

# STUDENT HANDBOOK

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## *Principal's Welcome*

Welcome to the 2023-24 school year at Indian Lake Middle School.

Research shows that students do best in school when parents are involved with supporting their children's education. Likewise, student performance improves when schools reach out to families to establish partnerships. We encourage you to reach out to your child's teachers and administrators anytime you have questions or concerns. We all want to work together to make your child's learning experience the best possible.

Indian Lake Middle School is a student-focused learning environment where we believe all students can learn. We believe in building self-esteem, setting high expectations, engaging students in relevant learning, demonstrating mutual respect, and building communication within the Indian Lake Community. We inspire students to become lifelong learners, as well as productive and responsible members of society. **Together** we increase learning for all students.

Missy Mefford, Co-Principal

Erin Miller, Co-Principal

### **DISCLAIMER**

*School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulation and are subject to such review and alteration as becomes necessary for the routing operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.*

### **EQUAL OPPORTUNITY IN EMPLOYMENT AND EDUCATION**

The Indian Lake School District ensures employment and equal educational opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations. Grievance procedures have been established to cover questions in these areas. These may be obtained in the Principal's office.

# INDIAN LAKE CULTURE PLAYBOOK

$$\mathbf{E + R = O}$$

**You control how you respond to a situation!**

What we believe	How we behave	Outcomes we achieve
<b>Own It “Laker Zone”</b>	<ul style="list-style-type: none"> <li>• Adapt, adjust, or overcome.</li> <li>• Own your attitude, actions, and words.</li> <li>• Make good choices.</li> <li>• Be mentally tough, don't tap out.</li> </ul>	Best version of you
<b>Stronger Together “Laker Proud”</b>	<ul style="list-style-type: none"> <li>• Be kind, caring, empathetic, and celebrate differences</li> <li>• Make meaningful connections.</li> <li>• Invested in each other's growth to make everyone better.</li> <li>• See something, say something.</li> </ul>	Stronger, Supportive, Safer Community
<b>Embrace the Grind “Laker Up”</b>	<ul style="list-style-type: none"> <li>• Embrace the grind, give maximum effort.</li> <li>• Overcome and learn from failure</li> <li>• Be better every day.</li> <li>• Have a growth mindset.</li> </ul>	Enrolled, Enlisted, Employed, and Always Engaged

## REGULAR SCHEDULE

**5<sup>th</sup> Grade:**

8:00-8:35	Laker Time
8:38-9:50	Academic 1
9:53-10:45	Related Arts
10:48-12:10	Academic 2

12:12-12:42	Lunch
12:45-1:20	Band/Study Hall
1:15-1:30	Recess
1:33-2:49	Academic 3

<b>6<sup>th</sup> Grade:</b>	8:00-8:55	Band/Choir/Study Hall		11:55-12:43	Academic 3
	8:58-9:50	Related Arts		12:45-1:15	Lunch
	9:53-11:05	Academic 1		1:18-1:53	Laker Time
	11:08-11:38	Academic 2		1:56-2:49	Academic 4
	11:40-12:10	Lunch	<b>8<sup>th</sup> Grade:</b>	8:00-8:55	Academic 1
	12:13-12:57	Academic 2		8:58-9:50	Academic 2
	1:00-1:32	Laker Time		9:53-11:03	Band/Choir/Study Hall
1:35-2:49	Academic 3	11:05-11:35		Lunch	
<b>7<sup>th</sup> Grade:</b>	8:00-8:55	Related Arts		11:38-12:03	Laker Time
	8:58-9:50	Academic 1		12:05-12:57	Academic 3
	9:53-11:03	Band/Choir/Study Hall		1:00-1:53	Academic 4
	11:05-11:53	Academic 2	1:57-2:49	Related Arts	

## **VISITORS**

All visitors must register at the office before visiting a student, teacher, the cafeteria, media center, or a classroom. Those who refuse to leave or continually reappear will be charged with trespassing. Students desiring to bring a guest to visit class must make prior arrangements with a Co-Principal. Visitors may bring in lunch items for their child during their assigned lunch time, however, visitors are not permitted to stay and eat lunch in the cafeteria.

## **ONLINE FORMS**

**All student paperwork is to be completed online.** Go to [www.ils-k12.org](http://www.ils-k12.org). Under the “Parents” tab, click on “Online Forms.” Parents are to login and fill out required forms including Emergency Medical Information. **It is extremely important parents complete the online forms. This is where the school gets your up to date address and phone numbers for emergency contact. Students will not be permitted to use school Chromebook until these forms are completed, as the technology use agreement is also located in the online forms.**

**\*\*Please note you may update this portal at any time you have a phone number or address change.**

## **INCLEMENT WEATHER**

**If you have a current, valid phone number on file with the school, you will be notified of delays or cancellations via recorded phone message. This system is also used to provide any other important messages to parents and students. Please make sure your contact information is up-to-date in the online forms system.**

You may also refer to the following media to learn of any delays, cancellations or announcements concerning Indian Lake Local Schools. These announcements will be available as soon as appropriate decisions are made.

School Website: [www.ils-k12.org](http://www.ils-k12.org)

Indian Lake Schools App

Radio Stations: WPKO-98.3, WBLL-1390, T-102, WIMA-1150, WZOQ-92 and SHINE FM

Television Stations:

- Dayton: WDTN 2, WHIO 7, ABC 22 and Fox 45
- Columbus: NBC 4 and WBNS 10TV

## **ATTENDANCE PROCEDURES**

In the State of Ohio, every child of compulsory school-age (6 to 18 years) who is not employed on a full-time work permit, and has not been determined to be incapable of profiting from further instruction, must attend school. Attendance is the responsibility of the student and parent/guardian. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

It is the policy of Indian Lake Middle School that in order for a student to satisfy attendance requirements, he/she must attend school, unless excused by one of the following reasons as listed in the Ohio Revised Code (3321.04):

**School Day: 8:00am – 2:49pm**

## **Office Hours: 7:00am – 4:00pm**

### Excused Absence

Physicians Note/Dentist Note  
Religious Holiday  
Court/JDC  
Approved Field Trip  
Approved Community Service  
Approved Employment  
Death in Immediate Family  
Approved Vacation (up to 5 days per school year)

### Verified Absence

Parent/Guardian Phone Call  
Parent/Guardian Note  
Parent/Guardian Text  
Parent/Guardian Email

### Unexcused Absence

No Call, No Note, No Text, No Email

**Each student may miss no more than 36 hours in each class of each nine-week grading period in order to earn credit for a given course. More than 36 hours of absences will result in the student's receiving a failing grade for that particular nine-week period, unless the student serves one-half hour of make-up time for each class missed. All make-up time must be completed within two weeks of the end of the grading period. Once a student has exceeded 36 hours of absence, they will be assigned a Thursday Night School to make up time.**

Any absence not due to reasons listed above will be counted as a day truant. Truancy will cause the student to receive a "0" in each class missed, will count against his/her 36-hour limit, and may result in Thursday Night School, suspension, or expulsion.

**Students must be at school by 11:30 in order to be able to participate or attend any after school functions including sporting events music/band concerts, and school dances.**

Parents/Guardians are asked to notify the school on the day the student is absent by 8:00am. If a parent forgets to call the school on the day of their student's absence the school will call them via our One Call system reminding them to call. Prior notification by parents/guardians of the pupil's absence will remove the school's responsibility to notify the parents/guardians of said absence.

**Parents or other responsible persons shall provide the school with the current home/work telephone numbers and home addresses, as well as emergency telephone numbers via the online forms system.**

**Verified Absences:** Any absence in which the parent/guardian calls, texts, emails the office will be considered verified. This verified absence will remove the student from the automated call to the parent/guardian that day.

**This type of absence, along with an unexcused absence will count towards the total number of truant absences.**

**Unexcused and Verified absences must not exceed 36 hours each 9 weeks without needing make-up time.**

### Excessive Absences and Consequences

- Absent 38 or more school hours in one month **with or without an excuse**
- Absent 65 or more school hours in one school year **with or without an excuse**

Step 1: Parents will be notified in writing (letter mailed home) within 7 days of the triggering absences.

Step 2: Students will follow plan for absence intervention.

Step 3: Student and family may be referred to community resources.

### Habitual Truancy and Consequences

- Absent **30 or more consecutive** hours *without* a legitimate excuse.
- Absent **42 or more hours in one month** *without* a legitimate excuse.
- Absent **72 or more hours in one school year** *without* a legitimate excuse.

Step 1: An Absence Intervention Team (AIT) will be assigned. The AIT MUST include:

- An administrator
- A counselor or teacher
- The child's parent/guardian
- May include a Logan County Juvenile Court Representative

Step 2: Within 7 days of the triggering absence, the administrator will organize the AIT and make 3 meaningful attempts to include the student's parent/guardian on the team.

Step 3: Within 10 days of the triggering absence, the student will be assigned to the team.

Step 4: Within 14 days after the assignment of the team, the district will develop the student's AIT plan.

Step 5: Within 7 days after the development of the plan, the district will notify the parent of the plan.

Step 6: If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint with the Logan County Juvenile Court.

### **Arriving or Leaving During the School Day**

- Students who arrive at school any time during the school day after 8:00am are required to come to the office and sign in. If the late arrival is due to a reason that is excusable, the proper notice should be presented when signing in.
- Students who are leaving school early, must be signed out in the main office.
- All absences from school, even partial days, are counted toward the yearly absence limit.

### Make-Up Work and Absences

Since moving to 1:1 technology, with any absence, students will have until the day following their return to school to complete any assignments missed during their absence. Work not completed within this designated time will be recorded as a zero, including tests. **Students with approved vacation must complete work while on vacation.**

The administration will attempt to get a student's make-up work for him/her if the student has been **absent at least three days**. The parents must call the school by 8:00 am of the day they want the work in order for this task to be completed. **Students absent fewer than three days are encouraged to call their classmates for assignments.**

## **Eligibility to Participate in Sports**

A student will be eligible for the grading period if he/she passes 5 of the subjects in which he/she was enrolled in the previous grading period. All incoming seventh graders are eligible for the first grading period regardless of their previous academic achievement. Eligibility rules follow OHSA guidelines.

## **STUDENT DRESS CODE**

It is the philosophy of the Administration of the Indian Lake Schools that student dress should be comfortable, practical, in good taste, appropriate, and not distracting to others. With this in mind, the following rules are set forth:

1. Clothing must not have writing or patches which state, suggest or promote alcohol tobacco or any other drugs; sexual or suggestive meanings; obscenity or inappropriate meanings; language that creates a hostile, intimidating, harassing or offensive learning environment; language that is insulting, abusive, threatening or harassing to any member of the school staff or student body based on issues such as sexual orientation, gender, ethnic background, religious beliefs or disabilities.
2. Shirts and tops must cover shoulders (no spaghetti strap, halter tops or mesh tops).
3. Shirts and tops must cover the midriff, waist and chest.
4. Shorts, pants, slacks, dresses and skirts must be worn at the waist, must be of decent length and must not be excessively ragged. No pajama pants are allowed.
5. Shoes should be worn at all times. Bedroom slippers are NOT allowed.
6. Hats, caps, head scarves and bandanas are to be removed before entering the building.
7. Hoods on sweatshirts count as hats and must be kept off the head while in the building.
8. Dark glasses and shades are not to be worn in the building.
9. Coats are not to be worn in the building during the school day and must be kept in the students' locker at that time.
10. Backpacks, bags and purses may be brought into school, but must be small enough to fit into lockers and are not to be carried during the day. All backpacks, bags and purses will not contain items which are not allowed in school.

The principal will decide if parents should be called to bring clothes or clothes may be issued to the student. Any time out of the classroom for dress code violations will be counted as unexcused and the student will be unable to receive credit for missed assignments.

## **ELECTRONIC DEVICES**

Personal cell phones, iPads, tablets and watches that function as phones are **not permitted during the school day**. Such electronic devices that are brought to school must remain in the students' locker and must be turned off. Students may use their phones after school to contact parents if needed. Any student who violates the terms of the agreement are subject to having their device confiscated and an automatic after-school detention assigned. The purpose of this rule is to help stop online bullying that can occur during the school day and to enhance learning opportunities for all students.

## **STUDENT INTERNET ACCESS**

In order for the Indian Lake School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. **Students and parents must sign a computer network and internet agreement before they will be permitted to have internet access. This will be completed online through the "Online Forms" system.** Violation of the agreement may result in a student losing access to school computers as well as other consequences outlined in the agreement.

## **1:1 USER AGREEMENT**

Students that are assigned a 1:1 Chromebook, will abide by the rules of the IL 1:1 User Agreement. Use of school provided technology is intended to further student learning and growth. Students will adhere to using the Chromebook, internet, apps and other hardware in an appropriate and responsible manner. Failure to adhere to the guidelines as set for in the policy will result in disciplinary action and may involve financial expense and/or legal action. Unauthorized recording (including pictures and audio) or videotaping of students and staff members by any means is strictly prohibited.

## **TECHNOLOGY INSURANCE**

Technology insurance is an important part of your child's education. We encourage this to be paid at the beginning of the school year so your child can take the device home with them.

## **LUNCH CHARGES**

Students may have up to three (3) charged meals on their account at a time. If there are three (3) charged meals on the account and the student does not have money, an alternative meal will be provided. An alternative meal consists of a cheese or peanut butter sandwich, fruit, and milk. Parents are encouraged to sign up for balance alerts through the District's Nutrition Services website. Parents may also pay for school meals via the Internet through the District's Nutrition Services website. This can be done through "Online Forms." Parents also have the option to set up email and text alerts for low-balance notifications. This is highly recommended.

## **CODE OF CONDUCT & DISCIPLINE POLICY**

The regulations of Indian Lake Middle School are established to create a good, wholesome atmosphere in which teaching and learning can take place, and to provide a safe environment for the student body. The purpose of this policy is to maintain a classroom environment that: allows teachers to communicate effectively with all students in the class; allows all students in the

class the opportunity to learn; has consequences that are fair, and developmentally appropriate; considers the student and the circumstances of the situation; and enforces the student Code of Conduct/ Discipline Policy accordingly.

The items in this code are applicable to all students when properly under the authority of school personnel on school grounds/ property. School grounds/property includes the school buildings and immediate grounds, school transportation (i.e., buses), designated school bus stops, school sponsored activities such as field trips and sporting events, stadiums/gymnasiums, other facilities, and any setting under the control and supervision of the school district. Additionally, students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. ILMS has zero tolerance of violent, disruptive or inappropriate behavior by its students.

**Students who have been suspended during the school year forfeit the opportunity to attend school/class field trips. This may include the end of year 8<sup>th</sup> grade trip to Washington D.C.**

## **MAJOR MISCONDUCT**

A violation of the following rules will result in disciplinary action, including: **Emergency Removal, After-School Detention, Thursday Night School, In-School Reassignment, Out-of-School Suspension, Emergency Removal, or Expulsion.**

Any combination of **3 violations of Major Misconduct** may result in recommendation for expulsion. The following is a list of Major Misconduct Violations:

### **VIOLATIONS:**

1. **Disruption of school** – A student shall not cause disruption or obstruction of the education process by:
  - a. Engaging in fighting or other violent behavior.
  - b. Threatening harm to another student or faculty member. Threatening the life of another student or staff member will result in immediate suspension or expulsion and charges may be filed with Juvenile Court.
  - c. Making unrealistic noise, using grossly abusive or offensive language.
  - d. Challenging or taunting another likely to evoke a violent response.
  - e. Create a physically offensive condition.
  - f. Creating a risk of physical harm to person or property.
  - g. Throwing objects or food which could result in harm to others.
  - h. Hazing other students.
2. **Damage to Property/Theft** – A student shall not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student.
3. **Assault** – A student shall not knowingly or willingly cause or attempt to cause physical harm to another; or knowingly cause another to believe that the offender will cause physical harm to that person.
4. **Dangerous weapons, look-alike weapons, and/or instruments** – A student shall not carry, possess, transport, or conceal on his/her person or onto school property any deadly weapon, look-alike weapon, or dangerous ordinance. (this includes firecrackers.)
5. **Narcotics, Alcoholic Beverages, Drugs** – No student shall possess, use, transport, purchase, have under his/her control, offer for sale, administer to another, arrive at school, or during school, exhibit evidence of use of any intoxicant, hallucinogen, narcotic, or other drug. **No** student shall have or possess any equipment or paraphernalia for the purpose of using any of the items mentioned above.
6. **Counterfeit drugs** – No student shall possess any counterfeit controlled substance; nor shall any student make, sell, offer to sell, give a package or deliver a counterfeit controlled substance; **nor** shall any student directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of controlled substance.
7. **Smoking/Vaping** – No student shall smoke or vape on school property. Having cigarettes/e-cigs/vapes in one's possession is interpreted as smoking. 1<sup>st</sup> offense – 3 days of In School Reassignment, conference with guidance counselor, SBIRT Screening and completion of intervention program. 2<sup>nd</sup> offense – 5 days of In-School Suspension with family and court intervention. 3<sup>rd</sup> and subsequent offenses – 3 days Out-of-School Suspension, Unruly charges filed with Logan County Court.
8. **Insubordination** – No student shall use foul or improper language directed towards another student, teacher, administrator, or a staff member. **No student shall refuse to obey a reasonable request by a teacher, administrator, or staff member.**  
No student shall use a physical gesture of a demeaning nature directed at another student, teacher, administrator, or member of the staff. No student shall refuse to attend scheduled classes, including homeroom, study hall, and intervention as directed by school officials.  
No student shall be truant from school or leave school during the day without permission of school officials.
9. **Use of fire** – The unauthorized use of fire in the building or on school property is strictly forbidden (this includes the possession or lighting of lighters and striking of matches.)
10. **Plagiarism in any form is prohibited.**

11. **Illegal sales** – The sale of any item or posting of signs or notices in the school building or on school property is strictly forbidden unless permission is granted by school authorities.
  12. **Excessive Thursday Night School** – The accumulation of more than 3 days of Thursday Night School during a semester may result in an Out-of-School Suspension.
  13. **Pornographic Material** – No student shall possess any pornographic material at school.
- The principal may file unruly charges in Juvenile Court at any point in the major or minor misconduct system.**

### **DUE PROCESS**

In the event that suspension is necessary, the student has the right to a hearing with the suspending officer to give an account of the incident and/or to challenge the reasons for the suspension. In addition, parents have the right to appeal suspension/expulsion decisions to the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

### **MINOR MISCONDUCT**

Maintaining good discipline is a major concern for parents and for teachers. Inappropriate behavior in the classroom simply will not be tolerated. Since each teacher has his/her own set of classroom standards, discipline problems are best handled by the individual teacher in his/her classroom. Solutions to correct negative behaviors take time, personal counseling, and professional skills.

Repeated violations in the classroom of our minor misconduct code will result in the implementation of the demerit/citation system. Recommended demerit numbers are listed below:

- |  |  |
|--|--|
| 1. Tardy to school or class..... 1-3   | 4. Profanity..... 3-4  |
| 2. Disruptive conduct in class ..... 1-3   | 6. Hall “floating” (no pass)..... 3  |
| a. throwing objects  | 7. Displays of intimate affection ..... 3  |
| b. taunting another student  | 8. Failure to follow sign-in/sign-out procedure.. 3  |
| c. cheating on a test (plus zero for the test)   | 10. Changing lockers without permission..... 4   |
| d. leaving class without permission  | 11. Falsifying a pass or note from home..... 6   |
| e. moving classroom furniture without permission   | 12. Disrespect towards a teacher, administrator,<br>or staff worker (includes lying to school<br>officials)..... 6 |
| f. changing seats without permission   | 13. Cutting class/study hall....1 day Thursday School  |
| g. no chewing gum or eating candy in school  |  |
| h. miscellaneous – any action that interferes with the<br>orderly operation of the class |  |
| 3. Disruptive conduct in the halls ..... 1-2   |  |

### **MINOR MISCONDUCT**

### **PROGRESSIVE PENALTIES**

Demerits are given for minor misconduct. When a student receives a demerit, the student’s parent/guardian will be contacted.

Accumulation of demerits will follow the steps below:

1. 5 demerits – 1 day of lunch detention
2. 10 demerits – 1 day of after-school detention School
3. 16 demerits – 1 day of Thursday School and conference with the parent/guardian to discuss student’s behavior.
4. 22 demerits – 1 day of In-school reassignment
5. 30 demerits – 3 days of Out-of-School Suspension
6. 40 demerits – 5 days of Out-of-School Suspension plus possible charges filed with Juvenile Court

Demerits will accumulate over the entire school year. Any student with 10 or more demerits will not be permitted to attend any Student Council activity scheduled for after school (dances, parties, etc.).

### **HARASSMENT**

It is a violation of law and of school rules for any student to harass or intimidate or threaten another student or staff member.

Harassment, intimidation, or bullying means: any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Offenders may be subject to the penalties outlined in the ILMS Student Code of Conduct herein and/or to penalties outlined in board policy. This pertains to all forms of harassment including person to person, cell phone texts, and through internet networking sites such as Facebook, Twitter, SnapChat, Instagram or through emails.

If a student is the victim of any unwanted sexual actions or comments or of derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office immediately.

All reports shall be kept confidential and shall be investigated as soon as possible.

### **SANCTIONS**

**First Offense Sanctions** - Students will be given a strong verbal warning by the staff member that will include:

- The inappropriateness of the behavior.
- How it affects the victim.
- Emphasize that it violates school guidelines.

- Documentation of the offense will be placed in the student's record.

**Second Offense Sanctions** - The principal or guidance counselor will contact the parents of the student who committed the bullying offense by letter and phone call.

- The student will write a one-page letter of apology to the victim by the end of the next school day.
- The violator will not be permitted to participate in recess or open gym at lunch for a period of five school days.

**Third Offense Sanctions**-all of these will last for five school days

- The violator must report to the office upon arrival to school where he/she will have a conference with a guidance counselor or principal every day for the five days. The violator will be allowed to go to class only after the hallways have been cleared. The violator will be dismissed from class to change classes only after the hallways have been cleared.
- The violator must write a one-page paper in which he/she responds to a pre-determined list of guided questions about his/her behavior. The paper must be approved by the counselor or principal and signed by the violator's parent before the student gets off of sanctions.
- The violator will be assigned in a seat in the cafeteria for lunch and on the bus.
- The violator may use the restroom only when no other student is using it.
- The violator will not be permitted to participate in assemblies, field trips, or special school/class activities.

**More Than Three Offenses**

- The violator's parents will be requested to attend a meeting with the Intervention Assistance Team (IAT).
- The violator will receive an assignment where he/she read articles and/or watch videos dealing with the effects of bullying, then write a paper about respecting and accepting others which will include and outlined plan to change his/her behavior. The paper will be presented at the IAT meeting.
- The violator will be placed in In-school suspension, suspended, or recommended for expulsion.
- As a result of any increased severity and/or frequency of and offense, sanctions maybe increased.

The implementation of sanctions will not take the place of the other student consequences, such as: Thursday night school, suspension, expulsion, or referral to juvenile court.

The student's behavior record will be cleared when the offender goes 45 school days with no offenses of any kind.

## **AFFECTION**

Affection between teenagers is a natural development. The expression of this affection is proper and acceptable at certain times and places. The school building, during school hours, and after school events is neither the time nor place. Students are not to use physical means of affection (holding hands, hugging, kissing, etc.) during school hours.

## **SCHOOL BUS SAFETY**

Any misbehavior which distracts the driver is very serious and jeopardizes the safety of everyone on the bus. Some examples include failure to remain seated, refusal to obey the driver, insubordination, fighting/arguing, throwing objects, use of tobacco/vape, alcohol or drugs, profanity, and vandalism. Misbehavior on the bus will be resolved under the provisions of the major or minor conduct code depending on the seriousness of the infraction. Riding the bus is a privilege, which can be denied if inappropriate behavior continues.

## **BUSES AND SCHOOL DISMISSAL**

Bus transportation is furnished to all qualified students. When school is dismissed at the end of the day, students are **to walk** to their buses. Riding the school bus is a privilege. Improper conduct on the buses may result in denial to ride the bus, after-school detention, Thursday School, suspensions, or expulsion. **Special occasion balloons and flowers in vases will not be permitted on buses because they pose a safety hazard.**

## **BUS PASSES**

Due to our school district having only one bus route time for all buildings, and potential overcrowding on the buses, **bus passes will not be issued.** Students who are bused will only be dropped off and picked up at their place of residence. Parents may also provide **one** alternate drop off address (grandparent, babysitter, outreach center, etc.). Those will then be the only two options for students to be dropped off at, **no exceptions. So please chose your alternate address wisely.**

## **GRADE POLICY**

Letter Grades	% of Achievement	Rating	
A	90-100	Excellent	**A student who exceeds the 36 hour absence allowance will receive a 59% F for their grade until make-up time has been completed by the student. Only then will they receive their earned grade.**
B	80-89	Good	
C	70-79	Average	
D	60-69	Below Average	
F	0 -59	Failure	

## **HONOR ROLL**

An honor roll will be prepared each grading period from information recorded on the grade cards.



Using the information from the grade cards, three honor rolls will be prepared each grading period. One roster includes those students who have attained a GPA of 4.0. The second includes students who have attained a 3.5 -3.9 GPA and the third includes students who attained a 3.0 – 3.49 GPA. A student with an incomplete in any subject cannot be on any honor roll.

### **MEDICINE**

Due to the increased amount of medications and the liability for our staff, we will not administer medications at the school without the written permission of a physician. This includes all medications; such as Tylenol, Advil, etc. If your child is currently on a medication that a physician feels must be given during the school day, we must have a Physician's Request for Administration by School Personnel form completed and returned to the school. This form is included in the Online Forms Site or can be picked up in the office.

### **ILLNESS OR INJURY AT SCHOOL**

Students are to report to the office when they are too sick or injured to attend class. They are not to stay in the restrooms. If a student becomes ill or injured and wishes to go home, the student must report to the office so that school officials may contact the student's parent/guardian to secure permission for that student to leave school. **No student may leave the building without permission from someone in the office with authority. Students are not to use their cell phones to call or text parents when ill.**

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss.

### **MEDIA CENTER**

Up to two books may be checked out of the library by any student for a period of two weeks. Books may be renewed at the end of two weeks, extending the time to an additional two weeks. Students are responsible to care for and return books within the given time period. There is a fee of .05 per book per school day that the book is late. Students are responsible to pay for replacing lost or damaged books.

### **LOCKERS**

Student lockers belong to the school and are provided for your convenience. Students will be assigned a locker by school officials and may not change lockers without permission from the office. **All lockers are subject to search at any time.** Students are asked to keep their gym bags or book bags in their lockers during each school day. Gym bags and book bags are to be picked up at the end of the school day. Naturally, students are permitted to take their gym bags to physical education class. The school is not responsible for student property, school property loaned to students, or supplies/money that is part of a school fund-raising activity.

### **EMERGENCY DRILLS**

Emergency drills are required by state law. Instructions are posted in each room. Drills will be conducted for fires, tornadoes and Lock Down/Emergency Evacuation. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as instructed by faculty.

### **ASSEMBLIES**

Assemblies are held periodically for the benefit of the students. The assemblies are generally educational and entertaining. Students are expected to behave properly in the assembly. That is, allow the performers to present the assembly, and respect the right of their classmates to hear the assembly without being disturbed by others in the audience. During all of our assemblies, students will be required to sit with their teachers. Any student who misbehaves during an assembly may be denied attending further assemblies.

### **FLOWERS AND BALLOONS**

Students who receive flowers and/or balloons at school will not be permitted to pick them up from the office until the end of the day. They cannot be taken home on the school buses.

Name: \_\_\_\_\_

Quarter        1        2        3        4

My goal for this quarter is.....

- a. No late/missing assignments in all my classes
- b. Making the A/B honor roll
- c. Making the all A honor roll
- d. Improving my grade from the previous quarter
- e. Other\_\_\_\_\_

Grades	Date						
--------	------	--	--	--	--	--	--

Language Arts						
Mathematics						
Science						
Social Studies						
Related Arts						

## Midterm check-in.....

How are you doing towards your quarter goal? (circle one)

On track

Need Help

Need revised goal (complete below)

Revised Goal: \_\_\_\_\_

Things I need to do this quarter to achieve my goal.....

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

Name: \_\_\_\_\_

Quarter      1      2      3      4

## My goal for this quarter is.....

- f. No late/missing assignments in all my classes
- g. Making the A/B honor roll
- h. Making the all A honor roll
- i. Improving my grade from the previous quarter

j. Other \_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

## Midterm check-in.....

How are you doing towards your quarter goal? (circle one)

On track

Need Help

Need revised goal (complete below)

Revised Goal: \_\_\_\_\_

Things I need to do this quarter to achieve my goal.....

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

Name: \_\_\_\_\_

Quarter      1      2      3      4

## My goal for this quarter is.....

k. No late/missing assignments in all my classes

- l. Making the A/B honor roll
- m. Making the all A honor roll
- n. Improving my grade from the previous quarter
- o. Other\_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

## Midterm check-in.....

How are you doing towards your quarter goal? (circle one)

On track

Need Help

Need revised goal (complete below)

Revised Goal: \_\_\_\_\_

Things I need to do this quarter to achieve my goal.....

- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

Name: \_\_\_\_\_

Quarter      1      2      3      4

My goal for this quarter is.....

- p. No late/missing assignments in all my classes
- q. Making the A/B honor roll
- r. Making the all A honor roll
- s. Improving my grade from the previous quarter
- t. Other\_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							

Midterm check-in.....

How are you doing towards your quarter goal? (circle one)

On track                      Need Help                      Need revised goal (complete below)

Revised Goal: \_\_\_\_\_

Things I need to do this quarter to achieve my goal.....

- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

Grades	Date						
Language Arts							
Mathematics							
Science							
Social Studies							
Related Arts							



## Data Chat Worksheet

Name: \_\_\_\_\_

## Observe

I am reflecting on my data for:

☐ Mathematics☐ Reading**1A** Color in and/or record your scale scores on the Diagnostic.**1B** After the first Diagnostic: Draw in and/or record your Typical and Stretch Growth measures.**1C** After the second and last Diagnostics: Record your Progress to Annual Typical Growth and Annual Stretch Growth.

	1st Diagnostic Date:	2nd Diagnostic Date:	Last Diagnostic Date:
Scale Scores:			
Typical Growth measure:			Progress to Annual Typical Growth:
Stretch Growth measure:			Progress to Annual Stretch Growth:

## Reflect

**2** One achievement I am proud of is ...**3** I have made progress in \_\_\_\_\_ by ...

## Example Achievements:

- I learned how to multiply decimals.
- I learned how to decode unfamiliar words.
- I improved the most in algebra.
- I made progress in vocabulary by practicing at home.

## Set Goals

**4** Thinking ahead, my goals are ...

## Example Goals:

- Continue improving on my comprehension of informational texts
- Improve my interpretation of multistep word problems

## Take Action

**5** I will achieve my goals by ...

## Example Next Steps:

- Read nonfiction books for independent reading
- Practice my math facts
- Read word problems carefully and show work for every step, including when I'm taking the Diagnostic



## Data Chat Worksheet

Name: \_\_\_\_\_

## Observe

I am reflecting on my data for:

☐ Mathematics☐ Reading**1A** Color in and/or record your scale scores on the Diagnostic.**1B** After the first Diagnostic: Draw in and/or record your Typical and Stretch Growth measures.**1C** After the second and last Diagnostics: Record your Progress to Annual Typical Growth and Annual Stretch Growth.

	1st Diagnostic Date:	2nd Diagnostic Date:	Last Diagnostic Date:
Scale Scores:			
Typical Growth measure:			Progress to Annual Typical Growth: <input type="text"/>
Stretch Growth measure:			Progress to Annual Stretch Growth: <input type="text"/>

## Reflect

**2** One achievement I am proud of is ...**3** I have made progress in \_\_\_\_\_ by ...

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- I learned how to multiply decimals.
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## Example Goals:

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