

George-Little Rock  
Community School District

Middle School Section  
2019-2020

## **Welcome**

We welcome you to George-Little Rock Community School! One of the major goals of the faculty and administration is to provide a safe environment and an atmosphere conducive to learning. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. The following rules will help all students to become better school citizens.

**BE PROUD OF YOUR SCHOOL!** Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. If you are a new student, you may find some things unfamiliar at first; however, you will soon become accustomed to them.

Throughout your life, you will be looking toward the future, but you will also find yourself thinking of the fun experiences you had while a student at George-Little Rock Middle School. We wish you much success this school year.

## **Student Respect for Staff**

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher is in charge of the class, and anything less would lead to a poor educational environment for all. Disrespect toward a staff member will not be tolerated under any circumstances. Any staff member has the right to direct students anywhere on school property or at any school sponsored-activities.

## **Building Hours for Students**

School hours are 8:00 a.m. to 3:40 p.m. Exceptions are made for those students in supervised activities.

## **Student Attendance**

See the general section for the district-wide attendance policy. All students are expected to leave the building when no classes are in session. Students may remain in the building when classes are not in session if supervised by a faculty member, coach, or activity sponsor at a regularly scheduled activity or event.

## **Closed Campus**

We operate on a “closed campus” policy. This means that students must stay on the school campus from the time they arrive, even if the daily schedule has not begun until dismissed. Students violating this policy will be subject to suspension from school.

## **Checking Out of School**

Students wishing to leave campus prior to regular dismissal must checkout through the principal's office. However, students should limit any checkouts to emergencies only. The following guidelines apply to any student wishing to checkout:

1. Must have a valid reason to checkout
2. Must be checked out through the office by a parent or legal guardian
3. Students must report to the office before the start of school on the day they return to school following a checkout.
4. Parent-Student communication: We appreciate the convenience of personal cell phones and text messaging, but we would ask that students come to the office to call their parent when they are feeling ill and need to go home.

## **Dress Code**

There is a strong connection between academic performance, student appearance, and student conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment in any way. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the more stringent requirement.

The following is a list of inappropriate clothing for classroom attire during the normal operation of the school day unless required for a specific class or activity.

1. Clothing or accessories that advertise or promote items that are illegal to minors, such as alcohol, tobacco, or other drugs are prohibited. Any clothing or accessories with either pictures or words that infer, suggest, hint or imply lewd or sexual content, are prohibited.
2. Clothing that is inappropriate to the environment (area or weather) should not be worn. For safety reasons, flip-flops and sandals are inappropriate for the playground, shop and lab areas. No shoes with cleats are allowed indoors. In the elementary and middle school, shorts can only be worn during August, September, October, April, and May if the weather permits.
3. Hats, caps, head wear of any kind, sunglasses, chains, and/or gang-related clothing is prohibited unless the principal gives specific approval.
4. Pants in which underwear is showing are inappropriate. Pants that are too big also pose a safety issue in vocational areas.
5. Spaghetti straps, midriff tops, muscle shirts, short shorts or skirts as well as low cut tops or extremely tight clothing is inappropriate. The bottom hem of the shorts/skirt must reach the student's fingertips when the arm is extended by the side. Tops must reach the top of a student's pants or skirt when sitting or standing. Undergarments must not be exposed or visible.

Dress that is disruptive to the learning environment but is not specifically mentioned in the Parent/Student Handbook, is inappropriate. If dressed inappropriately, students will be told to change clothing.

**If there are any doubts about the appropriateness of the attire, don't wear it.**

NOTE: The development of these guidelines is the result of the combined efforts of the high school principal and representatives of parents, students, classroom teachers, and support staff.

## **Academic Honesty**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Student's supplying work so it can be copied will be disciplined the same as those doing the copying. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit. Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, and projects. Some examples of cheating are as follows:

1. Copying homework
2. Plagiarizing
3. Copying another person's work to be submitted as his or her own
4. Using or attempting to use unauthorized aids on tests
5. Talking during a test
6. Having a copy of the test or answers to a test
7. Attempting to deceive by changing a test paper that has been graded
8. Providing specific information about a test to someone who has not taken the test
9. Giving unauthorized assistance to a fellow student

10. Forgery in connection with endeavors such as signing someone else's paper

### **Penalties for Cheating**

Any student suspected of cheating will be referred to the administration for disciplinary action. Should the administration determine that the student, or students, did indeed cheat, the following penalties will apply:

1. **First offense**
  - a. Receive a zero on the work
  - b. Notification of parents by telephone or letter
2. **Second Offense**
  - a. Receive a zero on the work
  - b. Be assigned 1-day ISS
  - c. Notification of parents by telephone or letter
3. **Third Offense**
  - a. Receive a zero on the work
  - b. Be assigned 2 days ISS
  - c. Notification of parents by telephone or letter

Any subsequent incidences of cheating will warrant more severe action and can possibly result in expulsion due to the student's continued disciplinary problem.

### **Progress Reports**

Grades are accessible on JMC and should be updated every three to five days by instructors. You may contact the office for your username and password. If you do not have internet access, please contact the office, and we can print you a copy of the progress report every three weeks.

### **Homework Completion**

Students are expected to have their homework done on time. Learning to meet deadlines is a lifelong skill needed for successful job performance.

### **Homework Alerts**

Students who do not turn in their homework when it is due are given a homework alert to fill out under the direction of the instructor. These slips list the assignment owed and require the student and parent signature. The student has until 8:30 a.m. the next morning to turn in the late work along with the signed Homework Alert, or they will automatically stay after school that night to do the work. The necessity of the parent signature is two-fold. It alerts the parent to the fact that there was a late assignment and it allows for notification that the student will need to stay if the homework is not completed. Transportation is the responsibility of the student; the school does provide a shuttle bus from Little Rock back to George leaving at 5:00.

\*There is an option through JMC to receive updates via a text message or email when your student is missing an assignment in the online gradebook. Our teachers are also utilizing various technology such as the Remind app, classroom websites and Google classroom to communicate the agenda and tasks that have been assigned. It is the George - Little Rock's staff goal to communicate with parents often, but also to create student accountability and independence for their own learning as well.

### **The ASAP Program**

The After-School Assistance Program (ASAP) is a program that provides assistance for students who are in need of extra help or a quiet place to study and complete work. This is a voluntary program which is held after school from 3:30 p.m. to 5:00 p.m. every Monday through Thursday. Students are expected to

come with the materials they need. A teacher is on hand to help those students who need to go over work or need things explained again.

### **Honor Roll**

A quarterly honor roll is published every nine weeks. To qualify for the honor roll, a student must maintain a B+ average (3.25 on a 4.00 scale) in all classes. The exploratory classes carry a weight of .125. Band and chorus carry a weight of .5, and all other classes are weighted at 1.0.

### **Lunch Period**

The cafeteria will be a safe and clean environment where people interact with respect.

Students will:

1. Show respect to self and others by exhibiting good table manners.
2. Consume all food and drink in the cafeteria and commons.
3. Be mannerly and orderly in the lunch line and at the tables.
4. Leave tables, chairs, and floor clean for the next person to use, picking up wrappers, napkins and/or all trash.
5. Abstain from cutting in line to purchase food.
6. Cell phones are not to be used until the lunchroom supervisor approves of it (last 5 minutes typically).

The George-Little Rock school board has determined that the lunch period is a “closed lunch period.” Students are not allowed to leave school for lunch. Carry-out orders are not allowed into the school.

### **Hallway and Other Common Areas**

Behavior Goal: The common areas of George-Little Rock Community School will be safe and quiet environments where people interact with courtesy and respect. In general, a common area is understood as an area that is commonly used by students outside of their assigned classroom.

Common Area Behavior Expectations:

1. Respect for all in the school community
2. Respect for personal and public property
3. During class time, students must have a signed pass to transfer through common areas

### **Study Hall**

Behavior Goal: Students will demonstrate respect for others by contributing to a quiet atmosphere conducive to study and research.

Students will:

1. Sit in assigned seats
2. Bring adequate work or reading/writing material for study or independent research

### **Bus Conduct**

See General Section of this handbook.

Shuttle bus rides in the mornings and evenings are full and will likely have assigned seats to help the driver control and prevent behaviors on the bus. Video cameras are in use and there will be consequences when deemed appropriate by the principal and transportation coordinator/director on recommendation from the bus driver, evidence from the cameras, and following the principal or transportation coordinator/director’s investigation.

## **Electronic Devices/Nuisance Items**

Elementary and middle school students may not possess pagers, water guns, laser pointers, and other nuisance items (toys, trinkets, etc.). Nuisance items are defined by school personnel. The items will be taken away from the students and returned at a later date. At times, parents will be asked to pick up the item from the student.

## **Cell Phones**

Schools are increasingly playing a role in helping in the education of today's youth in the proper use of technology. GLR Middle School can help students learn about technology, utilize it, and also understand how to control it. Students can learn to employ cell phones to their benefit, but also to not be burdened by constantly answering, talking, and texting on them.

Electronic and technological devices, including cell phones, may not be used to send or receive personal messages that would contribute to cheating, accessing the internet without permission. Inappropriate use of a device or a prohibited item may be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device, especially social media, could end up anywhere, so they need to ensure the devices are used appropriately.

Students may not take pictures, videos, or capture audio while on school premises during school hours using any school or personal device without the permission of teaching staff, or individual they are "capturing." Outside of regular school hours while on school premises students should use phones and picture-taking with caution and should respect others through the use of their phones. Pictures should never be lewd and should not be taken unknowingly while on school premises or at any location. Cell phones or other recording devices are never allowed in restrooms or locker rooms.

**NOTE:** All phones must be turned off/silent and placed face down on the right-hand corner of the student's desk during class. This will allow students to utilize their cell phones for an educational benefit when directed by the teacher to use them. Phones are not permitted in the gym, locker rooms, or bathrooms.

### **First and subsequent violations:**

1. The phone is confiscated but returned to the student at the end of the day
2. The parent or guardian is notified by telephone or letter
3. Students may receive ISS or detention
4. Cyber issues that may result from cell phone use may be addressed by the Anti-Bullying/Harassment policy

### **Use of Telephone**

The use of the telephone in this school will be limited to those calls deemed necessary to the normal and essential functioning of the student. The following stipulations should be observed:

1. All phones are off limits to students except the one in the school office
2. Students must get permission from the secretary or office personnel before using the telephone
3. Students will NOT be called out of class to come to the telephone
4. Only in an emergency will a message be delivered to a student during class time
5. Students will not be allowed to use the telephone during a class period unless it is an

emergency situation

### **Tobacco**

Students are not allowed to use alcohol, drugs, tobacco, and vaping products during the school day either in the building or on school grounds. Also, students are not permitted to carry products, cigarette lighters or matches during the school day. The police will be called when students are caught using tobacco during the school day. Possession of tobacco will be treated the same as use of the tobacco. This policy applies to all school-sponsored activities as well as the school day.

### **Tardiness**

Being on time is a basic premise of success and the demonstration of responsible citizenship. Tardiness to class is handled by teachers individually. Common practice is to serve a detention after three tardies.

Students who are tardy to school three times, in either semester will result in the student receiving disciplinary action as follows:

1. Third unexcused tardy. The parent will be contacted by letter explaining what disciplinary actions will be taken if subsequent tardies occur.
2. Fourth unexcused tardy. The student will be called into the office for a conference about his/her unexcused tardies.
3. Fifth and subsequent tardies. ISS.

### **Excused Absences**

School-sponsored trips, appointments with school officials, standardized testing, school pictures, etc., are not recorded as absences on the students' permanent record. These types of absences may be recorded by teachers as "school-related absences." School-related absences are considered excused. Other excused absences include: medical or dental appointments, funerals, and any merited cases where prior arrangements were made with the principal. In some cases, a doctor's verification of illness may be required by the principal.

\*Parents should notify the office of upcoming vacations or appointments.

### **Makeup Work**

Students who are absent for any reason will be required to make up work missed in each class. Students get two days for the first day missed and one day for each additional day missed to make up the work.

All makeup work is to be turned in before the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. A day's absence does not excuse a student from responsibility for all work on the day. It is the student's responsibility to obtain all makeup work from his/her teacher upon return to school.

**Rules, regulations, and consequences are not needed for the vast majority of our students. However, they are necessary to support some students' growth towards maturity.**

### **Student Conduct**

Guiding principles for the George-Little Rock Community School are reflected by our building motto, "Be Responsible-Strive for Excellence." The faculty adopted the MUSTANGS Character and Behavior System for school-wide expectations to support this motto.

**M** - Materials (come prepared)

**U** - Use appropriate language

- S** - Show respect
- T** - Time management
- A** - Accept responsibility
- N** - Never give up
- G** - Get organized
- S** - Safe environment

We plan to monitor both the positive and negative actions and behaviors of all students. There will be consequences (both positive and negative) resulting from individual student's efforts to live up to the expectations set for all members of our middle school community. We plan to help students achieve success by training, modeling, retraining, and engaging students in conversations about being a contributing citizen in society.

### **Good Student Conduct Rule**

The Good Student Conduct Rule is located in the general section of the handbook.

### **Behavior**

George-Little Rock Middle School's student behavior management plan is to help ensure that all students have the opportunity to learn in an environment which is positive and allows maximum achievement of educational goals. The school intends to help students make positive and safe decisions regarding their behavior.

Expectations:

1. Students will cooperate and follow directions from any staff member
2. Students will show respect towards all staff members and fellow students. Respectful language is expected
3. Students will not intimidate other students, whether verbally or physically
4. Students will remain on campus during the school day unless authorized to leave. "On campus" is defined as inside the building or outside the building in designated areas

### **Emergency Removal**

Students engaged in serious class disruptions, obnoxious or malicious behaviors, blatant disrespect to employees or school vendors and guests, shall be removed from class or other school-related activity until reinstated by the principal. Students may be sent home with a parental notice or released to law enforcement in extreme cases. The purpose of removal is justified in maintaining a psychologically and physically safe and orderly environment for the teaching and learning process.

### **Definitions of Consequences**

Suspension: an action taken by school administrators under the district's discipline policies. A suspension is the temporary removal of a student from the regular school setting for a period of one to ten days. Suspensions may be considered in-school or out-of-school. These absences from school are excused, and the student is given the opportunity to make up the work.

Two types of suspensions:

1. In School Suspension (ISS)
2. Out of School Suspension (OSS)

Students serving an out-of-school suspension or expulsion will not be allowed on school premises.

Expulsion: a long-term removal from school membership by the George-Little Rock Board of Directors.



## Detention

Any student assigned detention from a teacher or the principal has the day of the infraction or the next school day to serve the detention. The option of the next day allows the student time to arrange transportation if needed.

Detention after school will be served from 3:15 p.m. - 4:00 p.m. Any student who has received 3 detentions in one quarter will automatically serve a one-day in-school suspension when they receive their 4th detention.

Any school activity scheduled on the day the student chooses to serve the detention will not interfere with the time spent in detention. Students serving detention after school may ride the athletic shuttle, provided it runs the day the detention is served. Any other transportation provisions are the responsibility of the student.

## Inappropriate Displays of Affection

Students are prohibited from amorous behaviors and public displays of kissing, hugging, etc.

## Guidance Program

The school district guidance program is divided into four separate categories. These categories are counseling services, post-secondary planning, and financial information services, appraisal services, and placement services. The guidance program strives to be a continuous, consistent, and responsive service to meet student needs. Faculty, administration and support staff involved in the guidance program maintain strict confidentiality.

## Grade Progress Reports

Report cards will be emailed out on the Friday following the end of each nine-week grading period. JMC Parent-Link is available for parents to check student's grades. The middle school team encourages two-way communication with parents regarding concerns and successes with each student's academic achievements.

### Grades and Grade Point Averages

A+	100%	B-	81% to 83%	D	64% to 66%
A	94% to 99%	C+	77% to 80%	D-	60% to 63%
A-	91% to 93%	C	74% to 76%	F	0% to 59%
B+	87% to 90%	C-	71% to 73%		
B	84% to 86%	D+	67% to 70%		

The following scale is used to record a student's' grade point average in their permanent record.

A	4.0	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

## Incompletes

Incompletes should be made up within two weeks after the start of the next quarter. If an incomplete is not made up, the grade becomes an F. Incompletes for the fourth quarter are not allowed without the principal's permission.

## Semester Test Requirement

Standard-based semester assessments in the form of an exam or final project, will be given in each course. All students are required to take these semesters exams. Students who are absent for their semester

exams are required to make them up on the first day that they return to school.

### **Adding/Dropping Course**

Students who wish to add or drop a class must do so within 5 days of the start of the new semester. The principal's or counselor's signature and a parent or guardian signature are required to add or drop a class.

### **Extracurricular Activities**

Participation or attendance at extracurricular activities will depend on these rules and requirements. Read each carefully.

Extracurricular activities include the following: athletic performances, drama performances, instrumental and vocal public performances, pep band, all honorary and elected offices such as student council or any other activity where the student represents the school outside of the classroom. Co-curricular activities may be exempt from ineligibility if the activities require public performances and competitions as part of the classroom grade.

Note: Student attendance at extracurricular events is encouraged. Attendance is, however, a privilege that may be denied. Students at an event are under the supervision of school personnel.

### **Academic Eligibility for Extra-Curricular Activities**

Participation in extra-curricular activities is a privilege at George-Little Rock School. Those students involved are to be students that deserve the privilege. Failure to maintain grades, those whose behavior is not appropriate, and any student participating in other activities not deemed appropriate, will result in the student not being permitted to participate. Academic eligibility is assessed on a two-week basis.

Participation in co-curricular activities for grades 7-12 is also guided by the George-Little Rock Good Conduct Code which is found in the General Section of this document.

Grades are checked every two weeks. Students who are failing any classes at the middle school are automatically ineligible for a minimum of one week after the grade check. The student is not allowed to practice or participate in athletic events. If the student attends the after-school assistance program each day during the week of ineligibility, the grade will be re-evaluated after one week. If the failing grade(s) is then passing, the student becomes eligible. If not, the grades will be re-evaluated at the end of the two-week period. The student remains ineligible until all grades are passing as measured by the district grading scale.

### **Activity Shuttle Bus**

An activity shuttle bus is provided for students participating in after-school activities. It generally departs from Little Rock between 4:45-5:00 p.m. and arrives in George between 5:00-5:15 p.m.

Any student causing problems on the activity shuttle bus will be required to provide their own transportation. In cases which merit more severe action, the student will not be allowed to participate in any extra-curricular activities. Remember, participation in extra-curricular activities is a privilege and not a right!

### **Athletics Offered**

The following athletic activities are offered at George-Little Rock Middle School: cross-country, football, volleyball, basketball, wrestling, track, baseball, and softball.

## **Band and Chorus**

Band and chorus are both elective classes for grades 7-8. Band is optional for grade 6. Chorus is required for grade 6 in the first semester and then becomes optional. Students have band one day and chorus the next. Students who do not participate in band or chorus have study hall instead. Students are allowed to drop either band or chorus until the end of the second week. After that, these courses can only be dropped at the end of the semester. Grades for band and chorus count towards the student's GPA.

## **Suspension Ineligibility**

Students serving out-of-school suspension are prohibited from participating or attending extracurricular activities for the suspension period.

## **Transportation Requirement**

Extracurricular participants are required to arrive at an away performance using school transportation. A waiver may be granted by the principal for extenuating circumstances. Any extracurricular participant leaving a performance by means other than school transportation shall be ineligible to participate at the next performance unless the coach or sponsor "signs-off" the responsibility for transportation after the performance to the parent or guardian.

The George-Little Rock CSD is not responsible for lost or stolen items.

Parents of students who attend a public-school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents will be notified.

**Iowa Nondiscrimination Statement** – "It is the policy of George-Little Rock Community School District not to discriminate on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, disability, marital status, socioeconomic status, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. There is a grievance procedure for processing complaints of discrimination. If you have any questions or grievances related to compliance with this policy by George-Little Rock Community School District, please contact Reid Geerdes, Equity Coordinator, George-Little Rock Community School, 500 E. Indiana Ave., George, IA 51237; phone number 712-475-3311, email: [rgeerdes@george-littlerock.org](mailto:rgeerdes@george-littlerock.org). Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319- 1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov>.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877- 8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **END OF MIDDLE SCHOOL SECTION**