

Oak Ridge Middle School



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

Student and Parent Handbook 2024-2025

Principal
Mr. Travis Axeen

Associate Principal
Mr. Michael Moran

Dean of Students, Athletic & Activities Director
Mr. Jordan Young

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 Administration

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 10th 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
Phone Numbers	
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 (8 th Grade) Kate March	447-3440
School Counselor (7 th Grade) Jacob Young	447-3337
Student Assistance Specialist – Brooke Mullin	447-????
Health Office – Barb Lorenz	447-3415
Nurse – K'Dean Dunnwald	447-3416
Fax Number	447-3222



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 contact you to verify the reason for the absence.

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:

1st late arrival – no consequence

2nd late arrival - no consequence

3rd 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.

TRUANCY

Truancy is the act of being absent without a reasonable excuse. Students are subject to disciplinary action, including suspension and expulsion. The building principal or designee shall investigate the cause for said truancy and may refer the matter to the county attorney. (Board Policy 501.12)

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:

1st tardy to class: Conversation with student, document

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

3rd 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.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices, including cell phones, headphones, ear buds, tablets, and gaming systems are NOT allowed to be used in the school building, during the school day. It is the student's responsibility to ensure that his/her cell phone is on silent and kept in his/her backpack during the school day, including headphones and earbuds. As middle school students learn the responsibility of using electronic devices, it is critical that students realize they are NOT to be used in hallways, restrooms, locker rooms, classrooms, or at lunch.

Cell phones and other communication devices that are disruptive to the learning environment or used inappropriately will be confiscated and may be retrieved from the teacher at the end of class or from the main office at the end of the day.

1st offense – incident is documented, and warning given to student.

2nd offense – phone is confiscated and may be retrieved from teacher at the end of class + Minor Documentation + parent contact.

3rd offense – phone is confiscated and may be retrieved from the office at the end of the day + parent meeting, and possible privileges revoked.

Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones or electronic devices. Oak Ridge Middle School does not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

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 and an Oak Ridge lanyard. Student IDs are needed every day to pay for lunches and to check out library materials. Also, wearing a student ID will help in assuring safety and identification in all school areas, on the buses, and in an emergency. Student IDs/lanyards are always expected to be worn, 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)

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.

PARENT INFORMATION

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) are available on the Linn-Mar website under Directory.

STUDENT-LED CONFERENCES

Conferences are held in October and March. 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.

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.

VOLUNTEER OPPORTUNITIES

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

Oak Ridge Volunteer Coordinator, orvolunteers@linnmar.k12.ia.us

Bird Gengler, Oak Ridge Volunteer Coordinator, orvolunteers@linnmar.k12.ia.us

Mike Moran, Oak Ridge Middle School Associate Principal, 447-3407, 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

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.

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.

STUDENT BEHAVIOR

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	● Use appropriate volume of voice (level 2-3) ● Use kind words ● Follow adult directions the first time ● Keep hands and feet to self ● Interact with others appropriately	● Get materials needed ● Pay attention to where you are walking and standing ● Pick up after yourself ● Lock up personal belongings (including instruments)	● Lead by example ● Act with personal honesty
Pod/Commons	● Use appropriate volume of voice (Level 2-3) ● Use kind words ● Follow adult directions the first time ● Keep hands and feet to self	● Get materials needed ● Pay attention to where you are walking and standing ● Pick up after yourself	● Lead by example ● Act with personal honesty
Cafeteria (during meals)	● Use appropriate volume of voice (Level 2-3) ● Use kind words ● Follow adult directions the first time ● Place materials where they belong	● Pick up after yourself ● Return tray/utensils in correct spot ● Pay for your items ● Stay seated until you are dismissed	● Lead by example ● Act with personal honesty

	Keep hands and feet to self		
Restrooms	- Use appropriate volume of voice (Level 2-3) - Honor privacy - Use bathroom equipment as needed - Keep hands and feet to self	- Use/Flush/Wash hands/Leave - Have a pass - Find an adult to report any issues - Keep restroom clean (throw away paper towels)	- Lead by example - Act with personal honesty
Locker Rooms	- Use appropriate volume of voice (Level 2-3) - Honor privacy - Use locker room property as intended - Keep hands and feet to self	- Lock up personal belongings - Pick up personal belongings - Pick up after yourself	- Lead by example - Act with personal honesty
Bus	- Use appropriate volume of voice (Level 2-3) - Use kind words - Follow adult directions the first time - Keep hands and feet to self - Stay seated	Pick up after yourself	- Lead by example - Act with personal honesty
Assemblies/Events/Drills	- Use appropriate volume of voice (Level 0-4, depending on activity) - Be an active listener - Keep hands and feet to self - Applaud/Cheer appropriately	- Pick up after yourself - Participate appropriately	- Show good sportsmanship - Lead by example - Act with personal honesty
Classroom	- Use appropriate volume of voice (Level 0-3) - Be an active listener - Use kind words - Follow adult directions the first time - Use classroom materials, furniture, and equipment as intended	- Bring required materials - Be on time - Complete homework - Participate appropriately - Pick up after yourself	- Show good sportsmanship - Lead by example - Act with personal honesty - Act with academic honesty

	• Cooperate with others • Help others • Keep hands and feet to self • Respect guests		
--	---	--	--

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: oak3715 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 perm

itted 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 7th and 8th grade Middle School sports seasons to begin are:

[Oak Ridge Sports Calendar](#)

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:

1st 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.

2nd 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.

3rd 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.

At Oak Ridge



- ♦ We will not bully others.
- ♦ We will help students who are bullied.
- ♦ We will make it a point to include students who are easily left out.
- ♦ If we know someone is being bullied, we will tell an adult.

Character Strong

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.

