

Nevada Middle School

Student Handbook

2018-2019

“Preparing Learners Today for Tomorrow”

Dr. Lisa Hartman, Principal

Mr. Tony Sneiderman, Assistant Principal



Nevada Middle School Faculty and Staff 2018-2019

Administration

Dr. Lisa Hartman	Principal
Mr. Tony Sneiderman	Assistant Principal

Counselor

Mrs. Amanda Hoffman

Family Support

Mrs. Jodi Heeren	Student and Family Development Specialist
Mrs. Elizabeth Gindt	Academic coach

Faculty

5th Grade

Mr. Brook Thompson	Math
Mrs. Jennifer Cornelius	Science
Mr. Chris Hinson	Social Studies
Mrs. Sarah Gilchrist	LA

6th Grade

Mrs. Toni Smith	Math
Mr. Brett Hoffman	Science
Mrs. Ashley Brogie	Social Studies
Mrs. Hailee Bentley	LA

5/6 Shared

Mr. John Pelzer	PE
Mrs. Liz Cahill	Special education
Mrs. Amy Weaver	Special education
Mrs. Allison Duling	Special education
Mrs. Allison Ingham	Math

7th Grade

Mr. Karl Corbin	Math
Mr. Zach Lillquist	Science
Mrs. Karen Niblock	Social Studies
Mrs. Arlyce Kroese	LA
Mrs. Emily Shuka	LA

Mrs. Suzanne Thacker	Special education
Mrs. Katie Borton	Advanced science/Instructional Guide

8th Grade

Mrs. Kate Wiczorek	Math
Mrs. Jacki Kooistra	Science
Mr. Randy Davis	Social Studies
Mrs. Diana Elliott	LA
Mrs. Alycia Edson	LA
Mrs. Nicole Gallart	Special education

7/8 Shared

Mr. Hesston Johnson	PE
Mrs Elizabeth Gindt	Academic coach

Mrs. Christine Heintz	Band
Mrs. Lisa Ott	Music/Choir
Dr. Heather Ludwig	TAG

Associates

John Bass
Michele Cooper
Michelle Dodd
Rachael Grimes
Debbie Goetz
Brenda Jewell
Blake Jobe
Jessie McGaffin
Megan Mensing
Denise Moots
Colleen Moyer
Jill Riemenschneider
Brenda Smith

Support Staff

Ron Clatt	Maintenance
Meredith Trow	Maintenance
Terri Leslie	Food service

Mary Smith	Food service
Nancy Manke	Food service
Kim Witte	Food service
Amy Carlton	Food service
Kindra Lindsey	Food service
Kelly Katzer	Food service
Ryanne Decena	Food service

Annual Improvement Goal Areas for 2018- 2019

Academic student goals are set annually to reflect continuous improvement by our students. School-wide student performance goals will meet or exceed the expectations set by the Iowa Department of Education in the areas of reading, math, social studies, and science as measured by the Iowa Assessments and other district curriculum Measures.

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website: www.nevadacubs.org If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office; the School Board Policy Book is also available at the Nevada Public Library.

Academic Eligibility (Policy 503.7)

Students in grades 7 and 8 must pass all classes using quarter grades to be eligible for all school-based extracurricular activities. Anyone deemed ineligible academically is ineligible for all public performances. A student deemed ineligible may practice, but may not travel with the team or perform.

These guidelines include eligibility for sports, fine arts, student council, and competitions where the student represents Nevada Middle School.

Band and chorus for grades 7 and 8 are considered co-curricular courses with a portion of their course grade based on concert participation. A failing grade/incomplete in a course other than chorus or band will not prevent the student from participating in the NMS concert.

Eligibility will be determined at the end of each term (most ms classes will run on a quarterly basis). At the end of the term, if a student has a failing grade, they will not be eligible for a period of 10 days. Prior to the end of the term, students who have a D or F will meet with administration at a 3 and 6-week checkpoint during each term.

Coaches, sponsors, students, and parents will be informed on ineligibility.

Students with IEPs: If a student with an IEP is failing a class at the checkpoint and the tasks in that particular class correlate with a student's IEP goal(s), an administrator will check to see if the student is making progress towards his/her IEP goal. If progress and growth are being made, the student will be eligible.

If a student fails a class 4th quarter and is participating in baseball or softball, s/he will be ineligible from June 4, 2018* to June 15*; all students regain eligibility from June 15th to the end of the season (*tentative dates based on the last day of school).

Academic Proficiency – Iowa Assessments

Although the Iowa Assessments are just one indicator of a student's growth and proficiency, the Iowa Assessments are the district's main assessment reported to the State Department of Education. Students take the Iowa Assessment tests in late February or early March. Districts in Iowa now report proficiency and growth using the National Standard Score (NSS) rather than percentile rank.

In order to provide additional support in reading, students performing below the Proficient Level on the Iowa Assessment Reading may be assigned to a Reading, Language and/or Math Lab. Students not meeting proficiency on the FAST assessment (Reading and/or Math) could be assigned an intervention class for Reading and/or Math.

Accident Procedure

From time to time during the school day or during school-sponsored extracurricular activities, a student will have an injury requiring medical attention. The supervising adult will assess the situation and determine whether the student can travel safely with another person to the nurse's office or whether the nurse will need to travel to the student. The nurse will assess the situation and determine the following: the student returns back to class; the parent needs to be called; and/or if emergency services are required. If an ambulance and/or the EMT's are called, the parent will be contacted immediately. If emergency services are warranted, Story County Medical Center will be used, unless the EMT's or parent have stipulated otherwise. If emergency services are not warranted, the nurse may still contact the parent and recommend that the student sees a doctor.

Activity Conflicts

The Nevada School District provides a wide variety of activities from which the students may choose to participate. Because such a large number of students participate in such a wide variety of activities, we may have situations wherein a conflict occurs. It is the responsibility of the activity sponsors to try to resolve these conflicts as best as they can. It is our belief that these decisions concerning student participation should be made by the sponsor and not the student. The policies and guidelines that we have chosen to implement are as follows:

1. Participation in State competitions takes precedence over any other activities that are in conflict with that State competition.
2. If activities are added to a date where other activities have been scheduled, the original activity on the master calendar takes precedence. Qualifiers for this guideline are:
 - a. Rescheduled school district events by the athletic director due to bad weather. State competitions that are scheduled on top of master calendar dates, etc. have equal footing with the first activity on any particular date.
 - b. If a coach or activity sponsor wants to add an extra activity that has not been previously scheduled, the guideline is different. The original activity on the master calendar takes precedence.

Admission Charged for Events

NMS, as well as most other schools we play, charge admission to middle school athletic events. The NMS and Conference charge for home events is \$3.00 for adults and free to students. High School admission is \$3.00 for students and \$5.00 for adults; District HS Football admission is \$5.00 per person. A student Athletic Pass may be purchased for \$50.00 that allows the student into Nevada High School sanctioned athletic events; Adult Pass is \$75.

Athletic passes may not be used for district or State sponsored events. Passes are available at the High School Office.

Allergies to Food

Parents with a child who has severe food allergies or students with severe food allergies need to inform the school of the allergies. Some students with severe allergies may benefit from a Health Plan through the nurse or a 504 Plan. To start the process for

eligibility for a 504 plan, contact the school counselor. 504 Plans are distributed to staff members and maintained in the student file.

Examples of accommodations for students with severe food allergies could include: identifying nut free classrooms; a nut free table in the cafeteria; student education on food allergies and the impact to an impacted student; restricting certain snacks; training for staff and students.

Alternative Classes

A source of remediation for students in 7th and 8th grade who have failing grades is an alternative class include: tutoring options; repeating a required class; online class recovery. Parents will be notified on these changes. When possible, 5th and 6th grade students may be assigned to Language Lab, a 6 week multi-tiered system of support or a tutor, if available. Students performing below Proficient on the Iowa Assessment Reading or FAST may be assigned a Reading Exploratory class or Language Lab.

Anti-bullying / Anti-harassment / Cyberbullying (Policy 104, 104.E1 form, 104.R1 procedures)

Bullying, harassment, and cyberbullying are violations of the school district policies. All students have a right to attend school without being bullied, put down, or made to feel inferior.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to "STOP".
2. Inform a school employee of the situation.
3. Complete an anti-harassment/ bullying form. Forms are available from counselor or the office.

Anti-harassment training will take place annually for students and staff.

Anti-bullying / Harassment Investigation Procedures (Policy 104.R1)

Individuals who believe that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Prepare a written report, keep a copy and give another copy of the report to a teacher, counselor or principal.

Anti-Bullying - Complaint Procedure (Policy 104.E1, 104.E2, 104.E3)

An individual who believes that the s/he has been harassed or bullied should notify the counselor or principal. The investigator may request that the student complete the Anti-Bullying/Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, pictures, or items produced by electronic transmission. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator or the principal has the authority to initiate an investigation in the absence of a written complaint. Form available at the end of the Handbook.

Anti-Bullying - Investigation Procedure (Policy 104.R1)

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal.

Anti-Bullying - Resolution of the Complaint (Policy 104.E3)

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. Parents may be included in meetings or contacted over the phone. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Attendance, Tardy, and Make Up Work

All students are expected to attend school on a daily basis. If a student is sick or has an appointment, the parent should call before 8:00am (382-2751 ext. 5) and report the student's absence for a verified absence. If no parent contact is made, the office will attempt to reach the parent for verification; if the parent cannot be reached, the student will be listed as unexcused or truant. The principal or counselor may make home visits when a student is habitually absent.

School starts at 8:10AM and ends at 3:18PM.

Students arriving after 8:10 are considered tardy.

Attendance improvements plans may be developed for students consistently tardy or absent.

Makeup homework may be requested. Parents may request homework when they call in the morning. Generally, students will have one day per day absent to make up work.

Attendance - (Policy 501.3R1, 501.3)

The District is committed to ensuring that every reasonable attempt is made to secure the attendance of all children of compulsory age. Children between the ages of six and sixteen are required by state law to be enrolled in and attend an accredited public or private school or be receiving competent private instruction (Iowa Code #299.1A).

Student absences will be marked as:

V = Verified – Parent provides verbal or written notification to the school of the student's absence.

Example: Calling the attendance line and leaving a message. Students are allowed six (6) verified absences per school year.

E = Excused Absence – Absences with an official slip.

Example: A medically documented illness (note for the doctor); a medically documented appointment (doctor's appointment, dental appointment, therapy appointment; please provide the office with the appointment card or note form the medical personnel.); funeral of a family member; court appearance; school-sponsored activity, or other absences approved in advance by the building principal.

U = Unexcused - Any student who after six (6) verified absences does not have an excused absence. Each absence after six will be considered unexcused.

Any student who skips any portion of the school day (i.e. not excused; not verified)

A parent may verify their student from school for a total of six (6) days. Beyond those six (6) days, the student must have an excused absence with the appropriate documentation.

Steps leading to mediation for excessive absenteeism will include:

- 6th unexcused absence = Notification letter to parent
- 9th unexcused absence = Warning letter that if absenteeism continues, the student will be referred to the County Attorney's Office

- 12th unexcused absence = Referral for Mediation Hearing with the County Attorney's Office

Band and Chorus

A student who elects to participate in band in grades 5 - 8 or in chorus in grades 7-8 may only drop that class at the end of a quarter grading period. The student needs written parent permission to drop band or chorus. Schedule change requests will be made at the new quarter beginning.

Before and After School Guidelines

Students should not to arrive at school before 7:40 AM Tuesdays through Fridays and 9:10 AM on Mondays unless they have a scheduled practice or appointment with a teacher. Students are not supervised until 7:40 AM. The main front door (NW) and back door (NE) will be unlocked at 7:40 AM and 9:10 AM on Late Start Mondays.

Breakfast is not served on Mondays.

Students may be in the following supervised areas before 8:00 AM:

- in the gym
- on the playground/ basketball court/green spaces
- in the cafeteria
- in a room with teacher permission
- in the library

After school, students riding the bus should go to the bus lines. Students riding bikes home or walking should leave after school. Students participating in after school extra curricular activities should report to their assigned practice areas. Students working with teachers should be working with a teacher. Students should not be in the building or on school grounds after 4:00 PM unless they are supervised by a staff member or attending a school event.

Bell Schedule

Regular Day

5/6 grade	7th grade	8th grade
1st Period - 8:10-8:52	1st Period - 8:10-8:52	1st Period - 8:10-8:52
2nd Period - 8:56 - 9:38	2nd Period - 8:56 - 9:38	2nd Period - 8:56 - 9:38
3rd Period - 9:43-10:24	3rd Period - 9:43-10:24	3rd Period - 9:43-10:24
4th Period - 10:28-11:10	4th Period - 10:28-11:10	4th Period - 10:28-11:10
Lunch - 11:10 - 11:40	5th Period - 11:14 - 11:56	5th Period 11:14 - 11:56
5th Period - 11:44 - 12:26	Lunch - 11:56 - 12:26	6th Period - 12:00 - 12:42
6th Period - 12:30 - 1:12	6th Period - 12:30 - 1:12	Lunch - 12:42 - 1:12
7th Period - 1:16 - 1:58	7th Period - 1:16 - 1:58	7th Period - 1:16 - 1:58
8th Period - 2:02 - 2:44	8th Period - 2:02 - 2:44	8th Period - 2:02 - 2:44
Advisory - 2:48 - 3:18	Advisory - 2:48 - 3:18	Advisory - 2:48 - 3:18

Monday (Late Start)

5/6 grade	7th grade	8th grade
1st Period - 9:40 - 10:15	1st Period - 9:40 - 10:15	1st Period - 9:40 - 10:15
2nd Period - 10:19 - 10:54	2nd Period - 10:19 - 10:54	2nd Period - 10:19 - 10:54
Lunch 10:54 - 11:24	3rd Period - 10:58 - 11:33	3rd Period - 10:58 - 11:33
3rd Period 11:28 - 12:03	Lunch 11:33 - 12:03	4th Period 11:37 - 12:12
4th Period - 12:07-12:42	4th Period - 12:07-12:42	Lunch 12:12 - 12:42
5th Period - 12:46 - 1:21	5th Period - 12:46 - 1:21	5th Period - 12:46 - 1:21
6th Period - 1:25 - 2:00	6th Period - 1:25 - 2:00	6th Period - 1:25 - 2:00
7th Period - 2:04 - 2:39	7th Period - 2:04 - 2:39	7th Period - 2:04 - 2:39
8th Period - 2:43 - 3:20	8th Period - 2:43 - 3:20	8th Period - 2:43 - 3:20
No Seminar	No Seminar	No Seminar

Early Dismiss

5/6 grade	7th grade	8th grade
1st Period - 8:10-8:49	1st Period - 8:10-8:49	1st Period - 8:10-8:49
2nd Period - 8:53 - 9:32	2nd Period - 8:53 - 9:32	2nd Period - 8:53 - 9:32
3rd Period - 9:36 - 10:15	3rd Period - 9:36 - 10:15	3rd Period - 9:36 - 10:15
4th Period - 10:19 - 10:58	4th Period - 10:19 - 10:58	4th Period - 10:19 - 10:58
Lunch - 10:58 - 11:28	5th Period - 11:02 - 11:40	5th Period 11:02 - 11:40
5th Period - 11:32 - 12:10	Lunch - 11:40 - 12:10	6th Period - 11:44 - 12:22
6th Period - 12:14 - 12:52	6th Period - 12:14 - 12:52	Lunch - 12:22 - 12:52
7th Period - 12:56 - 1:34	7th Period - 12:56 - 1:34	7th Period - 12:56 - 1:34
8th Period - 1:38 - 2:15	8th Period - 1:38 - 2:15	8th Period - 1:38 - 2:15
No Seminar	No Seminar	No Seminar

Beverages

The water/ juice machine is available in the cafeteria for students throughout the day. To adhere to the Federal Lunch Program guidelines, carbonated beverages, energy drinks, Monster drinks, etc. should not be consumed in the cafeteria or left open in a student's locker. It is important that empty bottles/cans are disposed of properly.

Bikes/ Mopeds/ Skateboard/ Scooters, etc.

Once a student arrives at school, the student is not expected to be using the skateboard, scooter, roller blades, bike and/or moped. These modes of transportation should not to be taken on and off the school grounds while waiting for school to start. Mopeds are to be parked in the east parking lot. Bicycles are to be parked in the bicycle racks north of the middle school. Roller blades may be stored in the locker. Scooters and skateboards may be stored in the office or in the teacher's room.

Skateboarding is not allowed on school property from 7:00AM to 4:00PM. Students need to be respectful of school property, personnel, other people, and drivers.

Buses

Students need to be registered to ride the bus to and from school. If you are not registered, a Bus Form may be picked up in the office.

Due to the large number of students riding the buses, bus passes to ride a different bus than the one you are assigned may not be available. To obtain a bus pass, the parent

should contact the Bus Barn at 382-4067. If approved, the Bus Barn will contact the school office and the office will give the student a bus pass.

All students will receive a Bus Handbook to review. The bus is considered an extrusion of the classroom and students are expected to follow standard classroom expectations on the bus. Because all students use school transportation at least for field trips, all students will be asked to read the Bus Handbook. Bus Safety Drills will be conducted twice a year.

Nevada School buses do have recording devices that can be reviewed to locate behavior concerns on the bus.

Transportation Director Jason Sampson will contact parents and the principal if there are concerns. Parents may also contact Mr. Sampson at 382-4067.

Basic Bus Rules include:

- Follow the driver's directions at all times.
- Be courteous and respectful at all times to the driver and other riders.
- Sit in your assigned seat, facing forward with your feet on the floor.
- Remain seated while the bus is moving.
- No food or drinks should be eaten on the bus without the driver's permission; this includes items from Starbucks.
- Talk in a normal tone and volume.
- No items should ever be thrown from the bus.
- Do not extend any part of your body or any items through an open window.
- Do not litter on the bus or at bus stops.
- Bus aisles need to remain clear at all times.
- Use of illegal items (weapons, tobacco, alcohol, etc.) will not be tolerated.

Canine Searches

Random sweep through the building may occur throughout the school year using specially trained drug-sniffing dogs.

Capturing Kids' Hearts (CKH)

Capturing Kids Hearts is a District relationship building initiative based on the EXCEL Model which includes: Engage (handshake and greeting at the door), Xplore (share good things), Communicate (learning target for the class), Empower (student engagement), Launch (positive send off or reflection).

Each classroom develops a Social Contract or guidelines for behavior and monitoring. If an item in the Social Contract is broken, the students will respond to the 4 questions. Refusal to comply or continued behavior concerns could result in the following: Classroom consequence, sent to the office, parent phone call and additional steps depending on the infraction.

Cell phones, Text Messaging, Social Media, and Electronic Devices

Students have access to a phone outside of the main office.

We would encourage students to leave cell phones in their locked locker during the day rather than carry them.

Inappropriate use or misuse of cell phones will result in the phone being turned into the office for the rest of the day.

Parents are encouraged to monitor and be aware of their student's use of communication devices and social media. Inappropriate use of technology at school may result in consequences including restrictions, referral, suspension, and police involvement.

All cell phones, cameras, and other recording devices are strictly prohibited at any time in the locker rooms and/or restrooms. Any cell phones, cameras, or other recording devices found in a locker room or restroom will be confiscated. Any prohibited device found in locker rooms or restrooms will be confiscated and a parent will need to pick it up. Violators could be suspended and referred to Nevada Police Department. The use of a cell phone to take pictures or video of an adult or student without their permission will violate the policy and will be dealt with accordingly.

Change in phone, email, address

Students/parents are asked to update their phone numbers, email, and address on PowerSchool when information changes.

Cheating/Plagiarism

Students are expected to do their own work. Cheating by providing information to other students, looking at another student's schoolwork, copying others work, copying from other sources including electronic and technological sources, or similar forms of cheating is not tolerated.

Cheating incidents will be investigated. Discipline may include a failing grade for a specific assignment or loss of credit.

Chromebook Basics/ Computer Use and Conduct Policy Agreement

Refer to 1:1 Device Handbook.

The primary goal of NCSD's available technology is to enrich the learning that takes place in and out of the classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the equipment.

Each student will participate in a 1:1 Chromebook Training prior to the student being assigned a computer. Both student and parent are also asked to read and sign the NCSD 1:1 Program Acknowledgement Form as part of registration process. Parents new to the District will also receive a Parent Chromebook training powerpoint to view. Students will participate in Digital Citizenship lessons throughout the year.

Code of Conduct (Policy 503.1)

All middle school events will follow the standards as set up by the school board, the administration, and the athletic director. Participating in activities in the Nevada Middle School is a privilege that is extended to all students, and this privilege may also be taken away. Participants will be required to be in good standing as far as the regular school day is concerned. It will be assumed that all members of each team will be a good representative of their school at all times. Students must be in attendance for afternoon classes in order to participate in an after school or evening Activity.

The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules, or regulations. All students participating in an extracurricular activity will be asked to sign the Code of Conduct guidelines.

Conferences

Parent/ Teacher/ Student Conferences are held twice a year.

Communication Tools – Gmail, PowerSchool, Online Announcements, www.nevadacubs.org

A variety of communication tools are in place for parents and students. All teachers have a school gmail account of first initial last name@nevadacubs.org Email teachers for homework updates, reminders, and grade checks.

Parents have access to PowerSchool to view attendance, grades, work completion, and announcements. The Daily Bulletin is posted each morning on PowerSchool, the website, and the phone system. These announcements highlight events happening each day as well as those coming up. We will also send mass emails periodically to keep parents up-to-date on important topics.

Cubbie's Cupboard

Cubbie's Cupboard is a local Food Bank available to families on the first and third Wednesday of each month from 4:00 – 7:00 PM or by calling the Middle School Office (382-2751) for an appointment. Cubbie's Cupboard is located in room 28 at the Middle School. Mrs. Gindt and Mrs. Hereen are the school contacts for Cubbie's Cupboard.

Curriculum & Instruction

The basic instruction program of the Nevada School District shall include the courses required for each grade level by the School Board. The instructional approach will be nonsexist and multicultural and include the components of the Core Curriculum. Signed into law in 2008, the Iowa Core adds detail to the state's standards by specifically identifying essential skills and concepts for kindergarten through 12th grade students in literacy, mathematics, science, social studies, and 21st century skills. The Iowa Core was originally called a curriculum, but is not a set of courses or specific classroom materials like a traditional curriculum. It identifies the skills Iowa students must have and the concepts they must know in the areas listed above. In addition, it provides guidance and support for teaching and learning in Iowa classrooms. All Iowa school districts and accredited nonpublic schools are required to implement the Iowa Core by 2014-2015.

The Director of School Improvement oversees curriculum, instruction, professional development, PowerSchool, and State reports.

Dental Screening

House File 906 requires Iowa's kindergarten, ninth grade, and high school transfer students to receive dental screenings. High school student dental screenings must be

completed by a dentist or a dental hygienist and the dental form must be returned to Nevada High School.

Displays of Affection

Middle school students should not be involved in public displays of affection (PDA) at school or school activities. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact. Repeated violations will result in parental involvement to help solve the problem.

Dress and Appearance

Clothing items that are vulgar, have obscene slogans on them, or are likely to cause a disruption to the efficient and orderly operation of the school will not be tolerated. Any student wearing inappropriate clothing may be asked to change, turn the clothing inside out, or changing her/his attire. If this is not possible or if a student refuses to change or reverse the article of clothing, the student's parent may be contacted and asked to come pick up the child from school for the remainder of the day. The principal or counselor may also take a student home to change clothes.

Examples which will result in the student being asked to change include but are not limited to:

1. Extremes in attire and/or appearance will not be tolerated such as halter tops, low cut tops, excessively tight shirts, midriff shirts, short shorts, etc.
2. Undergarments should not be visible.
3. Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
4. Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
5. Caps/hats, bandanas, or hoods will not be worn in the building. Headgear for religious purpose will be allowed.

School sponsored events or special days might include any of the above dress items.

Drinks, Candy, and Gum

1. Food and drinks are restricted to the cafeteria, unless permission has been given.
2. Classroom teachers will determine if gum is allowed in their rooms.
3. Classroom teachers will monitor additional expectations.

Emergency Procedures, Drills, and Evacuation Procedure (Policy - 804 Series)

The district has a variety of evacuation procedures that are dependent on the given situation. Annually, we will practice four fire drills, four tornado drills, at least one ALICE

evacuation drill, and two bus drills. Although these are practice situations, students need to follow adult directions and proceed to the proper location quickly, calmly, and quietly.

The middle school tornado drill site is the Tornado Safe Room located at the high school.

In the event of a threatening intruder, students will follow ALICE steps and possibly evacuated to a rally point or safe location. Depending on the situation, students and staff could be asked to go to lock down or evacuation. If evacuating to another location, we will not call parents to notify them of the evacuation. If parents arrive at an evacuation site, an invitation will be extended to the parent to join his/her child, but students will not be released from the evacuation site until the Superintendent or Nevada Safety Director gives the “all clear.”

A student who pulls the fire alarm or calls in a false alarm, in addition to being disciplined under the school district’s policies, rules, and regulations may be reported to law enforcement officials.

Evacuation Procedures For Students With Special Needs (Policy - 804 Series)

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan(s). A copy of the individualized evacuation plan will be kept on file in the student’s cumulative record and by the homeroom teacher. Parents are to notify the school of special considerations for their child in regard to emergency evacuation.

Expulsion

A student may be referred to the Board of Education for expulsion for chronic absences, physical confrontation, excessive insubordination, illegal activities, and other serious or frequent violations of the school policies and regulations.

Equity (Policy 102 series)

It is the policy of the Nevada Community School District not to illegally discriminate in the basis of race, color, national origin, sex, disability, religion, creed, age (For employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District’s

Equity Coordinator, Justin Gross, 1035 – 15th Street, Nevada, IA 50201 515-382-2783 email: jgross@nevadacubs.org

Extra Curricular Activities and Co-curricular Activities

Extra curricular activities are defined as school sponsored activities that take place outside of the regular school day and have a performance component. Co-Curricular activities are defined as activities that have a performance component that is tied to a student's grade, such as band or chorus. Co-curricular students will not miss performances due to academics because their performance is reflected in the course grade.

All students participating in sports and cheerleading must have a current physical, concussion form, emergency contact form, and signed Code of Conduct on file before they can practice and participate.

Extra Curricular activities include but not limited to:

Boys' and girls' basketball, football, cross country, wrestling, track, cheerleading
girls' volleyball, softball
boys' baseball
jazz band
Student Council, Builders Club, RSVP, Yearbook Club

Co-Curricular activities include but not limited to:

5th through 8th grade band
7th and 8th chorus
Local History Day, Geography Bee

False Alarms

Iowa Code 714.31 False Alarm of Fire states, "No person or persons shall cause or give a false alarm of fire, by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means, without cause." Making a false alarm is punishable by law (Iowa Code 714.32). The Nevada Fire Department now charges up to \$500.00 for all false alarms that they respond to. Any student(s) responsible for setting off a false alarm will be assessed this \$500.00 fine.

Dialing 911 can also be considered making a False Alarm. If a person accidentally dials 911, please inform the office immediately.

Family Night

Nevada Community School officials will not schedule a school event on Wednesday evening, which is kept open for family functions. Students will conclude school activities and must be out of the building by 6:00 PM. This policy starts on the first day of school and ends the third Wednesday of May. Teachers are asked to give students ample notice prior to a Thursday test or project being due.

Fees and Fee Waiver

Student Fees: Student fees are approved by the Board of Education and are part of the registration process. The district's fee waiver also applies to student fees.

Contact the Superintendent's Office (382-2783) for information on Free and Reduced Lunch and/or Fee waiver application information. Families may qualify for Free or Reduced Lunch and Fees based on income. This status is determined by State or Federal guidelines. Free or Reduced status includes: annual school fees, supplies, and lunch. Please contact the Superintendent's Office or Jodi Heeren for more information and forms.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals for the school district. Prior to attending a field trip, parents will be notified about the event. Parents will need to notify the teacher if they don't want their child attending. A general field trip permission form is signed by the parent at the beginning of the year during registration.

Students are responsible for getting assignments when they are absent from class for any reason. For special field trips or student activities such as History Day, work should be completed prior to going unless other arrangements have been made with classroom teacher(s).

Fighting

Fighting is never permitted at the Nevada Middle School. Any student caught in the act of fighting, instigating a fight, creating ill feelings between students or engaged in rough and unnecessary horseplay may receive a detention, suspension, parental conference or participate in additional restorative practices.

Food in the Classroom

Food distributed to students during the school day must be prepackaged, i.e. individually wrapped items or in a sealed package (box or bag). Peanut butter and nut-based foods should NOT be used as classroom snacks. Safe and healthy snack ideas could include, but are not limited to: individually sealed cheese sticks, crackers, graham crackers, goldfish crackers, Ritz Bitz, Chex Mix, yogurt tubes, pretzels, animal crackers, fruit snacks, fresh fruit or vegetables.

Fundraisers

Profits from school fundraiser sales are divided amongst teams and activities, such as band and chorus. These funds help pay for field trip fees and transportation, grade level initiatives, special activities, band and chorus sheet music, additional PE equipment, and art supplies.

Gaga Ball

Students are asked to follow the Gaga Rules, or restrictions will be put in place. The Gaga Rules are posted on the wall of the pit.

1. All players must touch the wall to start the game. The ball is tossed in the air. All players yell, "GA!" on the first bounce and "GA!" on the second bounce. The ball is then in play and the players can leave the wall.
2. Players hit the ball using only their hands using open hand or fist. Players may not throw or catch the ball.
3. Any player who is touched below the waist by the ball is "out" and must leave the pit by going over the wall. If the ball hits a player above the waist, s/he is considered "Still In" and play resumes.
4. Blocking with hands/ arms is allowed; however, kneeling on the ground is not allowed. A player is "out" if s/he kneels to avoid getting hit.
5. If the ball goes out of the Gaga court, the last player to touch the ball is "out."
6. If a player catches the ball before it bounces, the player who had the last contact with the ball is eliminated.
7. Once a player hits the ball, s/he must wait until the ball touches someone else before hitting it again. No double touches.
8. If there are only two players remaining, a player may hit the ball up to three times in a row. The ball is "rejuvenated" by contact with the wall, and the hit count resets.
9. When one player remains, all players outside the wall may re-enter and a new game begins.

10. Players arguing with others or the adult supervisor and/or being disrespectful may be restricted from playing.

Grading, Iowa Core Standards, & Progress Reports

Letter grades along with Standards Based Proficiency markers are used at NMS in all classes. Parents and students may view grades and progress in each class using PowerSchool. Every three weeks, teachers will email parents and students if the student is earning below a C- grade. Quarterly Report Cards may be viewed using the vault; instructions will be emailed annually. For more detailed information on academic progress, contact your student's teacher. The student's planner and class/ grade website are other communication tools used by the teachers, students, and parents. Teachers will communicate course grading expectations along with ongoing progress updates to parents and students.

All course units are developed around grade level and subject Iowa Core Standards. Standards will be referenced to all assessments and projects. In Quick Look-up, clicking on and "blue" item or score allows you to see which standards were assessed.

All incomplete grades must be made up one week after the reporting period has ended unless provisions have been made.

Grading Scale and GPA Scale

The middle school and high school use the following grading scale when percentages are being followed:

A 100 - 93%	4.00
A- 92 - 90%	3.67
B+ 89 - 87%	3.33
B 86 - 83%	3.00
B- 82 - 80%	2.67
C+ 79 - 77%	2.33
C 76 - 73%	2.00
C- 72 - 70%	1.67
D+ 69 - 67%	1.33
D 66 - 63%	1.00
D- 62 - 60%	0.67
F 59% and Below	0.00
Inc Incomplete; Standard(s) not yet completed	

Guest Teachers / Substitute Teachers

The general expectation is that students will show substitute teachers the same respect they show their general teacher. A Guest Teacher, or substitute, follows the plans provided by the teacher.

Hall Passes

Students leaving class during class time should have a signed pass, an initialed pass in his/her assignment book, or be carrying a classroom locker/ restroom pass.

Healthy Kids Act

Healthy Kids Act Senate File 2425 requires school districts to ensure that physically able students in grades K-12 engage in physical activity. For students in grades 5-8, the requirement is 120 minutes per week, in which there are at least five school days. At the middle school level, physical activity may be met through physical education.

Honesty Clause (Policy 503.4)

The Honesty Clause is part of the Code of Conduct. If a student reports his/her offense within 24 hours of the occurrence to the coach, athletic director, principal, or superintendent, s/he will have the penalty reduced.

Human Growth and Development

Parents may review the human growth and development curriculum prior to use and have their child excused from human growth and development instruction. Alternative assignments will be provided and the student will work in the office during the class instruction. This instruction will occur primarily in health classes. Parents should contact the principal if they wish to review the curriculum.

Insubordination

Insubordination is defined as “refusing to obey.” If a student chooses not to comply with an adult’s request, this could be considered insubordination. Insubordination includes belligerent and/or blatant disrespect to adults. Students who are insubordinate may receive a detention, referral to the office, or suspension. On-going insubordination will result in student/ parent meeting.

Insurance

Parents who would like more information about purchasing school health and accident insurance should contact the school nurse at 382-2804. The district encourages all students participating in interscholastic athletics to have some type of insurance.

Late Start Mondays

Staff professional development will be held every Monday 7:30 to 9:00 AM. School will start at 9:40 AM. Students are asked not to arrive at school before 9:10AM on these days; doors will remain locked until 9:10. Breakfast will not be served on late start Mondays.

Leaving School During School Hours

If it should become necessary for a student to leave school during the school day, the student must secure permission to leave. Regardless of the reason for leaving, it is imperative that the office has a record of the student having left. If a student becomes ill or has an accident, the nurse will notify the office. If a student needs to be excused, parents need to call the office or send a note asking that the student be excused. The student needs to get a pass from the office.

Lockers and Locks

Students are provided with a hallway locker with a combination lock and a PE locker with a combination. Students are encouraged to use the lock; please do not “jam” the locker or give your combination to others. Do not keep valuable items (electronics, cell phones, cameras, money, etc.) in an unlocked locker. You are welcome to check in items in the office for safekeeping.

Lockers are for the student’s convenience and are the property of the school. Please keep them as clean as possible. We will have scheduled locker clean-outs throughout the year.

Students may be present during a locker inspection. If a student is not present during the inspection, at least two adults will be present during the inspection.

Lost and Found Items

Numerous items are "lost, misplaced, dropped, or left." Clothing items will be displayed on the tables by the cafeteria. Monthly, items not claimed will be laundered and donated to Harmony Closet.

Found items should be brought to the office or placed on the “Left/ Lost and Found Table” by the cafeteria.

Lunch and Breakfast

Students receive a lunch number at the beginning of the year. This number is used for lunch as well as library checkout. At lunch, the student will use a keypad to input her/his

number. When the student's lunch account drops below \$10.00, the student and parent will receive an email reminder from food service. If the student falls below negative \$10.00, lunch will be restricted to one milk and a premade sandwich. Parents may also set restrictions on lunch and request balance reminder emails.

Lunch menus are posted in rooms, on bulletin boards, in the cafeteria, and on the District website. Current lunch and breakfast prices are listed on the website.

Breakfast is available for all middle school students from 7:30 to 8:00 AM, except for late start Mondays. A variety of breakfast options are available, both hot and cold. Students may purchase a full breakfast or ala carte items. Breakfast charges are deducted from the student's lunch balance.

A regular lunch consists of: one milk, unlimited fresh fruits and vegetables, one protein entree, and one grain. Students have multiple lunch options including: 2 main dishes and a salad. These options change daily. With parent permission, a student may select "extra" items at an additional cost per item. All students, including those on free or reduced lunch, need money in their lunch account to purchase additional items.

General Lunchroom Guidelines:

Walk to cafeteria, calmly and quietly.

No budging, cutting, or saving places in line.

Use your own lunch card. Borrowing from a friend's lunch account will not be allowed.

Pop and carbonated beverages are not allowed in the cafeteria.

Students bringing sack lunches do not need to go through the lunch line.

Everyone is expected to clean up the immediate area where s/he is sitting and return your tray.

Juices and water are available for students to purchase.

All items should be eaten in the cafeteria or the student needs permission to take unopened items to their locker.

Students go outside after lunch or to the gym when weather deems it necessary.

2018-19 Meal Prices

Student	Adult
Breakfast \$1.70	\$2.00
Reduced \$0.30	
Milk \$0.40	\$0.40
Lunch \$2.80	\$3.70

Reduced \$0.40

Media Center

The middle school library/media center has numerous books and magazines available for checkout for students and faculty. If any are lost or damaged, fines will be assessed for replacement.

The library is open every morning for students to checkout, study or research before school from 7:30-8:05 and after school until 3:30, unless prior arrangements are made for additional times. During the school day, when classes, meetings, or groups that have previously reserved the library are in the media center, open checkout will not be available.

Mixer Rules – 7th and 8th Grade

1. An admission will be charged.
2. Only Nevada 7th and 8th grade students may attend mixers.
3. Once the student is at the mixer, s/he is here. If the student leaves without permission from parents, teachers, or principal, s/he is out for the evening, and parents will be contacted.
4. Teachers and parents chaperone the mixers.

Nevada Community Resource Center - NCRC

The Nevada Community Resource Center (NCRC) offers before and after school programs.

Students attending NCRC may ride the Shuttle Bus from the middle school to the resource center. Contact the NCRC (382-1600) for schedule and activities available.

Nurses, Health Services, and Medication

Students seeking medical attention need a pass before going to the nurse except during the lunch hour. The service of the nurse is for the student's health. The nurse will send a student home if s/he becomes ill at school with parent permission or with parent's designated emergency contact's permission.

Health service responsibilities for grades five through twelve is managed by one nurse shared between the middle school and high school. Not only is the focus on physical care for the students, but also on health promotion and health education. The complete school health program includes elements of health service, health education, and

a healthy school environment to help meet the educational and health needs of the student population. Some of the health services for students and staff include: screening programs, illness care, emergency care and first aid, health counseling, and communicable disease control. The school nurse will administer screening programs including vision, blood pressure, height and weight measurements, and pediculosis. The AEA audiologist may administer the hearing screening. Screenings are used to identify students with problems that might interfere with the learning process.

Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development and CPR.

Medication

Students may need to take prescription or non-prescription medication during school hours. The school must have permission from parents/guardian and physician to take the prescription medication. Further, the medicine needs to be sent with the regular label from the pharmacist, plus the name and strength of the medicine. The request for non-prescription medication must also be signed by the parents/guardian. School personnel must administer all medication. The forms for administering medication can be picked up at the school nurse's office or your doctor's office. All medications should be taken to the office or nurse's office immediately in the morning. Students with asthma or other airway constricting diseases may self-administer their medication upon approval of parents, prescribing physician, and school nurse.

Health Plans Students with special health needs such as diabetes, asthma, severe food allergies may benefit from a Health Plan. Please call the principal or nurse for further information.

Office Referral

Following the Capturing Kids Hearts and Discipline Models, if student misbehavior continues past the classroom consequence, the student will be referred to the office to meet with an administrator or designee.

Open Enrollment

Iowa's Open Enrollment law allows students residing in one district to request transfer to another school district. Parents/ guardians considering open enrollment should be aware that requests must be filed by March 1 for placement the following school year.

Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office.

Permission Form

Middle school students and parents are asked to sign a permission form once during their student's middle school career. This form covers release of email addresses, publication permission, photograph use, field trip participation, and Internet use agreement. Parents may limit any or all of these by submitting a written request at the principal's office. Staff are asked to check the permission list before releasing information.

Physical Education Excuses

Anyone to be excused from PE for more than one day must bring a written excuse from a doctor to the office and copies will be made and filed. A parent may write an excuse from PE for only one day due to illness or injury. Students who have more than three absences from PE will be given the option of participating in additional PE class(es) to make up the missed days for full credit.

Police Department Involvement

Nevada Schools do not currently have a Resource Officer on site. The following infractions will be reported to the Nevada Police Department whenever they occur: theft of school funds or school property; forced entry into the buildings/ break – ins; vandalism to school/damage or destruction of school property; assault involving personal injury to student or staff; theft of personal property; vandalism, damage or destruction of personal property; possession, use or sale of tobacco, drugs or alcohol; possession of weapons; bomb threats; possible intoxication due to the ingestion of alcohol or drugs; arson (intentionally setting fires). The police may also be contacted to assist in truancy, personal escort home, or overt insubordination.

Posting of Information

All items, posters, and signs posted in the hallways need to be approved by the office before being hung or distributed. Announcements for the bulletin also need to be approved by the office.

PowerSchool

PowerSchool (PS) is the District's electronic management system. PowerSchool is used for: Registration, Individual Student Progress, Grades, and Attendance. Student Report Cards will be available electronically using the PS Vault.

Schedule Changes

Schedule changes are made at the end of the quarter by the principal or counselor. If a student is requesting to drop or add 7th or 8th band or chorus, a parent note is needed.

School Cancellation / Weather Early Dismissal

Nevada CSD will be using a product called CodeED to notify parents of things like Weather Cancellations, delays, etc. Notifications will go out as a phone call, text message, and email. Please make sure your information in PowerSchool is correct so you get these important messages. Instructions on how to change your notification preferences will be posted to the district web site.

Information will also be updated on the District website www.nevadacubs.org, Facebook, and Twitter. School closings, delays, and early dismissals due to weather will be broadcast locally on:

TV Channels 5, 8, 13

Radio Channels 1040, 1430

School website, phone message system, email School Alert

School Permit

Middle school students who are 14 years of age, who have successfully completed an approved Driver's Education Program and who meet the distance requirement could be eligible for a School Permit. However, unless extraordinary circumstances exist, the Superintendent will not approve a request for a School Permit until after the student has successfully completed the eighth grade.

School Pictures

School pictures are taken once a year in September. This picture is used for the class composite. Students are asked to dress appropriately for the pictures.

Search and Seizure (Policy 502.8)

The Board of Directors holds all school property in public trust. Without a search warrant, school authorities may search a student, student lockers, desks, or work areas or under the circumstances as outlined in the Appendix B to maintain order and discipline in the schools, to promote the educational environment, and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials that cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on a

reasonable suspicion and be reasonable in scope.

Self-paced / Blended Math

The math curriculum for grades 3 – 8 has been developed based on grade level Iowa Core Math Standards. Self- paced/ Blended Math at the middle school includes: large and small group core instruction; individual and small group problem solving tasks; computation; practice activities; tasks based on mathematical thinking; hands-on learning; web- based units or activities, online videos, and unit pre-tests and exit assessments.

For parts of the curriculum, students work at or beyond a recommended pace. Because much of the curriculum is web-based, students may work on math in the math classroom, but also wherever they have access to the Nevada website. When a student has successfully demonstrated proficiency in the unit's standards, expectations, and assessment, the student proceeds to the next unit. When a student completes a course, a course exit exam will be given to demonstrate proficiency. Student proficiency and progress is shared with parents on a three-week basis.

Signs and Posters

Any signs or posters that are put up around the building need to be approved by administration.

Special Education

The Nevada Middle School special education program was developed according to Iowa Code 41.408(2)c. Each special education teacher's caseload will be determined annually using the caseload worksheet. The district's special education coordinator is Dr. Clapper. IEP meetings are held at least annually; a parent may request an IEP meeting at any time. To review the District Special Education Delivery System Plan, contact Dr. Clapper at the elementary.

Student Assistance

A number of processes and services are available to help at-risk students, learning disabled students, or students with a physical or mental impairment. The processes to identify and deliver these services include: Building Assistance Teams (BAT), 504 Plans, and Individual Education Plans (IEP). To inquire about these services, contact the principal, counselor, or teacher. The counselor coordinates 504 Plans. Jodi Heeren, Student and Family Development Counselor, and Elizabeth Gindt, Academic Coach, can also help connect families with numerous community services. Additional services

available through Mrs. Heeren, Mrs. Gindt, and/or Mrs. Burling: Cubbies' Cupboard, Backpack Program, School Supply Night, Winter Coat Drive, Angel Tree.

Student Behavior Expectations

The goal of the student behavior expectations at NMS is to provide a safe and healthy learning environment for all people who enter our building.

NMS follows the CKH Student Behavior Expectations Model:

- Refer to the social contract (warning)
- Ask the four questions
- Classroom consequence
- Communication to parent and administration
- Behave out to the office
 - Meet with building administrator or designee
 - Review the classroom and building expectations
 - Possible additional consequence depending on behavior
 - Additional communication may be made to parent/guardian if necessary
 - Re-entry plan

Student Conduct (Policy-503 Series)

An important part of the educational process is helping young people become aware of their rights and responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline is approached both positively and productively. Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises will be addressed.

Students should recognize that each of us must adhere to some minimum standards of conduct so as not to interfere with the rights and property of others. We expect students and employees to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

Public displays of affection not appropriate for the age level of the student are not acceptable; consequences will be put in place. Examples of public displays of affections

(PDA) could include: holding hands, touching, kissing, or other displays of affection that would be disruptive to the educational environment.

Student Fee Waiver and Reduction Procedures

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially reduced. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify should contact the Superintendent's Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Surveillance and School Security

To improve our security, the middle school doors will remain locked throughout the school day except for the main (north) front door. The back bus door (NE) will be unlocked from 7:30 – 8:15 AM and from 3:15 – 7:00 PM for activities.

The main front entrance door (NW) will be open from 7:30 AM to 7:00 PM on school days and from 9:00 AM to 7:00 PM on Mondays.

Security cameras have been installed at the main entrances and in the hallways. The building will be under 24-hour video surveillance both inside and outside the building. Visitors are asked to check in at the office. A security check in system requires all visitors to participate in a quick background check using a valid driver's license. The system will also produce a Visitor's Badge.

Suspension

Depending on the circumstances, suspensions could be In-School (ISS) or Out of School (OSS).

Class work missed during a suspension must be made up for all classes missed.

Examples of suspension include, but are not limited to:

- Insubordination – refusal to follow reasonable requests from an adult
- Failure to complete referrals/ detention
- Fighting, including excessive pushing, shoving, tripping
- Profanity
- Disrespect of property or vandalism
- Theft
- Disruption of the educational process or learning environment

- Unsafe choices - to self or others
- Inappropriate use of technology
- Illegal activity or actions
- Other items as determined by the administration

If a student is assigned a suspension, the parent will be contacted and a letter/ email will be sent detailing the suspension.

In School Suspension: If a student is assigned ISS, the student will report to the office upon arriving to school. The student will receive credit for all work done in the office during the ISS. The student will be given a school lunch. The student will use the office restroom. Students are expected to complete their daily work or read. Students are responsible for not damaging the furniture.

Out of School Suspension: If a student is assigned OSS, the student is expected to complete the work missed during the OSS.

TAG: Talented and Gifted Program

The middle school offers a 5-8 Talented And Gifted Program (TAG). Students are identified through a matrix that consists of numerous tests and recommendations. Dr. Ludwig is the TAG and Enrichment teacher at the middle school. Each TAG student has a Personal Education Plan (PEP). For more information on the TAG Program, please contact Dr. Ludwig.

Telephone Messages and Items

Non-emergency telephone messages will be delivered to students at the end of the day. Items brought to the office by parents will be delivered to students as needed. Students expecting items may check in the office between classes or during lunch.

Textbooks

A number of courses have replaced the standard text book with web-based materials. When textbooks are issued to a student, use them with care; keep them free from pencil and ink marks other than those prescribed by the faculty and free from other unnecessary defacement. Remember that a student is responsible for any damage to books or other school equipment issued to the student and must pay for all damages.

Theft / Vandalism

If a student takes an item that does not belong to him/her, it could be considered theft. Thefts will be reported to the police to cover legal matters, and suspension could also be assigned at school.

Vandalism or destruction of property could also be reported to the police. Keep all items of value in your locked locker or check them into the office.

Tobacco, Alcoholic Beverage, Drugs (Policy 502.7)

The use or possession of tobacco, and the use, possession or distribution or being under the influence of alcohol, other controlled substances or "look-a-like" substances by students on school property or at school sponsored events or activities is strictly forbidden. Violation of this rule will result in disciplinary action, which may include detention, suspension, Code of Conduct, and/or a recommendation for expulsion. Such violation may also be reported to law enforcement.

Tobacco: Possession of or use of tobacco is not permitted on the school premises. Offenders will be dealt with according to School Board Policy. Consequences could involve suspension, parental conference, Code of Conduct, and/or notification of law enforcement.

Alcohol: Being under the influence or possession of any type of alcoholic beverage on the school premises or at a school sponsored function will be dealt with according to School Board Policy. Consequences could involve suspension, parental conference, and/or notification of law enforcement.

Drugs: The use of drugs, pep pills, etc. is prohibited. The student will be suspended and dealt with according to School Board Policy. Parents and proper authorities will be notified. This includes the sharing of prescription medication between students.

Vandalism

Destruction or misuse of school property is unacceptable. The student(s) may be held responsible for paying for damages, including labor to replace or repair the damaged property. Vandalism may result in suspension, a Code of Conduct, and/or involvement of law enforcement.

Visitors, Guests, and Relatives

Visitors may enter the school using the north door (by the entrance to the district office). All other doors are locked from 8:15 am to 3:15 pm. The northeast entrance (doors closest to the back parking lot) is unlocked during middle school sporting events in the gym.

Visitors are asked to check in at the office. Raptor, a security check in system will be used. This system requires all visitors to participate in a quick background check using a valid driver's license. Raptor will create a visitor's badge.

Former students, relatives, friends, etc. will not be allowed to visit classes unless administration has granted permission.

Weapons (Policy 502.6)

Possession of weapons, dangerous objects, or "look-a-likes" in the school building or on the premises is prohibited. All weapons will be confiscated. If a school official feels an item not ordinarily deemed a weapon is being used by a student in a way threatening bodily harm to another, it shall be termed a weapon and confiscated. Disciplinary action may include suspension, Code of Conduct, and/or expulsion in accordance with Board Policy. Law enforcement officials may be contacted regarding the use or possession of a weapon. A student may get permission from the building principal to display a weapon, dangerous object or look-a-like for educational purposes. Any item approved will be kept in the office except when the item is being displayed in class.

Withdrawal from School

Students withdrawing from Nevada Middle School due to moving to another district or homeschooling should have their parent contact the middle school office prior to the student leaving. The student will pick up a Check Out Form; the students will ask staff to fill out the form and the student will return the form to the office. Any reimbursement funds including lunch account will be mailed to the parent. Records will be mailed to the new district once we have received a formal request from the school. Parents may request a copy of the student's current report card, a copy of health records, and a copy of an IEP or 504 Plan to take with them.

Specific District Policies – summary provided.

Complete District Policies may be located on the District's website www.nevadacubs.org under District – School Board – Policies.

Asbestos (Policy 804.4)

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office and on the website.

Child Abuse Policy (Policy 402.2)

School district personnel are encouraged and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall

be reported to the superintendent immediately. The building principal (Lisa Hartman-382-2751) and/or superintendent (Steve Gray, 382-2783) shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurses (Lesa Davis, Eileen Patterson) who shall be the alternate designated investigator(s) for such complaints. If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment.

Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or Property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact Superintendent Gray. The complete text of the law and additional information is available on the Iowa Department of Education’s web site:

www.iowa.gov/educate

Equal Educational Opportunity / Discrimination (Policy 102.1)

It is the policy of the Nevada Community School District not to illegally discriminate in the basis of race, color, national origin, sex, disability, religion, creed, age (For employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If

you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Justin Gross, 1035 – 15th Street, Nevada, IA 50201 515-382-2783 email: jgross@nevadacubs.org

Grievance Procedure (Policy 102.R1)

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Justin Gross, 1035 - 15th Street, Nevada, IA 515-382-2783, email:

jgross@nevadacubs.org Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others. A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint Form (Policy 102.E4)

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Homeless Statement (Policy 502.16)

Students between the ages of 5 and 21 and who lack a fixed, regular or adequate nighttime residence; live on the street, in a car, tent or abandoned building or some other form of shelter not designated for living; live in community shelter facility; live with

non-nuclear family members or with friends are considered “homeless” by the district’s policy and qualify for additional assistance. Services include: immunization, free school breakfast and lunch, payment of school fees, support services to help students be successful, transportation to and from school. Contact Superintendent Gray at 382-2783 for more information on services available.

Internet and Technology Appropriate Use (Policy 605.6R1)

The use of the Internet must be in support of education and research and consistent with the District educational objectives. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks. Access to, or transmission of, any material in violation of District policy, rules, regulations, or local, state, or federal laws and regulations are prohibited. Use for commercial activities, product advertisement, or political lobbying is prohibited. The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may not engage in online gaming, download music, software or games, use online radio or video services, engage in instant messaging or chat rooms, etc. These activities unnecessarily tax the network bandwidth and our computer hard drive space. Students will not intentionally access or download any text file or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd. If an employee or student gains access to a service that has a cost involved, the individual making that access will be held responsible for the costs.

All electronic mail (e-mail) will be handled through staff accounts. E-mail is not guaranteed to be private. The Technology Coordinator will have access to all mail. Messages relating to or in support of illegal activities, including but not limited to threats, harassment and fraud, may be reported to the authorities. E-mail cannot be used for political purposes, religious purposes, private purposes, or for commercial offerings of products or services for sale, or to solicit products or services.

Security on any computer system is a high priority, especially when the system involves many users. Employees and students may not use an individual's account without permission from that individual. Attempts to logon to the Internet or network as a system operator will result in permanent cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

Vandalism is a serious breach of the privilege of Internet and network use, and may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data. This includes, but is not limited to, the

uploading or creation of computer viruses or breaching security measures. Students and employees will be responsible for replacing any damaged equipment. Use of the Internet is a privilege, not a right.

Failure to abide by local, federal, and state laws and regulations, or by District policy and administrative regulations governing use of these resources may result in the suspension and/or revocation of system access for a period of up to one year. Additionally, any student violation may result in discipline up to and including expulsion. Employee violations may also result in discipline up to and including dismissal. Students may request reinstatement of privileges within 7 days of suspension or termination. This request must be in writing and delivered to the building principal. The request will be reviewed by that principal and the Technology Coordinator who will reply to the request within seven days of receipt. All privileges will be suspended during the appeal process. If the decision does not meet with the student's satisfaction, the student may appeal the decision, in writing, to the superintendent. The superintendent will reply to the request within seven days. If the decision of the Superintendent does not meet with the student's satisfaction, the student may appeal, in writing, to the Board. The Board will discuss the request at their next scheduled meeting and reply to the student.

Nondiscrimination Grievance Procedure (Policies 102.2, 102, & 102.1)

It is the policy of the Nevada Community Schools to afford equal opportunity and not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), veteran status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience. It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multicultural nonsexist curriculum and teaching strategy is to reduce stereotyping and eliminate inequality based on race, religion, gender, age, national origin, sexual orientation, veteran status, or disability. Any student, parent of a student, or employee of the Nevada Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI, Title IX, or Section 504. Inquiries of concerns regarding the grievance procedure may be directed to Justin Gross (382-2783), 1035 15th Street, Nevada, Iowa 50201, or to the director of Civil Rights Commission, Des Moines, Iowa,

and/or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Open Enrollment (Policy 501.14)

Parents/guardians considering the use of the Open Enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

1. September 1 - Last date for Open Enrollment requests for students entering Kindergarten in the fall.
 2. March 1 - Last date for regular Open Enrollment requests for the school year.
- Parents/guardians of Open Enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents/guardians should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office at 382-2783.

Parent / Student Grievance Procedure (Policy - 600 Series)

One of the goals of the middle school staff is to provide honest responses about student successes and failures in the classroom and school building. Also, we wish to have open dialogue with students and parents about concerns s/he may have heard or seen relating to the classroom, programs, or other topics. If the student or parent has a complaint, please go directly to that individual and express the concern(s). If the problem/concern is not resolved, please follow the chain of command: Teacher, Principal, Superintendent of School, then the Board of Education.

Posting of Information or Signs and Distribution of Materials (Policy 903.5)

Distribute information or posting of signs on school property must receive approval by the building principal. This applies whether the information deals with school-sponsored or non-school sponsored activities. Signs or posters should be attached with masking tape or staples; do not use scotch tape.

Section 504 of the Rehabilitation Act of 1973 (Policy 102.E4)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill the obligation under Section 504, the Nevada Community School District has the 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. The Nevada

Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If there are questions, please contact Justin Gross, the Section 504 / ADA Coordinator for the Nevada Community School District 1035 – 15th Street, Nevada, IA (515)-382-2783
jgross@nevadacubs.org

Student Records, Directory Information, and FERPA (Policy 506.2)

Federal Family Education Rights and Privacy Act (FERPA): This federal law protects the privacy of student education records and provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, or inappropriate. FERPA rights are annually published in the district newsletter at the beginning of the school year and may be found on the district website. Directory Information: The following information may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the middle school principal. Information released may include: name, address, telephone listing, date & place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

Tobacco Free Environment (Policy 905.2)

In the best interest of students and adults, the Board of Directors has established a smoke free environment in all school buildings and on all school grounds. Knowing that smoking is physically addictive, all persons will be provided the opportunity of breathing clean air in the district's public buildings. All school district owned or operated buildings shall be off limits for smoking at all times. The ban is extended to all persons. This includes all school-sponsored events as well as non school-sponsored events. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request will be subject to disciplinary action.

**Complete District Policies may be located on the District's website
www.nevadacubs.org**

Under District – School Board – Policies.

District Policies of Interest

Abuse of Students by School Employee (402.3)
Academic Eligibility (503.7)
Annual Notice of Nondiscrimination (102.E1)
Anti-Bullying / Harassment (502.10)
Appropriate Use of Technology (605.6)
Asbestos (Policy 804.4)
Child Abuse Policy (402.2)
Continuous Notice of Nondiscrimination (102.E2)
Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)
Emergency Drills & Evacuation Procedures (804 series)
Equal Educational Opportunity/ Discrimination (102)
Equity (102.1)
Extra-Curricular Code of Conduct (503.4)
Homeless Statement (502.16)
Internet and Technology Appropriate Use (605.6R1)
Nondiscrimination on Basis of a Disability (102.1)
Nondiscrimination Grievance Procedure (102.2)
Open Enrollment (501.14)
Parent/ Student Grievance Procedure (600 Series)
Posting of Information or Signs and Distribution of Materials (903.5)
Search & Seizure (502.8)
Section 504 of the Rehabilitation Act of 1973 (102.E4)
Student Complaint Procedures (502.4R1)
Student Conduct (503 Series)
Student Records, Directory Information, and FERPA (506.2)
Tobacco, Alcoholic Beverages, Drugs (502.7)
Tobacco Free Environment (905.2)
Weapons (502.6)

