

# Oak Ridge Middle School



Inspire Learning. Unlock Potential. **Empower Achievement.**

## **Student and Parent Handbook 2025-2026**

Principal: Travis Axeen  
Associate Principal: Michael Moran  
Dean of Students, Athletic & Activities Director: Jordan Young

Counselor: Kate March  
Counselor: Jacob Young  
Student Assistance Counselor: Brooke Mullin

Building Secretary: Brooke Yarrington  
Attendance/Athletics Secretary: Mandy Merritt

Welcome to Oak Ridge Middle School!

Our goal at Oak Ridge is to meet the needs of the early adolescent student. Knowing that not all students learn the same way, we are committed to giving ALL students the opportunity to master the learning outcomes that we have deemed to be essential. We will do this while taking into consideration the social and emotional needs of all our students at Oak Ridge.

Each student, each teacher, every day.

Oak Ridge Staff

**Vision:** At Oak Ridge, we create a community built on positive relationships through growth mindset.

**Mission:** The Oak Ridge PBIS team will work collaboratively to ensure respect, responsibility, and integrity to:

- Create consistency for all, using common language and expectations.
- Use data to reflect on current practices to guide decision making.
- Instruct, model, and implement behavioral expectations.
- Celebrate successes.



The board will not discriminate in its educational activities and is committed to the policy that no otherwise-qualified person will be excluded from educational activities on the basis of race, creed, color, religion, gender, age (for employment), national origin, marital status (for programs), sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status (for programs). Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Inquiries regarding compliance with equal education or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community Schools District, 2999 North 10<sup>th</sup> Street, Marion, IA 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, IL.

## Important Contact information

Appointments/attendance	Attendance Office, 447-3413
Athletics	Athletic Director, 447-3405
Athletic Physicals	Health Office, 447-3415
Buses	Transportation, 447-3030
Change of Address	Counselor Secretary, 447-3403
Early dismissal/late arrival pass	Attendance Office, 447-3413
Facility Rental and Usage	District, 447-3145
Fees/Fines	Main Office, 447-3410
Homework Requests	Attendance Office, 447-3413
Immunizations	Health Office, 447-3415
Lost and found	Main Office, 447-3410
Lunch Money Deposit	Main Office, 447-3410
Nutrition Services	District, 447-3302
Power School Questions	Main Office, 447-3410
Student ID Card	Main Office, 447-3410
Transfers/moving	Counselor Secretary, 447-3403
Volunteer Opportunities	Associate Principal, 447-3407
<b>Phone Numbers</b>	
Principal – Travis Axeen	447-3411
Associate Principal – Michael Moran	447-3407
Athletics/Activities Director – Jordan Young	447-3405
Building Secretary – Brooke Yarrington	447-3410
Attendance Secretary – Mandy Merritt	447-3413
School Counselor Secretary - Shabna Ismail	447-3403
School Counselor (7 <sup>th</sup> Grade) Kate March	447-3440
School Counselor (8 <sup>th</sup> Grade) Jacob Young	447-3337
Student Assistance Specialist – Brooke Mullin	447-3409
Health Office – Barb Lorenz	447-3415
Nurse – K'Dean Dunnwald	447-3416
Fax Number	403-8067



**ATTENDANCE**



Children are required by Iowa law to be in regular school attendance. A major part of the educational process comes from classroom interactions, daily instruction, and collaboration between students and teachers. These benefits can only come by attending school every day.

The school day is from 7:50 a.m. to 2:35 p.m. Non-bus riders are asked to arrive at school no sooner than 7:30 a.m. Students arriving before 7:45 a.m. should report to the cafeteria. At the end of the day, all students should be out of the building by 2:50 p.m., unless they are being supervised by a staff member.

If your child will not be in school because of illness, appointment, funerals, trips, etc. please call the attendance secretary at 447-3413. If calling outside school hours, please leave a voicemail with all the necessary information. If we don't receive a phone call by 9:00am we will call you to verify the reason for the absence.

### **Attendance – Legislative Requirements**

Iowa's new law on school attendance and student absenteeism introduces several key changes aimed at improving attendance and addressing chronic absenteeism. These changes will impact all children from preschool through age 16.

### **Changes to Absence Categorization**

Parents and guardians will still contact their child's building to notify them of any absence, but in alignment with the state's new law, the state has changed how our buildings will record absences and how the district can categorize those absences. The new legislation, for the most part, does not differentiate between excused and unexcused absences in most situations. For example, Iowa law now states that college visits, vacations, family emergencies, car trouble, or other similar events that are excused by a parent will count as an absence and are not exempt from truancy laws. There are some exceptions that include:

- Attendance at a school-related event like a field trip or participating in an extracurricular activity.
- Completion of graduation requirements or high school equivalency diploma.
- Excusal for sufficient training reason by a court or judge.
- Attendance at religious services or religious instruction.
- Inability to attend due to legitimate medical reasons.
- An individualized education program (IEP) affecting attendance.
- A plan under Section 504 of the Rehabilitation Act affecting attendance.
- Attendance at other approved institutions (college prep, accredited nonpublic school, homeschooling, etc.)
- Is a military applicant undergoing military entrance processing.
- Is engaged in military service.
- Is traveling to attend a funeral.
- Is traveling to attend a wedding.

### **Key Thresholds for Communication**

The law also includes several thresholds requiring a district to inform parents and guardians of absences.

- 10% Days Missed (Chronically Absent) – When a student has missed 10% of school days in a quarter/semester/grading period, the district must send a letter to the child's parent or guardian and notify the county attorney.
- 15% Days Missed – When a student is absent for 15% of school days in a quarter/semester/grading period, the school is to initiate a school engagement meeting for a student who is absent from school for greater than or equal to 15 percent of the days or hours of a grading period if a school official determines the child's absences are negatively affecting the child's academic progress.
- 20% Days Missed (Truancy) – Additional absences will prompt the district to follow steps outlined in Iowa law related to truancy and notifying the county attorney that this threshold was met, which is defined as missing 20% of school days in a quarter/semester/grading period.

<https://www.linnmar.k12.ia.us/parents/attendance-legistive-requirements/>

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

Students are to SIGN OUT in the main office when it is necessary to leave the school during the school day. Students must also SIGN IN at the office when they return to school after leaving for any reason (examples: Family Business, Illness, Appointments, etc.).

### **ARRIVING TO SCHOOL LATE**

Students who arrive late to school are considered “late arrivals” (tardy/unexcused). Late buses will not be considered late arrivals. Students are expected to sign in at the main office whenever they get to school late. Each quarter, every student starts out with zero late arrivals. The following process may begin if a student regularly comes late to school:

1<sup>st</sup> late arrival – no consequence

2<sup>nd</sup> late arrival - no consequence

3<sup>rd</sup> late arrival – conversation with student, parent/guardian notification

4 or more late arrivals – conversation with student, parent/guardian notification; also, may include lunch detention, parent/guardian meeting

### **ABSENCE & PARTICIPATION IN SCHOOL FUNCTIONS**

Students absent all day due to illness will NOT be allowed to participate in a school function/activity that same day/evening. Students absent for part of the day MUST talk to an administrator PRIOR to the start of the function/activity to have permission to attend.

### **TARDINESS**

Students are expected to be to class on time. If students are not on time, they are considered tardy. Teachers will document each time a student is tardy to their class. If it continues, the following process will take place:

1<sup>st</sup> tardy to class: Conversation with student, document

2<sup>nd</sup> tardy to class: Conversation with student, document, e-mail/call parent/guardian

3<sup>rd</sup> tardy to class: Conversation with student, call parent/guardian, lunch detention, minor form documentation

Continued tardy: Administration is contacted, parent meeting, work together on resolution.

## **OTHER STUDENT INFORMATION**

### **STUDENT LOCKERS**

Lockers with combination locks will be assigned to students each year. DO NOT GIVE THE COMBINATION TO ANYONE. Students are not allowed to switch lockers during the school year. Students are expected to keep the lockers neat and clean. Students are only allowed to go to their locker before school, during lunch, or after school. Students may keep their books and materials in the locker assigned to them. Students have the option of carrying their backpack throughout the day, instead of leaving it in their locker.

### **CELL PHONES/ELECTRONICS/MUSICAL DEVICES**

#### **505.11 - Use of Personal Electronic Devices by Students**

It is the policy of the Linn-Mar Community School District that students may not use personal electronic devices during classroom instructional time. See additional expectations delineated by grade levels:

<b>Grade</b>	<b>Expectations</b>
K-8	Student personal electronic devices are not allowed during school hours. This is defined as the time students arrive on campus until dismissal.

### **DEFINITIONS**

For purposes of this policy, a “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other

wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes or issued by the district for instructional purposes.

A student’s personal electronic device may be used for instructional purposes, in grades 9-12, under the following conditions: a member of the school’s instructional staff permits use of personal electronic devices for a specific instructional purpose or activity, or a course policy, syllabus, or handbook indicates that personal electronic devices are permitted in the course for a specific purpose or purposes.

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

Kindergarten students are assigned an iPad, first through twelfth grade students are assigned a laptop and some students utilize communication devices due to their specific needs.

“Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants (i.e. bell to bell). This impacts grades 9th-12th as grades K-8th are not provided an option for cell phone use during the day (see the table above).

## **COMMUNICATION BETWEEN PARENTS/GUARDIANS AND SCHOOL**

- **Parents/Guardians**
  - A parent or guardian, after verification by school officials, may communicate with a student through the school office.
  - If there is a family emergency requiring the student’s immediate attention, a parent or guardian may contact the school office.
  - Parents/guardians with students in grades 9-12 may reach their students during times students have been granted access to their devices.
- **School**
  - In the event of an emergency at the school, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system (i.e. PowerSchool) immediately when it becomes safe to do so.
  - In the event of an emergency involving the broader school community, the school will contact parents and guardians by phone or email and therefore it is critical that PowerSchool, the district’s student information system, is up to date with parent/guardian contact information.
  - In either scenario, a school emergency supersedes this policy about use of personal electronic devices and any student will be allowed to access their device during this type of situation.

A student’s personal electronic device (as defined on page 1), not otherwise allowed to be used under this policy,

- K-4 Grades - must be securely stored and out of sight at all times in the student’s locker or book bag.
- 5-12 Grades - must be securely stored and out of sight at all times.
- Devices, in the school’s possession, will be securely stored in the office.

## **VIOLATIONS OF POLICY**

Grade	Discipline for Use During Instructional Time
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K-8	<b>1st Offense:</b> Documented student warning and student secures device. <b>2nd Offense:</b> Device held by teacher/staff member until dismissal and parent notification from teacher. <b>3rd+ Offense:</b> Teacher/staff member delivers device to school office and administrator or designee notifies parent and possible parent meeting and action plan.
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If the student uses a personal electronic device during the administration of any assessment, the student will face disciplinary action. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

### **STUDENT-SPECIFIC EXCEPTIONS TO POLICY**

**Petition by Parent or Guardian:** A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to [school's] policy.

**Student Plans:** A student who has a current Individualized Education Plan (IEP), a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

**It is the student's responsibility to ensure that his/her cell phone is on silent mode and kept in his/her backpack or locker during the school day, including headphones and earbuds.** As middle school students learn the responsibility of using electronic devices, it is critical that they realize they are NOT to be used in hallways, restrooms, locker rooms, or at lunch. So, all electronics should be placed in their backpack or locker upon arrival to school.

### **TELEPHONE**

Oak Ridge Middle School has a phone in the front foyer that may be used by students.

Parents may call the school (447-3410) and leave a message for students. Students WILL NOT be called to the office for a telephone call unless an emergency exists.

### **STUDENT ID/LANYARD**

Students will be issued a picture ID. Student IDs are needed every day to pay for lunches and to check out library materials. Wearing a student ID will help in assuring safety and identification in all school areas, on the buses, and in an emergency. Student IDs are always expected to be with each student, throughout the school day. If an ID is lost, it can be replaced at a cost of \$3.00.

### **STUDENT LAPTOPS**

District issued student laptops are the responsibility of the student. The student and their family will be held responsible to pay for any damage to the laptop and its parts, should it need to be fixed. Oak Ridge will follow Linn-Mar Board Policy on student issued devices.

### **CLOTHING**

Clothing which contains alcohol, cigarette/tobacco, and/or drug advertisements, illustrations, or wording, is not allowed at Oak Ridge Middle School. Sexually suggestive/revealing clothing or clothing which contains sexually suggestive statements, illustrations, or innuendoes, is also not allowed at Oak Ridge Middle School. All staff members have the right to question any clothing which causes a distraction or disruption to the learning environment. Students in violation of these expectations may be referred to administration for disciplinary action. (Board Policy 502.9)

## **PARENT INFORMATION**

### **FIRE DRILLS, STORM DRILLS and ALICE DRILLS**

\*Drills are practiced periodically throughout the school year.

\*Teachers will have the “exit” route posted near the door in their classrooms.

\*During an evacuation of any kind, students must move quickly and quietly to their assigned area.

### **DELIVERING ITEMS TO STUDENTS**

If you are dropping something off for a student at Oak Ridge Middle School, you will be asked to write your student’s name on a slip and attach it to the item. This request is applied to clothing, shoes, bags, books, etc. A note will be delivered to the student at the next WOW time to let them know to pick up their item.

### **VISITORS**

Parents are always welcome to visit Oak Ridge. Please report to the main office to receive a “Visitor’s Pass”. This pass should always be visible. Visitors may be asked to show photo identification.

**Oak Ridge Middle School does not accept student visitors.** Students from other schools who may be interested in attending Oak Ridge Middle School should contact the counselors’ secretary and be accompanied by a parent or guardian.

### **LOST AND FOUND ITEMS**

Students should inquire in the main office regarding items they have lost or misplaced.

### **TEACHER CHANGE/REQUEST (including withdrawal from performance music)**

If there is a parent concern regarding a teacher, please use the following procedure.

- Parents contact the teacher directly to discuss the concern.
- If preferred, parent may contact an administrator to discuss the concern.
- If a teacher change is necessary, administration will work through the change with the student and parent considering the following.
  - Time of year, class size, team placement, course selection, scheduling, etc.

### **COMMUNICATIONS**

We encourage open communication between parents and teachers. Typically, phone calls and in-person meetings are most effective. Teacher contact information (classroom phone and email) is available on the Linn-Mar website under Directory.

### **STUDENT-LED CONFERENCES**

Conferences are held in October and February. This will be an opportunity for students to share their progress with parents/guardians. If you wish to conference with a specific teacher, please contact that teacher directly.

### **HOMEWORK**

Homework should be an integral and relevant part of a student’s instructional program. It should be used consistently throughout the grades and classes. Parents, guardians, or legal custodians should be informed of this homework policy and regulations. Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning. For more information, see Board Policy 603.7.

### **COMPLAINTS AGAINST THE DISTRICT**

There are general steps that may be taken by parents, guardians, and the community members when they have concerns about public school districts or their governing boards.

The board of directors of a school district SHALL include or reference in the student handbook DE guidance published pursuant to section 56.9, subsection 63, for parents, guardians, and community members who have concerns about

school districts or their governing boards. (Iowa Code 279.66(2)). For more information use the following link:  
<https://educate.iowa.gov/pk-12/parent-guardian-community-concerns>

### **HUMAN GROWTH AND DEVELOPMENT INSTRUCTION**

Human Growth and Development is a unit taught in health class. If a parent/guardian would prefer their student not participate in that unit, they must submit a written request to the building principal.

## **HEALTH OFFICE**

### **EMERGENCY NUMBERS**

Emergency information should be completed in PowerSchool during e-Registration. Please be sure that emergency contacts are aware that you have given their number as an emergency phone number. If at any time during the school year this information changes, please update that information in PowerSchool.

### **ACCIDENTS AND ILLNESS AT SCHOOL**

Should an accident occur, or your child becomes ill, you will be notified at once. If an emergency exists and no one can be reached, the school personnel will contact the hospital or doctor as noted in PowerSchool.

Students are not to be sent to school when ill. In addition, students must be fever free for 24 hours before returning to school.

### **IMMUNIZATION**

The State of Iowa requires that all children be immunized before they may attend school. Your child's health records will be checked on the opening day of school. If he/she is not properly immunized, you will be notified of what steps to take to ensure that your child may remain in school.

### **MEDICATION IN SCHOOL**

Medications are not allowed to be carried by students during the school day. Any medication, whether prescription or non-prescription, must be kept and taken in the Nurse's office. Prescription medication and the medication permission form must be brought to the school by the parent/guardian during school hours. Medication must be in the labeled prescription container showing the name of the student, the name of the medication, dosage prescribed, frequency to be given, and the name of prescribing physician.

Non-prescription medication (Tylenol, Advil, cold medicine, etc.) and the medication permission form must be brought to the school by the parent/guardian during school hours. Non-prescription medication must be in the original container and labeled with the student's name.

School personnel cannot administer any medication during the school day unless the medication permission form is completed. This includes prescriptions and over the counter medications. These forms are available on the Linn-Mar website and in the health office.

If a doctor requires a student to carry medication with them (ex: inhaler, epi-pen, etc.), there must be a signed doctor's note in the nurse's office.

If a doctor has deemed a student should not participate in PE class due to a health-related reason, please send a note from the doctor explaining the nature of the limitation and recommended length of non-participation.

### **HEARING SCREENING**

Students who have a known history of ear problems or students new to the District will be tested by Grant Wood AEA. Parents who do not want their child's hearing tested will need to indicate that request in writing to the school.

## **VOLUNTEER OPPORTUNITIES**

If you are interested in volunteering at Oak Ridge, please contact one of the following:

Morgan Yarker, Oak Ridge Volunteer Coordinator, [orvolunteers@linnmar.k12.ia.us](mailto:orvolunteers@linnmar.k12.ia.us)

Mike Moran, Oak Ridge Middle School Associate Principal, 447-3407, [michael.moran@linnmar.k12.ia.us](mailto:michael.moran@linnmar.k12.ia.us)

## **SCHOOL DINING SYSTEM**

**ARE YOUR CHILDREN REGISTERED?** The Food Service Department uses an Internet-based system called SDS (School Dining System) to track family meal accounts. One of the highlights of the program is the ability for parents to access their family's meal accounts via the Internet. Family account history for purchases and deposits is easily accessible. Additionally, the program provides e-mail notifications when family's meal account balances are low.

**FOR PREVIOUS SCHOOL DINING SYSTEM USERS:** If you are already registered with SDS, your e-mail address has remained the same, and you received e-mail notices on all your children registered last year, you are ready to go for this school year. No additional information is needed. Keep in mind that if we do not have the correct e-mail address on the student's account, you will not receive electronic notification of low account balances. If your e-mail address has changed, or you'd like to add another e-mail address to an account, you may make those changes directly in your student's account yourself, using their username and password from the SDS web site.

**NUTRITIONAL INFORMATION:** If you are interested in finding out any specific nutritional information about our school meals, please contact the food service office. We will be happy to help with any special needs or concerns. Please call Stacy Fish at 447-3302 if you have questions regarding the food service program at Linn-Mar. Your comments and suggestions are welcome.

## **TRANSPORTATION**

### **BUS RULES**

1. Be in the seat, use quiet voice, and respect other people's space.
2. No fighting, shouting, arguing, pushing, tripping, or mischief.
3. Keep aisles clear. Put belongings under the seat, or on your lap.
4. Face forward, keep your feet on the floor, and your hands to yourself while the bus is in motion.
5. No changing seats while in motion, or at a stop other than yours.
6. Never throw anything inside the bus or out the windows.
7. Keep all body parts inside the bus at all times.
8. Unacceptable or rude language will not be tolerated at all.
9. Never touch emergency doors or windows on the bus.
10. No eating, drinking, tobacco, matches, butane lighters, laser lights, or using cell phones.

### **BUS DISCIPLINE**

1. **WARNING ONLY** - Depending on the seriousness of the incident, a copy of the ticket will be handed to the student, and one copy will be mailed to the home.
2. **1 - 3 DAY RIDING SUSPENSION** - Depending on the seriousness of the incident:
  - a. Copies will be given to both student and parents.
  - b. Conference set up is necessary to discuss incident.
3. **1 WEEK MINIMUM SUSPENSION** - Depending on the seriousness of the incident:
  - a. Copies will be given to both student and parents.
  - b. Conference setup. Future riding privileges considered.

**ANY OPTION CAN BE APPLIED DEPENDING ON THE SERIOUSNESS OF THE INCIDENT**

Any student wishing to ride a different bus other than their assigned bus must call the Transportation Office. Approval by the Director of Transportation is required. Students/parents who have not received approval from the Transportation Office will not be allowed to ride a different bus that day.

Brian Cruise (Manager)	447-3031
Brent Wilfong (Dispatcher)	447-3034
Wendy Toll (Secretary)	447-3048

## **STUDENT BEHAVIOR**

### **502.15 - Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence**

#### **INTRODUCTION**

The 2023 Iowa Acts, Chapter 96 (House File 604), signed by Governor Reynolds on May 26, 2023, requires the Iowa Department of Education to develop and distribute a model policy for school districts and charter schools that, if adopted, satisfies a school district's or charter school's responsibilities under Iowa Code 279.79 established by the Act. These model policies are intended to support a school district and charter school in meeting the requirements of new Iowa Code section 279.79 and in developing policies for different grade levels that describe how a school district or charter school may discipline a student for making a threat of violence or causing an incident of violence that results in injury or property damage or assault.

Districts are required to:

- Publish the district policy on the district website (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).
- Provide each parent or guardian with a copy of the policy and require the parent or guardian acknowledge receipt of the policy in writing or electronically (2023 Iowa Acts, Chapter 96 [House File 604], section 8).

#### **DISCIPLINE POLICY**

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 3).

### **DISTRICT RESPONSE TO A THREAT OR INCIDENT OF VIOLENCE BY A STUDENT**

#### **REPORTING A THREAT OF VIOLENCE OR INCIDENT OF VIOLENCE**

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, Chapter 96 [House File 604], section. 4).

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the

situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, Chapter 96 [House File 604], section 7, new section 279.79, subsection 5).

### **THREAT OF VIOLENCE**

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### **INCIDENT OF VIOLENCE**

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### **INJURY**

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

### **PROPERTY DAMAGE**

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code Section 4.1(21)).

### **ASSAULT**

Assault means when, without justification, a student does any of the following: an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity and does not create an unreasonable risk of serious injury or breach of the peace (following Iowa Code Section 708.1).

### **ESCALATING RESPONSES BY GRADE BAND**

[Click here to view the escalating responses by grade band](#)

### **DEFINITIONS** *(Consistent with the Iowa Department of Education's Data Dictionary 2022-23)*

**DETENTION** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

**EXPULSION** means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

**IN-SCHOOL SUSPENSION** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

**OUT-OF-SCHOOL SUSPENSION** means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is

provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

**PLACEMENT IN AN ALTERNATIVE LEARNING ENVIRONMENT** means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

**REMOVAL FROM THE CLASSROOM** means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

The policy can be located here - [502.15 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence](#)

All students are expected to behave in a positive way. Students are responsible for observing the rights of others, maintaining a positive school image, and staying informed of and adhering to school expectations. Each student will be expected to follow the PBIS/Employability standards: Respect, Responsibility, and Integrity. Any violation of these standards may result in disciplinary action including suspension, expulsion, and referral to law enforcement agencies, etc. (Board Policy 502, Student Conduct)

### **BUILDING EXPECTATIONS**

Students will be respectful, responsible and will act with integrity.

	Respect	Responsibility	Integrity
Hallways/Transitions	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (level 2-3)</li> <li>● Use kind words</li> <li>● Follow adult directions the first time</li> <li>● Keep hands and feet to self</li> <li>● Interact with others appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Get materials needed</li> <li>● Pay attention to where you are walking and standing</li> <li>● Pick up after yourself</li> <li>● Lock up personal belongings (including instruments)</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Pod/Commons	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 2-3)</li> <li>● Use kind words</li> <li>● Follow adult directions the first time</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Get materials needed</li> <li>● Pay attention to where you are walking and standing</li> <li>● Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Cafeteria (during meals)	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 2-3)</li> <li>● Use kind words</li> <li>● Follow adult directions the first time</li> <li>● Place materials where they belong</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Pick up after yourself</li> <li>● Return tray/utensils in correct spot</li> <li>● Pay for your items</li> <li>● Stay seated until you are dismissed</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>

Restrooms	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 2-3)</li> <li>● Honor privacy</li> <li>● Use bathroom equipment as needed</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Use/Flush/Wash hands/Leave</li> <li>● Have a pass</li> <li>● Find an adult to report any issues</li> <li>● Keep restroom clean (throw away paper towels)</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Locker Rooms	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 2-3)</li> <li>● Honor privacy</li> <li>● Use locker room property as intended</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Lock up personal belongings</li> <li>● Pick up personal belongings</li> <li>● Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Bus	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 2-3)</li> <li>● Use kind words</li> <li>● Follow adult directions the first time</li> <li>● Keep hands and feet to self</li> <li>● Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>● Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Assemblies/Events/Drills	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 0-4, depending on activity)</li> <li>● Be an active listener</li> <li>● Keep hands and feet to self</li> <li>● Applaud/Cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Pick up after yourself</li> <li>● Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Show good sportsmanship</li> <li>● Lead by example</li> <li>● Act with personal honesty</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>● Use appropriate volume of voice (Level 0-3)</li> <li>● Be an active listener</li> <li>● Use kind words</li> <li>● Follow adult directions the first time</li> <li>● Use classroom materials, furniture, and equipment as intended</li> <li>● Cooperate with others</li> <li>● Help others</li> </ul>	<ul style="list-style-type: none"> <li>● Bring required materials</li> <li>● Be on time</li> <li>● Complete homework</li> <li>● Participate appropriately</li> <li>● Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Show good sportsmanship</li> <li>● Lead by example</li> <li>● Act with personal honesty</li> <li>● Act with academic honesty</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Respect guests</li> </ul>		
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### **STUDENT INTERNET ACTIVITY**

Student internet activities will be monitored by the district to make sure they are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. Other prohibited behaviors will also be monitored, such as cyber bullying and cheating. The district uses technology protection measures to protect students from inappropriate access and inappropriate behavior.

Parents/Guardians will grant annual permission for their student to use the internet.

#### **Online Etiquette Reminders:**

- ❖ Respect all copyright and license agreements
- ❖ Cite all quotes, references, and sources
- ❖ Remain on the system only long enough to get needed information
- ❖ Others may be able to read or access emails, so private messages should not be sent
- ❖ Use of objectionable language is prohibited
- ❖ Restricted Materials, such as materials which are obscene, libelous, indecent, vulgar, profane or lewd should not be intentionally accessed or downloaded
- ❖ Students should NEVER download or install any unauthorized software

**If a student gains access to any services via the internet which have a cost, or if they incur any other type of cost due to physical damage, the student and their family will be responsible for the cost. (Reference Board Policies 603.12-R1; 603.12-R2; 603.12-E1)**

IOWA AEA ONLINE: Our Area Education Agency provides a paid subscription to several online resources that students can use at home and school free, if they have access to the Internet. Set your bookmark at <http://www.iowaaeaonline.org/>. User Name: oakr3715 Password: AEA 10.

### **PE INFORMATION**



#### **PHYSICAL EDUCATION**

It is required by Iowa law that students participate in physical education (PE) and health classes. The physical education program aims to give each student the opportunity to participate in physical activities that will result in a better overall student, including physically, mentally, and socially. If a student is to be excused from PE, and the absence will be 1 - 2 days, a note signed by a parent is required. If the absence is going to last 3 days or more, the student must bring in a note from a doctor, explaining the absence/excuse.

Students are required to wear uniforms in PE class which consists of a t-shirt (color coded by grade level) and a black pair of shorts/sweats/leggings, etc. Students must purchase the t-shirt through the school but must provide their own black shorts/sweats/leggings. If cost is a hardship, or if you have any questions, please contact the Oak Ridge Middle School office at 447-3410. Students should have warmer clothing in their PE locker for cooler days. (Example: sweatpants, sweatshirt, jacket, extra socks.)

PE lockers will be provided for student use. ONLY school locks are acceptable and will be issued during PE class.

If your son or daughter must use an inhaler during physical activity, please remind them that they must always have it in class with them.

Please understand that our activities are safe and very healthy, but as with any physical activity, there is always a risk of injury. Know that safety is our number one concern.



## **BAND, ORCHESTRA and VOCAL**

### **BAND and ORCHESTRA**

Band and Orchestra are open to students who are presently playing a band or orchestra instrument. Any student wanting to begin playing an instrument should talk with a director for further information. Rehearsals are held during the school day.

The expectation is that the student remains in the performance music class for the entire year.

### **VOCAL**

Vocal music is open to any student interested in singing in an ensemble. Rehearsals are held during the school day.

The expectation is that the student remains in the performance music class for the entire year.

Participation in extra-curricular vocal experiences is permitted only for those students who are in the vocal music class. Ovation (show choir), Opus and Honor Choir are examples of activities for which vocal students may choose to audition.

## **MIDDLE SCHOOL SPORTS**



### **ATHLETIC SEASONS**

Students planning to go out for any type of athletics during the school year MUST sign up through "Bound" at: <https://manager.gobound.com/registration/ia/ormslm/family?vbreg=True>. You MUST have a physical examination prior to participating in any sport. The physical examination form must be completed by a doctor. This physical is good for one

year from the date of the examination. The examination must be dated no earlier than one year plus 30 days prior to the end of the sport season in which the student is a participant.

Approximate dates for 7<sup>th</sup> and 8<sup>th</sup> grade Middle School sports seasons to begin are:

#### [Sports Calendar 2025-2026](#)

AUGUST – Football, Soccer (girls), Volleyball, Tennis (boys), Cross Country (girls and boys)

OCTOBER – Swimming (girls), Basketball (boys)

DECEMBER – Swimming (boys), Basketball (girls)

JANUARY – Wrestling

MARCH – Track & Field (girls and boys), Tennis (girls), Soccer (boys)

### **HOME SPORTS COMPETITIONS**

The purpose of events is to give teams an opportunity to practice and demonstrate the skills of the sport. We have the following expectations of student spectators:

1. Students are expected to be in the gym/pool area when the game/meet is in progress. A concession stand, when open, is available before, during and between games/meets.
2. Students are expected to remain on the bleachers. Locker rooms are not available to anyone, except teams, after school.
3. Students are expected to behave in a manner to NOT detract from the game or meet.
4. Students are expected to follow school rules and guidelines, including building expectations of: Respect, Responsibility, and Integrity.
5. If asked to leave due to inappropriate behavior, students are expected to leave the school property.

### **CO-CURRICULAR ACTIVITIES**

Students planning to go out for any type of co-curricular activity during the school year must also sign up through “Bound” at: <https://www.gobound.com/ia/schools/ormslm/calendar?v=month&date=2023-09-08>. This includes students who would like to be “managers” of a team sport. The physical examination form must be completed by a doctor. This physical is good for one year from the date of the examination. The examination must be dated no earlier than one year plus 30 days prior to the end of the sport season in which the student is a participant.

### **ADMINISTRATIVE REGULATIONS REGARDING CO-CURRICULAR CONDUCT POLICY (Code 502.6R)**

A student who participated in co-curricular activities involving public performance is prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol, or other drugs at any time (year-round) during his/her middle or high school career. The administration will suspend a student from participating in co-curricular activities if they find, by substantial evidence, at school or at a school event (either home or away), any of the above mentioned. Suspensions may also result from either legal determinations or by self-admittance. Investigation of possible infraction will involve parent notification.

During the student’s middle school career:

1<sup>st</sup> Offense:

Tobacco, Alcohol and Other Drugs – Suspended from at least 20% of public performances, with carry-over to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling.) Must continue to practice.

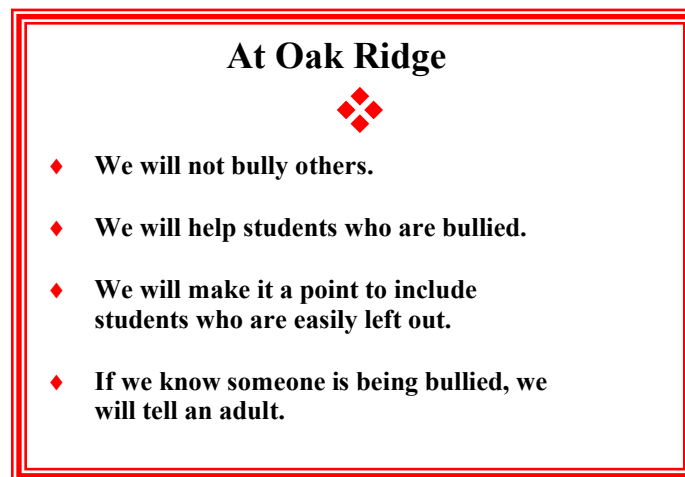
**2<sup>nd</sup> Offense:**

Tobacco, Alcohol and Other Drugs – suspended from at least 50% of public performances with carry-over to next activity. Counseling required prior to reinstatement. Must continue to practice.

**3<sup>rd</sup> Offense:**

Permanent suspension from co-curricular activities. Counseling available for all fourth offenses.

Established school/team/group rules may also apply to violation. If a violation occurs before the suspension for a previous violation has been served, the suspensions shall be added together and served concurrently. An admission from the student is not required prior to disciplining a student.



**Character Strong**  
[www.characterstrong.com](http://www.characterstrong.com)

**Overview**

Character Strong is an evidence-based, multi-tiered solution to support whole child success.

The aim of education is to help young people be successful in their lives. Success can include metrics like academic growth, college & career readiness, and overall life satisfaction. In the pursuit of achieving these goals, there are 3 outcomes that serve as the foundation upon which student success is built:

- A sense of belonging
- Improved well-being
- Increased engagement

At Oak Ridge Middle School, we utilize Tier 1, Tier 2, and Tier 3 supports from Character Strong.

**Definition of Bullying**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself / herself.

