Paraprofessional  
Shelly Warnecke - Paraprofessional

## **Nutrition Staff:**

Christy Giguere - Nutrition Director  
Chris Carroll - Kitchen Manager  
Diane Kulow - Cook  
Kelli Nehring - Cook

## **Custodial/Transportation Staff:**

Mike May - SH Facilities Director  
Seth Last - Building & Grounds  
KD Burkett - Custodian  
Rory Spindler - Custodian  
- SH Transportation Director

## **Helpful numbers to assist you:**

**Attendance Line:** (641) 864-2422

**Transportation:** (641) 939-5631

## **Inclement Weather School Closing/Dismissal Announcements**

Cancellations and late start decisions are usually made prior to 6:00 am. Early dismissals are usually announced more than one hour before the dismissal occurs. Parent Square will be the primary source for notifying families and staff by text and email. Each family must download the Parent Square application and sign up for notification.

If the school needs to be canceled or dismissed early due to weather conditions, the announcement will also be made on the following radio or TV stations:

KIFG – Iowa Falls (1510 & 95.3)    KQWC – Webster City (1590)    KDAO – Eldora (99.5)  
WHO – Des Moines (1040)    KXIA – Marshalltown (101.1)    Channel 5 (WOI-TV)  
Channel 8 (KCCI-TV)    Channel 13 (WHO-TV)    KWWL channel 7

***In the event of an unscheduled early dismissal, please make sure that you have discussed with your child where he/she needs to go. If school is going to be dismissed early, we will attempt to notify the stations listed above. Staff can not call parents when school is dismissed early.***

## **Equal Opportunity/Equity Policy Statement (Board Policy 102/102.E1-4)**

It is the policy of the South Hardin Middle School/Hubbard-Radcliffe CSD to provide equal educational and employment opportunities without discriminating on the basis of race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation, and gender identity in its educational programs, activities, or its employment and/or personnel policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment and Section 504 of the Vocational Rehabilitation Act of 1973.

It is also the policy of the district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias based on race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation and gender identity. The curriculum should 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.

A fair and supportive environment will be provided for all students. Harassment of a sexual nature, or related to any legally protected characteristics, made from an employee to a student or vice versa, or from one employee or student to another, is a violation of this policy.

Students who feel they have been subjected to discrimination in violation of this policy may file a formal complaint through the district Equity Coordinator: Crystal Reinertson, Principal, 200 Chestnut, Hubbard, IA 50122 (641) 864-2211; to the Director of the Civil Rights Commission, Des Moines, IA or to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, 816-268-0550 Fax: 816-823-1404 eMail: [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov)

### **Code No. 102.E1**

#### **NOTICE OF NONDISCRIMINATION**

Students, parents, employees, and others doing business with or performing services for the Hubbard-Radcliffe Community School District are hereby notified that this school district

does not discriminate on the basis of race, creed, color, age (except students), socio-economic status, religion, national origin, sex, 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, sex, 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), § 504 or Iowa Code § 280.3 is directed to contact: who has 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 (2005).

Mr. Chris Fenster  
200 Chestnut - Hubbard, IA 50122  
641-864-2211  
[azellmer@southhardin.org](mailto:azellmer@southhardin.org)

### **Annual Notice (Board Policy 506.1)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 (eligible students) certain rights with respect to the student's education records.

1. The right to inspect and review educational records within 45 days of the day a request is made. The written request should be submitted to the building principal and should include the record(s) to be inspected.
2. The right to request the amendment of the record if it is deemed to be inaccurate or misleading. Again, a written request clearly identifying the remedy is required.
3. The right to consent to the disclosure of student records containing personally identifiable information all records are considered confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission.
4. The right to decline the release of student directory information to the public. Directory information includes name, address, telephone number, electronic mail address, place and date of birth, major fields of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees, and awards received, most recent previous educational institution or agency attended photo or likeness (including team photos), and other similar information (yearbook, honor roll or other recognition lists, graduation programs, playbills or sports programs). Parents who object to this release of information must file a written request for exclusion with the district by September 1 of each school year.
5. The law allows for some exceptions for the release of information including allowing information released to military recruiters and educational agencies.
6. Parent(s)/Guardian(s) or eligible students have the right to file a complaint with the US Department of Education concerning failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, USDE, 400 Maryland Avenue, Washington, DC, 20202-4605.

## **SECTION II**

### **STUDENT RULES/ REGULATIONS**

#### **SHMS Rationale**

Research shows a correlation between attendance and student achievement. Students who attend school on a regular basis are more likely to achieve at higher levels than students who do not have regular attendance; be engaged; have a positive attitude about their education; be more satisfied with their experiences at school; and be more successful in college, and the workplace. Any absence, whether excused or not, denies students the opportunity to learn in accordance with the school's instructional program.

#### **SIGN IN / SIGN OUT SHEET**

Students who arrive after the start of school or who must leave school during school hours must check in or out in the main office, or the absence will be considered unexcused.

A sign-in/sign-out sheet will be located in the main office. Students who arrive at school after 8:05 a.m. or who have permission to leave school because of illness, appointments, emergencies or who have special permission from the principal must sign in upon arrival or sign-out when leaving. When signing out, use your full name, time of departure and reason for leaving. When signing back in, put your time of arrival back to school. Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instructions, classes off school grounds, and other reasons approved by the administration.

- **Students that have older siblings in high school coming to pick them up will need to be verified by parents otherwise the student will not be allowed to leave with them.**

#### **ATTENDANCE-TAKING EXPECTATIONS**

- Staff is required to take attendance in a timely manner every period.
- Student attendance is checked every period by the Main Office to monitor the whereabouts of every student in SHMS.
- Staff are able to "update" their class attendance record any time during or after the class as needed.
- Calls to parents regarding absent students will be made from the office starting at 8:30 am and then every period thereafter, as needed, should a student become absent/leave the building.

#### **FIRST PERIOD**

- If a student is late to 1st period, they must report to the office if they do not have a pass.

- Office staff will write them a pass. This does not count against the student not being to class on time. The office will mark the student “Tardy”. The unexcused tardy will count towards the tardy expectation and will be communicated with the first period teacher.
- If the student was with another staff member prior to 1st Period, they will need a pass from the staff member they were with, not the office. **The teacher will then need to change the absent mark to the tardy excused mark on attendance for they were excused.**

## **PERIODS 2-8**

- If a student is not present in class, staff will mark them “Absent”
- If student comes in late without a pass, staff will mark student “Tardy”, (tdy mark)
- If a student was with another staff member, the student is excused as long as they have a pass from that staff member. **The teacher will then need to mark the student as tardy excused on attendance.**
  - **All unexcused tardies will result in the consequences following our tardy expectations.**

## **Tardy To Class**

The expectation is that students are in the classroom at the bell. Attendance is taken every class period. We want to promote the life skill of promptness. If a student is not in the classroom by each tardy bell, the student will be counted tardy. If you arrive late to school, report to the office for a late slip. If you have been detained in the office or by a teacher, ask for a pass from the person who detained you before going to your next class or you will be counted as tardy. The classroom teacher will address tardies with students and will involve parent/guardian notification once the student reaches 2 tardies to the same class. This communication is to inform families there is a consistent problem with the student not getting to class on time. At Three unexcused tardies in one quarter this will result in a ½ hour detention. Any subsequent tardies during the same quarter will result in additional penalties which may include a meeting with the student, parent/guardian and the building principal.

## **ATTENDANCE ACTIONS FOR ABSENTEEISM, CHRONIC ABSENTEEISM & TRUANCY**

It is the belief of South Hardin Middle School that regular attendance is essential for every student to be successful in school and life. District student achievement data indicates that the more days students spend in attendance at school, the better they perform overall in the classroom and on standardized tests. In order to communicate attendance information to parents, a letter will be sent out automatically when a student reaches a certain absence benchmark. Below is listed the attendance benchmarks and actions by the school district:

### **Attendance (Board Policy 501.9A-B)**

Students are expected to be in class and to make attendance a top priority, only through attendance and class participation, do students benefit from the educational program. There is a direct correlation between attendance and academic success in school. Parents are strongly encouraged to limit absences other than those caused by emergencies, illness, doctor/dental appointments, or a death in the family.

**Hubbard Radcliffe CSD's**  
**Attendance Reporting**  
**Building Wide Implementation Guide**

It is the goal of South Hardin Schools to see 100% of our students graduate high school. Chronic absenteeism and truancy puts students highly at risk of dropping out. These poor attendance habits happen as early as elementary school according to the research below. The following is research from the [National Center on Educational Statistics](#).

"A student is considered chronically absent if they miss only **two days of school per month** (20 days in a year), whether the absences are excused or unexcused. Research shows that by middle and high school, **chronic absence is a leading warning sign that a student will drop out**. This research from the [National Center on Educational Statistics](#) noted that differences in absentee rates and projections for graduation were observed as early as kindergarten. Those students who eventually dropped out of high school had missed significantly more days of school in first grade than their peers who later graduated from high school." Bennett, Colette. "Daily School Attendance Matters!" ThoughtCo, Dec. 5, 2018, [thoughtco.com/daily-school-attendance-matters-4084888](http://thoughtco.com/daily-school-attendance-matters-4084888)

**Chronic Absenteeism** - Senate File 2435 addresses various educational issues, including chronic absenteeism and attendance. Chronic absenteeism is defined as when a student misses more than 10% of the days or hours in a grading period (13 days a school year) due to absence for any reason excused or unexcused.

**ATTENDANCE COOPERATION MEETINGS**

Student Absenteeism at 15% - South Hardin Middle School is resolved to help families improve attendance. **In the event that a student reaches the 15 days absent level, the building principal will call the parent or guardian. An Attendance Cooperation Meeting will be set up at the school building with parents, students, principal and a teacher when possible.** Reasons for attendance will be discussed and a plan of action put into place. Goals will be put into contract form and signed by all in attendance. If the goals are not met, the principal will decide if this is a truancy matter and if so the Hardin County Assistant District Attorney will be notified and the matter turned over for review as it pertains to the Iowa Code Chapter 299.

**Truancy** - means a child of compulsory attendance age who is absent from school for any reason for at least 20% of the days in the grading period (18 days in a school year).

**Chronic Absenteeism and truancy do not apply to the following students who:**

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

**.Attendance Codes** (board policy 501.9A)

**Absent Excused:** Verification Required -The following absences are considered excused and require official verification. **Parents must call the school prior to 9:00 am on the day of the**

**absence. Failure to call in time will result in an unexcused absence.** This will also cause staff to call to confirm that parents are knowledgeable of the absence.

Illness - provided that a parent calls before 9:00 am (absences for five or more consecutive days or frequent intermittent days due to illness will require a doctor's note)

Medical Visit (medical, mental health, physical therapy, dentist, etc) must have an official appointment note/documentation - not a parent note

Vacation - all school work must be finished prior to leaving for that vacation to be excused.

Principal and teacher must be notified 10 business days before the planned trip to have time to organize assignments and for students to complete all assignments.

School Sponsored Activities - students will make teacher aware in advance and make arrangements for work completion. Pick up a form in the office.

Other Absent Excused - funeral/bereavement, recognized religious observances, court appearances & Principal's discretion

**Absent Unexcused: Parent Notification Needed - The following absences are not considered excused and a student will not be able to practice/participate in a school event that night.**

Vacation - only when prior notice was not given by the family and/or all assigned work was not completed.

Illness - without parent call in prior to 9:00 or in excess of days allowed

Parent call in for undocumented appointment, birthday party, rough night, tardiness, shopping, hunting, concerts, personal day, mental health day

ISS - In-School Suspension (excluded from Attendance Letter Count)

OSS - Out of School Suspension (excluded from Attendance Letter Count)

Other Absent Unexcused - no call, no show & Principal's discretion

## **PARENT COMMUNICATING ABOUT A STUDENT ABSENCE**

Attendance is important, but there are occasions that your child or children cannot attend school. Please call the school before 9:00 a.m. Failure to call in time will result in an unexcused absence. This will also cause staff to call to confirm that parents are knowledgeable of the absence. Unanswered calls **may lead to a welfare check at the home by either school or law enforcement.**

Wellness/Welfare Checks:In the event that a student is absent for multiple days and there is no parent contact, a welfare check will be done. This means two school employees or local law enforcement will visit the home for the purpose of making sure the child is safe.

Doctor's Notes It is required that families ask for a note from any healthcare provider when at appointments that cause the student to miss time at school. Failure to do so will result in an unexcused absence.

### PARTIAL DAYS

Students missing 3 periods in a day are counted half day absent. Students who miss more than 6 periods are counted as a whole day absent.

### **Steps:**

Middle School (1 year running record on JMC)

Parent Notification of Concern - 5 Full Days (letter sent home or email)

Parent Notification of Concern - 10 Full Days (letter or email & phone call)

Parent Notification & Meeting - 15 Full Days (letter or email & in person problem solving meeting)

Hardin County Attorney - 20 Full Days of any absences (excused and unexcused absences) (communicated in earlier letters)

Positive Recognition:

- End of year awards
  - Perfect Attendance - 0 - 0.5 days
  - Excellent Attendance - 1.0 - 2.5 days
  - Honorable Attendance - 3.0 - 5.0 days
- Grade Level/Class Section Competitions - Monthly attendance rates
- Quarterly Grade Level/Class Section awards
- Quarterly Individual recognition
- September & February- Attendance Recognition months
  - Posters
  - Lessons
- Inform all Parents and Public
  - Reasons for promoting attendance
  - Data comparing months for previous years
- Positive Branding throughout the building
  - Posters
  - Teacher recognition

### **FALSIFYING ABSENCES**

Only parents/guardians (or other valid Emergency Contacts) are permitted to call and excuse a student. If non-parents/guardians such as siblings and friends of a student call them in, the absence will not be excused. Furthermore, should a student-through a sibling, friend, or other person- attempt to falsify an absence by impersonating an approved parent, guardian, or emergency contact, will face disciplinary action and if they are absent, the absent will be marked as "unexcused".

### **Admittance To Class Following An Absence**

- A. It is the student's responsibility to see that make-up work is completed by the due date. Anything that was due on the date of absence, should be turned in on the day the student returns.
- B. Generally speaking, for each day absent the student will be allowed the number of days missed plus one day to complete the make-up assignments. For example, two missed days would mean that the student will have three days to make up work. Individual teachers may make exceptions to this when deemed necessary.
- C. A student must be in school **ALL DAY** to participate in after-school activities (sporting events, dances, programs). The Principal may approve individual exceptions when informed in advance of the absence.

## HEALTH SERVICES

Our school has the services of a registered nurse every school day. Every effort is made by school personnel to prevent accidents. However, if an accident occurs, school personnel will give emergency care or first aid as necessary. In the event your student is ill, has a temperature of 100.4 degrees or over, or has a significant injury at school, you will be notified. It is very important that we know your correct home/work phone number. The responsible person listed on the emergency contacts will be contacted if we are unable to reach you.

If your student stays home from school due to vomiting, diarrhea, or a fever of 100.4 degrees or higher, your student should not return to school until 24 hours after the vomiting and diarrhea have stopped, and your student should be fever-free for 24 hours without the use of fever-reducing medications before returning to school. A note from your healthcare provider must be presented to the school when it is necessary for students to miss PE for an extended period of time (more than one PE class). The nurse may grant a one-class excuse from PE class.

In the event that COVID-19 affects your student, your family, or close contacts, South Hardin schools suggest following the most current Iowa Department of Public Health guidelines. IDPH also recommends that schools provide parents and students with the option to make their own decision about mask usage.

Symptoms may appear 2-14 days after exposure to the virus. This list does not include all possible symptoms.

**A student must make a visit to the nurse and/or office prior to leaving school for illness reason(s). Students are not permitted to make arrangements for pick-up/leave from school without office knowledge or office-parent contact.**

**\*If your child has called to be picked up without the parent/guardian being notified by the school and no symptoms of illness, the absence will be marked as unexcused.**

Please notify the nurse of students with health conditions, including mental health diagnoses, allergies, medications taken at home or at school, or any other information that would help the school nurse provide care for the student while at school. A student with any skin rash and a temperature over 100.4 degrees will be excused from school until the skin is clear or a physician notifies the nurse that the rash is non-infectious.

A student may be admitted to school following the common communicable diseases (except infectious hepatitis) when the student has remained out of school for at least the minimum time as required by the Iowa Department of Public Health. Students who have been absent from school for any of the following diseases should have been under the care of a medical doctor and parents/guardians should be in contact with the school nurse:

Meningitis (Meningococcus)  
Hand, Foot, and Mouth Disease  
Conjunctivitis (Pink Eye)

Scarlet Fever  
Diphtheria  
Head Lice

Infectious Hepatitis  
Scabies  
Whooping Cough  
Poliomyelitis  
Fifth Disease  
COVID-19

Impetigo  
Ringworm  
Red Measles  
Chicken Pox  
MRSA

Students who have been absent because of medical reasons may be required to have verification or clearance to return to school by a physician or the school nurse. **Students who are absent for three or more consecutive days for illness may be required to turn in a doctor's note to school administration.** This helps with our documentation for we are a mandatory attendance center.

**Lice:** It is the school's expectation that any student found to have live head lice will be treated by a parent or guardian with a medicated shampoo (or other proper treatment-for example, physician-prescribed medications or treatment) at home *before returning to school*. The full treatment regimen must be followed in order for it to work. Details on the 14-day regimen are available at the school. Families/guardians of students with head lice will be expected to work closely with the school nurse to get rid of the head lice and minimize the chance of the head lice returning. Chronic cases of lice will be referred to Greenbelt Home Care for assistance in eradicating the problem in your home.

### **Health Screenings**

All students may be screened during the school year for vision, hearing, height, weight, body mass index, and dental health. If you do not want your student screened, please provide a handwritten note to the nurse's office at the beginning of the school year.

### **Dental Screening**

I-Smile of Iowa partners with the school to provide dental screenings, dental sealants, fluoride varnish, and/or oral health education for elementary and middle school students. A consent form will need to be completed by the parent/guardian to approve these dental services as they are offered. The goal of this program is for each student to receive the benefit of early and regular dental care including prevention, and to establish a dental home for students who may not have one. It is also an opportunity to provide outreach to those families who have trouble accessing care.

### **BMI Screening**

The school nurse will screen the height and weight of students as needed. If your student had a physical for this school year, we may use that height and weight data to calculate your child's BMI.

### **Vision Screening**

Parents/guardians with concerns about their child's vision should contact the school nurse/health office. Vision screens at the middle school are performed on students with vision concerns as needed and by request of the parent/guardian. Any student who has had a vision screen done at school and results indicate the need for a referral to an optometrist will have a note sent home to parents.

### **Special Diet Requests**

If your student has been determined by a physician to have a medical condition that restricts their diet and requires dietary accommodations, a Diet Modification Form must be completed by a medical authority and returned to the health office. All meal

modifications require a completed and signed Diet Modification Form on file. The Diet Modification Form is available on the Iowa Department of Education website and in your school nurse's office.

### **MEDICATION POLICY (Board Policy 507.2)**

It is the policy of the Board of Education of the H-R Community Schools that whenever a student should have a prescription medication administered by the staff at school, a parent or legal guardian must provide written authorization and instruction. **Any medication that is being taken at school by students should be administered by the school nurse. Students should not transport medication to or from school.** Parents/guardians should bring medications to the nurse's office and fill out the proper paperwork. Medications should be brought to the original container with the prescription label attached. Medications are permitted only when the nurse receives written authorization or permission-giving instructions for the administration of the medication. Teachers are not permitted to give medication except in special circumstances. Over-the-counter medications, including cough drops, are considered medication and you must send a note of permission with the cough drops, if your student wishes to use them.

The following information should be included for any medication to be taken at school:

- |                                 |                                           |
|---------------------------------|-------------------------------------------|
| -Name of Student                | -Route of administration (by mouth)       |
| -Name of medication             | -Reason for medication                    |
| -Dosage                         | -Length of time medication is to be given |
| -Time medication is to be given | -Parent or guardian's signature           |
| -Prescribing physician          | -Date                                     |

Long-term medicine should be provided in a one-month supply. Please remind your student that they are responsible for asking for the medication at the appropriate time. In order for acetaminophen or ibuprofen to be administered during school hours, the school must have one of the following:

1. Written permission given by parents or guardians (please give the information requested above) or electronic permission via the school registration system.
2. Telephone permission is given by parents or guardians to the school nurse for the administration of a single dose of acetaminophen or ibuprofen.

Emergency medication such as epinephrine auto-injectors (for example, Epi-Pen or Auvi-Q), inhalers, etc. may require additional paperwork completed by parent/guardian and physician if your student will be carrying either of these emergency medications with them during school hours. This paperwork can be located in the nurse's office.

**At the end of the year, any remaining medications left at the school are expected to be picked up by a parent or guardian in a timely manner.**

### **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 health care provider stating that the student has received the immunizations required by law. *Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal.* Only for specific medical or religious purposes are students exempt from the immunization requirements.

### **PHYSICAL EXAMINATIONS/HEALTH HISTORY**

Every year, per the American Academy of Pediatrics recommended schedule ([Recommendations for Pediatric Preventive Care](#)), children are encouraged to have a well-child physician visit yearly. For school, students are encouraged (but not required) to have a physical examination yearly. Please notify the school nurse of any existing or new health conditions such as asthma, diabetes, hearing or vision problems, ADHD, seizures, depression, migraines/headaches, etc.

***Anytime there are pertinent health-related changes for your child, please contact the school nurse to notify.***

### **Extracurricular Physical Examinations**

Students participating in athletics are required to provide a completed physical examination form to participate. Failure to provide proof is a violation of state rules and the student will be declared ineligible. A physical form can be found on the school website under "Resources" or from your local health provider. This physical must be turned in prior to participation in practices. Physicals are good for thirteen months following the exam. In addition, the state athletic unions now require students and parents to sign a *Head's Up concussion form* prior to participation in practices or events.

## **South Hardin Middle School Behavior Expectations**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **"TIGER PRIDE"**

1. **BE RESPECTFUL:** Students who use appropriate language in class, have positive interactions with peers and adults, follow directions in a timely manner to support instructional pacing, and contribute positively to the learning environment.

2. **BE RESPONSIBLE:** Students who make responsible choices by using technology appropriately when needed for instruction, talking with peers at appropriate times that are focused on the learning task, being prepared for class with work completed, and materials with them, and on time to class remaining present during instruction.

3. **Be Safe:** Students using appropriate language, following safety procedures and building expectations. Students seek help when needed, report to an adult when they see something that doesn't abide by our Tiger way. "If you see something, say something".

4. **Do Your Best:** Students who are on-task, collaborate, give effort, and complete tasks with the purpose of learning at high levels. Students will help others to feel welcome.

## **Student Conduct (Board Policy 503.1)**

One of the greatest attributes for any individual to possess is that of self-discipline. That is, the training and control of oneself and one's conduct for self-improvement. Striving to follow the guidelines of our school is vitally important in this maturing process of self-discipline. This is true whether these guidelines are related to the school in general, to a specific classroom or to a particular activity or organization within the school.

Any staff member of the South Hardin Middle School/Hubbard-Radcliffe CSD has complete authority over all students during school hours, on school property, or at school functions.

"The Hubbard-Radcliffe Community School Board affirms its intent to support the school discipline policies, its intent to support the school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies."

From time to time it becomes necessary to provide consequences as a form of discipline for students who violate school rules. These referrals will often result in parent contacts (phone calls, letters, and conferences) and/or detentions (after school with parent/guardian providing transportation from school). Repeat offenses or more serious offenses may result in suspension or referrals to local law enforcement, juvenile court, or the Department of Human Services. In extreme cases, a request for expulsion may be filed with the Board of Education.

Sometimes students need to be reminded when their behavior becomes disruptive or inappropriate and discipline may be appropriate. Our goal is to improve student self-regulation of behavior in order to become productive citizens in society. Continued or major classroom disruptions could result in a parent/teacher conference to resolve the issue. More severe consequences such as additional detention, in-school suspension, out-of-school suspension, or Saturday school could also be assigned.

### **STUDENT DISCIPLINE, DETENTION, ELIGIBILITY**

Student conduct and behavior is a choice that first starts with making good decisions. At SHMS, the staff is collectively committed to acknowledging positive, appropriate behavior while also handling less-than-suitable conduct in four main ways

- Firm, fair, and consistent
- Provide students with choices
- Hold students accountable
- Communicate with parents/guardians regarding behaviors which are documented as Student Discipline Referrals in JMC.

The majority of student behavioral choices and decisions are categorized as either:

**MINOR** - Managed and addressed by teachers, support staff, etc.

**MAJOR** - Involve administrators as they are either more serious than a Minor level offense or are repeated Minor behaviors.

### **Removal From Class**

Teachers may send students from class when the continued presence of the student interferes with the ability of other students to learn and the teacher's right to teach. This disruption could be for excessive talking, insubordination, as well as other reasons. Upon being sent from class, students should go directly to the office. The student will meet with the principal or counselor and remain in the office for the remainder of the class period. **A second removal from class that same day may result in the student getting ISS for the remainder of the day.**

Communication:

Parents/guardians will be notified **about student behavior** from classroom teachers, Mrs. Kiley, or Mrs. Reinertson. Parents/guardians will be notified **about student academics** from the classroom teacher.

### **Detention Expectations**

Detentions may be assigned to students for unexcused absences, tardies, and other discipline infractions. The student does not get to choose when he/she serves the detention. It will be decided by staff or the administrator. When a student receives a detention, he/she must report to the appropriate area that he/she is assigned to. If the detention is given to serve for after school the student will have to serve it within 2 days of earning it, and **the parent/guardian will provide transportation from school.** Detentions will be served after school from 3:10-3:40. No transportation is available following detention. Other days/times may be arranged only if a staff member agrees to stay with the student. If the student gets assigned a lunch detention he/she will get their lunch and report to the staff member on duty in the lunchroom. Students who fail to serve detention may miss special events, activities, or dances. If a detention is missed it gets doubled. If it is missed again, the student will be placed on an in school suspension (ISS).

After School Detentions: Students should report to the detention room and check-in with the detention supervisor.

1. Detentions will begin when you are quietly seated and working.
2. No talking, distracting others, or sleeping.
3. School work is the only work allowed.
4. No electronic devices are allowed during detentions.
5. Thirty-minute detentions will be served with the teacher assigned to detentions that week.
6. The teacher who assigned the detention will make sure the student is there and check in.
7. Parents are responsible for transportation home.

### **Positive Behavior Intervention and Supports**

The purpose of this is to establish and maintain a safe and effective school environment that maximizes the academic achievement and social emotional behavior competence of ALL students. Major components are: common approach to discipline, established

school wide expectations, behavior expectations are taught to students, consistent use of acknowledge system and consequence system, and common language. This system focuses on rewarding positive behavior and re-teaching positive alternatives to negative behavior. Even though the program is fully implemented, there are minor changes to accommodate all students. PBIS incentives are earned. **If a student receives a major (SIR) within the month they will not be eligible for reward.**

### **Teacher-Managed**

Level 1: Minimal interference with instructional process based on class and/or school procedures

Proximity Control

Nonverbal cue to correct behavior

3 B's Be Quick (tell them what you want them to do in the right ear)

Be Quiet

Be Gone (expect that they will comply)

Conference with the student (in classroom or hallway)

Level 2: Repeated interference with instructional process based on class and/or school procedures.

\*Staff Incident Report (SIR) with corresponding parent/guardian contact

\*Referral to office

\*Out of class time with principal/ student supports

\*Half an hour detention with a classroom teacher after school that day or the next in conjunction with time out of class. Again it will be the parent/guardian's responsibility to provide transportation from school.

Level 3: Chronic interference with instructional process based on class and/or school procedures

\*3 Staff Incident Reports (SIR) with 3-corresponding parent/guardian contacts

\*Out of class time with the principal/student supports, which will be made up after school,

\*Parent/Student/Teacher conference

### **Office Managed**

Level 4: Administrative action

\*Office Referral (Indicate on a referral if this is a result of repeated SIRs)

### **Assemblies**

Whenever there is a scheduled assembly, students will be dismissed to the assembly from a class after their attendance has been taken. Assemblies will be held in the auditorium. Each classroom teacher has a designated area for their class to sit.

Students will walk with their class and sit in their designated areas. No electronics, food

or drinks will be allowed in the auditorium. Students are expected to listen and pay attention to speakers, honor people being recognized and be quiet while the speaker(s)

are talking.

**Fighting or Threatening Others In School:** We are committed to maintaining a safe and respectful environment for all students and staff. Any student who engages in physical altercations (fighting) or makes threats that cause fear or imply harm to others will face disciplinary action. This may include in-school or out-of-school suspension, and parents or guardians will be promptly notified.

Students who receive an out-of-school suspension will not be permitted to return until a reentry meeting has been held. This meeting must include the student, their parent or guardian, and a school administrator.

Our goal is to ensure a safe and supportive environment for everyone. We believe that clear expectations and strong communication help set our students and staff up for a successful return and continued success.

### **Profanity**

South Hardin Middle School is an educational environment where respectful language should be used at all times. Profanity, vulgarity, and potentially offensive language (including demeaning terminology associated with any race, ethnicity, culture, gender, sexual preference, or other subgroups) should not be used on campus or through district technology. Regardless of the intention and direction of the language, inappropriate language will not be tolerated. The final determination of acceptable language and consequences will rest with the building principal.

### **Tobacco, Alcohol, and Drugs (Board Policy 502.7)**

Students, whether participating in activities or not, are not permitted to use or possess tobacco or alcohol or drugs/drug paraphernalia at any time in the school building or on the school grounds. This applies to the parking lot, school lavatories, and at all school activities. Violation of the rule concerning tobacco, alcohol, or other drugs constitutes a serious offense and will result in suspension or expulsion. In addition, for any serious violation, law enforcement officials will be contacted.

### **Weapons In School (Board Policy 502.6)**

The board believes weapons, and other dangerous objects and look-alikes 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-alikes. Weapons and other dangerous objects and look-alikes 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 or dangerous

objects will be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. 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.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Anti-Harassment/Bullying (Board Policy 104)**

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 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 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 by the 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 or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students or employees are on the property, while on school-owned or school-operated vehicles while attending or engaged in a school-sponsored event, and while away from school grounds if the misconduct directly affects the good order, effective 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 or expulsion, If a school employee is found to be in violation of the policy, the employee shall be disciplined by appropriate measures up to and including termination.

Harassment or bullying means any electronic, written, verbal, physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and 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" includes communication through email, web postings, blogs, pagers, cell phones, text messaging, or similar technologies.

- Harassment and bullying may include, but are not limited to: Verbal, non-verbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose of effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose of 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 of effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose of 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 means sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or benefits;
- Submission to or rejection of such conduct by a school employee is used as the basis for academic performance by creating an intimidating, hostile, or offensive education environment.

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

- Requiring that a student submits to bullying or harassment by another student
- 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 the person's participation in any related proceeding. Individuals who knowingly file a false complaint may be subject to 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. A student found to have retaliated shall be subject to measures up to and including suspension or expulsion. A school employee found to have retaliated in violation of the policy may be terminated.

The school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment. Complaint forms are on file in all district offices.

### **Good Conduct Code (Board Policy 503.4)**

South Hardin Middle School's Good Conduct Code will be applied to all extra-curricular activities. All students should abide by all County, State, and National laws. The student shall at all times abstain from the consumption, possession, control, acquisition, delivery, or transportation of alcoholic beverages, tobacco, or any controlled substance as defined in the Iowa Code. Students shall not be in association with, or at gatherings where others are in possession of beer, alcohol, or controlled substances unless accompanied by a parent or guardian. Students in violation of these rules shall be penalized as follows:

First Offense: Suspension from the next 21 calendar days and must include at least one performance/contest/event. As a reward for honesty, the suspension will be seven (7) calendar days with participant admission prior to school personnel learning about the incident. First offense "association" may serve restitution of 10 hours of supervised school or community service instead of suspension.

Second Offense: Suspension from the next ninety (90) days of all events/contests.

Third Offense: One (1) year suspension from all events/contests and attend school-sponsored substance abuse or other appropriate counseling (approved by the school).

During the suspension, the student will participate in practice, attend home games or contests, and travel with the team at the coach's discretion but will not be allowed to dress or participate. If fewer contest dates remain to be played at the time of the violation, the ineligibility shall carry over into the next sports season or event in which the student participates.

### **Student Eligibility For Extracurricular Activities**

All students participating in extra-curricular activities shall be regular students of the school in good standing. A check will be made after 5 school days to see if progress has been made, and if the student has brought up the grade or the incomplete to passing, she/he would be reinstated and eligible for the remaining weeks of that grading period or until the next midterm grade check. Otherwise, she/he will be ineligible until the grade is brought up to passing.

- ***Students receiving two detentions during a season will not be allowed to participate in one scheduled event. This will be true for every two detentions received.***

Individual coaches may have additional rules concerning participation and detentions.

### **Public Displays of Affection (PDA)**

This item is covered under district policy 3240, Student Conduct Expectations and Reasonable Sanctions. Over many years the district has communicated to students what constitutes PDA. This was done at the beginning of the school year when Student Handbooks were issued to students. After speaking with staff we have narrowed down the definition so that it isn't as subjective based on each staff member's views.

#### **Not permitted student to student contact:**

The following occurring PDA during normal school activities (during the day and after school activities-games, class meetings, field trips, etc.) are **NOT** permitted. This is not an inclusive list but provides clearer descriptions.

1. **Holding hands during the school day**
2. Kissing of any kind or for any length of time

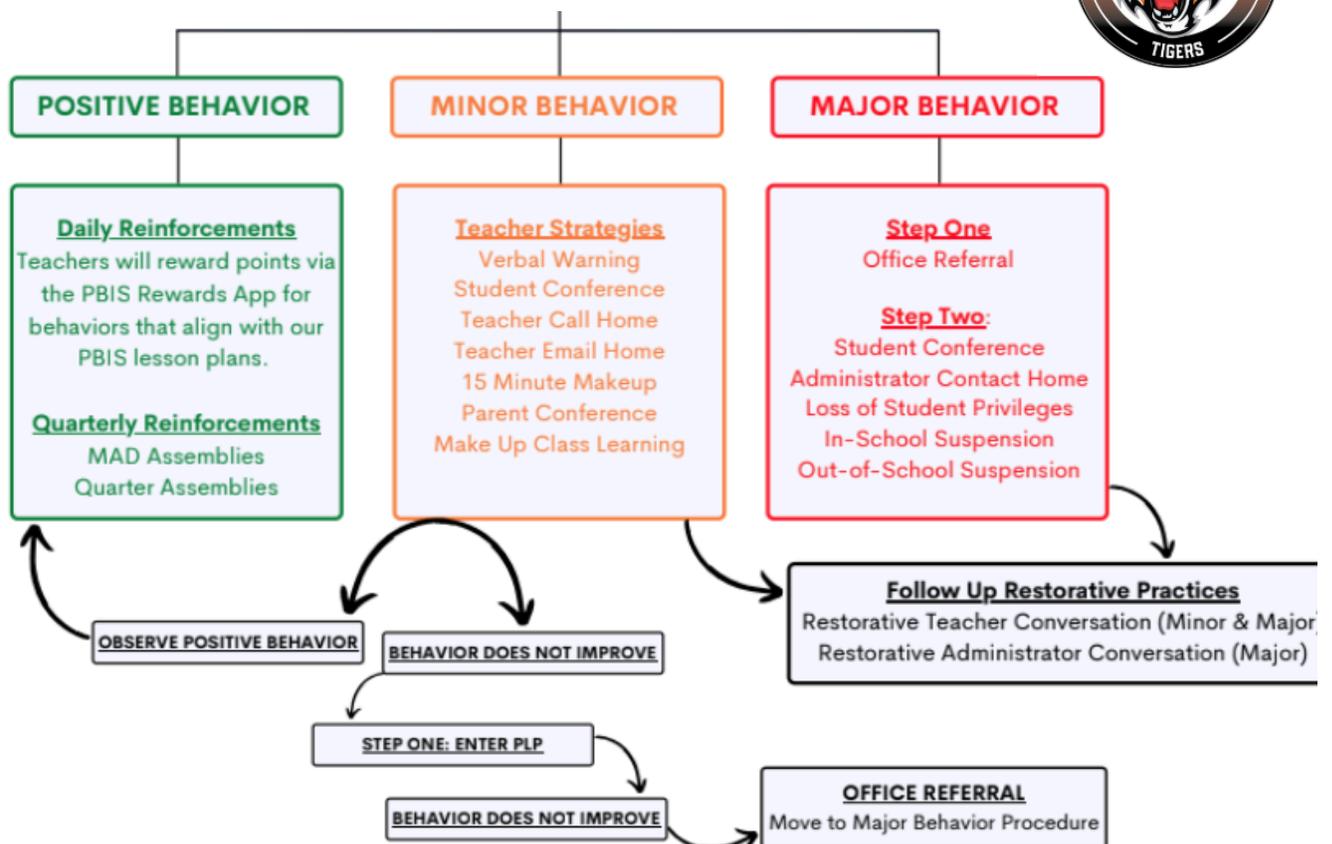
3. Having a student's arm/hands around another student's waist or any other body part (head, neck, etc.)
4. Body bouncing (when a student bounces their body against another student's body).
5. Sitting between the legs of another student.
6. Rubbing up against another student from the front, side, or back, or in any manner).

Exceptions to the above will be considered during school sponsored dances when chaperoned students are permitted to dance, but they will be monitored. Students will not be permitted to engage in grinding or full body contact or passionately long embraces during the dances. This will be discussed with students who attend these activities. Students who violate the PDA guidelines will be subject to disciplinary actions for noncompliance and/or disruptions as the case warrants.

### VANDALISM

Any student who deliberately vandalizes school property will be charged with the cost for the repair or replacement of the damaged property. The student may also receive a suspension from school until the student and his/her parents meet with the school principal. **Fines or charges assessed for damage or loss to school property are not fees and will not be waived under the student fee waiver form.**

## South Hardin Middle School Flow Chart



**\*Major behavior offenses will be addressed accordingly by administration**

# SECTION III

## BUILDING PROCEDURES & ROUTINES

### MORNING WAITING AREAS

- Any student that enters the building at 7:45 or before 8:05 must go to the gym.
- Students that eat breakfast will be dismissed from the gym to the cafeteria to eat. Students are not to go to their lockers prior to going to eat. Those that don't eat breakfast will remain in the gym until the 8:20 bell.

### CAFETERIA BEFORE SCHOOL EXPECTATION

- Students need to stay seated at the tables until dismissal.
- One student per seat
- Students getting breakfast need to follow the same procedures they do for lunch. Once finished, pick up after themselves when dismissed.

#### Dismissal from Cafeteria area

- NO food or drink leaves the Cafeteria
- Students will quietly walk from the Cafeteria to their lockers / class at the 8:20 bell.

## Daily Schedules at SHMS

### School Day

The school day is from 8:05 to 3:05 each day. Early dismissals and late starts will affect this schedule. Staff is on hand from 7:45 to 3:45. Students should not be in the building before 7:45 unless seeing a teacher. Breakfast will be served starting at 7:45. Any student that enters the building at 7:45 or before 8:05 must report to the gym and there until the 8:20 bell. Students eating breakfast will be dismissed to the cafeteria at 8:00 and will remain in the cafeteria until the 8:20 bell rings.

<b><u>Regular Bell Schedule</u></b>	<b><u>Two Hour Early Out Dismissal</u></b>	<b><u>Two Hour Late Start</u></b>
Breakfast 7:45 - 8:05	Homeroom 8:05 - 8:20	Homeroom 10:05 - 10:20
Advisory 8:05 - 8:20	1st Period 8:23 - 8:50	1st Period 10:23 - 10:50
1st Period 8:23 - 9:04	2nd Period 8:53 - 9:20	2nd Period 10:53 - 11:20
2nd Period 9:07 - 9:48	3rd Period 9:23 - 9:50	3rd Period/Lunch - <b>8th Grade</b>
3rd Period 9:51 - 10:32	4th Period 9:53 - 10:20	11:20 - 11:45 (lunch)
4th Period 10:35 - 11:16	5th Period 10:23 - 10:50	11:45 - 12:35 (class)
5th Period 11:19 - 12:28	6th Period 10:53 - 11:20	3rd Period/Lunch - <b>6th Grade</b>
8th Lunch - 11:16 - 11:41	7th Period/Lunch - <b>8th Grade</b>	11:20 - 11:45 (class)
6th Lunch - 11:41 - 12:06	11:20 - 11:45 (lunch)	11:45 - 12:10 (lunch)
7th Lunch - 12:06 - 12:31	11:45 - 12:35 (class)	12:13 - 12:35 (class)
6th Period 12:34- 1:14	7th Period/Lunch - <b>6th Grade</b>	3rd Period/Lunch - <b>7th Grade</b>
Einstein/Wednesday Advisory 1:17 - 1:37	11:20 - 11:45 (class)	11:20 - 12:10 (class)
7th Period 1:40 - 2:21	11:45 - 12:10 (lunch)	12:10 - 12:35 (lunch)
8th Period 2:24 - 3:05	12:13 - 12:35 (class)	4th Period 12:38 - 1:05
	7th Period/Lunch - <b>7th Grade</b>	5th Period 1:08 - 1:35
	11:20 - 12:10 (class)	6th 1:38 - 2:05
	12:10 - 12:35 (lunch)	7th 2:08 - 2:35

	8th Period 12:37 - 1:05	8th 2:38 - 3:05
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## **Student Schedules**

Schedules are created using the requirements of Chapter 12 of the Administrative Code of Iowa. Most courses at the middle school level are required. Electives will be provided when available.

## **Early Dismissal Excuses**

If you need to be excused early, you must present a note signed by your parent or guardian to the office explaining why you wish to be excused. Students must have an office pass to present to the teacher. When being excused early, you must report to the office and sign out before you leave.

## **Dress Code (Board Policy 502.1)**

The expectation of all South Hardin students is to dress modestly in clothing that is suitable for a school work environment. Outfits that are a distraction to the education environment, as determined by South Hardin staff, are prohibited. Other provisions to the code are as follows:

- ❖ Clothing, accessories, or any items that advertise substances that are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang-related, weapons, etc.) are not to be worn to school.
- ❖ Shorts shall be worn to not expose the buttocks. Fitted shorts that cup the buttocks are not permitted (example: spandex volleyball shorts).
- ❖ Pants that expose underwear or are lower than the waist are not permitted. Pants will not have holes or tears above the palm when arms are resting at sides.
- ❖ Skirts will come to rest at mid thigh while standing.
- ❖ Pants, shorts, and skirts will be worn so as to not expose any undergarments.
- ❖ Shirts that cover shorts to appear as to not wearing anything underneath are not permitted. Students will be asked to tuck in their shirts if it is longer than their shorts.
- ❖ Leggings must not be see-through.
- ❖ Midriffs are not permitted - the belly button will not be visible. Shirts will come to rest at the top of the pants with arms at sides.
- ❖ Shirts and tops will fully cover the entire chest area. Shirts or tops that expose cleavage will not be permitted. (Hand width from collar bone)
- ❖ Tank tops that have been created from cutting the sleeves off and other cutoff/sleeveless shirts are not acceptable.
- ❖ Spaghetti strap tank tops are permitted as long as undergarments are not showing.
  - a. Only bralette or sport bra straps are the exception.

### **Hats:**

- Only ball caps are allowed.

- Hats must be worn **forward or backward.**
- **All other types of hats are not permitted.**
- **Hoodies may not be worn up** in place of a hat.

If a hat becomes a distraction, it will be confiscated and the student may pick it up at the end of the day. If a hat is taken a second time due to distraction or misuse, the student will lose the privilege of wearing a hat for the remainder of the quarter.

- ❖ Bandanas or distracting headwear, as determined by South Hardin staff, are not allowed to be worn in the building.
- ❖ Hoodies are not to be worn on the head.
- ❖ Costumes, sunglasses, and other accessory items, deemed to be a distraction to the learning environment by staff, shall be unacceptable attire unless on days designated by the school.
- ❖ Coats or other outerwear are not permitted in classrooms.
- ❖ Blankets are not allowed.
- ❖ Any style of dress, hair color, hairstyle, or makeup that is distracting to students or teachers should be brought to the attention of the administration.

***Appropriate sanctions will be given to students who violate the school dress code. These shall include, but not be limited to, warning and change of attire, informing of parent, detention, or suspension. The final determination of appropriateness and consequence will rest with the building principal.***

### **STUDENT SECTION EXPECTATIONS**

- Students are ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. All expectations during the school day are also enforced during school events. Students will be allowed to cheer for our team, not against our team. The following will not be tolerated and students will be warned and then asked to leave the event if continued:

1. Chants directed towards a specific player or number
2. Harassing the umpire or referees
3. Dress Code violation
4. Throwing objects onto court, field, or in stands
5. Physical contact in stands (pushing, shoving, jumping on others, etc.)

We want our students to support one another and do it with Bomber Pride. Support for each other in our activities program helps build school spirit and pride among our students.

### **Backpacks/Bags/Coats**

For safety and the elimination of non-educational items in classrooms, backpacks, bags, and coats are not allowed in classrooms. Backpacks, bags, and coats are to remain in lockers during the school day with the exception of PE class.

### **Bicycles and Mopeds**

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action. Students riding bicycles or mopeds are to enter and leave school using the south driveway (front entrance). Bicycles and mopeds are to be parked in the appropriate areas. Bicycles are not allowed to be parked in front of any entrance to block the doors. Bikes should be parked in the bike racks along the building.

### **Skateboards/Rollerblades/Wheelie Shoes**

Skateboards, roller blades, wheelie shoes, or any other similar items are not allowed in the building at any time unless prior approval is granted by administration.

### **ANNOUNCEMENTS**

Daily announcements will be posted on the website. Daily announcements are also announced by our students each morning. Emergency announcements are posted on the webpage. Changes to the announcements on the day will be announced over the speaker and posted to Parent Square.

### **TELEPHONE**

The telephones in the office are business phones. There is a phone students can use if they need to. Students are to receive permission to use the **office phone** located in the middle school office. Students are not to use the telephone unless the student has special permission from the office staff. Students receiving telephone calls will have a message forwarded to the student.

Students will not have their cell phones on them all day (see cell phone expectations); if you need to get a message to your child please call the main office and we will see that your child gets the information they need.

### **Cell Phone Policy**

#### **Cell Phones, Electronic Devices and Accessories**

Electronic devices and cell phones are a part of everyday life and modern culture. However, these devices can become disruptive in an educational setting. Cell phones are not needed at SHMS and are not to be used at any time during the day. Students are to turn their phones off, place them in their locker for the day. **They are not to have their phones out at all during school hours.** The school has phones and will allow students to make calls to family from the office. Parents are able to get a message to their child by calling the front office. We will make sure your child is made aware of what needs to be communicated. Any student wishing to make a call or communicate must do so from the office phone. To be consistent across every classroom, the following guidelines apply:

1. Electronic devices, including cell phones, will be put into the student's locker and remain there for the day. **You may want to purchase a pad lock for your child's locker.**
2. Devices will remain in the "off" position during the instructional school day.
3. **Taking pictures, recording video, and any other such activities are strictly prohibited** unless it is for an educational purpose approved/assigned by a teacher. **This includes before and after school once on school grounds or in a school bus.**

Teachers have the right to confiscate the items. Confiscated items will be returned to the student by the end of the day from the office. Any student caught using their cell phone or having it on their person will need to turn that phone over to the staff member addressing them. Their phone will then be placed in phone suspension for 4 weeks. Phone suspension looks like:

- **The student turns his/her phone into the office upon arrival at school and he/she can get it on their way out of the building at the end of the day. If they choose to not bring their phone to school they are to report that to the office and a follow up phone call or email will go out to parents to verify. If the student is dishonest and ends up being seen with it, it will be confiscated and the student's 4 weeks starts over.**

**The staff member that confiscated it will be the one reaching out to the parents to notify them of the cell phone violation.** If the student continues to not comply with SHMS expectations or refuses the request of a staff member, the student will be directed to the office and the student's non-compliance will be addressed accordingly.

### **Smart Watches**

Smart watches are not permitted. They are used like a phone with text messaging and calling. **The same rules apply to smart watches as to cell phones.** Your child has two choices: Leave their watch in their locker turned off or leave it at home.

\*Exceptions to the above will be based on student's individual educational needs including medical, 504 and Individual Education Plans (IEP'S) and those in Alternative Educational Placement (AEP)

Other technology devices are not permitted at school. South Hardin Middle School is not responsible for broken, lost or stolen property including technology devices and cell phones.

\*Parents will be notified when a student's phone is confiscated and they are placed on phone suspension.

### **VISITORS/GUESTS**

Parents are welcomed and encouraged to visit at any time and students especially enjoy having parents join them for lunch.

All visitors need to stop in the office upon entering the building.

1. All visitors, including parents, will be required to register at the office and wear name tags while visiting our building.
2. We are asking that students not arrive at school before 7:45 a.m. unless they are scheduled in a supervised educational activity. Students who must arrive earlier than 7:45 a.m. are to be located in the cafeteria.
3. Law enforcement officers are invited and welcomed in our building. Their presence may be seen in our parking lot and in our school from time to time.
4. Staff members have been asked to make a point to be in our hallways to help supervise students before, during, and after school.
5. All students and staff are to immediately report any conversations or activities of a threatening nature to our administration.

### **CLASSROOM - BEING PREPARED FOR CLASS**

- Students need to have a pencil, free read book, and their chromebook (charged) with them to every class.
- **Blankets/Gadgets/toys/non-educational material are not allowed and include anything else that disrupts the educational environment.**
- Dismissal from class - Staff, not the bell, will dismiss students from class in a fashion they see fit.
- Dismissal for activities: Students are to check announcements for the time they are allowed to leave for their activity. Students are not to engage in disruptive or loud behavior to detract from ongoing classes.

### **ENTERING CLASSROOMS**

SHMS is first and foremost an academic institution which means maximizing instructional time is of the utmost importance. This means that learning begins upon the arrival of each student to the class. Therefore, the following procedures for each and every class are in place:

**TEACHERS:** It is the expectation of SHMS that teachers greet students at the door where they are not only able to supervise the area outside of their classroom but also inside their classroom.

**STUDENTS:** It is the expectation that SHMS students will directly report from one class to the next; once they enter a classroom, learning begins as established by the instructional routines of each instructor which may include:

- Sitting in assigned seat
- Beginning the "bell ringer"
- Doing other assigned academic activities

### **Library Policies**

We maintain the library to make materials available to all students. We, therefore, ask that when students are done using materials for assignments or projects, they return them as soon as possible so they will be available for others to use. Most items can be checked out for two weeks. Students are expected to be responsible for items borrowed from the library and to treat them with care.

- Current periodicals and reference items are for overnight checkout only. They are to be returned to the library before 8:15 the following morning. A fine of \$ .10/period will be charged until the item is returned.
- Overdue Items – If a student has an item that is two weeks past due (which means they will have had it for four weeks) a fine of \$ .05 per day will be charged.

- Lost Items – If an item is lost, please notify the library as soon as possible. If we are not notified, the student will be unable to borrow other items until it is returned. When we are notified, we will consider it lost and the student may again borrow materials. We do ask that students and parents/guardians continue to look for lost items until the end of the school year. If, at that time, it has not been found the student and parent/guardian will be notified of a replacement cost. As with other fines, sign-out sheets will not be signed until costs are paid.

### **Textbook Care/Book Covers**

Textbooks are very expensive items. The book rental that is collected by the school certainly **does not** cover costs associated with neglect and carelessness. A fine may be assessed at the close of the year when, in the judgment of the teacher, a book has been damaged over and beyond ordinary use. Teachers may require textbooks to have a protective book cover.

### **Lockers (Board Policy 502.5)**

Each student is assigned a locker for the storage of school materials and personal belongings necessary for attendance at school. It is the student's responsibility to see that his/her locker is kept in order at all times. If a student does use a lock on the locker, then a duplicate key or the combination of the lock must be kept in the office. **Lockers are school property and may be inspected at any time.** Locks may be cut off the locker if needed to be inspected and the office does not have a key or combination.

### **Damage To School Property (Board Policy 502.2)**

Any damage caused to the school or school property must be paid for by the student(s) causing the damage. If the damage is deliberate, the student(s) will also be disciplined. This may include detention, restitution, suspension or a referral to law enforcement. The book rental that is collected by the school **does not** take care of neglect and carelessness. A fine may be assessed at the close of the year when, in the judgment of the teacher, a book has been damaged over and beyond ordinary use.

### **Water Bottles in Classrooms**

Students are allowed to bring water into the classroom as long as it has a spill proof lid. The following are **not allowed: energy drinks, coffee, caffeinated drinks or any soda.** Only water is allowed.

### **FOOD AND BEVERAGES**

1. The lunchroom is the only place where students may eat unless directed by staff.
2. No food or beverage may be consumed in the classrooms, gymnasium, hallways, or other parts of the school buildings without permission.
3. **Open beverage containers are not allowed in hallways or lockers.**
4. **Students with food and open beverage containers will be asked to dispose of it in a garbage can.**

### **Lost And Found**

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. After a few days, items will be moved to the lost and found box in the cafeteria. All items not claimed after June 6th will be donated to the Tiger Mart.

### **Personal Property**

Security of personal property is the individual responsibility of each student. The school cannot and will not accept responsibility for the valuables of students. Should you have any special items of value you are particularly worried about, they can be checked into the office for the day. Generally speaking, items of sizable value should not be brought to school. This includes money, electronic devices, cell phones, etc.

### **Distracting Items**

To prevent distractions and help eliminate the possibility of theft, students are encouraged to leave electronic items (iPods, gaming devices, cell phones, etc.) at home. If these items are brought to school, they must remain in lockers and turn off during the school day.

**Under no circumstances should cell phones with cameras be used in a locker room or restroom.** The school will not be held responsible for lost, damaged or stolen electronic items.

## **STUDENT GOVERNMENT**

For grades 6-8 there will be an executive council elected to represent students in grades six through eight. This group will be responsible for being the voice of their grade level. This group is our Student Council also known as the M.A.D Team.

### **M.A.D. (Making a Difference) Team**

The purpose of this group is to improve the culture and climate of the middle school. We have amazing students that do awesome things both in the classroom and in our community. Those students that carry great character traits should be recognized for their efforts in **Making a Difference.**

*"Be the change you want to see in the world!"*

This is a group of 6th, 7th, and 8th graders that have filled out an application to be selected as a representative for student government. We model great character traits in the classroom, run our monthly assemblies, and help recognize all the great deeds and accomplishments the student body has done throughout the year.

## SECTION IV ACADEMIC INFORMATION

### South Hardin Middle School Chromebook Agreement

South Hardin Middle School is providing Chromebook for students in grades 6<sup>th</sup> through 8<sup>th</sup>. These Chromebooks are equipped with predetermined applications (apps). All users of the Chromebooks will be required to review this document, as well as sign an agreement with the school to protect the device. **User Fee: Each student in SHMS will pay a yearly, non-refundable user fee of \$25.00**

Student use of the Chromebook falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through the school's content filtering software and all rules and expectations are applied to the use of the Chromebook. Apps, activities, and documents stored on the Chromebook are subject to regular review and monitoring by the district.

The chromebooks are the responsibility of the student. Students and parents sign a chromebook contract then the student receives his/her chromebook. It is recommended that your student leaves their chromebook charger at home. Students can charge their chromebook at home and it will hold a charge through the next day. If your child's charger comes up missing, they are responsible to replace it.

Students are responsible for their chromebook. Any misuse of their chromebook may cause limited use of their chromebook. The following are examples of misuse:

- Gaming during work or instruction time or used for personal emails
- Researching inappropriate websites
- Using browsers that aren't Google Chrome or adding apps that are not approved by the teacher
- Mistreating: Throwing, kicking or dropping, plucking keys off, etc... the chromebook

- Modify the Chromebook in any way other than instructed by school personnel. This includes restoring or resetting the Chromebook, which is strictly prohibited.
- Exchange the Chromebook with another student.
- Allow other students to retain or remove the Chromebook from their presence.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Remove the supplied cover for the Chromebook.
- Sync the Chromebook with another computer.
- Clear or disable browsing history
- Set a password on the device.
- Disable the Chromebook or its apps.

Not following these guidelines will be treated as a failure to comply with the school's Acceptable Use Policy and will be dealt with as specified in the school's discipline code. Infractions may result in loss of Chromebook use and/or suspension as well as monetary fees if the incident results in damage to the Chromebook and accessories.

#### **Mistreatment of Chromebooks may result in:**

1. Student may be charged for replacement parts for excessive damages
  - a. Parents will be notified of damages to the chromebook and the costs to repair it.
2. Chromebook being taken by the teacher and alternative assignment given in paper and pencil format.
3. Leaving chromebook at school only
4. Leaving chromebook in the designated area and only being allowed to use it with permission and returned to the designated area after the class it was needed in.
5. Chromebook taken for an extended period of time.

The use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels only, no cleaning chemicals should be used on the Chromebook.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Plug in the Chromebook at the end of the day so it is ready for the next day. Charging stations are located in your first-period class or other designated areas.
- Charge the Chromebook only with the included charger using a standard wall outlet for the power source
- Document any software/hardware issues to your teacher as soon as possible.

Damage due to negligence will result in the student/parent assuming the financial responsibility of replacing the Chromebook and its case. The user fee allows for simple repairs to be completed at no cost to the student/parent. The school district will be the sole provider of repairs. Significant repairs due to intentional negligence or loss of the Chromebook, case, or charger will be the student/parent's responsibility.

#### **Fees are as follows:**

**Full replacement cost of Chromebook is \$305, charger is \$16, or case is \$10 if lost or grossly damaged.**

## **Acceptable Use Policy/Network Users Agreement (Board Policy 605.6)**

The Acceptable Use Policy (AUP)/Network Users Agreement is intended to provide rules, direction, and consequences concerning the Internet and computer access for students and staff of the South Hardin Middle School / Hubbard-Radcliffe Community School District. The purpose of this access is to be educational and school-related. The agreement form must be signed by the student and parent (or guardian) and returned to the building office. Students will not have a network or Internet access until the form is signed. The agreement is renewed each year at the beginning of the school year. Consequences for misuse or abuse of resources or public-owned hardware and software could include denial, revocation, or suspension of specific user accounts or computer usage. Any illegal activity will be reported to the proper authorities.

### **Chromebook User Agreement**

I understand and will abide by the above Chromebook agreement in conjunction with Hubbard-Radcliffe Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

STUDENT:

Date: \_\_\_\_\_

Student's Full Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Advisor: \_\_\_\_\_

PARENT OR GUARDIAN:

I agree to the Chromebook policies and procedures including financial obligations in the case of damage/loss of the Chromebook and/or accessories.

Date: \_\_\_\_\_

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

# **Academics @ SHMS**

## **Academic Fees - 25-26**

Book/Materials - \$80.00 at registration or \$100.00 after registration (August 12th)  
Instrument Rental - \$50.00  
Student Activity Pass - \$50.00  
Adult Athletic Pass (Year) - \$100.00  
Family Athletic Pass (Year) - \$250.00

## **Reports Of Academic Progress (Board Policy 505.1)**

Success in academics is the number one priority. Students are expected to complete all formative and summative work assigned in classes. Parents and students are encouraged to use JMC to view grades weekly. At the end of each mid-term, quarter, and semester, report cards will be distributed. We encourage students and parents to evaluate the grades received. Parent/teacher conferences will be held two times a year to facilitate home/school communication. Parents may contact teachers by email or calling the school at any time to discuss student progress. Students who are failing courses will be notified prior to the end of the semester in order to have an opportunity to improve their grade. Teachers provide help to students in a variety of ways and we recommend students make use of the assistance available. Please visit directly with the classroom teacher to make arrangements for academics.

## **RECORDS**

Student records are collected and maintained to facilitate the instruction and guidance of the student, for legitimate research, and to provide necessary information to students, parents and future educational institutions. The school maintains a cumulative folder and a permanent record card for each student.

The permanent record begins in kindergarten and continues through graduation. The record information includes, but is not limited to, student name, birthdate, sex, address, most recent photograph, the courses taken, grades earned, all test scores, attendance, cumulative grade point, and rank-in-class. The record is maintained in the guidance office.

A cumulative folder on each student is also maintained in the guidance office. This folder may contain, but not be limited to, a complete scholarship and attendance record, identification and family data, records of achievement, aptitude tests, discipline data, progress reports, report cards, and external agency reports for each student. Authorized parents/guardians, a student or prior student who is at least 18 years of age, licensed school personnel within the District and AEA who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Student directory information such as name, birth date, sex, address and phone number, is released without parental permission unless the parent asks the school district not to release it.

## **Parent-Teacher Conferences**

South Hardin Middle Schools provides parent-teacher conferences in the fall and in the

spring. Parents and guardians have the opportunity to sign up for a conference to review the student's progress. Parents and/or teachers may request additional conferences as needed.

## **Courses**

<b><u>6th Grade</u></b>	<b><u>7th Grade</u></b>	<b><u>8th Grade</u></b>
Reading Writing Science Social Studies Einstein Time - Intervention or Extention for all students Choir Band/ Study Hall Ag Art PE Careers Guidance	Reading Writing Science Social Studies Einstein Time - Intervention or Extention for all students Choir Band/ Study Hall Ag Art PE Life Skills Guidance	Reading Writing Science Social Studies Einstein Time - Intervention or Extention for all students Choir Band/ Study Hall Ag Art PE Life Skills Guidance

## **SHMS GRADING SCALE**

93 - 100 A	87 - 89 B+	77 - 79 C+	67 - 69 D+	59 and below F
90 - 92 A-	83 - 86 B	73 - 76 C	63 - 66 D	
	80 - 82 B-	70 - 72 C-	60 - 62 D-	

## **Student Planner**

All middle school students will be given a student planner at the start of the school year. If the planner is lost, students may purchase a replacement planer for \$5.00. Along with the hard copy of their planner, this year students will be learning how to access a grade level planner on their chromebook. Teachers will be working with students on how to access this to be more efficient with the communication between home and school.

## **Academic Awards (Board Policy 505.3)**

Students who exhibit academic excellence may be named to the Honor Roll. Students whose grade point for the quarter is 4.0 will be named to the Gold Honor Roll. GPA above 3.5 will be named to the Silver Honor Roll and those attaining a GPA of 3.0-3.499 will be named to the Bronze Honor Roll. To be eligible for the honor roll, a student's grade report (regardless of GPA) may not include a D or F. Other honors and awards for academic

achievement may be given to students who meet the requirements of the individual honor or award.

## **Dropping Classes**

Dropping a class will require a student, parent and teacher signature. That form must be turned into the principal before final approval. See the secretary for that form. Any student dropping a class after the first ten days of a semester will automatically receive a failing grade for that course. **These students will immediately become ineligible for extracurricular activities.** Students or parents can appeal to the administration for a good cause decision outside this time frame.

**Cheating/Academic Dishonesty:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Examples include but are not limited to:

1. Looking at someone else's paper prior to or during an exam.
2. Commenting or revealing the test or content or answers to other students prior to their exam.
3. Communicating with other students during an exam, test, quiz, or any other form of evaluation.
4. Using unauthorized materials, i.e. "cheat sheets" and electronic devices of any kind.
5. Using Artificial Intelligence (AI) to complete an assignment or assessment without teacher consent.
6. Purposefully allowing another student to see or to use one's work at any time during any form of evaluation.
7. Copying work assigned to be done independently or letting others copy another's work. This includes the unauthorized use of the internet. For example, using a foreign language translation site.
8. Creating or changing laboratory data or submitting reports based on this data. This includes making up or falsifying data for deceptive purposes, citing nonexistent articles, or contriving sources.
9. The use of dishonest practices to improve one's grade or someone else's grade, i.e. stealing tests or quizzes or working on a take-home exam with another without teacher permission, etc.

**Plagiarism:** To present as new or original an idea or product derived from an existing source; to commit "literary theft." Using the ideas, data, or language of another individual without specific or proper acknowledgment.

Deliberate deception, including but not limited to the following:

1. Tampering with, falsifying, or forging school documents.
2. Making deliberately deceptive phone calls to the attendance office or school officials.
3. Tampering with or changing attendance rosters, grade books, or computer records.
4. Lying about the need for an extension for an exam or paper.
5. Continuing to write when time is up during an exam.

**Consequences:** All management of plagiarism, associated actions, and consequences are initially the responsibility of the classroom teacher in collaboration with the Principal. After an accusation of cheating or plagiarism, the student, his/her parent[s], and the student's Principal will be notified. A violation will result in a consequence, including

redoing the work (the classroom teacher will determine an appropriate alternative assignment, in order to ascertain the student's learning.) If they choose not to redo the assignment or assessment, or do not complete it within the parameters given by the teacher, the student will receive a zero.

## **Guidance Services**

The guidance services are available to facilitate your academic success in school; to help you better understand your strengths and limitations; to identify your interests; to aid you in planning for and obtaining realistic post-secondary goals.

Each middle school student is required to develop a "Four-Year Plan" by the conclusion of eighth grade that will outline a course of study to reach an individual's post-secondary/career goals. This plan will be developed with the assistance of the guidance counselor during the first semester of the eighth grade year. This plan must include the signature of a parent or guardian as it will serve for the basis of the student's high school schedule.

## **Einstein Time**

SHMS has built-in interventions and academic extensions for students. This period is called Einstein Time which occurs every day of the week for 23 minutes that consists of targeted intervention for students who need additional support as an extension of their learning in reading and or math. Einstein Time is mandatory for all students regardless of their ability as it is the belief of all SHMS staff that students should always be challenged to continuously grow.

## **Multi-Tier System of Support (MTSS)**

What is MTSS: It is an educational decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all students. A strong MTSS program intervenes early and is **systematic, preventative, and targeted**. This is addressed through a team that meets weekly to analyze student needs in the areas of academics, behavior, and social emotional needs.

Whether we are providing strong universal core instruction (Tier 1) or targeted intervention (Tier 2 & 3), we leverage the following tools to better meet the needs of students: Instructional strategies, group size, time, materials, and staff.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The ADA (Americans with Disabilities Act) likewise prohibits disability discrimination. In order to fulfill obligations under section 504 and the ADA, the Hubbard Radcliffe Community School District has a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. In compliance with Iowa Code 281-41, SHHS will conduct general education interventions [GEI] as necessary when student's needs require a problem solving process. These interventions may occur at any time throughout the school year. Parental cooperation is desired, but not required, during this process.

## **Individualized Education Plan (IEP)**

The Individuals with Disabilities Education Act (IDEA) is the federal legislation that creates, funds, and provides guidelines for special education across the United States. The six guiding principles of the IDEA include the following: Access to a free and appropriate public education (FAPE), Appropriate evaluation, Individualized Education Plan (IEP), Access to the least restrictive environment (LRE), shared decision making, and procedural safeguards. Every student who is eligible for special education services will have an Individualized Education Plan (IEP) with goals and services designed to meet his or her special needs. This plan will be designed with inputs from parents and educators. For more information on special education services, please contact the guidance office or building principal.

### **Student Eligibility For Extracurricular Activities**

All students participating in extra-curricular activities shall be regular students of the school in good standing. Eligibility will be determined for extra-curricular activities each midterm of the grading period and end of the quarter.

- **If a student is failing or incomplete in one or more classes she/he will be declared ineligible for the next week.**

A check will be made after 5 school days to see if progress has been made, and if the student has brought up the grade or the incomplete to passing, she/he would be reinstated and eligible for the remaining weeks of that grading period or until the next midterm grade check. Otherwise, she/he will be ineligible until the grade is brought up to passing.

- **Students receiving two detentions during a season will not be allowed to participate in one scheduled event. This will be true for every two detentions received.**

Individual coaches may have additional rules concerning participation and detentions.

**Students who are academically ineligible in the quarter previous to a middle school dance or other special PBIS activity will not be allowed to attend unless eligibility has been reinstated.**

#### **Eligibility Check Dates**

<b>1st Quarter Midterm September 19, 2025</b>	<b>1st Quarter Ends October 17, 2025</b>	<b>2nd Quarter Midterm November 18, 2025</b>	<b>2nd Quarter Ends December 19, 2025</b>
<b>3rd Quarter Midterm January 30, 2026</b>	<b>3rd Quarter Ends March 6, 2026</b>	<b>4th Quarter Midterm April 17, 2026</b>	<b>4th Quarter Ends May 22, 2026</b>

### **Standardized Tests**

Students in grades 6-8 are given standardized tests annually to determine their levels of achievement, interest, and ability. Since the results are a part of their record, it is to their advantage to do the best they can. Grades 6-8 will be taking the Iowa Assessments. Other standardized tests may be given or offered to students throughout the year.

## SECTION V

# EMERGENCY DRILL PROCEDURES INCLUDING INTRUDER, FIRE, TORNADO, AND NON-EMERGENCY LOCKDOWNS

### Emergency Drills (Board Policy 507.5)

Students will be informed of the actions to take in emergency situations. For everyone's safety, students are expected to abide by these procedures. In the case of an actual tornado, the electricity may fail. A beeping alarm indicates a tornado. Emergency procedures are posted in each classroom.

We will have 4 tornado and 4 fire drills within a school year please follow weekly announcements as to which drill we will be performing.

Any time a fire alarm is set off all students and teachers are to immediately leave the building. Exit routes are marked on the floor plan.

Because of the extreme danger involved when extinguishers are empty and when alarms are taken to be false by the occupants (with many people remaining in the building) any student caught setting off the fire alarm or dispelling the contents of the extinguisher will be suspended from school for a minimum of three days.

### **Lockdown/Evacuation**

We will have 2 lockdown drills within a school year. Students will be informed of the actions to take in an emergency lockdown drill and a preventative lockdown drill. For everyone's safety, students are expected to abide by these procedures. In the case of an actual lockdown, it is important that students are aware of what they need to do and can expect to help keep them safe. The difference between the two lockdowns are as follows:

- **Preventative Internal and External lockdown** - internal lockdown is when we need to keep students out of the hallways for a reason such as letting medical help in for someone, an unruly student that we need to clear to a safe space, or a spill of some kind that we need to keep students away from. The second preventative lockdown is an exterior situation. This is when a non-emergency message puts us in a preventative lockdown. We have one of two ways we can handle this. If it is a lockdown due to a situation outside of the school building we would also go on a lockdown but *still proceed with our regular day*. The only difference would be that the doors are locked and no one is allowed in or out of the building until the "All clear" is given. This would be an example of an alert to which there is something going on in the community that would put us on an alert at the school.
- **Emergency lockdown** - This protocol should be initiated for any situation involving a potentially dangerous person in the building. An Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking exterior and main interior doors, staff can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to staff and students. This type of lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers. This lockdown would lead to evacuation if the information you have indicates that it would be safer for you to do so.

**EVACUATION PLAN:** The need for an evacuation plan would be the result of chemical spills,

etc. Directions would be given to you on a situational basis. Office personnel will contact the necessary authorities and inform them of the emergency. Students who are hearing impaired or who otherwise cannot comply with the intent of the signal will be given these directions through the appropriate alternative form of communication. Students who are unable to comply with the directions because of a disability will be assisted by their classroom teacher. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.

### **EMERGENCY PROCEDURES FOR SPECIAL NEEDS STUDENTS**

In the event of immediate danger, office personnel will contact the necessary authorities and inform them of the imminent danger. Students who are hearing impaired or who otherwise cannot gain information auditorily will be notified through the appropriate alternative form of communication. Use the following guidelines:

1. Students will be told to get under their desk or table. They must not bunch up. Students who are unable to comply because of a disability will be assisted by their classroom teacher. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher.

2. Shut your lights off.

3. Lock your door if possible.

4. Silence!

5. You will hear - "all clear" - via the intercom. Students who are hearing impaired or who otherwise cannot gain information auditorily will be notified of the all clear through the appropriate alternative form of communication.

6. Optional - close windows/blinds, etc.

## SECTION VI

### Transportation Services

#### **BUS STUDENTS**

- Students need to clear the hallways and head to the bus area.
- Students are to wait outside in the back of the building in the designated bus waiting areas.
- Winter time can cause some issues with cold temperatures and snow piles.
  - Students are not allowed to be on snow piles or pick up snow. Students will need to be on hard surfaces only while waiting for their bus.
  - If temperatures are too cold to wait outside, students can wait in the designated areas. Students are not to be roaming the school building.

#### **PARENT PICK-UP STUDENTS**

Students whose parents pick them up will exit the front door entrance.

#### **Extra-Curricular Transportation (Board Policy 711.3)**

All students and coaches participating in extra – curricular activities at South Hardin / Hubbard-Radcliffe CSD that ride the school bus to a school-sponsored activity, will ride the bus returning from the activity with the following exceptions:

1. A parent of the student must appear before the activity sponsor/coach and sign out or request to transport the student home. The student then shall ride home ONLY with his/her parent.
2. A parent may make arrangements, in writing, for their children to ride home with other parents by obtaining permission from the Middle School Principal in advance. The person taking the child must inform the coach when taking the child.

Any student in violation of the above rules may be dropped from the activity for the next scheduled public performance for the first offense. The student may be dropped from the activity for the remainder of the season for the second offense.

#### **Student Conduct On School Transportation (Board Policy 711.2)**

If your child is scheduled to be a regular passenger on one of our school buses, please read the following:

*The safety of every child on our buses is of great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely. This requires the cooperation of the parents. Driving a bus is a difficult task that requires much responsibility. Our drivers are carefully selected. Their entire attention must be focused on the responsibility of driving. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of all riders. Children riding the bus must conduct themselves in an appropriate manner.*

Please call your driver if your child is not riding. If it is after 7:00 AM, H-R district residents should call the school at 515-899-2111, and ENP district residents should call Deb Priske at

641- 858-2567 so drivers can be radioed. If your student (s) doesn't ride the afternoon route, please call your driver to let him/her know when to start picking up again.

## **Regulations Governing Pupils Using School Transportation**

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Each pupil must go directly to his/her seat upon entering the bus.
4. Pupils shall remain seated while the bus is in motion.
5. Pupils shall not extend their hands, arms, or head out the bus windows.
6. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
7. Pupils shall keep the bus clean and refrain from damaging it. Students are to pay the damages they cause.
8. Pupils must keep their feet off the seats.
9. Pupils must keep sharp objects off the upholstery.
10. Roughhousing or fighting on the bus or at bus stops is prohibited.
11. Pupils shall be courteous to the driver, to fellow pupils, and to passers-by.
12. Pupils shall enter and leave the bus at school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions.
13. Pupils shall refrain from talking to the driver while the bus is in motion.
14. Pupils must not throw objects.
15. Books and other property must be properly stowed out of the way and the aisle kept clear at all times.
16. No food or beverage on the bus (or gum).
17. Pupils must avoid playing or loitering on the highway when waiting for a bus.
18. Other misconduct.

## **Procedures For Bus Infractions**

***Please note: If the offense is severe, the school reserves the right to impose a bus suspension on the first, second, or subsequent offense.***

**First Offense** – A warning to the student with a written report sent to parents. It is our hope that the parents will help to prevent a recurrence. A conference will be held with the student. The principal may assign consequences.

**Second Offense** – Assigned seat by the driver and consequences assigned by the principal. A report will be sent to the parent(s).

**Third Offense** – Suspension of riding privileges, one to ten days. Written report sent to the parent(s). If the offense is severe, the school reserves the right to impose a bus suspension on the first, second, or subsequent offense. Parents may appeal all of the above to the superintendent. Further appeal is available through the Board Of Directors by requesting to be on the monthly board agenda at least 5 business days before the meeting.

Note: Middle School is often the first time students have an opportunity to ride a regular school bus route. Though we do understand the ride may be new, the rules are not. The safety of all students is our priority. Other public transportation does not tolerate inappropriate behavior of passengers. It is our hope that our students will practice skills that will become useful later as they become adult citizens in our communities.

## SECTION VII

### School Nutrition Program

#### **School Food Program: Negative Balances (Board Policy 710.4)**

The Hubbard-Radcliffe School District - South Hardin Middle School Food Service Department is a self-operating and self-sustaining program. The Board of Education desires the Hubbard-Radcliffe School District - South Hardin Middle School Food Services Department to be self-supporting and therefore discourages general fund subsidies that could take away from other programs. In order to maintain financial stability and equality for all lunch-paying students in the district, this policy regarding lunch accounts will be followed. We encourage parents/guardians to use the online payment system the district has developed.

#### **Breakfast and Lunch Fees for 25-26 - Grades 6-8**

Breakfast - Daily \$2.00

Lunch - Daily \$3.60

Adult Breakfast - \$2.60

Adult Lunch - \$ 5.00

#### **Breakfast and Lunch Policy- Staff and Students**

It is recommended that parents or guardians strive to maintain a positive balance in their child/children's food service account. Positive balances at the end of the school year are rolled over to the child's account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines they should contact the Superintendent's Secretary for the necessary paperwork.

Upon the first negative balance of any amount incurred, the food service department will contact the parent/guardian by phone, email, or written letter indicating to the parent/guardian the balance owed. This will be done a minimum of once weekly.

If a negative balance of **\$25.00** or greater is reached, a letter will be sent home by the food service department/building secretary to the parent/guardian stating that his/her child has a negative balance and that, if the total family's account reaches a debt of **\$50.00** or more;

- For an elementary or middle school student: he/she will be required to bring a sack lunch, or the child will receive an alternate meal, such as a cheese or peanut butter sandwich, fruit, and milk instead of the regular hot lunch menu items. **A fee for the cost of these alternate lunches will be charged to the students' accounts.**
- For a high school student: he/she will not be allowed to accumulate an additional negative balance for meals, and the student will need to bring a sack lunch from home if he/she plans to eat at the school.

If a negative balance of **\$75.00** or greater is reached for any family, the parent will be sent a notice from the business office stating that payment must be made within five business days of the date on the notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular

payments, as determined by the superintendent and food service director, towards eliminating the negative balances, the district may postpone additional collection procedures. Payment on the account should cover the negative balance and create a positive balance of at least **\$10** in the child's account.

Please note that money needs to be available in a child's lunch account in order for extra meals, extra milk or snacks to be purchased. This applies to all students, including students from families participating in the free and reduced program.

### **Extra Purchases**

Students may only purchase seconds on milk or the main entree if the parent has approved this in advance and there is enough money in the account to cover all costs.

### **Negative Balances**

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to school starting as a part of the school registration process. Parents with negative accounts will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to. The school district and the food service department reserves the right to take any other reasonable action, including legal action, to collect the balance due in any student's account.

### **Candy and Pop**

Federal law limits the access of candy, soda, and other similar vending machine items from being available to students in the middle school setting. Students are not able to purchase anything but 100% fruit juice or bottled water during the school day.

Permitting the use of candy and pop in school is not consistent with the school's wellness policy; therefore, these items are not allowed during the school day. ***Exceptions to this policy may be made for celebrations, rewards, and other special events approved in advance.***

## SECTION VIII

### **Policy and Procedure for Complaints/Grievances**

If parents have a concern regarding a classroom and/or teacher situation in school they are urged to first contact the teacher involved to discuss the problem and possible solution (s). If the concern cannot be resolved at this level, the parents should then contact the principal. Concerns with coaches or activity sponsors should be addressed with the principal or athletic director after attempts to resolve the issue with the coach/sponsor have failed.

If the parent still feels the concern has not received proper consideration, further recourse is available through the office of the superintendent. Details for initiating such action may be reviewed below:

#### **Grievance Procedures (Board Policy 502.4)**

**Purpose:** To provide students, employees, employee applicants, parents of students, and patrons of the South Hardin / Hubbard-Radcliffe Community School District with an administrative remedy through which to seek redress for alleged violations, misinterpretations and inequitable applications of local school district policies and practices.

**Definition:** Grievance – A formal complaint that there has been a violation, misinterpretation, or inequitable application of a school district policy or practice. Grievant – Any student, employee, employee applicant, parent or other residents of the South Hardin / Hubbard-Radcliffe Community School district aggrieved by a decision or condition.

**Provisions:** The failure of the aggrieved person to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The aggrieved person may be represented at all stages of the grievance procedure by themselves or at their option, by representatives selected by them. The failure of the aggrieved person to follow the prescribed procedures as spelled out in this grievance procedure shall give cause to void the grievance. All hearings conducted by the Board shall be in compliance with the Iowa Open Meeting Law.

#### **Procedures:**

**First Step:** An attempt shall be made to resolve any grievance in an informal discussion between the grievant and the employee said to have caused the grievance.

**Second Step:** If the grievance cannot be resolved informally, the aggrieved person shall file the grievance with the employee's immediate supervisor within fifteen (15) calendar days from the time of the event giving cause for the grievance. The immediate supervisor would be either the Middle School Principal or the Elementary School Principal. The immediate supervisor must make a decision on the grievance and communicate it in writing to the aggrieved person and the Superintendent within ten (10) calendar days after the receipt of the grievance. Should the alleged person be said to give cause for the filing of the

grievance by either the Middle School Principal or the Elementary School Principal, the second step would be omitted.

**Third Step:** In the event, a grievance has not been satisfactorily resolved at the first or second step, the aggrieved person shall file, within five (5) calendar days of the Principal's written decision at the second step or within fifteen (15) calendar days from the time of the event giving cause for the filing of the grievance should the second step be omitted, a copy of the grievance with the Superintendent. Within ten (10) calendar days after such grievance is filed, the aggrieved person and the superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) calendar days of the third step meeting and communicate it in writing to the aggrieved person and the Principal. If the aggrieved person is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within ten (10) calendar days following the third step grievance meeting, the aggrieved person may transmit the grievance to the Board by filing a written copy thereof with the Secretary of the Board or with the President of the Board. Should the Superintendent be the alleged person giving cause to the event for filing the grievance, then Step Two and Step Three would be omitted.

**Fourth Step** – The Board, no later than the next regular meeting or ten (10) calendar days, whichever is earlier, shall meet with the aggrieved person and no later than ten (10) calendar days after the meeting the Board shall provide the aggrieved person with a written disposition of the case.

**Exception** – a grievance alleging that the person causing said grievance to be filed is a teacher in the South Hardin / Hubbard-Radcliffe Community School District and in the opinion of the Superintendent, the Board's receiving the said grievance would cause the Board to be prevented from acting as an impartial decision-maker as part of the procedural due process guaranteed by statute in a termination hearing at some later date, Step Four would be omitted.

## **Procedures For Charging And Investigating Allegations Of Abuse By School Employees (Board Policy 402.3)**

It is the policy of the South Hardin / Hubbard-Radcliffe Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the South Hardin / Hubbard-Radcliffe Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for a full investigation of any allegation and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process.

The South Hardin MS / Hubbard-Radcliffe Community School District has appointed Kristine Kiley, school counselor (899-2111 or 893-2357) as an investigator and Chris Fenster,

Superintendent (515-899-2112), and Crystal Reinerdtson, Principal (641-864-2211) as alternates.

## **Handbook Subject to Change**

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. *Considering the COVID-19 Pandemic, the administration maintains the ability to make changes to the handbook as needed. This will allow the district to maintain flexibility as public health guidance changes.*