

## Oltman Student Handbook

**Elevators** - Only students who have authorization by the administration may use the elevator.

**Food** - Water is allowed in classrooms. Food and gum is allowed at teacher discretion.

**Lost and Found Items** - Anyone who finds an article should return it to the office at once. Lower value lost and found items will be placed in the designated area outside the media center. Higher value items will be kept in the office.

**Classroom Behavior** - Students are expected to have appropriate behavior in the classroom which supports the learning environment. Students who are disruptive to the learning environment, will receive consequences from the teacher.

**Hallway Behavior** - Students are required to walk in the hall. No pushing, shoving, or horseplay is allowed. No earbuds. Pass must be visible when leaving class.

**Lunchroom Conduct** - Students are expected to stay seated except when getting lunch, bussing trays, or using the restroom. Students are responsible for cleaning up after themselves and washing the table before they are dismissed from lunch. There are no ipads or personal tablets allowed in the lunchroom.

**Conduct at Assemblies** - It is essential that all students conduct themselves in an appropriate and correct manner. Assembly programs, such as monthly Raider Rallies, are a privilege that is offered to students whose behavior is appropriate. Students will sit in their assigned seats with their advisory teacher.

### **School Functions -**

The following regulations govern all middle school functions:

1. Only students attending middle school at the time of the function will be allowed to attend. Students from other schools or those not enrolled in our school will not be permitted to attend unless previous arrangements have been made.
2. All rules of conduct applicable to student behavior during school hours are also in effect for extra-curricular activities.
3. School sponsored functions must be chaperoned.
4. Appropriate dress is required for all school functions. The regular dress regulations apply to all school functions unless waived by the school administration. Formal attire is discouraged.
5. Once students leave a middle school activity they will not be permitted to re-enter.
6. Students who have been suspended will not be allowed to attend the next school dance.

**After School** - Students who are staying after school to meet with a teacher or participate in a club must be in a supervised room. If a student is finished with getting help from a teacher or meeting with a club, they must leave the building. If they are waiting to take the late bus, they must wait in the commons area after 3:15. All behavior expectations apply.

**Tardies** - Each trimester, students will be given one warning for tardies in each class. Tardies two and three, the teacher will provide consequences to the student and contact the parent. After four tardies, the student will be referred to the office.

**Headphones** - Headphone use is only allowed in the lunchroom or with staff approval with use of iPads or other technology. Headphones are not allowed in the hallway.

**Cell Phones** - Know The Zones - During school hours and activities, OMS grants its students the privilege of using personal electronic devices (laptops, cell phones tablets, etc.) to complete tasks primarily of an academic or task-related nature and at the discretion of supervising teachers and staff. Failure to comply accordingly may result in a device being confiscated and returned only to a parent or guardian. Unless permitted by a teacher or staff member, text-messaging, photographing, video recording and social-media use should not occur in any zone.

**Red Zone** - Personal electronic devices are not to be used or out. Examples: locker room, restroom, or pool. Students are encouraged to secure a personal electronic device in a locker before entering a red zone.

**Yellow Zone** - Personal electronic devices are allowed only if a teacher or staff member grants direct permission. Examples: Classroom, media center

**Green Zone** - This zone is a semi-open access area. Use of personal electronic devices are allowed unless directed otherwise by a teacher or staff member. Examples: Cafeteria, commons, waiting area.

**Consequences** - A warning from staff to put cell phone away if cell phone is being used for non academic purposes. Second offense: Phone taken away and brought to office. Student picks up at end of day. Third offense: Bring phone to office. Parent picks up phone from office. Continued cell phone use: Bring to office. Loss of phone at administrator discretion.

**iPads** - iPads will be restricted for inappropriate use (gaming, messages, etc) or for failing grades. This is done through building staff. iPads are not allowed in the lunchroom.

**Passes** - Students who are out of class during the period must have a visible pass from the teacher. Nurse passes must be used when students are sent to the health office.

**Dress Code** - The school is a place of business...our work place. We expect students to dress in a way that is not only shows respect for oneself and others but is also appropriate for the work of learning and being a student. Here are some general expectations to help guide student dress. Please note that The building administration will have the final say on the school appropriateness of all attire.

- Clothing judged by school officials to be offensive or in bad taste will not be allowed. This would include clothing displaying words/visuals which are abusive, obscene or discriminatory, include innuendos, or advertise alcohol, tobacco or any other mood altering substances. Such clothing must be removed or covered.
- Students are expected to wear clothing that sufficiently covers the body.
- Clothing accessories deemed to be dangerous or distracting to other students will not be permitted. Such accessories would include long metal chains affixed to clothing and wallets, necklaces/bracelets which contain multiple sharp and blunt metal studs.
- Students are expected to remove headgear/hoods upon entering the building. The exception is headgear worn as part of religious tradition such as a hijab or yarmulke. This rule is in effect until the official end of the school day.
- Students must wear shoes at all times.
- The building administration will have the final say on the school appropriateness of all attire.

**Sale of Items** - Students are not allowed to sell non-school sponsored items (candy, tickets, etc) in school during school hours unless approved by building administration.

**Bikes, Boards, etc** - Students are not permitted to use bikes, rollerblades, skateboards, or other wheeled accessories in the school or other populated areas.

**Grading** - Students will earn trimester letter grades in their core and encore classes for seventh and eighth grade. In sixth grade letter grades are earned in core classes and S grades in encore classes. Grades consist of at least 80% summative and 20% formative grading. Students are expected to meet state content standards and are provided the opportunity to re-test when learning is not proficient. This is arranged with the teacher. A reasonable amount of time is given to the student to complete work typically until the end of the current unit of study.

**Make-Up Work** - The student is responsible for completing all make-up work when they have been absent from class. A reasonable amount of time is given to the student to complete make-up work. Teachers are available for individual help before or after school depending upon their schedules.

**Health Office/Meds** - All medication is distributed through the Health Office with parent permission.

**Breakfast Time** - Students have the option of a warm breakfast in the cafeteria or a Grab-n-Go Breakfast served outside the media center. Breakfast will be sold until 7:52am. Breakfast may be eaten during the advisory hour.

**Free/Reduced Meal Eligibility** -

Families applying for free or reduced meals must submit an 'Application for Educational Benefits' each year. This form is available on-line (under Departments Nutrition Services on the District 833 main web page), at all buildings and at the District Service Center.

Submit an application online

Go to: [www.sowashco/k12.mn.us](http://www.sowashco/k12.mn.us), Under Departments, click Nutrition Services and then click Free/Reduced Applications. You can complete and submit this online application from home, at the District Service Center or at your local public library

Families, who were eligible last school year, will maintain their eligibility for the first 30 days of school. Families that have not had a application approved within the first 30 days of school will lose their eligibility.

**Backpacks** - Backpacks, purses, outerwear, and duffel bags are not allowed to be worn or carried during the school day. The building administration may grant a waiver under special circumstances.

**Guest or Student Visitors** - Due to the potential disruption of school, students are not allowed to have student visitors.