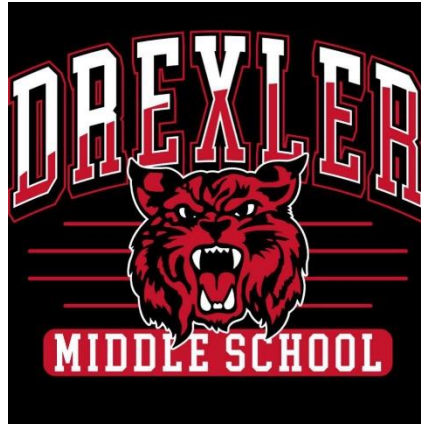


# Drexler Student Handbook 2025-2026



***Principal:***  
**Adam Kedley**

***Assistant Principal & Activities Director:***  
**Rich Hatcher**

***Dean of Students:***  
**Todd Wernimont**

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# Western Dubuque County Community School District



## VISION

**Better Every Day**

## MISSION

Develop individuals through lasting education and opportunities.

## VALUES

### People First



We prioritize all people; students, staff, families, and community members are the driving force behind our success.

### Continual Growth



We embrace improvement in academics, activities, engagement, environment, and mindset.

### Opportunities for All



We promote opportunities for personal, professional, and collective advancement.

**Strategic Plan 2024 - 2029**

## COMMITMENTS

Provide a safe environment that supports student social, emotional, and behavioral development.

Secure efficient, effective, and equitable use of resources to support district unity and maintain fiscal integrity.

Ensure a satisfying and engaging partnership with families and communities.

Enhance student growth and achievement in all content areas and career-readiness skills.

Create a productive learning environment that utilizes exemplary professional practices.

# WDCCSD 2025-2026 School Calendar

Approved 3/10/2025



## Start Dates

Grades K-12 (Iowa Code) Aug. 25  
Preschool Sept. 2

**PK-11 End Date (anticipated)** May 22

**High School Graduation Date** May 17  
(Senior's Last Day - May 15)

**Weather make up days** Apr. 1  
Apr. 7

**Teacher Comp Days:** November 14, 26,  
February 27, April 2, April 6, May 28 &  
29 (2 Comp Days for PT Conferences, 5  
Comp Days for extra hours)

**Parent Teacher Conferences** will  
be scheduled by each school prior  
to the beginning of the year.

## Calendar Legend:

**T** End of Trimester  
**NO SCHOOL**, Vacation or Holiday  
**Teacher Comp Days**  
**2 hr early dismissal**  
**1 hour early dismissal**  
**AND teachers work 60**  
**minutes exchange**

August					Stdnt	Tchr
M	T	W	Th	F	Days	Days
11	12	13	14	15	0	0
18	19	20	21	22	0	4
25	26	27	28	29	5	5
September					5	9
1	2	3	4	5	4	4
8	9	10	11	12	5	5
15	16	17	18	19	5	5
22	23	24	25	26	5	5
29	30				2	2
October					26	30
6	7	8	9	10	5	5
13	14	15	16	17	5	5
20	21	22	23	24	5	5
27	28	29	30	31	5	5
November					49	53
3	4	5	6	7	5	5
10	11	T	13	14	3	5
17	18	19	20	21	5	5
24	25	26	27	28	2	3
December					64	71
1	2	3	4	5	5	5
8	9	10	11	12	5	5
15	16	17	18	19	5	5
22	23	24	25	26	1	1
29	30	31			0	0
January					80	87
		1	2		0	1
5	6	7	8	9	5	5
12	13	14	15	16	5	5
19	20	21	22	23	4	4
26	27	28	29	30	5	5
February					99	107
2	3	4	5	6	5	5
9	10	11	12	13	5	5
16	17	18	19	20	5	5
23	24	T	26	27	3	5
March					117	127
2	3	4	5	6	5	5
9	10	11	12	13	5	5
16	17	18	19	20	5	5
23	24	25	26	27	5	5
30	31				2	2
April					139	149
		1	2	3	0	2
6	7	8	9	10	3	5
13	14	15	16	17	5	5
20	21	22	23	24	5	5
27	28	29	30		4	4
May					156	170
				1	1	1
4	5	6	7	8	5	5
11	12	13	14	15	5	5
18	19	20	21	T	5	5
25	26	27	28	29	0	4
June					1118 hrs	190
1	2	3	4	5	0	0

(1080 hrs. required)

Date	Event
Aug. 19-22	Teacher In-service and Clerical
Aug. 21	6th, 9th Grade & New Student orientation
Aug. 25	Students' First Day (Grades K-12); Iowa Code
Aug. 27	TK First Day
Sept. 1	NO SCHOOL, Labor Day
Sept. 2	Preschool First Day (see PK District Calendar for additional PK details)
Nov. 12	End Trimester (57 days)
Nov. 13	No School, Clerical/PD Teacher
Nov. 14	NO SCHOOL, End of Trimester, Teacher Comp
Nov. 26	NO SCHOOL, Teacher Comp Day
Nov. 27-28	NO SCHOOL, Thanksgiving Holiday
Dec. 22	2 hr. early dismissal, Winter Break
Dec. 23-31	NO SCHOOL, Winter Break
Jan. 1	NO SCHOOL, Winter Break
Jan. 2	NO SCHOOL, Teacher Clerical/PD
Jan. 19	NO SCHOOL, Martin Luther King, Jr. Day
Feb. 25	End Trimester (60 days)
Feb. 26	NO SCHOOL, Teacher Clerical /PD
Feb. 27	NO SCHOOL, End of Trimester, Teacher Comp Days
Apr. 1	No School, Teacher PD OR Snow Make Up
Apr. 2	NO SCHOOL, Teacher Comp Day
Apr. 3	NO SCHOOL; Spring Break
Apr. 6	NO SCHOOL, Teacher Comp Day
Apr. 7	No School, Teacher PD OR Snow Make Up
May 17	Graduation at CHS & WDHS
May 22	2 hr. early dismissal, End Trimester (55 days)
May 25	NO SCHOOL, Memorial Day
May 26-27	No School, Teacher Clerical/PD OR Snow Make Up
May 28-29	NO SCHOOL, Teacher Comp Days
	*(Student Comp days for PT conferences)

Daily Schedule			
BT	8:00	8:20	20 min
1st	8:24	9:10	46 min
2nd	9:14	10:00	46 min
3rd	10:04	10:50	46 min
4th (WIN)	10:52	11:12	20 min
5th (lunch)	11:16	12:36	50 min
	11:12	11:40	6th Grade
	11:40	12:08	7th Grade
	12:08	12:36	8th Grade
6th	12:40	1:26	46 min
7th	1:30	2:16	46 min
8th	2:20	3:06	46 min
		3:14	2nd shift

Wednesday with Bobcat Time			
BT	8:00	8:20	20 min
1st	8:24	9:00	36 min
2nd	9:04	9:40	36 min
3rd	9:44	10:20	36 min
4th (WIN)	10:22	10:42	20 min
6th	10:46	11:22	36 min
5th (lunch)	11:26	12:46	50 min
	11:22	11:50	6th Grade
	11:50	12:18	7th Grade
	12:18	12:46	8th Grade
7th	12:50	1:26	36 min
8th	1:30	2:06	36 min
		2:14	2nd shift

**DREXLER MIDDLE SCHOOL**  
**Farley, Iowa**  
**(563) 663-9651**  
**[www.wdbqschools.org](http://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 the building

1. ILLEGAL ITEMS FOUND IN SCHOOL OR IN THE STUDENT'S POSSESSION - Refer to School Board Policy [502.7](#) Smoking-Drinking-Drugs
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 will 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. Student visitors must be pre-approved by the office.
9. Elevator may only be used with direct permission from school staff.

**School Hours**

Classes begin at 8:00 A.M. First shift dismissal is at 3:06 P.M.: includes 1<sup>st</sup> shift bus, walkers, car pickups. Second shift dismissed at 3:14 P.M.: includes 2<sup>nd</sup> shift bus & after-school activities. 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.

**Attendance**

- [501.09](#) – Chronic Absenteeism and Truancy  
[501.09R1](#) - Chronic Absenteeism and Truancy Regulation  
[501.11](#) - Student Release During School Hours

**Why Attendance Matters**

Each day's lessons build upon the previous ones. Missing school can disrupt a student's understanding and progress, making it challenging to keep up with coursework. Moreover, regular attendance contributes to a cohesive and interactive classroom environment, benefiting all students. 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 principal for the student to be absent.

**Definitions**

- **Chronic Absenteeism:** Missing more than 10% of the school days or hours in a grading period. For example, in a 60-day trimester, this equates to 6 or more days.
- **Absenteeism Plan:** Missing more than 15% of the school days or hours in a grading period, regardless of reason, may result in an Absenteeism plan. For example, in a 60-day trimester, this equates to 9 or more days. Once this plan is made, communication will be made weekly on absences.
- **Truancy:** Being absent without a valid excuse for at least 20% of the school days or hours in a grading period. Using the same 60-day trimester example, this would be 12 or more days.

## Excused Absences

### State Exemptions

Chronic absenteeism and truancy do not apply to the following students who:

- Have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- Are excused for sufficient reason by any court of record or judge;
- Are attending religious services or receiving religious instruction;
- Are unable to attend school due to legitimate medical reasons;
- Are a military applicant undergoing military entrance processing or are engaged in military service;
- Are traveling to attend a funeral or wedding;
- Have an individualized education program that affects the student's attendance;
- Have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- Are attending a private college preparatory

School Exemptions (Including all the above):

- A participant in school-sponsored or approved activities.

## Reporting Absences

Parents or guardians should notify the school office by 9:00 a.m. on the day of absence, providing the student's name, grade, and reason for absence. Timely communication helps us ensure student safety and accurate record-keeping.

## Make-Up Work

Students are responsible for completing missed assignments. They will have a period equal to twice the number of days absent to submit make-up work, not exceeding 10 days. For instance, if a student misses 3 days, they have up to 6 days to complete the assignments. It's the student's responsibility to coordinate with teachers regarding missed work.

## Unexcused Absences and Truancy

Unexcused absences occur when a student misses school without a valid reason. Consequences may include:

- Detention or in-school suspension.
- Development of an Absenteeism Prevention Plan at 15% in collaboration with parents/guardians.
- Referral to the county attorney if unexcused absences reach 20% in a grading period.

## Parental Involvement

We encourage parents and guardians to:

- Emphasize the importance of regular attendance with their children.
- Schedule medical appointments outside of school hours when possible.
- Communicate with the school regarding any attendance concerns or challenges.

### **Support and Resources**

Understanding that challenges may arise affecting attendance, our school offers resources to support students and families. If you're facing difficulties ensuring your child's regular attendance, please reach out to our counseling office for assistance. By working together, we can ensure that all students have the opportunity to succeed academically and develop positive lifelong habits.

### **Attendance Contact**

Parents are expected to call the school office (563) 663-9651 or email [DMSReceptionist@w-dubuque.k12.ia.us](mailto:DMSReceptionist@w-dubuque.k12.ia.us) 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 administration.

### **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 5+ tardies to a class per trimester consequences will be implemented by administration. Further consequences may be enforced by administration.

### **School Health and Other Services**

#### **Illness**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature < 100.4 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 100.4°, 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.

#### **Illness or Injury at School**

Refer to School Board Policy - [507.4](#) Illness or Injury at School

### **ADMINISTRATION OF MEDICATION TO STUDENTS**

Refer to School Board Policy [507.2](#) Administration of Medication to Students



## **REQUIRED DENTAL SCREENING, VACCINATIONS, IMMUNIZATIONS, BLOOD LEAD TEST**

Click [Here](#) for more information from the Iowa Department of Public Health

### **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 6<sup>th</sup> grade.

### **Lunch Period**

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.

### **FOOD SERVICE/MEAL CHARGES – Refer to School Board Policies**

[710.1](#) School Food Program

[710.2](#) Free or Reduced Cost Meals Eligibility

[710.4](#) Meal Charges

### **Student Directory Information**

Refer to School Board Policies

[506.2](#) -Directory Information

[506.2E1](#) - Authorization for Releasing Student Directory Information

[506.2R1](#) - Use of Directory Information

### **Student Records**

Refer to School Board Policies

[506.1](#) - Records Access

[506.1E1](#) - Request of Nonparent for Examination of Copies of Education

[506.1E2](#) - Authorization of Release of Education Records

[506.1E3](#) - Request for Hearing on Correction of Education Records

[506.1E4](#) - Request for Examination of Education Records

[506.1E5](#) - Notification of Transfer of Education Records

### **School Counseling Services**

Professional school counselors and support staff such as substance abuse, and mental health counselors will provide assistance, upon request, to students who are experiencing problems at home, in school, or with their personal relationships. In addition, they coordinate testing, new-student orientation, class scheduling and the collection and distribution of educational and occupational information. If your child is in need of services, please contact the school counseling office at (563) 424-6041 to request on-site support during school hours or to connect you with additional resources. An updated list of community partners can be found on our district website. (link: <https://www.wdbqschools.org/page/mental-health-wellbeing-resources>)

### **Electronic Devices Protocol**

**They cannot guarantee the security of electronic devices at school.**

## **ELECTRONIC MEDIA - Refer to School Board Policies**

### **605.6 - Internet Appropriate Use**

### **605.6E1 - Internet Access Denial Letter to Parents-Guardians**

### **605.6E2 -Internet Appropriate Use Violation Notice**

### **605.6R1 - Internet Appropriate Use Regulation**

Students may not use electronic equipment such as earplugs, airpods, iPods, cell phones, smartwatch, etc. instructional time throughout the day. The entire school day is classified as instructional time with the exception of lunch.

Any unauthorized recording and/or taking of pictures is prohibited according to the Student Handbook. The following are the personal technology acceptable use expectations:

Cafeteria	Use is permitted at all times during your assigned lunch period. Wear headphones while listening to music and shall not be disruptive to others
Office (Counseling, Guidance, Nurses, etc.)	When a student enters a classroom/office/locker room, all non-school issued electronics are put away
Locker Rooms/Restrooms	When a student enters a locker room/restroom, all personal electronics are put away. Privacy is an expectation
Resiliency Rooms	Turn in electronic device after completing the sign-in process
Personal Situations	In the event of an important personal situation speak with staff prior to class. Make staff aware of the situation, develop a common understanding of expectations, and handle the situation according to determined plan.

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** – Minor Referral - item sent to office – student may pick up in the office at the end of the day

**Second offense** – Minor Referral – items sent to office - parent notified to pick up.

**Third offense** – Major Referral - parent notified to pick-up and student will either leave device at home or check into 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.

## **USE OF RECORDING DEVICES ON SCHOOL PROPERTY - Refer to School Board Policy**

### **804.6 Use of Recording Devices on School Property**

The use of recording devices, including cell phones, on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of facilities,

other students or employees unless the recording is authorized in advance by the building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

## **LAPTOP STUDENT/PARENT GUIDE**

### **Laptop Overview**

The student assigned laptop, charger, and carrying case are the property of Western Dubuque Community School District and can be requested back at any time. The district-issued device purpose is to assist with students access of required instructional resources offered by their teachers. This device is an educational tool for educational use only. Student laptops are intended for use at school each day and are required to be taken to classes. Teachers/administrators will have the final say as to the time and method of laptop use in their classrooms/buildings. Western Dubuque Community School District retains sole right of possession and ownership of all computer devices and accessories utilized for the 1:1 initiative and grants permission to the student to use the device according to the rules and guidelines set forth in this document. Failure to follow the terms of this document will result in disciplinary action, including but not limited to confiscation of any and all devices lent to students, as well as any other disciplinary action deemed appropriate by Western Dubuque Community School District.

### **Laptop Use and Care**

Students are responsible for the laptops they have been assigned and are responsible for any costs associated with damage, repairs, or loss of loaned laptop. Students will receive their assigned laptop during the start of the school year. Each device will be inventoried and tracked using Western Dubuque Community School Districts software. Students will receive the same computer year after year to maintain user responsibility and quality of their assigned laptop. All 9th grade students will receive a new laptop each year.

Students are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specially advised not to do so by their teacher.

Support for student assigned laptops will be available in the DMS library. Students and their assigned laptops will be required to report any, and all damages or repair needed to the DMS library. Staff will determine the repair needed and if a loaner laptop should be issued. Loaner laptops assume all aspects and policies of the student's originally issued device. Do not take district owned laptops to an outside repair service area for any type of maintenance.

### **Transporting Laptop**

- Make sure no items are on the keyboard and then close the laptop lid before moving the laptop
- Store the laptop in the provided carrying case to help protect when transporting
- Do not overload the carrying case with other items. This could put pressure on the screen causing it to crack.
- Do not transport the laptop with the power cord plugged into the laptop

- Do not leave your computer on when transporting it in the case
- Do not put any amount of weight on top of the case with the laptop inside
- It is recommended to store the laptop in a secure location at school.
  - Lockers with a lock
  - Classrooms that are being supervised and/or locked
- Under no circumstances should the laptop be left unattended unless it is properly secured.
- If an unattended laptop is found, notify a staff member immediately.

#### **Care for Laptop**

- Do not eat or drink while using the laptop
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth
- Clean the keyboard and outer surface with a damp, soft microfiber cloth
- Never spray any liquid directly on the laptop
- When not using the laptop for extended periods of time, shut the laptop off instead of letting it go to sleep
- When using the laptop, keep it on a flat, solid surface
- Take care when inserting power cord or USB devices to avoid damaging the laptop ports
- Do not expose the laptop to extreme temperatures or direct sunlight for extended periods of time. This includes leaving it inside of a vehicle.
- Laptops must have the Western Dubuque Community School District asset tag label bar code on it at all times. These labels must not be removed or altered in any way. If the tags are removed or defaced, disciplinary action will result, along with a fine being assessed.
- Never attempt to repair the laptop. Under no circumstances are you to attempt to open or tamper with the internal components of the laptop. Report any damage or technical issue to the student helpdesk as soon as possible.

#### **Repairing Laptop**

- Student laptops in need of repair must contact the buildings student run helpdesk
- Loaner laptops may be issued to students when they leave their school issued laptop for repair.
- Loaner laptops may be taken home
- Students are responsible for any damage to or loss of loaned laptop
- Helpdesk will contact students when their laptop is repaired and ready for pick up
- Students are responsible to back-up or store their own data. Students are encouraged to save their data to OneDrive.

#### **Returning Student Assigned Laptop**

End of the Year: At the end of each school year, students will be expected to turn in their assigned laptops back to Western Dubuque Community School District. Failure to turn the laptop in could result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

Transferring/Withdrawing: Students who transfer or withdraw from Western Dubuque Community School District must turn in their assigned laptop on their last day of attendance. Failure to turn the laptop in could result in the student being charged the full replacement cost of the items missing. Additionally, a report of stolen property may be filed with local law enforcement.

#### **Internet Privileges, Privacy and Acceptable Use**

Use of the district assigned laptop and any Western Dubuque Community School network is a privilege, not a right. At school, students will have access to the internet through the school network. When not at school, students can access the internet if they have internet access available to them in their home

or other locations. Western Dubuque School District will not provide students with Internet access outside of school property. Each assigned laptop has a content filter in place when students access the internet. Therefore, sites that are deemed harmful or un-educational will be blocked. This content filter is in place and monitoring each user regardless of what internet it is connected to.

All levels of Internet access described above adhere to the Children's Internet Protection Act (CIPA) which was a law enacted by U.S Congress in 2000.

No technology protective measure is 100% effective in protecting students from material that is potentially harmful. Western Dubuque School District will perform a best effort case in employing technology protection measures. Western Dubuque Community School District reserves the right to monitor and log the use of its technology and networks by users and examine user files and materials, as necessary.

Western Dubuque Community School District reserves the right to collect and/or inspect the laptop at any time, including via electronic remote access. There is no reasonable expectation of privacy while using Western Dubuque Community School Districts laptops, networks, or other technologies.

By logging into the assigned laptop, you are agreeing to follow the Western Dubuque School District Acceptable Use Policy (605.6), Acceptable Use Regulation and Internet Safety Policy (605.6R1) and Student Internet Access Agreement (605.6E1).

### **Laptop Violation Progression**

1. First offense - Student is called to the office to discuss their online behavior. Parents may be notified. Student gets to keep their computer for school use.
2. Second offense - Student and Parents will be contacted to participate in a discussion about online behavior. The student account is enrolled into a limited access web filter to limit web searches and daytime/weekend hours of online access.
3. Third offense - Student and parents will be contacted. The computer is restricted to only certain sites needed for their schoolwork. The computer will be located in the office and checked out as needed by the classroom teacher.

Should there be any additional violations, administration will contact parents to set-up additional supports up to, and including, the possible removal of technology usage.

### **Right to Waive Access to Laptop Outside of School Hours**

Parents/Legal Guardians have the right to waive their child's access to the laptop outside of school hours by submitting an online form. A record of the form will be kept on file. The student will still have access to the laptop while at school but will not be allowed to take the laptop offsite for any reason. This laptop must be checked in and out each school day for this student. The decision to either waive the right to access or to participate in access to the laptop can be made at any time during the school year.

### **AI/Aigiarism**

Algiarism is defined as: The use of AI tools to generate work that can be passed off as one's own. This can be argued as different than plagiarism as it isn't taking credit away from someone else; however, it can and should be treated similar to plagiarism as it is still falsely claiming writing for yourself that you didn't do.

Students using AI improperly the first time will receive a minor and an attempt to redo the learning. Repeated offenses could result in a zero and/or further consequences.

### **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.

### **Search and Seizure**

Western Dubuque staff may conduct a search of a student and/or a student's personal property of a student including, but not limited to, coat, purse, book bag, or cell phone, when an administrator has reasonable and articulable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulation affecting school order. Aides, including but not limited to metal detecting wands, may be used to ensure least invasive practices are followed. Students loitering on school grounds and unattended personal belongings may be searched. School issued electronic devices may be also searched at any time. Board Policy 502.8 and 502.8 R1.

### **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.

### **Schedule Changes**

1<sup>st</sup> trimester request window will be from the day schedules are released to the public until the end of the 8<sup>th</sup> day of school. 2<sup>nd</sup> and 3<sup>rd</sup> trimester request windows will be between the start of the second day of the trimester and end on fourth day of the trimester

Unacceptable Schedule Changes:

- To be in the same class as friends
- The student prefers a different class period
- The student prefers a different teacher

Acceptable Schedule Changes:

- Misplacement/Change of career plans
- Special placement
- Crisis intervention

### **Food and Drink**

No food or drink in hall or lockers other than water bottles unless given permission by teacher or administration.

### **Apparel**

Refer to School Board Policy [502.1](#) - Student Appearance

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 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 6-12 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.

### **BOOK BAGS**

Students may not bring book bags, backpacks, or items of a similar nature to the classroom, library, restrooms, athletic event or to the lunchroom. All bookbags must remain in the student locker during the school day.

### **DAMAGED BOOKS/PROPERTY**

Students who lose or damage books or other school property may be charged a fine up to the amount needed to replace the item.

### **WEAPONS**

Refer to School Board Policy [502.6](#) Weapons

### **INFORMATION ON INSTRUCTIONAL MATERIALS - Refer to School Board Policy [605.2](#) - Instructional & Library Materials Inspection & Display**

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

## **ANTI-BULLYING/ANTI-HARASSMENT**

Refer to School Board Policy

[104](#) Anti-Bullying/Anti-Harassment Policy

[104.E2](#) Witness Disclosure Form

[104.E3](#) Disposition of Complaint Form

Western Dubuque Community School District (WDCSD) is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the WDCSD School Board has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. Reports of bullying & harassment should begin with the school counselor.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

Any individual who believes they have been harassed or bullied should follow the district complaint procedures, and the complaint will be investigated.

For additional questions, please contact your building principal

## **SAFE & EFFECTIVE USE OF SECLUSION & RESTRAINT**

Refer to School Board Policy [503.6](#) - Physical Restraint & Seclusion of Students

### **Intervention Class**

Any general education student who is not proficient on ISASP Math or ELA and high risk on the same area of the aReading or aMath Screener will be scheduled for an intervention class until proper growth is shown.

### **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

P = Pass

I = Incomplete; work must be made up in 10 days

W = Withdrawal

AW = Administrative Withdrawal

### **Incompletes**

Incompletes at the end of term are teacher and admin decision with the following in mind:

INCOMPLETES	
What it is	What it isn't
Long term sickness/injury over the last week	Missing work not turned in due to missing deadlines
Absence that affected a project or assessment during the last couple of weeks	Not retaking/making up project/exams because of effort, care, or responsibility
Unable to re-take/make up exams because of circumstances	

**Drexler Activities- See [Drexler Activities Handbook 2025-26](#)**

### **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. Level 1, 2, & 3 behaviors will have specific consequences applied as determined by transportation and school personnel such as: warnings, assigned seats, suspensions, expulsions, etc. 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.

1. Speak only to those around them in conversational (inside) voices using respectful words.
2. Communicate any problems or conflicts with the bus driver.

### **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.

**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 the school buses by all transported students is required.

Transportation is a privilege granted to students depending on 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 provided transportation may be suspend or revoked.

Suspension 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 suspensions for special education students will be based upon their IEP needs/requirements.

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

**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 - OFFENSE:**

- \*\* Failure to follow bus driver's directions.
- \*\* Standing while bus is moving.
- \*\* Boarding/exiting at other than assigned bus stop.
- \*\* Excessive noise or misbehavior.
- \*\* Horseplay (Playing corners, throwing snow, chanting loudly).
- \*\* Food or drink on bus based on driver preference & state standards.
- \*\* Other forms of misbehavior that, in the view of the bus driver, create a safety concern.
- \*\* Failure to follow bus driver's directions.

\*\* Standing while bus is moving.

#### **LEVEL 1 - CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share the information with the school building administration.

**First Offense:** Written warning and up to three (3) day bus suspension

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

**Third Offense:** Considered Level 2 Offense

#### **LEVEL 2 - OFFENSE:**

\*\* 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 profanity or obscene actions/language.

\*\* Extending any body parts out of the window while the bus is moving.

\*\* Throwing or shooting objects.

\*\* Vandalism of school or student property.

\*\* Inappropriate use of electronic devices.

\*\* Spitting on another student

\*\* Physical Aggression, with or without injury

#### **LEVEL 2 -CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share the information with the school building administration.

**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 Offense.

#### **LEVEL 3 - OFFENSE:**

\*\* Possession of tobacco (including e-cigs and vapes), alcohol or illegal drugs.

\*\* Possession of a weapon (including look alikes & toys), ammunition or firearms.

\*\* Assault, violence toward bus drivers or student(s) - with serious bodily injury

\*\* Confirmed case of bullying.

\*\* Flagrant disregard for safety.

#### **LEVEL 3 -CONSEQUENCES:**

Driver will contact transportation supervisor to alert them of continued issue on bus. Transportation will share , the information with the school building administration.

**First Offense:** Minimum thirty (30) day bus suspension up to the remainder of the school year.

Also 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 students are aware of the WDCSD expectations for student behavior as stated above.

### **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, 2<sup>nd</sup> Avenue & 2<sup>nd</sup> 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 Trips**

Students who participate in school-sponsored trips must travel with the group unless they have special permission from the Administration to travel with a parent/guardian or another party. The parent/guardian must make the request in person to the Administration whose decision is final. When students are assigned to a bus for a school-sponsored trip, they may not change buses without.

### **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.

### **Loitering**

Students are expected to be in desired locations at all times before, during and after school hours. Loitering in the hallways, restrooms, locker rooms, library and other areas of the building unless permitted is not allowed. Students need to have a valid hall pass to be in the hallways except during passing periods. Students are not permitted to be in the building after the school day unless participating in an after-school event or staying after school as a spectator. As a spectator, students are to be in the supervised location.

### **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 homework room. Please reach out to one of your teachers

### **Homeless CHILDREN**

Refer to School Board Policy [501.16](#) Homeless Children & Youth

### **Behavior Expectations/Responses**

All teachers will have designed expectations for their classrooms for classrooms to run smoothly and for students to be successful in any environment. Teachers will have a behavior response plan when situations present themselves.

### **Minor Incidents**

Minor incidents are when classroom instruction is being interrupted, and expectations set forth by the teachers are not being followed. These may be minor incidents that affect the learning of the student and potentially those around them. These behaviors may include any of the following and more:

Blurting out, excessively talking with peers, not following directions, disrespectful comments, In-class technology violations (games, videos), phone violations, etc.

### **Response plan**

1. Classroom expectations reviewed as needed
2. Private conversation with student in hall/classroom setting
3. If concern continues, a Minor referral will be completed resulting in the following:
  - a. Student conference with Student Needs Facilitator
  - b. Parents notified
  - c. Incident documented into Campus
  - d. Possible consequences implemented: student conference, parent contact, reteaching, apology/restitution, loss of privilege, lunch detention, student/parent contract

### **Major Incidents**

Major incidents are when the learning environment is disrupted for all students, and the class is unable to learn. Students will be removed from the environment immediately and be sent for an Office Referral to ensure the safety/learning for all students. The behaviors may include any of the following and more:

Extreme disrespect to staff/students, repeated offenses of minor incidents, refusal to comply with any adult direction, physical/verbal assault of students/staff, district technology violations, concerns for the safety of others, discriminatory language/actions, etc.

## **Response Plan**

1. Student will be sent or escorted out of learning environment to the designated space
2. Incident reflection form completed by student
3. Student Needs Facilitator will discuss incident with staff and then follow up with involved student(s)
4. Parents notified
5. Incident documented into Campus
6. Consequences will be implemented, which may include:
  - Apology conversation, loss of privileges, lunch/recess detention, time in office, Resiliency Room ½ or full day, student/parent contract, after school detention, suspension, expulsion, etc.

## **Discipline Policy**

Students should conduct themselves in an appropriate manner throughout the school day in all of the common areas. They should show respect and consideration for all people at all times. The goal is to create an environment where teaching and learning are the highest priority. Cooperation between students, teachers, administrators, and support staff is essential in order to accomplish this goal.

## **Disciplinary Actions**

Student Conference – A meeting with school administrator and the student to review expected behaviors.

Parent Contact – Parents contacted for Minor and Major Referrals to outline the events/behaviors to which their student was involved and to notify for disciplinary actions.

Reteaching – Expectations reviewed with students and additional learning is applied to ensure student understands desired expectations.

Apology/Restitution – Student will meet with affected individuals from incident and resolve the situation through communication. This will be supported by school personnel.

Loss of Privilege – Student may lose access to a privilege for a determined time frame. This may apply to phones privileges, computer Limited Access, recess, etc.

Lunch Detention – Students may lose access to eating with their peers and attending recess due to incidents. When serving lunch detentions, students will gather their food and report to the desired in-school location for the duration of their lunch period. Cell phones are to be turned into the office while serving the lunch detention.

After-School Detention – After-school detentions may be assigned by administration as the result of an incident. Parents would be notified prior to serving to arrange transportation and students would serve up to an hour after school in the assigned location. Cell phones are to be turned into the office while serving the after-school detention.

**Time in Office** – Student may spend a portion of the class period or school day in an assigned location due to dysregulation or repeated incidents in the classroom wherein the learning environment is disrupted.

**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.

**Student Contract** – An agreement between the student, parent/guardian, and school officials regarding the expected behavior of the student. The contract will also include consequences should the contract be broken.

**Out of School Suspension** – The temporary removal of the student from school. Students on out-of-school suspension shall have their attendance reflected accordingly. A re-entry meeting with parents, student and school administration will occur when the student returns. Student will also spend the following day in Resiliency Room upon return.

**Expulsion/School Board Action** – The student will be dismissed from school by the Board of Education. This action is the most severe punishment that may be imposed by a school. A student who, in the opinion of school administration has committed such act, will be subject to the discretionary authority of the school administration to levy discipline. Any student who attempts to commit an act of misconduct or knowingly assists another student in committing an act of misconduct may be subject to disciplinary action. Up to the discretion of the Western Dubuque School District Administration, the School Resource Officer (S.R.O.) may be called for support and/or criminal complaints.

### **Disciplinary Behaviors**

Students who exhibit any of the following behaviors will be subject to consequences as determined by school staff. The behaviors listed below are examples of behaviors that would be addressed in the Minor/Major Referral Process.

<b>State Code</b>	<b>Definition</b>		
Disrespect (8)	Student delivers socially rude or dismissive messages to adults or students.	Drugs (11)	Student is in possession of, using, or under the influence of illicit or illegal drugs
Disruption (9)	Student engages in behavior causing an interruption in a class or activity including, but not limited to, loud talk, yelling, noise making, horseplay, or out-of-seat behavior.	Fighting (21-23)	Student engages in or instigates a physical fight.
Dress Code (10)	Student wear clothing which does not fit within the dress code guidelines practiced by the school.	Harassment (14)	Student delivers direct, indirect, or technology based unwanted, aggressive behavior that involves a power imbalance and is related to race, color, natural origin, sex, or disability.
Inappropriate Language (1)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (low intensity)	Plagiarism/Algiarism (12)	Student signs a person's name without permission or claims someone/something else's work as their own.
Non-compliance (7)	Student engages in refusal to follow directions or talks back to staff (low intensity).	Inappropriate Location (16)	Student is in an area outside of school boundaries as defined by school personnel
Property Misuse (24)	Student engages in activity which results in damage, destruction, or the misuse of property. (low intensity)	Insubordination (7)	Student engages in refusal to follow directions or talks back to staff (medium intensity). This includes not paying for entry of events.
Tardy (27)	Student is less than 15 minutes	Other (33)	High intensity behavior in a category not listed.
		Physical Aggression (19-20)	Student engages in actions involving serious physical contact including, but not limited to



# Drexler Expectations

## Restroom Expectations

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

## Library Expectations

Respectful	On Your Honor	Accepting	Responsible
<ul style="list-style-type: none"> <li>* Handle library materials/furniture with care</li> <li>* Maintain a quiet environment for studying and research</li> <li>* Be mindful of others and avoid disruptive behavior</li> <li>* Keep the library tidy and dispose of trash properly</li> </ul>	<ul style="list-style-type: none"> <li>* Use library as directed by teachers</li> <li>* Go directly to library and return to class</li> </ul>	<ul style="list-style-type: none"> <li>* Greet others positively</li> <li>* Accept feedback from adults</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of checked out materials</li> <li>* Be efficient in going, using and returning from library</li> <li>* Place all library materials in the appropriate location</li> <li>* Please be mindful of volumes on the way to/from and while using the library</li> </ul>

### Hallway Expectations

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

### Lunchroom Expectations

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

### Bus Line Expectations

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

### Bus Expectations

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

### Arrival/Dismissal Expectations

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

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

### Recess Expectations

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

## School Assembly Expectations

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

Non-Discrimination Policy Statement: [102](#)