

Vinton-Shellsburg Middle School Student Handbook 2023 – 2024

Office: 319-436-4728 x5601

Fax: 319-472-4014

www.vscsd.org

For On-line Parent Access:

You can have access to your student's grades, attendance, and lunch account through our website. You will be issued a user name and access code prior to registration.

DISTRICT MISSION STATEMENT

To be positive difference-makers!

VINTON-SHELLSBURG CSD EQUITY STATEMENT

The Vinton-Shellsburg Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. Vinton-Shellsburg Community School District shall take affirmative action in recruitment, appointment, assignment and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Becky Lutgen, Equity Coordinator, Vinton-Shellsburg CSD, 1502 C Avenue, Vinton, Iowa 52349. Inquiries may also be directed in writing to 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 NUMBERS

Superintendent's Office436-5685

Principal's Office 436-5603

Guidance Counselor 436-5606

Transportation Office 436-5687

Activities Director 436-5706

Level 1 Investigator – Andrea Townsley – 436-5803

Faculty e-mail: access through the VSMS website (see above)



PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to Vinton-Shellsburg Middle School. (VSMS) I am excited to begin the new school year as the principal and look forward to working with such an outstanding school community of educators, parents, and students. This year is going to be an exciting journey of learning and growing together.

Our staff is prepared to provide our students with an excellent education. It is our mission to ensure that every child feels welcomed, safe, and valued as a member of our school community. In addition, I am confident that we will provide all students with engaging and high-quality standards-based instruction that will prepare our students to be future ready for high school and beyond.

At Vinton-Shellsburg Middle School, we have a caring and supportive staff who spend hours planning and creating classroom activities to inspire our students to learn at high levels. Our teachers utilize research-based best practices and analyze data to determine skills and to set growth targets for improvement. We are committed to your child's academic success and will achieve this through our data-driven, standards-based curriculum, engaging lessons, and rigorous classroom instruction. We believe in making VSMS a warm, inviting, and nurturing home away from home so your child will feel comfortable and appreciated. Our staff and students have committed to the "Viking Spirit" through the implementation of Positive Behavior Intervention Supports (PBIS). PBIS focuses on behavior we expect and want students to utilize every day. Students are rewarded verbally and through the use of our Viking Vouchers for being positive role models exhibiting respect, responsibility, and safety in and outside of the classroom. We believe that all students should acquire the skills they need to be successful at the next level, and build habits to prepare them for academic and career success in the future.

Finally, the curricular offerings at VSMS are second to none. Our students experience Art, STEM, and Physical Education on a rotating basis throughout the year. Exploratory classes for all grade levels include health, technology, family consumer science, and careers class. Algebra 1 is offered for high school credit to all 8th grade students who have met/exceeded the 8th grade core standards in 8th grade mathematics. Students have an opportunity to relearn material or expand their learning to the next level through our comprehensive RTI class period. Our students leave VSMS with a wide-variety of experiences and are exceptionally well-prepared for their high school program.

Whether you are the parent of a returning VSMS student, of an incoming 6th grader, or your family is considering a move to the Vinton-Shellsburg area, the staff at VSMS stands ready and eager to work with you and your child(ren) to provide a first class education and a positive environment in which to learn and grow.

Serving you,
Alexa Francois
Vinton-Shellsburg Middle School Principal

ACADEMICS

VINTON-SHELLSBURG MIDDLE SCHOOL PHILOSOPHY:

The mission of mid-level education in the Vinton-Shellsburg School District is to be positive difference-makers.

Parents: The Vinton-Shellsburg Middle School staff is dedicated to making your child's middle school years successful. By working together we can provide your student with challenging and rewarding educational opportunities. Our doors are always open and we encourage you to contact us at any time if you have questions or concerns.

Students: Vinton-Shellsburg Middle School's purpose is to provide you with a quality education. Achieving this goal requires the cooperation of everyone in the building. Every effort will be made to provide a favorable climate for learning and you have a big responsibility for creating and maintaining that environment. You need to treat your classmates and teachers with respect and you need to work hard to keep up with your assignments. If you have questions about anything, make sure you ask until you get an answer. By working together -- students, parents, and staff -- we can make this a great year.

Teachers: You, as parents and students, can expect our teachers to care about each student as an individual, listen to a logical explanation, and be of assistance to each student.

Academic Curriculum Review: Parents may contact our district office to review course materials prior to their use. Parents wishing to excuse their child(ren) from parts of course materials need to identify the specific objectives and the class from which they wish to have their child excused. A district form can be obtained from the central office.

Grading Procedures Vinton-Shellsburg Middle School (VSMS) grading and reporting is based on the Iowa Core and District standard priority.

- Aligns with the Iowa Core Standards
- Provides teachers with resources to communicate in a more exact and consistent manner
- Provides parents with comprehensive information about how and what their child is learning
- Incorporates research-based best practices in student grading and reporting
- Provides parents with detailed information on what specifically their child is expected to learn and how they are doing to master those skills

STANDARDS- BASED GRADING AND STUDENT MOTIVATION How do we motivate students in a standards based system? Student involvement is the key.

- Build relevance and help students make connections to new learning.
- Include students in the assessment process and provide meaningful feedback in terms the student can understand.
- Have students set their own reasonable goals for improvement.
- Have students keep individual records of their own achievement.
- An enhanced understanding of the learning to take place.
- A shared vocabulary with the student regarding progress and achievement.
- Students stay in touch with their own progress and growth, and are more motivated to learn to reach goals.

STANDARDS-BASED ASSESSMENT Students know in advance what they will need to learn, and they will have multiple opportunities to show they have met the standard. Teachers will use multiple assessments to ensure student progress toward proficiency. Assessments may include a variety of quizzes, tests, projects, checklists, observations, or other to support multiple assessment opportunities for students.

STANDARDS-BASED INSTRUCTION Students concentrate on true mastery of a topic or skill. Teachers concentrate on teaching essential standards that every student must learn. Each lesson taught is connected to a standard, and learning targets mark progress toward meeting a standard. Learning goals are clear and opportunities to meet them are varied based on student's needs and abilities.

STANDARDS-BASED GRADING Students are graded on the development of skills and knowledge of what they need to know and can do. This approach measures a student's progress according to how they are performing expected standards. It provides more detailed information for the student about individual learning progression rather than comparing student progress to other students. An additional purpose of this type of achievement reporting is to strengthen the homeschool partnership and to inform parents concerning their student's progress. The goal is to provide more grading consistency.

STANDARDS-BASED GRADING GUIDING PRINCIPLES:

- Standards-Based Grading and Reporting should be clear and meaningful to all stakeholders.
- Grades should reflect what students know and are able to do based on academic standards.
- Nonacademic indicators are essential in understanding the whole child and may be reported on separately from the academic progress.
- Providing multiple opportunities/methods to determine proficiency with the teaching standards are necessary.
- Quality instructional activities and assessments are key to the process.

STANDARDS-BASED GRADING AND SPECIAL POPULATIONS All services and accommodations will continue for students with IEPs, 504 Plans, or limited English proficiency.

How will VSMS staff determine a student's level of mastery? VSMS staff has been working very diligently to create proficiency scales to evaluate student mastery on each standard and/or learning target. VSMS teachers have collaborated to determine what students need to do to demonstrate different levels of mastery across all grade levels in our building. These expectations will be communicated to students early and often so there are no surprises with what students are expected to do. Staff will continue to tweak these proficiency scales throughout the school year to improve feedback, clarify expectations and assure the unmet standards are being assessed to prepare them for the next level of learning.

What about homework (practice)? VSMS students will still be assigned practice and they will be expected to complete this as assigned. While staff will analyze practice, it will not be part of a student's grade. To earn reassessment opportunities, students could be required to complete the practice that has been assigned because we feel practice plus feedback provides students with optimum learning. Failure to complete practice on time will result in students losing their choice during their RTI period. Practice not only helps the student master the skills, but also allows teachers to identify where there may be a need for more instruction.

How does reassessment work? Recognizing students learn at different pacing, VSMS students will have the opportunity to earn reassessment opportunities. For example, if a student scores a 1 or a 2 on an essential learning standard on an assessment, they will be given opportunities during RTI and class to relearn

and to complete practice so they can be reassessed. If students do not take responsibility to participate in the extra learning opportunities, they will not be guaranteed reassessment opportunities. If students take an assessment with numerous standards/learning targets being evaluated, they will only have to reassess on those where they scored below proficient.

DAILY SCHEDULE

VINTON-SHELLSBURG MIDDLE SCHOOL

DAILY SCHEDULE

REGULAR CLASS SCHEDULE

	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1 st Period	8:05 – 8:55	8:05 – 8:55	8:05 – 8:55
2 nd Period	8:58 – 9:48	8:58 – 9:48 – Expl/LC	8:58 – 9:48
3 rd Period	9:51 – 10:41	9:51 – 10:41	9:51 – 10:41 – Expl/LC
	10:44 – 11:14 - Lunch	10:44 – 11:34 – 4th Period	10:44 – 11:34 – 4th Period
	11:17 – 12:07 – 4th Period	11:37 – 12:07 - Lunch	11:37 – 12:27 – 5th Period
5 th Period	12:10 – 1:00 – Mus/Lit/SH/ELP	12:10 – 1:00	12:30 – 1:00 - Lunch
6 th Period - Rtl	1:03 – 1:33	1:03 – 1:33	1:03 – 1:33
7 th Period	1:36 – 2:26	1:36 – 2:26– Mus/Lit/SH/ELP	1:36 – 2:26
8 th	2:29 – 3:19	2:29 – 3:19	2:29 – 3:19 – Mus/Lit/SH/ELP

TWO HOUR EARLY OUT SCHEDULE

	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1 ST Period	8:05 – 8:40	8:05 – 8:40	8:05 – 8:40
2 nd Period	8:43 – 9:18	8:43 – 9:18 - Expl/LC	8:43 – 9:18
3 rd Period	9:21 – 9:56	9:21 – 9:56	9:21 – 9:56 – Expl/LC
4 th Period	9:59 – 10:34	9:59 – 10:34	9:59 – 10:34
5 th Period	10:37 – 11:12	10:37 – 11:12	10:37 – 11:12
	11:12 – 11:42 – Lunch	11:15 – 11:50 – 7 th Pd.	11:15 – 11:50 – 7 th Pd.
	11:42 – 12:17 – 7 th Pd	11:50 – 12:20 – Lunch	11:53 – 12:28 – 8 th Pd.
	12:20 – 12:55 – 8 th Pd.	12:20 -12:55 – 8 th Pd.	12:28 – 12:58 – Lunch
6 th Period	12:58 – 1:19	12:58 – 1:19	12:58 – 1:19

TWO HOUR LATE START

	<u>6TH Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1 st Period	10:05 – 10:40	10:05 – 10:40	10:05 – 10:40
2 nd Period	10:43 - 11:18	10:43 - 11:18 - Expl/LC	10:43 - 11:18
	11:18 – 11:48 – Lunch	11:21 – 11:56 – 3 rd Pd.	11:21 – 11:56 – 3 rd Pd. – Expl/LC
	11:48 – 12:23 – 3 rd Pd.	11:56 – 12:26 – Lunch	11:59 – 12:34 – 4 th Pd.
	12:26 – 1:01 – 4 th Pd.	12:26 – 1:01 – 4 th Pd	12:34 – 1:04 - Lunch
5 th Period	1:04 – 1:39	1:04 – 1:39	1:04 – 1:39
7 th Period	1:42 – 2:17	1:42 – 2:17	1:42 – 2:17
8 th Period	2:20 – 2:55	2:20 – 2:55	2:20 – 2:55
6 th Period	2:58 – 3:19	2:58 – 3:19	2:58 – 3:19

THREE HOUR EARLY OUT - No Rtl/Exploratory/Learning Center

	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1 st Period	8:05 – 8:40	8:05 – 8:40	8:05 – 8:40
2 nd Period	8:43 – 9:18	8:43 – 9:18	8:43 – 9:18
3 rd Period	9:21 – 9:56	9:21 – 9:56	9:21 – 9:56
	9:59 – 10:34 – 4 th pd.	9:59 – 10:34 – 5 th Pd.	9:59 – 10:34 – 5 th Pd.
	10:34 – 11:04 - Lunch	10:37 – 11:12 – 7 th Pd.	10:37 – 11:12 – 7 th Pd.
	11:07 – 11:42 – 5 th Pd.	11:12 – 11:42 - Lunch	11:15 – 11:50 – 8 th Pd.
	11:45 – 12:19 – 7 th Pd.	11:45 – 12:19 – 8 th Pd.	11:50 – 12:19 – Lunch

GENERAL SCHOOL INFORMATION

STUDENT SERVICES:

GUIDANCE: Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help and testing programs. The counselor is available to discuss any home, school or social concern.

NURSE'S OFFICE: The school nurse's office exists for emergency situations and as a waiting area for ill students who are going home. If a student must take medication while at school, they must bring it to the nurse's office along with specific instructions signed by the prescribing physician. Students are not permitted to possess any drugs at any time at school. If the nurse is not available, office personnel will assist.

LMC: Books, magazines, newspapers, maps and other reference materials are provided for you in the LMC. Please check out all materials you wish to take with you at the circulation desk. Treat these materials with respect; you are responsible for them when they are checked out to you. Return them by the date due so others may use them. Students may visit the LMC between classes or during the day with a pass. Browsing passes are available from teachers or study hall supervisors.

TRANSPORTATION: Students who ride school transportation at any time must maintain appropriate behavior and follow the driver's rules. A student who fails to maintain appropriate conduct on the bus, waiting for the bus, or walking to or from the bus stop may lose the privilege of riding the bus and/or face disciplinary action. **Students are not allowed to leave the premises after being dropped off at the middle school. The bus is an extension of the school and the same rules apply on the bus.**

LUNCH/LMC/ACTIVITY CARDS/BUS CARDS: All students will be given a photo ID, which should be used to purchase lunch and check-out materials from the LMC. All lunch account deposits should be taken to the office before or after school or at lunch time. Replacement cards may be replaced at the expense of the student/parent/guardian.

BREAKFAST/LUNCH: Breakfast will be served daily beginning at 7:40 a.m. Lunch count will be taken during their first hour class. If students wish to purchase an additional main item, or they choose to have a salad as their main item, they must sign up at that time.

LOCKERS: Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. **No decorations are allowed on the outside of the locker.** Students are advised **not to share their combination with others.** Locker assignments, combinations, and changes will be handled through the office. **Students are expected to keep all of their materials in their lockers and not leave them in classrooms or the hallway.**

SAFE SCHOOL HELP-LINE: Students with information about other students in need or the presence of weapons, drugs, etc. on school property can leave an anonymous message for school officials by calling 436-4728 x5603 (Principal) or x5606 (Counselor). This service is available 24 hours a day and is completely confidential.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES: If a parent or a student suspects that a student is being abused by an employee or volunteer of the school district, they should contact Tilford Elementary Principal Mrs. Townsley at 319-436-4728 x5803.

SCHOOL RESOURCE OFFICER (SRO): The SRO is a Vinton Police officer who is assigned to work in the schools. This program provides an opportunity for students to build positive relationships with the community police department. The SRO visits classrooms making presentations on a wide range of topics of student interest, is visible in the hallways and school grounds throughout the school day, assists at various evening events, and works with the administration as needed. The SRO is available to answer student or parent questions and assist them.

STUDENT CODE OF CONDUCT

ATTENDANCE:

Responsibility for attending class lies with the student. Student success in school is directly tied to attendance.

ABSENCES: If a student is absent from class, the parent/guardian/student should do one of the following:

1. **Call the attendance office (436-4728, 4, 1)** and give the date(s) of the absence and the reason(s). **Please do this prior to 8:45 a.m. if at all possible.** Use this option for an unplanned absence such as illness. All absences should be reported within one day of the absence. Absences not verified by the end of the next school day after the absence will be considered unexcused.

Students absent from school for any reason may be required by the school to submit an explanation or specific reason for the absence, the specific days or times they were absent, and verification by the doctor or dentist where appropriate.

OR

2. Bring a note to the attendance office from a parent or guardian stating the date(s) of the absence and the reason(s). Use this option for a planned absence which is upcoming, such as an appointment or vacation.

Students whose absences are excused by the principal/designee shall make up the assignments within two times the number of days absent and receive full credit. **It shall be the responsibility of the student to initiate a work procedure with the student's teachers to complete the assignments missed.**

Acceptable reasons for a student's absence from school may include:

- o Personal illness
- o Extended illness, hospitalization or doctor's care
- o Death or illness in the student's family
- o Medical and business appointments which cannot be scheduled outside of school hours
- o Court appearance or other legal situation beyond the control of the family

Unacceptable reasons for a student's absence from school may include:

- o Truancy/skipping
- o Working/job related
- o Missing the bus/car trouble
- o Shopping
- o Oversleeping
- o Picture, hair, tanning or other similar appointments
- o Absences not verified by the end of the next school day after the absence
- o Hunting, fishing, trapping or other similar events
- o Concerts
- o Participation in parties and celebrations
- o Playing with or caring for a pet

****The school nurse, principal or their designee will make calls to parents/emergency contact to come pick up their student from school because of illness or injury. Students who call parents/others to come pick them up because of illness or injury will be considered unexcused.**

Excessive absenteeism is any absence beyond six days or individual class meetings per term. When a student has been absent from school or a class multiple times during a given term, the student's parent or guardian will be contacted via telephone or mail regarding their student's attendance. The building administrator or designee will initiate the notification process.

Excessive absences will result in the following:

- o Notification of parents
- o Meeting with parents to create an attendance plan
- o Implementation of the attendance plan
- o If the plan is not followed and additional absences occur, the county attorney's office will be contacted.
- o Based on the county attorney office's involvement, another attendance plan may be created and implemented.

If a student is absent for a total of 6 days – either excused, unexcused, or a combination thereof – his/her parents may be sent a letter of notification regarding the dates of the absences. If the total reaches twelve (12) absences, we may request a conference. Depending on the percent of days missed to the days school is in session, the county attorney may be contacted. The school district will monitor a student's attendance and will involve the county attorney's office after excessive absences. The school will participate in mediation if requested by the county attorney. The school district will monitor the student's compliance with the mediation agreement.

Students who wish to participate in school-sponsored activities, performances, scheduled contests, programs or trips **must attend school ½ of the day** of the activity unless permission has been given by the principal/designee for the student to be absent. Students must be in school for at least ½ day to practice in any activity.

HALL PASSES: Students are not permitted in the hallways during instructional time unless they have a hall pass. If a student stayed after class the adult they are with are expected to contact the next period teacher and write a pass with the time the student left. Students must have a pass from the teacher to leave study hall and go to their room for assistance.

Health Concerns: If your child has any health concerns such as asthma, allergies, diabetes, breathing or heart concerns, hearing or vision concerns, taking prescribed medication, or others, please complete health forms and contact the school nurse. At the beginning of each school year, parents must file an emergency form with the office providing the telephone numbers of emergency contacts in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Illness/Injury at School: If your child becomes ill or injured at school, they need to be seen by the school nurse. If the nurse determines that the student needs to go home, the nurse will attempt to call the parent/guardian at the phone numbers provided to the school. Please notify the school of any phone number changes. If you cannot be reached, the school will attempt to call one of the emergency contacts that the parent/guardian provides to the school. In case of a serious injury/illness, 911 will be called if necessary. Parents will be notified immediately. If the nurse determines that the student is OK to stay at school, they will be sent back to class.

TARDINESS: Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the truancy officer.

TRUANCY: A student is truant when the student is absent from school or an assigned class or classes without school permission. Work missed because of truancy must be made up the same as work for all other absences. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per term. The truancy officer will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

Vinton-Shellsburg Transportation ID Cards policies and procedures:

ID card use on busses policies and procedures.

- Each Student will be given a copy of their student ID at the beginning of each school year.
- One copy of the ID must be attached to the students backpack or computer bag.
- Scanning on and off the buses will be required for all transportation services including any activities or field trips.
- If students have a cell phone or other electronic device they carry they can take a picture of their ID to use to scan on a bus or access the Unite GPS website and get a digital boarding pass as well. This is strongly encouraged.

Lost or stolen card(s)

- Must inform the bus driver or transportation director immediately so another card can be issued.
- Cards may be replaced at expense of the student or parent/guardian.
- If card(s) or lanyard (issued if needed) break/wear out students must inform the driver or transportation director immediately and a new card or lanyard will be issued at no cost.

Misuse of cards

- Students will only scan his/her cards.
- Students being caught scanning another student's card will be issued a bus conduct report. Parents will be contacted and disciplinary actions will be given depending on circumstance, up to and including a bus suspension.

Forgotten Cards

- Students will be expected to have their card or digital bus pass available anytime busing is needed.
- Students forgetting their cards more than four times in a month will be issued a bus conduct report.

Vinton-Shellsburg Middle School is a PBIS School

School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized, explained, and equitably enforced. All students are given three expectations:

- **Show Respect.** Respect means showing consideration for the worth of another person, for a thing, or for a belief. You, as a student, are asked to respect other people and their property, and the authority of the teachers.
- **Be safe.** Being safe means following the school rules to maintain order.
- **Be Responsible.** You are to be responsible for your own learning and behavior without interfering with others. You need to be trustworthy and be able to answer for your conduct and obligations.

Teaching School- Wide Behavior Expectations

Vinton-Shellsburg Middle School uses a framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students.

Features of School-Wide Positive Behavior Interventions Support

- θ Establish consistent positive learning and teaching environments.
- θ Teach and model behavioral expectations.
- θ Create systems for providing regular positive feedback.
- θ Encourage adults and peers to serve as positive models.
- θ Acknowledge students when they are doing the right thing.
- θ Foster social/emotional development.
- θ Develop environments that support academic success.
- θ Develop positive and cooperative relationships with students.

Parent Involvement

In order for PBIS to be successful at Vinton-Shellsburg Middle School we need parents and teachers working together. Below is a list of suggestions how parents can support PBIS:

- Remind your student of the Viking expectations on a daily basis: being respectful, responsible, and safe.
- Use the same language that is being used at school.
- Ask your student if they receive Viking Vouchers. Reinforce the positive behavior they are showing at school.
- If contacted because your child is not following the Viking Spirit Expectations, please have a conversation and review expectations at home.

Viking Spirit Expectations

We have three simple, positively stated expectations that apply to all areas of the school building throughout the day. They are Respect, Responsibility, and Safety. All students are explicitly taught what these three expectations look like and they are displayed throughout the halls and the classrooms.

Viking Spirit	Respect	Responsibility	Safety
Assembly	During Awards voice level 0 Keep body to self Listen politely Clap at designated times	Put all materials in locker Sit in designated area Listen politely Participate as needed/wanted Ask permission to leave area	Walk into gym No climbing over rail Keep feet in front of your body facing forward Keep stairwell clear
After School	Hands to self Watch out for others Follow adult directions	Walk out of building using designated door Leave property immediately if walking Wait in line for bus	Walk bikes and skateboards off property Watch out for others
Bathrooms	Leave no trace Flush Use only what you need Voice level 0-1	Leave no trace Flush Use at appropriate time/check with teacher Be quick	Let office/ teacher know of any issues Wash hands with soap Use closest restroom Keep phones in lockers and devices in classroom
Before School	Keep body to self Voice level 2-3 Phones off and in backpacks Follow adult direction	Clean shoes before entering building Go to your designated area Play in grass not on sidewalk Ask for permission to go inside	Walk bikes and skateboards to designated area Watch out for others Use benches and tables as they are intended to be used Enter building calmly and quietly
Cafeteria	Use voice level 0-1 Say please and thank-you Eat at tables only Keep food on tray Listen to adult	Bring lunch card or know your number Only materials can be a reading book Raise hand to get adult attention Leave no trace Take your turn to wash table (6 th and 7 th)	Walk Stay at assigned table Face forward – feet under table
Inside Recess	Keep body to self Voice at 0 when whistle blows Voice level 1-2	Basketballs are used for basketball or 4 square If you use a ball put it away Walk quietly out of gym	Walking only No tag
Hallways	Voice level 1 Keep body to self Walk on right side of hall	Pick up things on floor Be to class on time	No running No horseplay
Outside Recess	Hands to self Voice level 2-3 Ask adult permission to go inside Stay in designated area	Keep track of personal property Clean shoes before going inside Put food in lockers before you go outside	Walk on sidewalks Watch for others Walk in building calmly
RtI	Listen to the speaker Follow adult directions Perform the expected task or activity	Come prepared Put in where you're going for RtI in Google Calendar	Be on time for your assigned class
Study Hall	Stay in study hall unless you have a pass Any movement around room needs adult permission Voice level 0	Have all materials with you Go to space and wait for attendance Sign in and out when going to restroom or LMC Computer used for class assignments only	Stay in assigned seat Feet stay under desk or table

Viking Spirit Expectations

Acknowledgement System

An integral part of PBIS is to recognize the positive behavior of our students. Students will be recognized individually when they are caught being Respectful, Responsibly, or Safe. Staff members will recognize students with Viking Vouchers and positively reinforce the behavior verbally. Students can use the vouchers in the Viking Store and/or for special events in our assemblies throughout the year.

Student of the Quarter

Each quarter, students are nominated by the teachers to be recognized as a Viking Student of the Quarter at our assembly. Students of the quarter have outstanding behavior or have shown tremendous growth throughout the year. Students will receive certificates and their picture is placed in the class yearbook.

Discipline Procedures

Vinton-Shellsburg Middle School will use consistent procedures for handling discipline. Teachers will address minor infractions in their classrooms. Teachers will refer major infractions to the office and complete an Office Discipline Referral. The principal will review major infractions and determine next steps.

VSMS Management of Behavior

Teach, model, practice, and positively reinforce the Matrix of Expectations in all settings.

then

Observe and identify a problem behavior

then

Is the behavior classroom or office?

Classroom-Managed (Minor)	Toolbox of Behavioral Interventions in the Classroom	Referral Process
<ul style="list-style-type: none">● Blurting● Cell phone/electronic● Cheating● Defiance● Disruptive● Inappropriate Language● Misuse of materials● Missing homework● Missing material● Refusal to work● Running● Student dress● Tardiness● Technology misuse	<ul style="list-style-type: none">● Teacher has tried at least three of the following before behavior is referred● Non-verbal redirect● Verbal Redirect● Proximity● Move student to new seat● Reteach behavior expectation● Opportunity to take a break● Conference with student● Parent contact to discuss chronic concern	<ul style="list-style-type: none">● Data entered into system● Principal will review data and determine next steps

VS 6-12 Behavior Matrix

Criterion for Majors: Disruption or Disrespectful behaviors that are not responsive or resolved through the teacher interventions described above.

Major Problem Behaviors			
Behavior	Definition	Examples	Range of Responses
Abusive or inappropriate language, profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Purposefully using profanity directed at someone, sexual words, threats to harm others, repeated offense	-Parent contact -Detention -In-school intervention -Out of school suspension or other administrator decision
Defiance, insubordination, or non-compliance	Student engages in refusal to follow directions or talks back to teachers/ staff.	Student engages in refusal to follow directions or talks back to teachers/staff. <i>Repeated, teacher is unable to de-escalate, refusal to follow directions/insubordination</i>	-Parent contact -Detention -In-school intervention -Out of school suspension or other administrator decision
Disrespect	Student delivers socially rude or dismissive messages to adults or students.	Student delivers socially rude or dismissive messages to adults or students. <i>Teacher is unable to de-escalate, behavior continues despite attempts to resolve</i>	-Parent contact -Detention -In-school intervention during class period -In-school intervention -Out of school suspension or other administrator decision
Disruption	Student engages in behavior causing an interruption in a class or activity including sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Student engages in behavior causing an interruption in a class or activity including sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. <i>If behavior stops student learning, repeated loud talking, yelling, noise with materials; roughhousing; and/or repeated out of seat behavior.</i>	-Parent contact -Detention -In-school intervention during class period -In-school intervention -Out of school suspension or other administrator decision
Inappropriate display of affection	Student engages in inappropriate, consensual verbal and/or physical gestures or contact of a sexual nature with another student/adult.	Kissing, unsolicited hugging, showing or touching private body parts	-Parent contact -Conference with principal -Detention -In-school intervention
Inappropriate location	Student is in an area that is outside of school boundaries .	Students outside of the assigned area; not in the assigned classroom; leaves school grounds	-Parent contact -Detention -In-school intervention -Out of school suspension
Physical aggression with injury	Student engages in actions involving serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally resulting in medical attention	-Parent contact -1st offense out of school suspension a minimum of 5 days -2nd offense referral to school board for expulsion hearing
Physical aggression without injury	Student engages in actions involving serious physical contact (e.g., hitting punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) do NOT require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally without injury	-Parent contact -Minimum of 2 days in/out of school intervention per administrator decision -Possible counseling services offered
Physical fighting with injury	Student engages in a mutual physical fight where the offender(s) or victim(s) require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally resulting in medical attention	-Parent contact -1st offense out of school suspension a minimum of 5 days -2nd offense referral to school board for expulsion hearing
Physical fighting without injury	Student engages in a mutual physical fight where the offender(s) or victim(s) do not require professional medical attention.	Hitting, kicking, punching, throwing an object at someone intentionally without injury	-Parent contact -Minimum of 2 days in/out of school intervention per administrator decision -Possible counseling services offered
Property damage/vandalism/misuse	Student participates in an activity that results in damage, destruction, or misuse of property.	Purposefully defacing/destroying property	-Parent Contact -Out of school suspension a minimum of

Stealing	Student is responsible for possessing or passing on someone else's property.	Habitual, planned, sneaky	-Could result in criminal charges -Parent Contact -Out of school suspension determined by administration -Could result in criminal charges
Forgery, plagiarism	Student signs a person's name without that person's permission or claims someone else's work as their own.	Copying direct words from someone else's work, forging someone's signature	-Parent contact -Student must redo assignment -Loss privilege
Technology violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera, and/or electronic devices.	On different tabs or games during class, using school technology to send inappropriate emails or social media	-Parent contact -Warning by adult -Conversation with principal and technology director -Loss of privileges
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Wearing inappropriate dress, refusing to change	-Parent contact -Student will change clothes -Detention -In-school intervention
Drug related	Student is in possession of or is using illegal drugs/substances or imitations.	Possession of narcotics, marijuana, or other illegal substances	-Parent Contact -1st offense out of school suspension a minimum of 20 days -2nd offense referral to school board for expulsion hearing -Criminal charges
Alcohol/Tobacco related	Student is in possession of or is using alcohol or tobacco	Possession of alcohol or tobacco related items	-Parent Contact -Minimum of 5 days out/in suspension -Criminal charges

Student Expectations

- **BICYCLES, SKATEBOARDS, ETC.:** Bicycles and motorbikes should be kept in the racks provided and off the sidewalks. It is strongly suggested that you use a lock to prevent theft or unauthorized usage of your bike. For safety reasons, skateboards and scooters are not to be ridden on school property during school business hours.
- **CELL PHONES AND OTHER ELECTRONIC DEVICES:** Cell phones and other electronic devices may be brought to school but must be turned off and kept in student lockers.
 - o If a student has a phone or device in class it will be taken to the office and may be picked up after school.
 - o The second, and successive times, a student has their phone or device taken, the parent/guardian must pick it up in the principal's office.
 - o Habitual offenders will need to meet with administration and it may be requested that devices remain at home.
- **CHEATING:** Students who cheat, plagiarize, or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action such as parent contact, having to redo the task and/or losing privileges.

- **DRESS CODE:**

- **Hair / Dress:** Student Appearance & Dress must be clean, in good taste and not interfere with health, safety and the learning process of other students. Clothing and accessories causing damage or required maintenance to school property (rivets, cleats, chains, etc) may not be worn. Clothing or other apparel promoting products which are illegal for use by minors such as (but not limited to) alcohol, tobacco, or drugs, or clothing displaying obscene material, profanity, or reference to subversion are not appropriate.
- Physical education clothes may be worn only in the gym. Gym clothes are outlined as shorts past their hands, crew neck t-shirts, hair tied back out of face, socks, and clean tennis shoes.
- The students of Vinton-Shellsburg Middle School shall be dressed and groomed in a fashion, which is complementary to the school and not distracting to other students or teachers. If a staff member feels that the attire is distracting or not school appropriate, students will be asked to change into appropriate attire immediately.
- Specifically addressed clothing items are as follows:
- **No undergarments should be visible at any time.**
- **Clothing guidance:** Halter tops or tube tops should not be worn. **Students are not to wear bare midriff shirts.** Any top excessively showing too much skin should not be worn. When choosing shorts, skirts, and dresses none should be revealing your buttocks at any time (standing, walking, sitting, or bending) Sleeveless underwear t-shirts are not allowed – only under another shirt/t-shirt. No midriffs showing. No undergarments showing.
- **Coats are not to be worn in the building. Once you arrive, put them in your locker. Bring a sweatshirt or sweater to wear if cold.**
- **Hats:** No hats, caps or hoods to be worn while in the building during the school day or at indoor school events unless approved by the principal at a special school event.
- **Back Packs/Book Bags:** Due to the security concerns and hazards of tripping on these bags students may not wear these packs/bags in school unless approved by the principal or their designee. These packs/bags may be used to carry books and school related items to and from school only and are to be kept in the student's locker during the day.
- **GUM AND CANDY:** There should be no open food and or candy in the school's hallways or classrooms unless designated by the classroom teacher. No gum will be allowed in the building during the day. All open containers brought on campus will be thrown away or dumped to ensure safety of the contents inside.
- **PASSES:** *Students must have a pass to enter a classroom late. Students who do not have passes will be denoted in PowerSchool as tardy. After 3 tardies in two weeks the information will be entered into PowerSchool as a major.*
- **PHYSICAL EDUCATION GUIDELINES:** All students are expected to participate in physical education. A student may be excused from PE for one class period with a note from home. The student will be expected to participate in the next PE class unless they have a written excuse from a physician.

- **DRUGS, ALCOHOL, TOBACCO:** Use and/or possession of tobacco products in the school building, on school grounds, or at school events is prohibited. In addition, the possession and/or usage of any alcoholic beverage, narcotic, controlled drug (other than prescription drugs) or intoxicant at any school activity is strictly prohibited. Failure to comply with these regulations will result in disciplinary action.
- **ELECTRONIC ITEMS:** Please leave your electronics at home. They are expensive and are more likely to be stolen or broken than at home. Cell phones and other similar communication devices must be turned off and left in your locker. Violations of this policy will result in an office referral.
- **FIGHTING:** Students involved in violence of any kind – either before, during or after school on school property, or in an area that will reflect negatively on the school – will be suspended and a parent will be notified.
- **HARASSMENT/BULLYING:** Harassment and/or bullying in any form will not be tolerated. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age, or handicap will not be tolerated.
- **LOCKERS:** Each student will be issued a locker with a lock at the beginning of the year.
 - **NO writing on lockers and/or using tape, and stickers.**
 - **Lockers are to be locked at all times.** Students are not to leave their lockers unlocked for safety reasons.
 - The school does not recognize any responsibility for items stolen from students.
 - Students who damage their locks/lockers will be charged according to the replacement costs.
 - *Students may not switch their lockers under any circumstances.* Lockers are school property assigned by the school for student use.
 - **Coats are to be stored in lockers and not worn to classes.**
 - Locker clean outs will occur on a periodic basis.
 - Lockers may be searched any time per Iowa Code 808.A.
 - The school reserves the right to have unannounced locker checks throughout the year.
 - Unannounced checks may occur at any time when there is a reasonable suspicion of a school regulation being broken.
 - **Absolutely NOTHING can be posted outside of the lockers unless approved by the office.** There are to be no stickers applied anywhere in or out of the lockers. Any photos or other items (activity posters) that you wish to post inside your lockers may be done so on the inside of the door only. Magnetic strips/magnets are required for posting. All students are required to clean up their lockers at the end of the school year.
- **GYM LOCKERS** - These lockers are for physical education and/or personal athletic storage.
 - Books, coats, keys, and other personal items needed throughout the day must be stored in your academic locker.
 - **Students involved in activities/P.E. are reminded that these lockers may only be visited before school, during physical education class, and after school.**
 - **You must return your locks to the P.E. Instructor at the end of the year.** If locks are not returned a fine will be assessed for the cost of replacement.

- **ONLINE POLICY:** The use of electronic resources is supported, provided abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken.
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- **PROFANITY:** Speaking in a profane manner and/or rude, boisterous behavior is also not tolerated at school, on school grounds, or at school-sponsored activities.
 - **SEARCH & SEIZURE:** School District authorities may search a student, student lockers, desks, work areas, etc. based on a reasonable suspicion that a Board Policy, school rule, or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the school.
 - **STEALING, VANDALISM, DAMAGE TO PROPERTY:** Treat school and other people's property with respect. Any student caught stealing will be expected to return the item or pay for it. Likewise, the guilty student should pay for any damage to school property. (This includes damage to textbooks beyond normal wear.) In addition to repayment, parents will be notified, disciplinary action will result, and law enforcement may be notified.
 - **TECHNOLOGY/SOCIAL MEDIA:** Vinton-Shellsburg Middle School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology skills.
 - Students are provided a laptop by the district for school use if they have completed the required community service or paid computer fee.
 - Students are expected to be on websites designated by the teacher during the school day.
 - Students who are found on different tabs or on games during class will be subject to the district acceptable use policy that could result in removal of the computer for a period of time.
 - Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online and offline.
 - We will make all reasonable efforts to ensure students' safety and security online.
 - Students will not post images of students or staff on social media without consent.
 - Misuse of social media may result in disciplinary action.

The following procedures may be used for students who are found in violation

- Warning by adult
- Minor PowerSchool Violation
- Major PowerSchool Violation- Conversation with principal and technology director. This could include warning or removal of the device for a period of time.

- **WEAPONS:** Students shall not possess any weapon (or look alike) or dangerous object. Offensive/dangerous weapons are not allowed in school, on school grounds, or at any school-sponsored activity. Possession and/or use of firearms will be an automatic one-year expulsion from school and notification to the police department.

DISCIPLINARY ACTION:

If a student violates school rules, the administration may impose in-house suspension, out-of-school suspension, noon detention, after-school detention, attendance or behavioral contracts, expulsion, parent/guardian conferences, or revocation of student privileges.

Web Resources

www.pbis.org National technical assistance Web site on positive behavior intervention and supports includes an online library of reference, videos, and tools.

www.apbs.org Association for Positive Behavior Support-membership includes The Journal of Positive Behavior Interventions

www.pbismn.org Minnesota PBIS website contains information about local cohort training and resources for PBIS coaches.