

Osage Middle School

Student Handbook 2024-2025



**Osage Middle School
820 Sawyer Drive
Osage, Iowa 50461**

(641)-732-3127

www.osage.k12.ia.us

Welcome to OMS! We are so excited to see you and can't wait to get to know you as a person and student. The middle school staff is here to help you. If at any time you are nervous, confused or unsure, feel free to contact any adult in our building. We are a team who wants to see you be successful and help you find your fit in our school. Let's have a GREAT school year!

Go, Green Devils!

Mr. Bill Carlson
Middle School Principal
bill.carlson@osage.k12.ia.us

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Osage Middle School Student Handbook

On the following pages you will find a list of some of the policies and procedures set up by the Osage Community School Board to help ensure our middle school is safe, runs smoothly, and continues to be an environment where our students succeed. Please become familiar with this information. The entire Osage School Board Policy Handbook can be reviewed in the Middle School Office.

Nondiscrimination Notice

Students, parents, employees and others doing business with or performing services for the Osage Community School District are hereby notified that this school district does not discriminate on the basis of age, race, religion, creed, sex, marital status, socio-economic status, national origin, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact the High School Counselor, Osage Community School, 641-732-3102, who has designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3 (2007)

School Day

School will begin at 8:10 a.m. and end at 3:15 p.m. Bus students will be dismissed at 3:15 p.m. for transportation, and town/walking students will be dismissed at 3:20 p.m. This is a safety necessity due to buses leaving our lot. If picking up your student, use the main middle school doors at the end of the day. The 5th grade parking lot is not for parent use. Please plan to arrive no earlier than 7:30 a.m. 5th and 6th grade students begin the day with a recess starting at 7:45 a.m. If you arrive early to school, you are welcome to stay in the cafeteria until staff dismiss students for recess/ breakfast.

When entering the building, whether on time or late, the only entrance used will be the secure east entrance by the high school office. The same is true if items need to be dropped off for students throughout the day.

Attendance

In order for you to have a successful school experience, being at school consistently and on time is very important. We look forward to you coming through our doors everyday, but understand that illnesses and emergencies come up. If you do have to miss school, please follow our procedure of communication so we can help you get caught up on what you missed. Teachers may not always have a chance to check email prior to the day starting, so please make sure to notify Ms. Hackenmiller in the middle school office on the morning you are going to be absent or prior in the case of a planned absence.

Email: khackenmiller@osage.k12.ia.us

School Number: (641)732-3127

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses 2 days a month..

They will miss 20 DAYS a year.

They will miss 30 HOURS of math over the school year.

They will miss 60 HOURS of reading & writing over the school year.

They will miss over 1 YEAR of school by graduation.

When a student misses 4 days a month..

They will miss 40 DAYS a year.

They will miss 60 HOURS of math over the school year.

They will miss 120 HOURS of reading & writing over the school year.

They will miss over 2 YEARS of school by graduation.

Leaving Early or Arriving Late

Before leaving the building, students are asked to check in with Ms. Hackenmiller at the office. Parents/guardians are asked to notify the office and give permission for their student to leave. The same is true if arriving late in the morning. Students will be given a pass to leave/head to class.

Class Dismissal and Tardies

Students are expected to arrive to class on time within the 3 minute passing period. If you have concerns or issues, please check in with your classroom teacher. Tardies will be documented in our student information system to see if patterns, etc... or if we, as a school, need to adjust any of our expectations.

Dress Code

Your job as an Osage Middle School student is to come ready to participate, take risks, learn and grow. We ask that students' attire reflect this goal. OMS staff reserve the right to determine whether or not appearance and attire are appropriate. If we have concern that your attire disrupts and or negatively impacts your ability or others ability to learn, you will be asked to make a change. If you choose not to follow the request of a staff member, it may result in disciplinary action.

Examples of unacceptable attire include the following:

- Undergarments that are exposed or showing
- Shirts that expose the midriff. No tube tops or spaghetti strap tops.
- Shorts that are too revealing
- Clothing that promotes or advertises alcohol, tobacco, drugs and/or sex
- Clothing that could be considered sexually suggestive or obscene
- Hats (acceptable on designated days only)
- Anything that disrupts the normal learning environment or that could be dangerous to the student, classmates or employees of the school.

Clothing for Physical Education

Every student will participate in physical education. 5th and 6th grade students have the **option** to change clothing; however, gym shoes are required. 7th and 8th grade students will be **required** to change clothing, and will receive a school issued padlock for their assigned P.E. locker. If you want to shower after P.E. class, you will need to furnish your own towel. **Please note the belongings used and stored in the locker room should be locked up. The school is not responsible for lost or stolen items.**

PRIDE Expectations

OMS students are responsible for creating a safe and positive environment for their peers. To achieve this goal, we promote Osage PRIDE. This applies to all areas of the school including our building, playground and buses.

- **P** practice safety
- **R**espect all
- **I** make responsible decisions
- **D**o your best
- **E**veryone cares

If students cannot follow expectations, staff will first have a conversation to remind and reteach the importance of PRIDE. If students continue to struggle, further action will be taken. This may include any of the following:

- Parent contact (phone, email, parent meeting etc.)
- Removal from classroom
- Loss of privileges
- School service (spending time with staff members completing various service tasks)
- In-school suspension
- Out of school suspension

Technology Usage

Each OMS student will receive a school issued Chromebook. This is a device owned by the district, but given to students to use for school purposes. Appropriate behavior and actions including the use of programming, internet resources, and social media are expected to align with PRIDE expectations. In order to teach safety, students will be educated on cyber bullying, including awareness, response, and consequences. Parents will be required to sign a permission form to allow their students to access the internet and to show that they, along with their student, fully understand the internet acceptable usage policy, expectations, regulations, and consequences of not following the established guidelines.

Osage CSD utilizes a monitoring program for district technology use. This program will flag concerning content including weapons, violence, cyberbullying, mental health concerns, and profanity. A violation of the internet/technology usage will be handled as follows:

- Parent contact (phone, email, parent meeting etc.) OR
- Loss of Chromebook privileges for a specified period of time determined by Mr. Carlson OR
- Loss of Chromebook privileges for the remainder of the school year.

Academics and Participation

Participation in extracurricular activities is encouraged for all 7th and 8th grade OMS students. A complete list of offerings and coaches, as well as required forms are listed at the end of the handbook. Learning how to manage your time, activities and organization takes effort and responsibility.

Eligibility Rules

Participation in extracurricular activities is encouraged for all 7th and 8th grade OMS students. The responsibility of being a student athlete is very important. Eligibility rules are in place to help promote academic support and success.

- **Academic rules** - If you have a proficiency score of 1 or 0 in more than one subject, you will be required to attend the success center for support. Academics will take priority during this time, which means practices may be missed. Students will still be allowed to participate in competition during this time. Student progress will be re-evaluated and if progress is made, attendance at the success center will no longer be required. Scores will be checked every two weeks.
- If a student begins to struggle, the teacher will communicate with the student, coach, and parent/guardian to create a support plan. This could include missing one, or multiple practices or competitions depending on the level of support needed to get caught up. Our goal is to teach how to take initiative and be proactive versus waiting until the end of a grading period.
- **Non-academic policy** - If you are absent for any part or all of school on the day of an extracurricular activity (such as athletics, band, vocal, dramatics, cheerleading, etc.) you will not be allowed to participate in the activity unless the absence is excused by the principal.
- Consumption of alcohol, controlled substances, or any form of tobacco including electronic cigarettes (juuls/vapes) will face consequences outlined in our board approved Good Conduct Policy. The same is true for actions of theft, vandalism or any serious offense that would violate the Iowa Criminal Code. Please know that even though you may not have violated a city, state, or federal law, you may have violated the school's rule of conduct. If you break a school rule or commit an offense against school personnel or their property, you may immediately be ineligible.
- At various times throughout the year, a success center (space supervised by school personnel) will be offered as a place for students to work if they so choose.

Electronic Devices and Cell Phone Policy

Students are allowed to bring a cell phone to school to use for after school purposes (i.e. calling parents for a ride after practice), although there is a phone available for use in the office. If a student chooses to bring a cell phone or any other electronic device to school, they are to be left and locked in your locker throughout the day. If phones are seen or heard:

1. The student will be asked by the adult to power the phone off and give it to the adult.
2. The adult will bring the phone to the office.
 - a. First Offense- student will be able to bring phone home at the end of the day
 - b. Second/ Multiple Offenses- parents will be notified and required to pick up the phone at school.
 - c. At some point, a student/parent may be asked to keep their cell phone at home if offenses persistently occur.

We trust students will make appropriate decisions involving the use of cell phones. Cell phones with cameras and other portable Handheld Technology Devices (HTD) capable of storing and/or transmitting and/or receiving images **are banned** from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of HTD's in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others **without their permission** in the school building, on school property (to include school vehicles), or at any school activities (unless recording a public performance, such as a game, concert, contest, etc.) without the consent of a teacher, coach, or administrator. If someone does this and shares it with others or on social media without consent, it could be considered grounds for bullying/harassment and subject to reasonable discipline.

Earbuds/ Headphones

Bluetooth and wired earbuds and headphones are not allowed to be worn during class. Wired earbuds may be provided by the staff for instructional purposes.

Food and Drink

We encourage students to take advantage of a healthy breakfast and lunch at school. Breakfast is offered to students beginning at 7:30 a.m. Lunch includes multiple hot options, as well as salads, sandwiches, and cereal/cheese sticks. You are also welcome to bring your lunch from home. Microwaves are in the cafeteria for students to heat their food if necessary. Please be aware of the following items:

- To promote healthy habits, we ask students not to pack energy drinks, soda or other caffeinated beverages for lunch. These will not be allowed in the middle school throughout the day, unless approved by a staff member.
- Water bottle fillers are available for student use.

- Vending machines are located in the high school, but will only be allowed for middle school use before and after school. The same is true for ala carte items at lunch.
- Breakfast is free, but lunch will be a cost to families, however free and reduced lunches are available to families who meet specific qualifications.

Student Ambassadors

Student ambassadors will be selected through an interview process. All students are eligible to participate and are encouraged to apply if they are interested in student leadership. The group meets at different times throughout the year and helps plan activities and provide input.

Homeroom/Advisors

Each student will be assigned a staff member as their homeroom/advisor. These advisor groups will meet daily to kick off the year, and will continue to meet weekly as the year progresses. Students will learn our building expectations, have a chance to meet all the middle school staff, and learn strategies through universal social emotional lessons throughout the year. It will be your team when we compete in advisor activities and games. These are the people you will connect with, and learn and grow with during the school year.

Emergency Drills

Emergency drills are held at various times throughout the year. These include the following:

- Fire Drills
- Tornado Drills
- Lock-Down Evacuation Drills
- Bus Evacuation Drills

Emergency drill procedures will be outlined in your advisor where you will have a chance to ask questions. Remember these are to make us comfortable and keep us safe in the event of a real emergency.

Grading System

OMS focuses on opportunities to learn, grow, and try again. Our grading system reflects these opportunities. Teachers will utilize a 3 point scale to help describe your level of proficiency on a grade level standard. You will receive feedback and chances to relearn and retake assessments when your skills and knowledge still have room to grow. These scores will be reflected on your report cards at the end of the quarter and semester. This is commonly referred to as Standard-Based Learning (SBL). More information will be provided throughout the year to help families learn as we make this transition.

Drop Period - Band/Vocal Music

A student's request to drop vocal or instrumental music must be approved by the teacher, parent and principal, prior to the beginning of the school year. Once the year has begun, students will be required to finish the semester. If wanted, a student may change their schedule prior to the beginning of second semester. Any requests beyond this deadline will not be honored due to scheduling and the team dynamic of instrumental and vocal music.

Additional Services Offered

- **School Counselor:** Mrs. Reinardy is our school counselor. If you need to talk to her, feel free to stop in throughout the day when you have an opportunity. If it is an emergency and you need to leave class, please let your teacher know. Her office is located in the office, or can be accessed from the hallway.

- **Nurse:** The nurse's office is located in the office as well. If you need to see the nurse, please ask your teacher. If it is an emergency go directly to the office. If you are ill or injured and are unable to finish the school day, parents or a designated responsible party will be notified by the nurse or office personnel.
 - **Parents - school personnel will never ask your student to contact you if sick. You will receive notification directly from the school**
 - Properly labeled medication may be stored in the nurse's office and all prescription medicine must be brought in to the nurse by a parent or guardian. Students are not allowed to carry medications with them.

- **School Social Worker:** Brittany Promes is our school social worker. If a student can benefit from social work services, we will complete a referral process. She is present in the district two days a week.

Bullying (Harassment)

We believe in listening to, learning from, and making an effort to understand and appreciate others at OMS. Bullying or harassment of or by students will not be tolerated. Bullying includes, but is not limited to derogatory terms or actions involving race, religion, national origin, age, disability, and sexual harassment. (see definitions below). If your behavior is found to be in violation of school policy, the incident will be investigated which may result in further actions including suspension, expulsion or any other appropriate measures.

Osage schools prohibit any acts of bullying against students, teachers and support staff. All students are protected by policy 104 of the school code. Policy 104 protects all students from all forms of harassment including but not limited to race, religion, physical disability and sexual orientation. If you have any questions or concerns pertaining to bullying of your student during the

school year, please contact Mr. Carlson or Mrs. Reinardy. The following form will be use for documentation

Bullying and Harassment form (can access this on our website)

What is Bullying?

The definition below is used for bullying prevention and intervention programming in schools. This definition guides efforts to educate all constituents with common language around bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

*An Imbalance of Power: Kids who bully use their power--such as physical strength, access to embarrassing information, or popularity--to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

*Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.--2014 U.S. Dept. of Education office of Safe Schools.

Definition of Harassment and Bullying as defined by Iowa Law: Iowa Code, section 280.28:

"Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1) Places the student in reasonable fear of harm to the student's person or property
- 2) Has a substantially detrimental effect on the student's physical or mental health.
- 3) Has a the effect of substantially interfering with a student's academic performance.
- 4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying is NOT....

Conflict is NOT bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with NO perceived power imbalance; fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict.

Student Disclosure of Identity

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the employee is required by Iowa law to report the request to an administrator. The school administrator will contact the family. This requirement also applies to all nicknames.

To maintain compliance with Iowa law, opportunities will be provided for families to request name changes, etc... by contacting the office to receive the proper paperwork.

Osage Community School District ILLNESS AND ATTENDANCE PROTOCOL (Updated 08/10/22)

For students to optimally participate in their educational program, they need to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. When a student appears ill, they will be monitored for fever, appetite, stools, and other signs of illness. Upon any sign of illness, the parent/guardian will be notified concerning the illness, the need for medical care, and the need to remove the student temporarily from the school. [IDPH: Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings](#) will guide illness and exclusion decisions.

GUIDELINES:

The following conditions should be given serious consideration. Any child with these conditions should not be sent to school, and will be sent home if these occur at school:

Fever: Any child with a fever equal to or greater than 100.4° F orally. The student must be fever free (without the use of fever reducing meds) for 24 hours before returning to school.

Vomiting: Any student who vomits (more than infant “spitting up”). Students may return to school 24 hours after their LAST bout of vomiting (with or without fever).

COVID-19: Exclude from school as directed by the Return to Learn Covid Update and the IDPH Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings which at this time is as follows: exclude from school for 5 days *after* symptoms start and 24 hours with no fever and improved symptoms OR 5 days after positive test (if no symptoms). It is recommended to wear a mask for 5 days after return or stay out for the full 10 days if you cannot wear a mask.

Diarrhea: Any student who has liquid, loose, frequent stools which are not related to medication or food reaction. Students may return to school 24 hours after the last bout of diarrhea. If ruled infectious: Health Care provider note required to return.

Thrush: Any student with yeast infection of the mouth (thrush).

Cold Symptoms: Professional discretion will be used to evaluate any student with nasal discharge or cough. Medical care is recommended for a student complaining of a sore throat.

Pink Eye, Conjunctivitis: Any student with redness, burning, watering, or discharge about the eyes. Medical care is recommended.

Worms: Any student with pinworms or tapeworms in stools. Medical care is recommended. Child will need a physician's note to re-enter school.

Skin Rash: Any student with multiple lesioned rash accompanied by fever; any student with a skin rash or lesions typical of a communicable illness (scabies, chicken pox, measles, impetigo, ringworm, scarlatina).

Communicable Illness: If your child becomes ill with a communicable disease on a day when school is not in session, please inform school personnel (voice mail or email). Parent letters will be used as needed throughout the school year. For the student to re-enter school, approval from the school nurse or a physician's note stating the child is well enough to attend school.

** Any student who appears ill or complains of not feeling well while at school will be evaluated for symptoms by the school nurse, if available, or other school personnel to determine if a child should remain at school. The parent or emergency designated person will be notified that a child needs to leave school due to illness. Please respond to this request promptly to ensure minimal exposure of other students.

OMS PRIDE Behavior Expectations

	Classroom/ Learning Spaces	Hallway/ Lockers	Restroom/ Locker Room	Cafeteria	Playground/ Gym (Athletic Practices)	Assembly	Bus	Community
P Practice Safety	Keep Materials Organized and Near You Maintain Personal Space	Walk at an Acceptable Pace Keep Hands to Yourself Stay to Your Right	Maintain Personal Space Report Problems	Clean Up Spills Walk at all Times Food Is For Eating	Stop/Talk/Listen Report Problems	Look/Listen for Signals	Seat to Seat Back to Back Report Problems to an Adult	Cross Streets Safely Make Good Choices
R Respect All	Be Kind/Patient with Others Respect Others' Voices Be a Good Listener	Stay to Your Right Follow Voice Limits Keep Hands to Yourself	Follow Voice Limits Honor Privacy	Follow Voice Limits Say: "Please" "Thank You" "Excuse me"	Include Everyone	Eyes/Ears on Speaker	Follow Voice Limits	Be Kind and Courteous
I I Make Responsible Decisions	Follow Directions Use Technology Appropriately Be on Time Be Prepared	Follow Voice Limits Go Directly to Your Destination No Technology/Cell Phone	Get Going Get Done Get Back No Use of Technology/Cell Phone	Eat Your Own Lunch Use Manners No Technology/Cell Phone	Hands/Feet to Yourself Recess Bell: 1. Freeze 2. Listen 3. Walk	Hands/Feet to Yourself No Use of Cell Phone	Use Kind Words & Actions Hands/Feet to Yourself Appropriately use Technology/Cell Phone	Associate with Positive Influences Appropriately use Technology/Cell Phone Honesty Always
D Do Your Best	Give Your Best Effort Complete Your Work on Time Be an Open Learner/Risk taker	Stay to Your Right Keep Your Hands to Yourself Follow Voice Limits	Go Between Classes Do You Really Have to Go? Take a Pass	Wait to Be Excused Waste Little Leave It Like You Found It	Follow Game Rules Put Equipment Away	Seat to Seat Be a Good Listener	Look/Listen for Signals From the Bus Driver Follow All Rules	Be a Good Example for Others Show Your OMS Pride
E Everyone Cares	Keep It Clean Encourage Others Apologize Be Kind & Courteous	Keep Lockers Organized and Closed Keep Hallway Clean Help Others	Keep it Clean Pick Up Your Belongings	Clean up/ Recycle Say "Thank You"	Use Kind Words and Actions	Applaud Appropriately	Keep It Clean Say Thank You	Clean Up/ Recycle Give Back Be Courteous Pay It Forward

Staff List

5th Grade:

Mrs. Taylor Elliott, Ms. McKenzie Mohl, and Mrs. Amanda Ringhofer

6th Grade :

Mr. Matt Gast, Ms. Abby Marr, and Mrs. Megan Patterson

7th/8th Grade:

Mrs. Amber Bruder (ELA), Mr. Adam Brinkman (Math), Mr. Scott Hoppel (Science), Mr. Ryan Huffman (Social Studies), Mrs. DeMuth (P.E.), Mr. Thatcher Goodale (Computer Science), Mr. Bryan Tabbert (Math/TAG), and Mrs. Meg Schutjer (Reading)

MS Support Staff:

Mr. Chuck Bangert, Mrs. Ashlyn Beyer, Mrs. Allie Hansen, Mrs. Tracie Kofoot, Mrs. Tori Muller, Mrs. Meaghan Johnson, Sharon Reinardy, and Mrs. Donna Wagner

MS Associate Staff:

Ms. Diana Branstad, Ms. Kelly Brock, Mrs. Machela Howe, Mrs. Becky McEnany, Ms. Brittany Gifford

5th/6th Specials:

Mr. Mike Brahn (P.E.), Mrs. Tersea Wherry (Art), Mrs. Sharon Reinardy (Careers and Guidance), and Mrs. Wendy Thorson (Music)

7th/8th Exploratories:

Mr. Brent Jennings (Industrial Technology), Mr. Ryan McInroy (Art), Ms. Malayne Meyer (Agriculture), Ms. Sheri Redenius (Family and Consumer Sciences) Mrs. Sharon Reinardy (Careers and Guidance)

Band/Choir:

Ms. Laurie Hoepfner (5/6 Band), Mr. Jeff Kirkpatrick (7/8 band), and Mrs. Wendy Thorson (5-8 Vocal Music)

Office/Custodial Staff:

Mrs. Kristi Aschenbrenner (Nurse), Mr. Bill Carlson (Principal), Ms. Tina Cordes (Nurse Secretary), Ms. Kim Hackenmiller (Secretary), and Mr. Bob Kasel (Custodian)