

Student Handbook 2023-2024



DREXLER MIDDLE SCHOOL
Student Handbook 2023-2024
Farley, Iowa
(563)744-3371
www.wdbqschools.org

Welcome to Drexler Middle School! The purpose of this handbook is to provide information to assist you in understanding the policies and procedures of our school.

General Expectations

Consequences for not meeting the expectations will be enforced through the guidelines established by PBIS.

1. Tobacco, alcohol, and drugs are not allowed at school or any school-related activity.
2. Inappropriate language will not be tolerated.
3. Harassment of any kind is prohibited in the Western Dubuque Community School District, see Harassment Policy below.
4. Book bags, supplies, and coats can be kept in the locker or designated area, during the school day.
5. Cheating on tests/assignments will result in a parent phone call. Consequences will be determined by the teacher and administration.
6. Keep negative comments, hands, feet, and body to self.
7. Any student who skips class will be expected to make up the time. Parent will be notified.
8. Please check in office for lost/found items.
9. Student visitors must be pre-approved by the office.
10. Elevator may only be used with direct Permission from school staff.

School Hours

Classes begin at 8:00 A.M. First shift bus dismissal is at 3:06 P.M.; all other students are dismissed at 3:14 P.M. Students should NOT arrive or enter the school before 7:45 A.M. Students arriving prior to 7:45 A.M. will wait in the designated area before reporting to a classroom or to their locker. Exception: Student may enter for breakfast at 7:30.

Attendance

Regular school attendance is important for student achievement.

Step 1: Parents/guardians of students with 4 absences per trimester will be contacted via phone or email.

Step 2: At 7 absences, a letter will be sent home to parents/guardians by principal or assistant principal.

Step 3: Continued excessive absenteeism may result in reports to the superintendent, juvenile court liaison, and/or the county attorney.

Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator/counselor.

Illness

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <101 degrees), without the aid of fever reducing medications, before returning to school. Parents will be notified, and students sent home with any of the following: fever over 101°, vomiting, diarrhea, body rash of unknown origin, untreated impetigo or untreated ringworm. Please report all communicable diseases to the school nurse. Following directives issued by the State Department of Health, she will advise you on when your child may return to school.

Leaving Early

Students are encouraged to attend school the entire school day. If a student needs to leave early, he or she should bring a note to his/her teacher (or office staff) stating the time and reason. Parents must sign the child out in the office. When leaving early, students are expected to check with teachers for any work to be completed that will be missed. Students need to report to the nurse's office when feeling sick.

Tardiness

Students are expected to be inside the classroom at the designated class start time. A student kept after by a teacher should get a pass from that teacher before leaving that classroom. Tardiness will be recorded.

Step 1: After 3 tardies to a class per trimester a home contact will be made by the teacher, and minor incident report will be filed.

Step 2: After 5 tardies to a class per trimester a major incident report will be filed and teacher will contact home.

Step 3: After 7+ tardies to a class per trimester consequences will be determined by the administration.

Lunch Period

There is no place students reveal their manners more conspicuously than in the cafeteria. We expect all students to use the cafeteria as a place for socially appropriate behavior. Students must stay in designated area(s). Students may be assigned a different location and/or seat, other than the lunchroom/recess area for their lunch/recess.

Electronic Devices Protocol

The school cannot guarantee the security of electronic devices at school.

All students are not to have electronic devices during the academic school day (first bell – last bell).

Phones will be allowed during lunch/recess.

When a student is using an electronic device at an inappropriate time or is instructed to not be using the electronic device, staff members will use the following:

First offense – item taken – student may pick up in the office at the end of the day

Second offense – parent notified to pick up.

Third offense – parent notified to pick up and further consequences will be determined by administration.

Fourth offense – parent notified to pick-up; students will either leave device at home or check in to the office at the beginning of each day.

Students should not be making phone calls during the school day via their own device unless given permission by a staff member.

Video Surveillance

Drexler believes in the safety and security of all individuals in the school. For this reason, surveillance cameras have been installed and record movement in and out of hallways and other areas. Video surveillance will be reviewed by school officials and possibly law enforcement as the need arises.

Lockers

Each 6-8 student is assigned a locker in school. Students are expected to keep lockers neat and organized so quick transitions may take place. Valuables should not be left in lockers and combinations should not be shared. Hats, coats and book bags are to be kept in lockers during the school day. Drexler personnel reserve the right to search any or all lockers at any time without the student's knowledge and/or presence. For security reasons, lockers may be used by the assigned student **only**; change in assignments may only be made upon administrative approval.

Apparel

ANY CLOTHING DEEMED DISRUPTIVE TO THE EDUCATIONAL PROCESS BY TEACHERS OR THE ADMINISTRATION IS PROHIBITED.

The School Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The School Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying

Drexler Activities

offensive/obscene material, profanity, gang symbols, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

The following items will NOT be considered appropriate attire for students in grades 7-12 for students in the Western Dubuque Community School District.

1. Clothing attire, including headwear, must be worn in an appropriate manner, which is not disruptive to others learning and person identification is possible.
2. Clothing that exposes undergarments or undergarment area.
3. Bottoms must reach the thigh at all times
4. Apparel that advertises or promotes alcohol, tobacco, or illicit drugs, or that displays obscene/prejudicial material, profanity, sexual innuendos.
5. Chains hanging from clothing longer than 3 inches.
6. Footwear needs to be worn at all times. Athletic footwear is required for all physical education classes.

RATIONALE: A student dress code is an important characteristic toward establishing an academic environment. As a parent you need to know this policy. Not only will this impact the clothes you purchase for your child, but it will also provide more guidance to students and parents about what constitutes appropriate attire for school.

Students will be expected to abide by these expectations. A student whose attire is deemed to be inappropriate will be required to either cover the clothing, change the clothing, or call home to have a parent bring appropriate clothing to school.

While the primary responsibility for appearance rests with the students and with their parents, the administration will reserve the right to make the final decision concerning appropriateness of school clothing/jewelry/hair.

It is a privilege and an honor for any student to represent Drexler in competitive, performance, and leadership roles. Drexler offers numerous opportunities for students to become involved in school activities with a wide range of teams, organizations, and positions. Our school has a strong tradition of pride and sportsmanship, and we dedicate ourselves to these ideals by “empowering adolescents to achieve their personal best” through hard work, citizenship, and positive attitudes. Drexler students and staff believe that responsibility, respect, honor, and acceptance of others characterize what it means to be a Bobcat.

Student Participation Policy for Activities

Students at Drexler who become involved in our activity program share in the responsibility of being at practice when it is scheduled. Thus, to be fair to all students, the following rules will apply to all activities unless a separate policy is developed by the sponsor and approved by the activity director prior to the start of the activity.

1. Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the activities director or principal for the student to be absent.
2. Excused absences (i.e. doctor, dental appointments, family emergencies, etc.) should be discussed with your coach or sponsor BEFORE the absence whenever possible.
- 3 The **FIRST UNEXCUSED ABSENCE** from a practice, performance, or competition will result in a conversation between student and coach/sponsor. Missing part of the next game, meet, or performance will be determined by coach/sponsor.
4. The **SECOND UNEXCUSED ABSENCE** from a practice, performance, or competition will result in the student being withheld from the next scheduled game, meet, or performance.
- 5 The **THIRD UNEXCUSED ABSENCE** from a practice, performance, or competition will result in dismissal of the student from the activity.

There is also the possibility of students missing a performance or game. If UNEXCUSED, the student must:

1. Contact the coach or sponsor and discuss the problems and confusion caused by their absence. They will also be withheld from the next scheduled meet, game, or performance.
2. Any further unexcused absence from practice will result in their dismissal from the activity.

Cross Country Concerts
 Wrestling
 Boys/Girls Basketball
 Boys/Girls Track
 Quiz Bowl
 Drama (*play/musical*)
 Geography Bee
 Spelling Bee
 Math Competitions
 Bobcat Allies
 Green Team
 TAG Events
 Other activities as determined by administration

Grading Scale

A	4.0	100 - 93
A-	3.67	92 - 90
B+	3.33	89 - 87
B	3.0	86 - 83
B-	2.67	82 - 80
C+	2.33	79 - 77
C	2.0	76 - 73
C-	1.67	72 - 70
D+	1.33	69 - 67
D	1.00	66 - 63
D-	0.67	62 - 60
F	0.00	59 - 0

Students WILL be allowed to participate in the following activities to improve their grade:

1. Attend after school homework help from 3:20-5:15 p.m., (T & Th).
2. Attend in-school study session(s)

Students with failing grades at the end of the school year will be encouraged to attend summer school sessions (if offered) to be determined at a later date.

Academic Eligibility Policy

Academic eligibility for a student at Drexler Middle School participating in extra-curricular/co-curricular activities* will be based on the student's grades. The student must be passing (*60% and above*) each class at the time of grades being posted. Grades will be posted every 2 weeks beginning at the 4 ½ week mark of the term. Students with a failing grade become academically ineligible for the next 2 week period to participate in extra-curricular/co-curricular activities (students may practice, but may not compete). The ineligibility begins on the Monday after grades are due in the office to allow for parental notification and grade accuracy checks. Students desiring to reduce ineligible time from 2 weeks to 1 week, may request a grade review by the Principal or Assistant Principal. Students remain ineligible for 1 week; however, if passing all classes, the student may return to competition the following week. Coaches/ sponsors will be notified via email or personal contact.

Ineligible students are expected to attend practices and home games/performances. Ineligible students are not allowed to ride the bus to away games/performances. Ineligible students will not dress in uniform at home games/performances.

Athletic Code of Conduct

Students participating in Drexler extra-curricular activities will abide by the WDHS good conduct **Policy 503.4.**

Any junior high, middle school or high school student whose habits and/or conduct both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.

- | | |
|--------------------|-------------------|
| * Extra-Curricular | * Co-Curricular |
| Football | Band Extravaganza |
| Volleyball | Solo Ensemble |

Good Conduct Rule Application

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- * possession, use, or purchase of tobacco products, or look-a-like products/devices including vapes and electronic nicotine delivery systems, regardless of the student's age
- * possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use")
- * Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment
- * possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- * engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

If a student receives a good conduct violation, they will miss the following games.

Sport	1st Offense	2nd Offense
Cross Country (7)	2	4
Volleyball (9)	2	5
Football (6)	1	3
Wrestling (9)	2	5
Basketball (12)	3	6
Track (7)	2	4

*Suspensions from a second offense are in addition to suspensions from a first offense.

3rd Offense: suspension from all activities for a full calendar year.

Along with the suspension students will perform 8 hours of community service.

Multiplier of 2 hours community service for games not served. Example: basketball only serve 1 game because end of season the 2 games not missed would be turned into 4 hours community

service. This is to end the code of conduct promptly, so it doesn't carry over to next season.

Events not listed (quiz bowl, show choir, etc.) a percentage of approximately 25% first offense (or a minimum of 1 event) and 50% second offense.

Eligibility and duration of services will run 1 year and reset at the start of the next school year. (Unless not served from previous year)

The student would become eligible upon completion of missed public performances and school/community service. Students will receive an educational component through the school/Resiliency Room. Failure to do this will result in continuing the ineligibility until served.

Eligibility and duration of services will run 1 year and reset at the start of the next school year. (Unless not served from previous year)

Students must start and end the season in good standing. They cannot go out for basketball, serve their 3 game suspension, and then quit. They cannot join a sport after the season has started and serve their code of conduct.

Student must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.

Students may attend home games with their team. They will not travel with the team for away games. (Similar circumstances will exist with non-athletic activities)

Activity Bus

The school district does charge to ride the activity bus. Please refer to the WDCSD activity bus fee schedule for the fee amount. The activity bus is for students who are staying after school to participate in an activity such as athletics, quiz bowl, homework room, band, etc.

The activity bus will leave Drexler each day at 5:25 and will drop off students in towns only. Students must be in a school sponsored supervised

activity and all riders must have an activity bus pass to ride the activity bus.

Bus #1 Farley, Worthington, Dyersville (One Stop, Social Center, 2nd Avenue & 2nd Street), New Vienna, Luxemburg, & Petersburg.

Bus #2 Epworth, Peosta Casey's (Peosta), Burds Acres, Thunder Hills Club House, Centralia fire station, Bankston, Holy Cross, Rickardsville, & Balltown.

Busses returning from a game or after school activity will drop students off in towns along Highway 20.

Students can be removed from the activity bus for disciplinary reasons.

School Permits

Drexler administration will not sign any school permits, and students are not allowed to drive to Drexler or park at Drexler with a school permit. Western Dubuque High School will only sign and 8th grade school permit if they are on a baseball or softball roster and only then are they allowed to use the permit to drive to practice.

Bus Video Cameras

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and the District Administrator shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. School administrators may authorize pupil services personnel to view segments of a specific tape if viewing the videotape is beneficial to their role in assisting the student.

Bus Discipline Referral Procedures

The Mission of the WDCSD Student Transportation Department is to provide each

student with quality, safe and efficient transportation services with a positive attitude.

Safety is the priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students contingent upon the exhibition of proper behavior, therefore, the WDCSD has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs or requirements.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply there as well as in line up at school.

These bus rules have been established for all students to follow to insure a safe ride for all.

1. Respect the bus driver, other students, property and themselves.
2. Obey the bus driver's instructions/directions the first time given.
3. Keep hands and feet off other people and their property.
4. Sit while the bus is in motion.
5. Speak only to those around them in conversational (inside) voices using respectful words.
6. Communicate any problems or conflicts with the bus driver.

To ensure the safety of all students, the following guidelines have been established to respond to students that interfere with the safety of others on WDCSD provided transportation.

LEVEL 1

- Failure to follow driver's directions
- Standing, not facing forward, while bus is moving
- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay (ie. Playing corners, throwing snow, chanting loudly)
- Food or drink on bus outside of driver & state standards
- Other forms of misbehavior that, in the view of the bus driver, create a safety concern.

Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus before a write is issued.

First Offense: Written warning and up to 3-day bus suspension

Second Offense: Written warning and up to 5-day bus suspension

Third Offense: Considered Level 2

LEVEL 2

- Threatening comments
- Disrespecting others
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Use of obscene or profane actions / language
- Extending any body parts out of the window while bus is moving
- Throwing or shooting objects
- Vandalism of school or student property
- Inappropriate use of electronic devices

Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus

First Offense: Written warning and up to five (5) day bus suspension

Second Offense: Written warning and up to thirty (30) day bus suspension

Third Offense: Considered Level 3

LEVEL 3

- Possession of tobacco (including e-cigs), alcohol or illegal drugs

- Possession of a weapon (including look a likes & toys), ammunition, or fire
- Assault, violence toward bus driver or student(s)
- Confirmed case of bullying
- Flagrant disregard for safety

Consequences:

Driver will contact parent & transportation supervisor to alert them of continued issue on bus

First Offense: Minimum thirty (30) day bus suspension up to suspension of bus riding privilege for the remainder of the school year and referral to school office for additional disciplinary action.

This information serves as notice to parents that safety is of the highest priority of WDCSD Transportation Department. These steps are in place to respond to behaviors that create a hazard to safe transportation.

Parents are urged to review this information with their children, establish their own expectations for safe behavior while on school provided transportation, and ensure that students are aware of the WDCSD expectations for student behavior as stated above.

Transportation Miscellaneous

Students will not be issued bus passes to ride another route due to safety and security concerns.

A student causing damage to the bus, will be held financially responsible.

When a student's transportation privileges have been suspended or revoked, the family is responsible for finding alternative means of transportation to school. Students who do not find other means of transportation and do not attend school will be considered truant.

When a student's academic privileges have been suspended through suspension or expulsion, the student's transportation privileges are also suspended.

A severe behavior such as, but not limited to injury to a fellow student, breaking the law, or gross disrespect and defiance of the driver may result in a suspension of services, revocation of services, or a police referral on a first or second referral.

Weapons

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption of the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects.

Weapons and other dangerous objects shall be taken from students and others who bring them into the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

Medication Policy

Over-the-counter medications will be available and administered as needed for students in PreK-

12 grades based on student self-assessment. Students who request over-the-counter medication must have written approval from their parent or guardian on file with the school nurse before the student can receive the non-prescribed medication. Annual written parent/guardian approval is required. Parent/guardian contact will be made by the person administering the medication prior to administration, to confirm dosage for students in 6th grade.

Harassment Policy

Harassment (of any kind) will not be tolerated in the school district by the School Board in matters over which it has jurisdiction. It shall be a violation of this policy for students to harass other students or staff through conduct of a sexual nature or conduct designed to reduce the dignity of that individual because of the individual's race, color, creed, religion, national origin, gender, age, disability or marital status.

Students shall follow these procedures when reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

Tell a teacher, counselor or principal.

Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor or principal.

Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor or principal you contacted.

Step 3: If the behavior is repeated, go to a higher authority (i.e. Building Principal, Central Office Administrators). The administrator may discipline any student who is found to be guilty of harassing another person. Such disciplinary measures could include an assignment of detention, suspension or eventually a recommendation for expulsion.

Please see Board Policy 104.

Multicultural Non-Sexist Policy

It shall be the policy of the Drexler Middle/Intermediate School to provide a school climate that demonstrates respect for all people that utilizes curriculum and includes instructional material which represents the contributions of all people, and eliminates stereotypes and biases of gender, race, color, age, national origin, religion, and disability.

Detention Policy

A detention will be used as a means of reflecting and/or correcting unacceptable behaviors in all areas of the school. This includes classroom, hallways, restrooms, lunchroom, assemblies, bus, and bus lines. Intervention will be decided as determined by the administration. Staff will need to contact the principal and/or assistant principal and discuss situations regarding homework or behaviors. They will determine if intervention is necessary and parent/guardian contact will be made and documented. Detention may be served during the school day.

Guidelines for Detention:

1. Quiet work environment
2. Students will remain in the room for the duration of the session
3. If nothing to do, students are to bring a book to read or the supervisor will provide reading material
4. If a student is noncompliant during detention time, they will be assigned another detention

Resiliency Room

The resiliency room is a process that helps reteach expectations, reflect on behavior, and restore relationships. A student may be assigned to the resiliency room at the administrator's discretion. Students will work with a staff member on these materials, as well as their schoolwork for the day. The process typically takes 1 school day (7 periods) but could be extended in the event of a student not completing the work assigned.

Homework Room

The Homework Room is to be used to support completion of classroom work and staying caught up with classroom expectations. Students may attend after school (two days per week) from 3:15-5:15 pm as needed. A homework room staff member will be available to help with homework completion. This is not individual tutoring. Parents and students may request homeroom room. Please reach out to one of your teachers.

Bobcat Citizen of the Month

Each month, teachers at each grade level will choose students who best demonstrate R.O.A.R. traits. Teachers will select a female AND a male student during Team Meetings with the results given to the School Counselors.

A student should only receive this honor once per school year. The student's photo will be taken and a short autobiography will be filled out by the students. This information will be included on posters that will be displayed outside the guidance office as well as the new gym.

The students' photos will be publicly displayed and published in the Dyersville Commercial & the monthly newsletter. When the next month's student is chosen, the previous month's students will continue to be displayed.

The Bobcat Citizens selected during the 8th grade year will be the students who will be eligible to receive the "8th Grade Citizenship Award" that is presented at the end-of-the-year awards assembly.

All students nominated for the "Bobcat Citizen of the Month" will be recognized at the term awards assembly. Parents will receive an email recognizing that their child was nominated as a Bobcat Citizen.

Wall of Fame

Each month, teachers at each grade level will choose students who best demonstrate R.O.A.R. traits. On the front, teachers record student's name and circle the ROAR trait demonstrated. On the back, teachers explain how the student

demonstrated that ROAR trait and sign your name. At team meetings the results will be given to the Assistant Principal. The Assistant Principal will meet with individual students and recognize their positive ROAR trait. Recommendation for individual team to keep a running list of students who have gotten a brick in the past. Students will be recognized at assemblies.

Students who earn a major incident report (including a bus referral) may lose privileges that are allowed to other students during that term.

Examples may include:

Assemblies

Incentives

Field Trips

**If behavior improves and all parties agree, then the student may earn back the opportunity to attend these events.

Drexler Expectations

Restroom Expectations

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Keep restroom clean and neat * Respect the privacy of others * Single file * Hands to yourself 	<ul style="list-style-type: none"> * Go directly to and from the restroom * Flush * Use only when needed * “Go where you ask to go” * Electronics should not be used in the restroom 	<ul style="list-style-type: none"> * Greet others kindly 	<ul style="list-style-type: none"> * Use at appropriate time * Use proper hygiene * Pick up after yourself * Wash hands

Hallway Expectations

Respectful * **On Your Honor** * **Accepting** * **Responsible**

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Hands & Feet to self * Appropriate language and voices * Walk * Excuse yourself if you bump into someone 	<ul style="list-style-type: none"> * Only use your locker * Go directly where you are supposed to go. * Be on time 	<ul style="list-style-type: none"> * Greet others positively * Accept feedback from adults 	<ul style="list-style-type: none"> * Keep to right side of hallway * Keep supplies inside the locker * Report to class after the 7:55 AM bell

Lunchroom Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Talk with appropriate volume * Use manners (please, thank you, etc.) * Stand patiently and quietly in line * Stand behind the Stop sign until it's your turn * Wait quietly until dismissed * Demonstrate proper table manners (appropriate use of utensils, chew with mouth closed, don't talk with food in mouth) 	<ul style="list-style-type: none"> * Use appropriate language * Be patient 	<ul style="list-style-type: none"> * Clean your own spills, food, crumbs, garbage, etc. * Help keep the cafeteria clean * Take only the food that you will eat 	<ul style="list-style-type: none"> * Table Manners * Keep the cafeteria clean * Wipe down and sweep your area

Bus Line Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * stay behind the yellow line * treat bus drivers with respect * follow bus rules * listen to adult on bus duty * hands and feet to yourself * use respectful language and behavior 	<ul style="list-style-type: none"> * Report to your assigned shift 	<ul style="list-style-type: none"> * be accepting of all students (DMS, Seton, Elementary, etc.) 	<ul style="list-style-type: none"> * watch for cars * stay behind the yellow line * don't run between buses * when your bus arrives, get on the bus and be seated * stand only on the sidewalk

Bus Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Talk quietly * Respect authority * Hands & feet to self * Respect the bus driver * Treat the bus with care 	<ul style="list-style-type: none"> * Follow the bus rules 	<ul style="list-style-type: none"> * Treat others as you want to be treated * Sit where there is an open seat or where you are assigned * Allow others to sit with you 	<ul style="list-style-type: none"> * Help younger students * Leave the bus the way you found it

Classroom/Library Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Accept direction * Raise hands * Treat others as you want to be treated * Use good listening skills * Use please and thank you * Keep room neat and clean 	<ul style="list-style-type: none"> * Do your own work * Be honest 	<ul style="list-style-type: none"> * Greet others positively * Compliment others * Be patient 	<ul style="list-style-type: none"> * Put forth your best effort * Participate positively * Complete homework * Bring materials * Be on time * Participate and ask questions * Be organized

Arrival/Dismissal Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Hands & feet to self * Appropriate voices * Walk * Excuse yourself if you bump into someone 	<ul style="list-style-type: none"> * Only use your locker * Go directly where you are supposed to go 	<ul style="list-style-type: none"> * Greet others positively 	<ul style="list-style-type: none"> * Keep to right side of hallway * Keep supplies inside the locker

Recess Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> *Keep playground area clean and neat *Keep hands to self *Use appropriate tone/level of voice when going to and from recess *Use appropriate language 	<ul style="list-style-type: none"> *Report any broken/missing equipment *Ask for permission from supervisor to leave playground area to retrieve items *Go where you are asked to go 	<ul style="list-style-type: none"> *Invite others to participate *Keep conversations school appropriate *Share playground equipment 	<ul style="list-style-type: none"> *Walk on sidewalk where available *Pick up after yourself *Play in a safe manner * When inside walk to and from recess

School Assembly Expectations

*Respectful * On Your Honor * Accepting * Responsible*

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> * Accept direction * Raise hands * Treat others as you want to be treated * Use good listening skills * No electronic devices * Keep hands and feet to self 	<ul style="list-style-type: none"> * Be honest * Sit where instructed 	<ul style="list-style-type: none"> * Greet others positively * Compliment others * Be patient * Listen attentively * Allow others to sit with you 	<ul style="list-style-type: none"> * Participate positively * Be on time * Participate and ask questions when appropriate * Arrive and leave in an orderly manner * Report back to class in a timely manner

Non-Discrimination Policy Statement:

It is the policy of the Western Dubuque County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885.