

Ames Middle School

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Ames, Iowa 50014-8024
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Web Site: www.ames.k12.ia.us

District Mission Statement

The mission of the Ames Community Schools is to ensure that all learners develop the knowledge, skills, attitudes, values, and personal esteem necessary to grow in and shape a changing society.

SCHOOL HOURS:

Monday, Tuesday, Thursday, Friday Classes: **8:05 a.m. – 2:50 p.m.**
Wednesday Classes: **9:30 a.m. – 2:50 p.m.**

Contact Information

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This Planner Belongs To:

Name: _____

Address: _____

City/Town: _____

Phone: _____

AMS Operating Principles

Mutual respect, caring, and integrity:

We believe that respect, caring, and consistency are the foundation of all we do.
We support our district's goals and purposes.
We hold ourselves accountable for our actions.
We treat all students, staff, and others in a respectful and professional manner.

Decision Making:

We collaborate to make good decisions, based on policies, facts, data, and best practices.
We believe it is more important to find solutions than to place blame.
We review progress and evaluate the effectiveness of our decisions.
We agree to abide by all final decisions.

Effective communication:

We talk and listen to each other openly and honestly.
We verify the facts and go to the source for information and answers.
We share our opinions and feedback in appropriate ways and at appropriate times.
We value and enjoy humor and fun.
We hold information that is entrusted to us as confidential.

Encouraging success:

We set high standards and expectations.
We are student-centered.
We advocate for all students.

AMS Belief Statements

We believe that Ames Middle School students and staff have the responsibility to support a caring environment, promote a sense of belonging and encourage learning experiences which develop positive esteem.

We believe the Ames Middle School should meet the intellectual, social, physical, and emotional needs of the sixth, seventh and eighth grade students.

We believe the needs of the Ames Middle School students are best met within small communities of learners.

We believe the students and staff at the Ames Middle School should respect the uniqueness of each individual and work cooperatively.

We believe that parent/guardian and community involvement is integral to a successful school program.

We believe that diverse teaching strategies empower teachers and students to create a flexible learning environment.

We believe in the value of interdisciplinary approach to instruction.

We believe that students should be encouraged to become responsible for their own behavior, learning and citizenship in a democratic society in preparation for integration into the global community.

We believe the Ames Community School educational program emphasizes both the skills development and the understanding of the content necessary to promote lifelong learning.

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WELCOME

The climate of a school is determined by the students and staff in it. We hope you will grow to respect and uphold the traditions of Ames Middle School. We are looking forward to working with you and wish for each of you a successful and rewarding year.

Your success at Ames Middle School is largely what you make it. The best possible education for each individual is the real goal toward which both students and teachers in this school strive. As a young person, your education should be your life's most serious concern since it directly impacts the quality of your personal development and the contribution to society you will make as an adult.

STUDENT INFORMATION

The following information has been compiled for you as a quick and helpful reference to Ames Middle School procedures. Each teacher will share additional team-specific guidelines with you as the school year begins. Additional school and district policies and information can be found in the district calendar and other informational bulletins.

SCHOOL DAY

Monday, Tuesday, Thursday, Friday Classes:

8:05 a.m. – 2:50 p.m.

Wednesday Classes:

9:30 a.m. – 2:50 p.m.

Students cannot go to lockers or classrooms until 7:50 without teacher permission. Students need to leave the building at 2:50 unless supervised by an adult or participating in a supervised event such as athletics, clubs, extra curricular activities and after school activities.

ATTENDANCE

Policy/Procedure

Students are expected to be in class and make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepare students for adulthood. If a student is absent from school, the following procedures are to be implemented:

1. Parent/guardian needs to phone the school before 9:00 a.m. to inform the Student Services Office each day a student is unable to attend and the reason for their absence. The attendance office phone number is 268-2410.

2. It is a student's responsibility to see that make-up work is completed. Schoolwork missed because of absence or suspension must be made up within two times the number of days absent not to exceed six days. The classroom teachers may allow additional make-up time at their discretion.

Parents/Guardians may contact a teacher via email for homework assignments. For a one day absence students are encouraged to contact a classmate for assignment information. If making homework request via student services, please call by 9:00 a.m. and pick up work by 3:15 p.m.

3. If it is necessary for you to leave school during the school day, you must have written or verbal permission from a parent/guardian. Please bring the note to the Student Services office at the beginning of the day and pick up a pass. The pass will be shown to the teacher and then returned to the Student Services secretary when you leave. Do not call or text parents without staff permission. If ill, the nurse will contact home.

•After arriving at school do not leave the building or grounds without permission. This is considered Out of Bounds. Doing so will result in an unexcused absence and office consequences.

•You may pass to homeroom at 7:50 a.m. M, T, TH, F (9:15 a.m. Wednesday).

4. Students are expected to be at school and in their classroom when school starts at 8:05 (Wednesday 9:30). **You are considered tardy if you are not in your assigned classroom when class begins.**

5. If a student knows he/she will be absent for a full day, he/she needs to report to the attendance office to get a **prior form**. This form informs teachers of the absence and allows students to get work ahead of time.

ABSENCES

The school is responsible for determining if an absence is excused or unexcused. Parents/guardians are responsible for informing the school of the reason for the absence. Valid reasons for a student's absence from school are as follows:

1. Religious holidays
2. Illness, hospitalization or doctor's care
3. Death in the family or family emergency
4. Court appearance or other legal situations beyond the control of the family.

Absences that do not fall within the categories listed above will be considered as unexcused unless approved by a school administrator. Wednesday detention and restricted lunch are possible consequences. Excessive absences may require mediation and warrant school consequences, such as loss of privileges to parties or extracurricular events.

Attendance letters are mailed periodically to parents/guardians.

Invalid reasons for absence include but are not limited to the following:

Haircuts, Tanning, Babysitting, Oversleeping, Excessive transportation issues.

Tardies

•Tardies to school are addressed through the office and may result in.

•Teachers use discretion regarding tardies to class. Consequences for tardies may be assigned by teacher.

Attendance and extra curricular:

In order to participate in extra-curricular activities, a student must be in attendance for 4 class periods (excluding lunch) prior to the activity.

TRUANCY

Defined as excessive unexcused absences from school or an assigned area or class(es). Class work missed because of truancy shall be made up and will be treated the same as make-up work for all other absences. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the ACSD limit of five unexcused absences per year. Parents/guardians will receive an attendance letter regarding poor attendance when necessary.

The school is responsible for holding parents/guardians and students accountable for school attendance. Truancy and excessive excused absences **as well as unexcused/excessive tardies** will not be tolerated. Parents will receive a letter expressing concern if absenteeism becomes excessive, as per board policy. After 8 excused absences, medical verification for future absences may be required. If necessary, legal action may also be pursued via the district assistant county attorney for excessive excused absences or unexcused absences.

BEHAVIOR EXPECTATIONS

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and the school. Adjustment to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the rules and procedures of the school. Unacceptable behavior is detrimental to the individual and infringes upon the rights of each student to learn. Therefore, to help students grow toward self-discipline, to accept self-responsibility, and to learn to appreciate the rights of others, patterns of appropriate behavior must be practiced. **All rules and procedures not specifically covered in this handbook will be addressed on a case by case basis by the administration.**

Cafeteria expectations:

Be seated until you are dismissed to the lunch line. Be responsible for cleaning your area (table, floor, seats) of food and trash.

Please help out even if items don't belong to you. Ipods, cell phones, or any electronic devices are NOT allowed.

Ask for permission to use the restroom or to go to offices.

Be seated until you are dismissed to clean up or go to class.

Be respectful to staff and students.

Fast food brought in by parent or guardian for a small group during lunch (i.e. Subway, McDonald's, etc.) is al-

lowed, however students will be required to eat in a different area, not in the school cafeteria.

Hallway Expectations

• Students will walk to the right and keep hands, feet and objects to themselves.

• Students will use normal speaking voices in the hallways.

• Students need to have a signed agenda or pass to be in halls during class time.

• Students will use lockers respectfully.

• Student will leave school grounds at dismissal time (unless participating in a school activity).

• Students will comply with any adult request.

Classroom Behavior

Most students at AMS conduct themselves in a positive manner in the classroom. Teachers address those situations affecting unacceptable classroom behavior. However, when the teacher deems it necessary to remove a student from class because of unacceptable behavior, consequences may result.

Insubordination

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or verbal abuse to a staff member. In situations involving conflict, students are expected to comply with the directions of faculty or any staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action which may include out-of-school suspension.

Offensive Language

Language used in classrooms, hallways, and school activities must be appropriate. This is important to the orderly and efficient operation of the school. Words can hurt and can be offensive to others. Students at AMS have the right to attend school and school activities without being subjected to words that show disrespect for race, color, religion, creed, disability, gender, sexual orientation, or ethnicity. Referrals documenting such language will cause disciplinary action which may include in or out of school suspension.

Public Displays of Affection (PDA)

Public Displays of Affection (PDA): It will be a violation of conduct for students to demonstrate overt displays of affection **on school grounds** or at **school activities**. This includes kissing or other inappropriate physical contact. Consequences include but not limited to suspension and parent meeting.

Harassment

While you may not always like everyone you come in contact with, you need to treat everyone with respect. You have the responsibility to show how people can work and live together without harassment. Harassment is considered to be words and/or actions directed toward an individ-

ual which intimidate, degrade, and/or fail to respect a person's dignity. Harassment includes references made to a person based upon a person's age, sex, race, color, religion, disability, ethnic or national origin, sexual orientation, or marital status. Verbal comments, sexual name-calling, gestures, jokes, and spreading sexual rumors are also considered to be harassment. Steps to follow if you are being harassed:

- Tell the harasser to stop.
- Go to a school authority.

Keep a record of what happened, including when, where, who, what was said, how the person responded. Include eye witnesses on your documented record.

Appropriate actions may include mediation or filing a formal complaint. The complaint will be shared with the school resource officer and may result in harassment charges. Any student who files a false claim will also be disciplined.

WEAPONS

The possession of dangerous weapons on school premises and at school-related activities is a serious violation of the discipline policies of Ames Community Schools. A weapon is defined as any object, including explosive devices, which could be used with the intent to harm or any object which appears as if it could be harmful. Any student found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner, including the infliction of harm or injury to another person, shall be subject to suspension, expulsion, and referral to law enforcement. Each case will be handled individually considering the evidence and circumstances.

Fighting

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action that may result in suspension and/or referral to local police. Students are encouraged to seek adult intervention such as a counselor, teacher or other person in authority. This offense will also result in loss of privilege.

ASSEMBLIES/Auditorium Etiquette

Students must behave courteously at school assemblies. Students should give their full attention to presenters/ performers on stage and show appreciation through applause. Visitors often form a lasting impression of your school and community based on your behavior at middle school assemblies. Expectations in the auditorium are listed below and reviewed by teachers.

- 1) Enter the auditorium in a quiet and orderly fashion. Walk all the way down the aisle to the last seat available.
- 2) Once you are in your seat, stay there unless asked to move by an adult or there is a dire need or emergency.
- 3) Be respectful. Refrain from talking. This is a distraction to the performers as well as audience members.
- 4) No candy or gum is allowed in the auditorium.
- 5) Sit up in your seat and keep your feet flat in front of you.

- 6) Use common sense and common courtesy.

Party Etiquette

See p.9

DISCIPLINARY PROCEDURES

You are at an age when you can determine right from wrong and act accordingly, yet we all make mistakes from time to time. When this happens, your teachers, counselors, dean, and principals will try to help you learn from your mistakes and teach you accountability while maintaining respect for you. Your teachers are interested in helping you and others learn. They will take those actions necessary to ensure a safe, caring and supportive atmosphere for learning. Students are expected to conduct themselves in a manner appropriate to their age level and maturity and demonstrate respect and consideration for the rights of teachers, support staff, students, visitors and guests. Treating people and their property with the same courtesy and respect, as you would want to be treated is an excellent rule to live by each day. You should do your part to meet these expectations each day.

Types of violations:

Smoking or Possession of Tobacco

If you have tobacco or other controlled substances in your possession, you will be detained in the office until contact is made with your parents/guardians. Consequences will be in accordance with the district disciplinary policies and procedures and may include, but are not limited to, suspension from school, police citations and/or suspension from co-curricular activities.

Alcohol or Controlled Substance

If you possess, sell, deliver, consume and/or are under the influence of alcohol/controlled substance or possess drug paraphernalia, your parents/guardians will be contacted. Consequences will be in accordance with the district disciplinary policies and procedures. Police will be called and disciplinary action taken.

Violation of school rules:

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate the rules. When students violate a school rule or when they disrupt the school day, there are several options which may be used to bring about acceptable behavior. These include but are not limited to the following:

Interventions/consequences

Contract with teacher and/or counselor
Parent/Teacher conference
Program change/Modified schedule
Outside resource/Agency
Building Assistance Team (BAT)
Wednesday Detention
OSS- Out of school suspension
ISS- In school suspension
Loss of privileges
Loss of points
Community service
Referral to police
Expulsion
Other- Assigned by Administration

The above intervention/consequences may be used at any time for any school violation with administrative discretion.

Suspensions

Suspension may be used as a consequence for violation of school rules. The administration has the authority to suspend a student up to a maximum of ten (10) days at a time. Repeated suspensions may result in a recommendation to the Board of Education for expulsion. Suspensions may be either in or out of school.

Expulsion

Only the Board of Education may expel a student. Once a student has been expelled, only the Board of Education may allow re-entry into the school.

Loss of Privilege

Discipline referrals may affect status of privileges to attend activities, field trips, dances and special events.

GOOD CONDUCT POLICY

Students participating in the middle school athletic and activities programs are subject to the good conduct rules adopted by the district. Violation of this policy will result in loss of eligibility to participate in activities. (See complete policy in board manual).

ACADEMIC ELIGIBILITY POLICY (FAILING IS NOT AN OPTION)

- Students need to be passing classes in order to participate in extra curricular activities or special events (i.e.: sports, clubs and dances/parties). This policy is similar in nature to No pass/No play in high school.

- Eligibility status will be assessed by using 3, 6, 9 and 12 week grades.

- (Tuesday/Thursday School) Students who are failing 1 or more classes will be required to attend our after school assistance program. Failure to attend will result in being considered ineligible.

- Teachers/Administrators will use best discretion in all cases.

BUS INFORMATION

Transportation to school by bus is provided for middle school students living more than two miles from school. The bus service is provided by the Durham Bus Company. Questions regarding bus transportation should be directed to Durham Bus Company (233-5424). Drivers have been charged with the responsibility of operating their buses according to the following safety rules:

1. Bus transportation is only provided for the purpose of bringing students to school and returning them to their homes. Students are not permitted to use the buses for personal conveniences in going from one area of the city to another.

2. Students shall ride only on the bus designated by the Bus Company and sit in their assigned seat.

3. Students shall identify themselves and show their bus pass to the bus driver upon request.

4. Students must be at the bus stop before the bus arrives.

5. Students will form a single line at bus stops and stay back at least 5 feet from the curb.

Bus Basics

Practicing the following Bus Basics will promote a safe and pleasant bus experience for all students:

1. Follow the directions of the school bus driver promptly.

2. Remain seated at all times.

3. Keep hands, feet, and objects to yourself.

4. Avoid loud, boisterous talk and other distractions to the driver.

5. Respect the rights and property of others, including bus property.

6. Consumption of food, candy, and beverages is at the discretion of the driver.

Riding the school bus is a privilege. Improper conduct on the bus may result in privileges being revoked.

Riding Home With A Friend

The following procedures have been established for having a friend ride home on the bus with another student:

1. The student or parent/guardian must call the bus company to check the availability of seating on that bus.

If approved by the bus company:

2. Written permission from the parent/ guardian must be sent with the student riding the bus and given directly to the bus driver. It is not necessary for an administrator to sign the parent permission slip.

GENERAL INFORMATION

ACCIDENTS AND ILLNESS

If you are hurt or become ill at school the school nurse must be notified as soon as possible. The student service office or nurse's office will notify your parents/guardians. **Please do not call/text your parents/guardians or leave the building at any time before checking with the student service office. If you do, it will be counted as an unexcused absence.**

In case of an accident at school, whether you feel it is serious or not, be sure to let the student service office know. If you have school insurance, the office will complete the necessary form and mail it to your doctor.

If you have had surgery or illness where there might be a question of your participation in physical education, you must present a written request from a physician to be withheld from that activity to the nurse, who will then inform staff. An elevator is available for student use based on need or type of injury.

ACTIVITY TICKETS

Students may purchase an activity ticket for \$25.00 at any time during the school year. This activity ticket is good for admission at all middle school and high school athletic events, music and drama programs. Middle school activity tickets are not honored for middle school parties or for tournament games/activities sponsored by the State Athletic Association. The ticket is nontransferable.

BICYCLES/MOPEDS

For the safety of all students, the school has requested that bicycle/moped riders abide by the following:

1. Each student who rides a bike/moped to school should park his/her bike/moped in the designated racks. We strongly encourage you to lock it in the racks.
2. No one is to touch, handle, or use, in any way, the bicycle/moped of another person.
3. If you cross a busy intersection, please do so at a crossing where a traffic light may be located.
4. Obey traffic laws at all times.
5. Once you arrive at school, park your bicycle/moped for the day and come into the building. Do not ride in/out of the parking lot.

Vehicular traffic is very heavy in the minutes before and after school and bicycles/mopeds are not always easily seen by motorists.

SKATEBOARDS AND ROLLERBLADES

1. For safety reasons, students are not to skateboard or rollerblade on school property.
2. When a student is on school grounds, the skateboard must be carried or the rollerblades removed.
3. No heeies allowed in the building.

BREAKFAST/LUNCH ACCOUNTS

The school district provides a hot breakfast/lunch program at Ames Middle School. Students may either bring their own lunch to school or deposit monies into our automated lunch account program to purchase a breakfast/lunch and other items, including milk.

Students eating breakfast at school should sit in the designated area.

Vending machines are available for student use before and after school.

Vending machines are not available during the regular school day due to federal guidelines.

COUNSELORS

Each student is assigned a counselor. The counselor is a very important person in helping you achieve success academically and in resolving personal and social concerns. You will work very closely with your counselor who will provide guidance and support.

Your counselor is available to help you learn more about yourself as you grow and develop through the middle school years.

Students or parents may make an appointment to see a counselor. If there is an emergency, students may explain to homeroom teachers, the nurse, or other staff, who will notify the counselor. At times the counselor will make an appointment with the student. If school staff feels there is a need, parents/ guardians will be contacted and provided with assistance to find professional services outside the school.

DRESS GUIDELINES

Student appearance and student conduct impact the overall learning environment and social climate of the school. You are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Inappropriate or disruptive dress would include, but not be limited to clothing that promotes illegal activities and/or portrays obscene material, or promotes items illegal for use by minors, including, but not limited to alcohol, drugs or tobacco products, or makes reference to prohibited conduct or displays obscenity, profanity, vulgarity or racially or sexually offensive remarks.

Students are not to wear bandanas, sweatbands, hats or chains in school.

Clothing should reflect modest necklines, hemlines, and fit. Acceptable shorts are the following: Bermuda length, capris or athletic shorts.

*Leggings may be worn under shorts that are shorter than the fingertip rule.

Undergarments (i.e. bra straps, boxer shorts) are to be covered. Spaghetti straps worn alone are inappropriate. Tube tops, halter-tops, and backless tops are not permitted. Mid-sections are to be covered. Drooping or low-cut jeans that reveal the student's undergarments/ backside are not permitted.

Shoes must be worn at all times in the interest of health and safety.

If clothing/apparel is deemed inappropriate or disruptive to the educational process or constitute a threat to health or safety, students will be asked to

correct the situation, (i.e., wear a belt, suspenders). If necessary, we will involve parents. These guidelines will be enforced at school activities as well as during the school day.

ELECTRONIC DEVICES

The school requests that students leave electronic devices at home. Our school curriculum rarely requires any of these devices. These items include, but are not limited to, cell phones, ipods, CD players, and handheld video games. **The school is not responsible** for items being broken, stolen or misplaced. **These items will be confiscated if students are using them during the school day.** Parents may retrieve these items from the teacher or dean of students.

FIRE AND TORNADO DRILLS

1. Fire alarm is an intermittent signal of the siren. Always walk quickly and quietly to the exit you have been instructed to use. Move well away from the building.

2. In case of fire students need to stand outside until signaled by staff to re-enter the building. When re-entering the building WALK slowly and in a calm and orderly fashion.

3. Tornado alarm is a continuous signal of the siren. Always walk quickly and quietly to the area designated by your teacher.

- Each room in the building has directions for safe escape in case of a fire or tornado. Be alert and aware of the best exit at all times.

4. Lockdown- Teachers will help assist students with lockdown procedure.

GUM, CANDY, DRINK

Students are not allowed to eat candy, chew gum or drink beverages during the school day unless arranged by a teacher as part of a classroom celebration.

HOMEROOM

Your homeroom is a base for you to find support, get information, and have some fun. Your homeroom teacher is someone you can turn to when you need help or have questions.

IDENTIFICATION CARD

You will be issued a laminated ID card with your picture on it. This card should be carried at all times as it serves several purposes. Stickers on the ID card indicate students who have purchased activity tickets. The ID card also contains the student bar code for media center checkouts.

LOCKERS AND BACKPACKS

Your homeroom teacher will assign you a locker for your school materials and belongings. Students are not to share their combinations with others. You are responsible for keeping your locker clean inside and out. Locker clean out and inspection will take place periodically. The lockers are the property of the school district, and school officials reserve the right to inspect them as needed. All items are to be stored in the lockers and not on top or outside of the lockers. Please review the "Inspection and Search" policy found in this handbook.

School issued locks should be used to secure lockers at all times. Students who lose their lock will be required to replace it at the cost of \$5. **There are to be no stickers or hooks, etc., adhered to the inside/outside of the locker.**

Backpacks are used by students to carry textbooks and materials to and from school. Because backpacks occupy important space in the hallways and classroom areas, they are to remain in student lockers during the day unless special accommodations are determined and announced at school.

* Coats are to remain in lockers also.

Parties /Celebrations at AMS

Students and staff will be invited to participate in a variety of age-appropriate parties and celebrations or parties. School parties are organized and sponsored by Student Activity Council or in partnership with the Boys and Girls Club of Ames. The AMS Boosters assist with the coordination of chaperones for these events. The eighth grade special party held in April is sponsored by the school and chaperoned by faculty members. We plan some age appropriate activities for students in all three grades each year. Special homeroom or team parties and celebrations are to be cleared through an administrator. **Students may lose privileges to attend these events due to failing grades, poor attendance or discipline referrals.**

PARTY ETIQUETTE

At all Ames Middle School parties, the following party etiquette is expected of ALL students:

- Dancing must be appropriate.
- Body slamming/moshing can cause injuries and is forbidden.
- Public displays of affection are not allowed.
- Because our parties are crowded, and to avoid risk of injury, no running, chasing or racing is allowed.
- No lifting or putting someone on your shoulders (Please do not get on anyone else's shoulders either!)
- If you leave, you may not come back. You will be allowed to call a parent/guardian for a ride from the Commons Area, but you will not be allowed back into the party.
- Appropriate language is expected at all times.
- Please keep all food and drink in the cafeteria only. **You are expected to clean up after yourself.**

CONSEQUENCES:

If you choose to disregard these party etiquette guidelines, the following consequences will be enforced:

- You will be warned one time only.
- If you continue to act in an inappropriate manner, you will be asked to leave the party and your parent/guardian will be called.
- If the breach of etiquette is judged serious enough by the sponsors of party, you will not be allowed to attend the next party.

PHYSICAL EDUCATION UNIFORM

Boys and girls will need to bring suitable gym clothing consisting of:

SHORTS... PLAIN (with no writing) in gray, black, orange or white. Length of shorts can be anywhere between mid-line of thigh and the knee. Compression shorts may be worn under the athletic shorts.

SHIRT... PLAIN T-SHIRT, CREW NECKED WITH SLEEVES (with NO writing or designs or tie-dye) gray, black, orange or white.

SOCKS... each student is expected to wear clean socks. (not the socks worn to school that day)

SHOES... each student is expected to wear tennis shoes with supportive tied laces.

SWEATS... sweat tips and bottoms may be needed as weather dictates and can be worn over gym clothing.

Uniforms worn last year or from older siblings are acceptable.

TELEPHONE

- First, students are required to obtain permission from a teacher or someone in the front offices(s) before making any call during the school day.
- After obtaining teacher permission, students may use the telephone during their homeroom period for the purpose of contacting their parents/ guardian or to conduct other school related business only.
- Students are required to communicate with the nurse or other student services personnel before contacting a parent/ guardian in regard to illness, injury, or other related concerns.

INSPECTIONS AND SEARCHES

The Ames Community Schools' Board of Education has a substantial interest in maintaining discipline, security and order in the classroom, on school grounds, and at school related activities in order to provide a safe and effective educational environment. Inspections and searches may be necessary from time to time to preserve the safety and welfare of students, staff and the public to maintain an orderly and efficient educational environment.

Routine Searches

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, work areas, or other facilities or spaces owned by the school and provided as a courtesy to the student. These desks, lockers, and work areas remain at all times the property of the school district. Students should not have an expectation of privacy with respect to these areas. Inspection of these areas is not subject to the requirement of reasonable suspicion. An inspection of such areas will occur either in the presence of the students whose lockers are being inspected, or the inspection shall be conducted in the presence of at least one other certified school employee.

Specific Search

A search is an examination of an area in which an individual has a reasonable expectation of privacy. Such areas include, but are not limited to, cars, individual clothing, purses, book bags, briefcases or other containers used for holding or carrying personal belongings.

Searches will be based on reasonable suspicion that the student or other person is in possession of contraband or unauthorized items. When possible, searches will be conducted in the presence of the student, and in all cases, the student will be informed of the search in a timely manner.

School authorities, without a search warrant, may search a student or others who are on school premises or at school sponsored functions, and may search personal items within lockers, desks, or work areas to maintain order and discipline in the schools, to promote the educational environment, and to protect the others who are on school premises or at school organized functions. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

A complete copy of the District's Inspections and Searches policy is available in the principal's office and media center at each attendance center and at the district offices.

Vandalism

In the event vandalism has occurred, damages will be charged to the responsible student following an investigation by school officials and after the student is provided due process.

INTERNET USE

It is the belief of the Ames Community School District that students and staff have the right to equitable access to information sources appropriate to their instructional needs.

The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, and other organizations. In schools and libraries, the Internet can be used to educate, to communicate and to inform. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Accessing information on the Internet should have an educational purpose that goes beyond just acquiring vast amounts of information. It should be expected that the information collected would be used to take the learning in the content area to a higher level and contribute to the construction of new ideas and information. Email is an effective communication tool; however, students are asked to conduct personal email business at home. Student email accounts are not available at AMS.

SCHOOL RULES FOR TECHNOLOGY COMMUNICATION

The AMS Acceptable Use Policy, which outlines five basic computer rules, will be given to students in their home-rooms at the beginning of the year. Teachers will discuss the building computer guidelines with the students.

Students will need to sign the form, date it, and return it to the media center staff to ensure that they are aware of these rules.

In addition, the guidelines are posted in all lab areas and attached to mobile computer class carts.

The five rules for students at AMS are as follows:

- 1) Computers should be used for class work and for school-related activities only. Please stay on task!
- 2) Keep your password private. Students should access only their personal server account.
- 3) Ask a supervisor for permission to print in order to conserve our paper resources.
- 4) Online conversations (such as chatting, MSN Messenger, instant messaging) are not permitted.
- 5) E-mail may be accessed only if it is related to class work. You must ask permission of the supervisor before using mail.

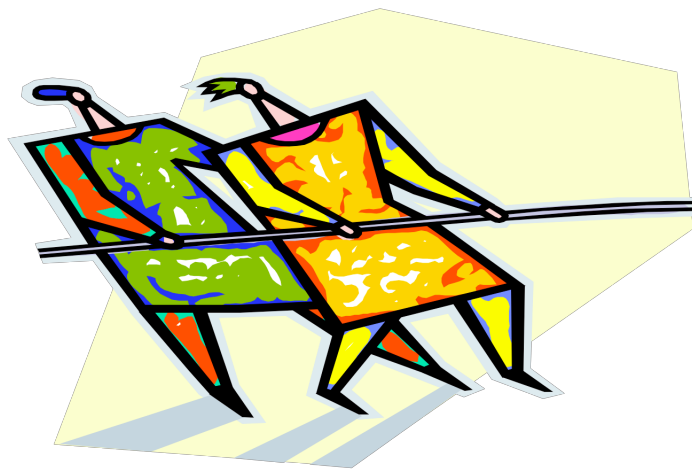
Students who do not comply with the above rules should expect consequences for this behavior. Consequences may include the loss of computer access for a period of time.

AMS

SPIRIT

UNITY &

PRIDE



Parent information

Dear Parents/Guardians,

Welcome to the Ames Middle School. We look forward to working with you during your child's 6th, 7th and 8th grade years.

It is important for parents/guardians and staff to be able to communicate about the middle school program and about each child's individual progress. We wish to be a partner with you in this communication process. Please read the material included in this handbook, review your student's action planner every two weeks, and always feel free to talk with the teachers about any concerns or comments you may have.

We will try to share information with you throughout the year concerning special events and opportunities along with your child's academic and social progress. Please be alert to material your child may bring home as well as information in Wednesday's Tribune, mail, and on radio and television. Another good source of information is the district's web site: www.ames.k12.ia.us.

The entire staff at Ames Middle School is committed to making the middle school years a positive, growing experience for our students. Parental involvement and support of their child's educational efforts are necessary and appreciated.

Jeff Anderson	Principal
Renee Rockow	Associate Principal
Theresa Schleisman	Dean of Students

Scott Rix	7/8 th Counselor/Family Resource
Helen Smith	7/8 th Counselor/Family Resource
Jennifer Haglund	6 th Counselor/Family Resource

Structure

Ames Middle School consists of grades six, seven and eight. The students are divided equally among the teams in 6th grade. The teachers on each team incorporate the total curriculum. Educational assistants and specials services teachers also support each team of students. The team concept provides a smaller group of students with whom the staff can become well acquainted and assist in the overall development of each student. The teams of students stay together throughout sixth grade then are re-assigned to teachers in seventh and eighth grade to provide an opportunity for all students to develop relationships with multiple teachers and classmates.

SCHOOL DAY

Students in and around the building before 7:30 a.m. and after 3:00 p.m. must be under the direct supervision of an activity sponsor or teacher.

Twelve Suggestions of Parental Responsibility

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness, and neatness of dress.
3. Provide a place for study and homework and be available for help.
4. Encourage your child to take part in school activities.
5. Insist that your child bring home any communication from school.
6. Support of teachers, principal, school, and the education they are trying to provide.
7. If you are concerned about anything, tell the teacher, counselor or principal.
8. Take an active part in parents/guardians teacher activities.
9. If your child is involved in a rule infraction, help him/her to resolve the problem appropriately.
10. Check Action Planner daily or at least weekly.
11. Ask children about assignments, offer to help review assignments etc.
12. Ask questions and talk about school daily.

Academic Activities

All students are encouraged to become involved in the various activities of the school. A wide variety of academic activities are available for students to try during their middle school years.

While activities are open to all students, tryouts, auditions and/or faculty approval are necessary in those activities that require only a limited number of students.

Academic Activities/Athletic Calendar of Events

See p. 20

Action Planners

Each student is provided with an action planner for the school year. In the action planner students are expected to write down their daily assignments, record their daily grades, and record any other information that may help them organize their study.

Check your student's planner on a regular basis. The action planner will have important dates for students and parents/guardians to remember. Parents/guardians may be asked to sign the action planner so they can keep in touch with what is going on in their child's school life. The action planner serves as an important communication tool between the school and the parents/guardians.

ACTIVITIES

Many opportunities are available for students to become involved during the school year. The activities include programs such as instrumental music (band, jazz band), vocal music (chorus, select choir), orchestra, student government, memory book, and drama. A variety of academic activities include the following: Thinking Cap Bowl, Spelling Bee, **MathCounts, History Day, Mock Trial, art clubs & contests, Knowledge Master Open, Destination Imagination, Writing contests, Science Olympiad, Multicultural Club, Knowledge Bowl Chess Club and Drama Club.**

Assessment Practices

The Ames Community School District has developed a comprehensive assessment plan (CAP) to provide important information about student learning and academic achievement. The results of student assessment also provide direction for the on-going development and implementation of the best practices in curriculum and instruction. Explanations of the various assessments administered to students at the middle school are available by calling the Principal or Associate Principal. This information is also located at the district website.

Athletic Opportunities/season for 7th and 8th graders See p. 20

Before/After School Work

Before School:

Students frequently ask to come to school early to work with a teacher or use the media center and computer lab facilities. Students should see their teacher or the media center staff for a pass the day before they wish to come in to work. The teacher workday begins at 7:45, although many arrive prior to this time.

After School:

Students may stay after school to work with a teacher or use the media center or computer lab to complete work. Students are asked to contact parents/guardians if they are staying after school.

On Tuesdays and Thursdays after school, students may get help and work on completion of assignments through our after school assistance program. Students may choose to participate in this program or may be assigned by a concerned teacher. The program runs from 3:00 to 5:00 and is staffed by teachers who are there to assist. More information will come out about this opportunity through the daily announcements.

ABUSE OF STUDENTS

It is the policy of the Ames Community Schools that school employees and volunteers not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. It also is the policy of the district to respond to allegations of abuse by school employees or volunteers by investigating or arranging for the full investigation of any allegation, and to do so in a reasonably prudent manner. Anyone believing that a student has been abused by a district employee or volunteer shall report the abuse to the Director of Special Education (268-6631). The entire policy on abuse of students by district personnel is available in the

Administration Office and each school building office.

Booster Club

The Ames Middle School Booster Club provides monetary assistance to the activity program as well as several hundred hours of volunteer work during the activities provided for students. The Booster Club Board meets monthly during the school year. Parents/guardians are selected to serve as officers and all parents/guardians are encouraged to help when called upon to provide a well-rounded activity program for our students.

Calendar

There is a yearly calendar put out by the Ames Community School District. In addition to this calendar, the weekly articles in the newspaper usually include the activities for the following week. Important dates to remember should also be included in each child's action planner.

Contacting a Teacher

The easiest way to contact a teacher is by email. The standard email address is first initial last name@ames.k12.ia.us (example: rockow@ames.k12.ia.us) or in some instances, the first name.lastname@ames.k12.ia.us (example: jeff.anderson@ames.k12.ia.us). A listing of staff email addresses is included in the district website at www.ames.k12.ia.us

Teachers can also be reached by phone. The school number is 268-2400. Staff members are available before and after school unless they have responsibility for student activities outside the building. We do not interrupt classes for phone calls. The secretaries will take messages and leave them in mailboxes for staff members to retrieve. Back-to-School night is a good time to check with teachers about their daily schedule and availability. Your student's homeroom teacher is an excellent contact for general information. If you wish to meet with your student's team of teachers, the team leader is the best person to contact to set up this team meeting (268-2400).

Counselors

YSS (Youth and Shelter Services) provides a Student Assistance Counselor who works to support students with concerns related to substance abuse or other serious issues. Students may self-refer or may be referred by staff or other students. Parents/guardians who have questions regarding this program may call YSS at 233-4930 or talk to an AMS administrator or counselor.

Detention

Detention is a time period spent before or after school. It is determined by either the team or individual teachers. Parents/guardians are to be notified by the students. The purpose of assigned detention is for the correction of a behavior that disrupted class or prevented the student or others from having a positive learning experience.

Directing Your Concerns

One important characteristic of strong schools is open communication between the home, school and community. It is on this foundation of communication that we build relationships and become partners in our efforts to ensure the success of every student.

As in any relationship, concerns will arise from time to time. The district has developed a process to help us share concerns in a timely and constructive manner. Briefly, those steps include:

1. Begin with the source. Talk to the person most directly involved with the issue. Most concerns are resolved at this level when information, understanding and expectations are clarified.
2. If necessary, continue the process. If the concern persists, it is recommended that you discuss the issue with a building administrator (dean, associate principal or principal).
3. Seek further assistance. If the concern remains unresolved, ask the building principal to refer you to the person who can further discuss the issue with you. You may also contact the superintendent's office for assistance in contacting the appropriate person (268-6660).
4. If the issue is still not resolved to your satisfaction, in some instances you can appeal to the Board of Education or other appropriate appeals boards. The superintendent can provide assistance with this part of the process.

As you address your concerns, summarize in writing the discussion and resolutions reached. Throughout the process, it will be important to share these summaries with the people involved and to keep them as a reference for future discussions if they are needed.

Additional Communication Information

- Please avoid bringing flowers, balloons, candy, etc., to school to be delivered to your student.
- Students need to reimburse school for bus passes.
- We cannot guarantee that items brought to school by parents will be delivered to students.
- Please remind your student that he/she needs to leave a message if calling home from a school phone. All phone numbers from our building show up as 2400 on the Caller ID. The school cannot identify who called or the reason for the call.
- Students cannot call parents/guardians to leave school due to illness. This is a school nurse's decision.
- Please do not text or call a student on a cell phone during school hours.
- Please have your student bring a note from any appointment (i.e. doctor, dental, eye, etc.) to validate an absence.

Discipline Policies

The Ames Middle School has the philosophy that everyone should treat others as they would like to be treated. Each student is expected to treat other students and adults with respect and courtesy. We do not permit anyone to disrupt the education of other people. We work very closely with parents/guardians on any concerns that we feel students are unable to handle on their own. Each situation is handled on an individual basis. Our total effort is directed toward trying to help students learn from their mistakes and become well adjusted and successful.

Emergency School Closings

If school would be delayed, canceled, or dismissed early for unexpected reasons, information is available by listening to radio stations **KASI, KCCQ, KEZT, KJJY, WHO and WOI.**

Fee Waiver

If the cost of registration fees creates financial hardships for a family, a fee waiver (full or partial) is possible for qualifying families. A fee waiver application form is included in the registration packet or available through the office. All students at AMS participate in field trips and other special events regardless of their ability to pay.

Field Trips

There are many activities in our curriculum requiring students to leave the regular classroom for a field trip experience. These trips are considered a part of the regular program and are treated in the same manner. Teachers are required to inform parents/guardians of field trips and how parents/guardians can contact students in case of emergency. If a field trip is planned and the student feels, with the approval of parents/guardian that they should not be on the trip, parents/guardians should contact the supervising teacher regarding the student's participation.

Grading

Students are introduced to letter grades at the middle school level. The middle school uses a positive approach towards grading. Students are rewarded for trying to be good learners. Completion of homework on a daily basis carries significant weight in the final determination of a student's grade. Students and parents/guardians can keep up with current grades on a daily basis through the action planners as well as Infinite Campus (a link to the district website).

GRADING PERIODS

Grades will be sent home with the students after each trimester, and the final grades of the year may be mailed. The **Action Planner** and **Infinite Campus** will be used for communication between parents/guardians and school during each twelve-week period. **Students are responsible for recording grades and assignments in their Action Planners.** Parents/guardians will have the opportunity to read the Action Planner daily and will be asked to sign it. Mid-term progress (6 weeks) reports will be sent home to parents/ guardians to indicate specific serious concerns.

Health Concerns

All health related concerns should be shared with the school nurse and counselor. We feel the health of students is of utmost importance and needs to be addressed along with academic concerns.

Please keep your child home for 24 hours following:

1. Oral temperature 100 degrees or above
2. Vomiting and/or diarrhea

Medications

Policy- The Ames School Board has instituted a policy regarding the administration of medication in the schools. The school nurse or certified school personnel shall administer medication under the following conditions:

1. Prescription medications- a form which requires the signature of the parent/guardian and lists directives from a legal prescriber must accompany requests and be kept on file with the school nurse before medication is given. Medicine must be in the original container as dispensed. **The**

school nurse or certified staff will administer this medication.

2. Over-the-counter medication- an authorization form signed and dated from the parent/guardian and prescriber must accompany medication brought to school in the original container in which it was packaged. A year's supply may be sent to school in the fall. Any special instructions should also be included. **This medication will be administered by the school nurse or certified staff.**

3. At Ames Middle School and Ames High School, **only registered nurses** will administer the following over-the-counter medications **from an office supply**, after receiving a signed, dated permission form from a parent/guardian:

- A) Tylenol or acetaminophen
- B) Advil or ibuprofen

(Note: This complies with the Iowa Board of Nursing position paper regarding administration of over-the-counter medication at school).

All medication that students are required to take during the school day must be left in the Nurse's Office. The exception to this is inhalers. Students may carry inhalers and self-medicate as per instruction from their physician. The school nurse should be informed in writing if a student is carrying an inhaler. Inhalers should be labeled with the student's name. Students may come to the Nurse's Office to take their medication at the time specified. Medication administration authorizations will be renewed annually and updated immediately as changes occur. (This includes inhaler meds). These forms are available in the Student Services Office.

Medication brought to school must be kept in the original container in which it was packaged. This includes aspirin and over-the-counter preparations, as well as prescription drugs. No medication will be administered at school except in compliance with this procedure.

Homework

The staff of AMS believes homework (work to be completed outside of class time) serves a valid purpose in learning, promoting growth in responsibility and preparing students for future educational experiences.

Homework may consist of daily and long range assignments. Sixth and seventh grade students may need to spend up to an hour per day on homework. Eighth grade students may need to spend up to an hour and a half per day on homework.

As students develop their study skills, we strive to have each child become a well-organized learner. We hope to provide an atmosphere in which everyone will be challenged to his/her ability while at the same time allowing each one to experience success.

Human Growth and Development Policy

The State of Iowa has legislatively mandated instruction in human growth and development. In grades six through twelve, the areas to be taught have been amended to include: ". . .the characteristics of communicable diseases, including sexually transmitted diseases and acquired im-

mune deficiency syndrome, current health issues, human sexuality, self-esteem, substance abuse prevention, stress management, and interpersonal relationships."

The curriculum to deliver these requirements to Ames Community Schools' students has been developed and is available for parents/guardians to review prior to instruction by our staff. You are welcome to review the materials being used by contacting the principal's office. A presentation to parents/guardians on the Human Growth and Development curriculum, as well as an opportunity to review classroom materials, is scheduled as the program for the October Parent Advisory Committee meeting (date TBA).

The law states, "A pupil shall not be required to take instruction in human growth and development if the pupil's parents or guardians files with the principal a written request that the pupil be excused from the instruction." Please call the principal if you have concerns or wish to review the curriculum. The Ames Community School District will honor parents/guardians wishes relative to the topic with as little disruption of the total program as possible.

Immunization

Iowa law requires that all students be immunized against polio, diphtheria, whooping cough, tetanus, measles, rubella, varicella and Hepatitis B. (We encourage immunization for mumps also.)

Any student who does not satisfy this criteria will be immediately referred to the next available immunization clinic. A provisional enrollment card will be issued for a period of up to 60 calendar days from the date of enrollment to assist with compliance of the law.

Infinite campus

Infinite Campus is the web-based software used by ACSD for educational information management. Class assignments, grades, attendance, special notices etc. can be checked by logging onto the system. Parents and students have their own individual accounts. Student account information is distributed through homeroom. Parents may use the Public Library to access Infinite Campus.

Parents need to come to the Students Services office to retrieve their login information.

Difficulties with logging into the system should be reported to Sharlene Sullivan, Student Services secretary.

Insurance

Students are given the opportunity to purchase an insurance policy at the beginning of each school year. Students are given forms to take home if parents/guardians desire coverage.

Lost Articles

Whenever students lose articles or materials they should check with 'lost and found' through the Student Services Office and/or in the physical education offices. Students should contact their physical education teachers immediately if they have lost PE clothing, gym shoes or other related items. Students are encouraged to label all of their personal items with their name.

Lunch & Automated Accounts

Ames Middle School utilizes an automated lunch program. Students are instructed to deposit funds into their lunch account before the beginning of the school day in the food service area. Students will receive a receipt for both cash and checks. Please do not wait until lunchtime as it slows the line down immensely. Students desiring additional milk may debit their account. Students should be sure to use their account responsibly. Parents/guardians wishing to apply for free/reduced lunch prices should fill out an application and return it to Ames High School, Attn: Food Service, as soon as possible.

Lunch prices for 2011-2012 have not been set. A breakfast program is available at AMS. Free/reduced applications apply to the breakfast program as well as the lunch program. More information regarding the lunch program and prices will be available at Open House.

Make-up Work Policy Guidelines

In the case of a student being absent, he/she will be expected to make-up the missed work as quickly as possible. The student should contact each teacher on his/her team for the assignments and class work they may have missed after being absent for two days.

Schoolwork missed because of absence or suspension must be made up **within two times the number of days absent not to exceed six days**. The classroom teachers may allow additional make-up time at their discretion.

Make-up Work or Extra Help

Students may, on occasion, be asked to stay after school to work with a teacher on make-up work or to complete late assignments. Parents/guardians are to be notified by the students in these instances. If a student is unable to stay that day, arrangements can be made for another date. Parents/guardians are encouraged to discuss these situations with their students and develop a communication plan to keep all parties informed in the event the student would need to stay after school for some unexpected reason.

Media Center Materials

Students have many opportunities during the day to use materials from the media center. Most materials may be checked out for two weeks. Students are responsible for all materials they have checked out from the media center. Fines are not applied to overdue materials, but the replacement cost of lost books must be paid.

Midterm Reports

Student Evaluation Reports are intended to provide parents/guardians with information regarding academic concerns that may be developing. These reports will be sent home with students at the midpoint of each grading period.

Music Opportunities

Chorus

Band

Orchestra

Select Choir

Jazz Band

In addition to the above activities in music, opportunities are available for competition in various instrumental contests in central Iowa and honor band and choir experiences.

Odd / Even Schedule

The Odd/Even schedule at AMS indicates the rotation of band/chorus/orchestra rehearsals as well as PE/Music Studies for 6th grade, PE/Music Studies, Art for 7th grade and PE/Health, Music Studies for 8th grade. The first day of school is an Odd day and the schedule alternates Odd/Even for each day classes are in session thereafter. Periodically, that rotation is adjusted due to weather related cancellations or other scheduling issues. The Odd/Even days ARE NOT based on the calendar date. Nor does it correspond with the 10-day cycle used at the elementary schools.

A copy of the Odd/Even calendar was included in all registration packets for parent and student reference.

PAC- Parent Advisory Committee

The Parent Advisory Committee at Ames Middle School meets at least every other month throughout the school year. All parents/guardians are encouraged and welcome to attend these meetings. Parent/guardian representatives from each of the elementary school neighborhoods are asked to serve on PAC to ensure communication of information from the middle school to the neighborhood areas. Meeting agendas are published in advance in the AMS column in the newspaper.

Parent/Guardian-Teacher Conferences

There is a regularly scheduled conference for parents/guardians, students and teachers each November. Walk-in conferences will be scheduled in March. Parents/guardians are encouraged to ask for an additional conference with a teacher or their child's team of teachers whenever they consider it to be necessary during the year. Parents/guardians requesting a conference with one teacher should contact that teacher to do so. Team conferences may be arranged through the team leader. If the team feels a meeting with parents/guardians is needed, the parents/guardians will be contacted, and a meeting scheduled with the team of teachers. These conferences are usually held before school, after school, or during an activity period. The middle school welcomes the opportunity to work closely with parents/guardians.

Parking and Student Drop-Off/Pickup

Parents/guardians dropping off or picking up students at the beginning or conclusion of the school day should enter one of the parking lots, to the east or west side of the main entrance center circle. The circular driveway in the front of the building serves as a bus-loading zone only for students riding Cy-Ride. **Please do not leave your car parked and unattended in any of the circular drives in front of our building.** Also, do not drop off or pick up students in the back of the building since the school buses will be using that area. Do not park on the south side of Mortensen Road, across from the school. Doing so creates a potentially dangerous situation, as it requires students to cross the street at a heavy traffic area in order to meet their rides. We appreciate your cooperation in following these traffic guidelines at Ames Middle School to promote improved student safety and eliminate traffic congestion.

SAC- STUDENT ACTIVITIES COUNCIL

SAC or Student Council is a student leadership organization. Each homeroom is responsible for electing one representative and an alternate to serve each year. SAC helps with

student government, planning events, organizing and assisting with fund-raisers, and keeping our building safe and positive for all students. Students may learn more about how to run for student council by contacting the homeroom teacher or SAC sponsors. Each spring we elect co-presidents to serve as leaders of SAC.

School Supplies List

See registration packet or in Student Services.

Screenings

Vision screening is performed annually for grades 1, 3, 5, Grades Pre-K, K, 2, 4, 6, 7, 8 and any student referred by a teacher, parents/guardians or self-request is screened.

Heartland AEA 11 staff conducts hearing screening annually for students in grades K-6. Students in grades 7-12 who are being evaluated through AEA for educational programming will also be screened.

Student Records Access and Confidentiality

Cumulative records are maintained for each child who enters school. The record contains test information, progress reports, health records, and other pertinent data. The Board of Directors of the Ames Community Schools provides for the maintenance of student records in a confidential manner in conformity to Chapter 68A of the Code of Iowa.

The policy embodies the concept that parents/guardians may have access to student records and that people outside the school system may have access only under strict regulations, which generally require written consent from the student's parents/guardians.

Parents/guardians who wish to examine their student's records may arrange to do so by contacting the principal or guidance counselor at the student's attendance center. The entire policy is available in the principal's office of each attendance center.

Beyond simple access, parents/guardians have "the right to make written objections to any information contained in the records" and an opportunity for a hearing to challenge the contents of their child's school records. This is to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials.

Textbooks - Damaged and Lost (District Policy)

When books are returned at the end of the year, no fine should be assessed where the books have received normal use. If a book has received other than normal use, the fine should range between 10 and 50 percent of the value as indicated on the textbook list.

When a textbook is lost, the student should not be issued a new one until payment is received. The price indicated on the textbook list, without regard to the age or condition of the book, is the proper payment.

Textbooks - Damaged and Lost (Office Procedure)

Locker clean-outs and textbook checks in classes frequently result in lost books being found and returned. When the book is returned, the check is returned. If the book is re-

covered after the check has been deposited, the school will issue a refund accordingly.

Visiting the School

We welcome parents/guardians to visit the school. We encourage parents/guardians, students and teachers to be in agreement about the time of visitation. All visitations should be cleared through the principal's office. Student guests are also welcome but also should be cleared through the principal's office in advance. It is recommended that visits to AMS by student guests be for 1/2 day in duration. For security reasons visitors are required to obtain a visitors badge in the main office.

Volunteers

The Ames Middle School has a need for volunteers to assist at various times in the office, media center, classrooms, field trips, and as resource speakers. If you would like more information, please contact the district volunteer coordinator at 268-6651 or the middle school office at 268-2400

Welcome to Wednesday

All sixth, seventh and eighth grade parents/guardians are encouraged to join us for our "Welcome to Wednesday" programs scheduled on the second Wednesday of each month. An overview of the school program is presented, followed by a tour of the building and classroom visits. School staff members will be available for questions. The "Welcome to Wednesday" program begins at 9:30 and is completed by noon. Parents/guardians who would like to stay for lunch are welcome to do so. This is a great opportunity to see AMS "in action". We hope you will join us.

Yearbook

AMS students produce a Yearbook each year. These books will be on sale during designated times in the fall. Cost of the book is \$20/\$22 for enhanced copy. Students will receive their Yearbooks on the last day of the school year.

Asbestos

The Environmental Protection Agency has developed guidelines for schools to use in identifying asbestos within buildings, and the Institute for Environmental Assessment has designed a system for determining relative risks and suggesting appropriate safety responses. Some general recommendations for the Ames Community Schools procedures for dealing with material that may contain asbestos have been formulated. These recommendations contribute to the safeguarding of all building occupants. Detailed descriptions of the recommendations are available for review at each school building and the district offices.

The Institute has inspected the District's buildings to determine if there are asbestos-containing building products, especially in a form that could represent a health risk. Information about the Institute's findings and recommendations for specific buildings has been sent to parents/guardians by principals, usually in the school's newsletter or handbooks.

NONDISCRIMINATION

An important part of the Ames Community School District's Nondiscrimination Policy deals with students. This section is printed below; the entire policy and grievance procedure is available in the principal's office and media center of each attendance center and in the district offices. The policy of the school district is to insure that all students shall be treated equitably in educational programs and activities regardless of their sex, race, national origin, religion, age, marital status, sexual orientation, or disability. Differential treatment on the basis of sex will not be permitted except when necessary to accomplish a specific educational purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students. It is the policy of the district in this regard to be in full compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act and Section 601A of the Iowa Code. The compliance officer regarding discrimination practices in the Ames Community School District is Dr. Tim Taylor, Associate Superintendent for Personnel. Any complaints concerning discrimination should be directed to his office at 415 Stanton, Ames, Iowa 50014; phone (515) 268-6610.

CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids schools employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

2011-2012 SCHOOL CALENDAR Ames Community School District

Aug. 11-12	New Teacher Orientation
Aug. 15-17	District-Wide Workshop Days
Aug. 18	Begin 1 st Semester
Sept. 5	Labor Day- No School
Oct. 3	District-Wide Workshop Day- No Classes
Oct. 21	End first Nine Weeks- 45 Days
Oct. 24	High School Teacher Workday- No Classes for 9 th -12 th grades
Nov. 7	Elementary/Middle School Teacher Work Day- No Classes for K-8 th grades
Nov. 7 & 10	PK/Elementary/Middle School Conferences
Nov. 8 & 9	No Classes at Northwood
Nov. 8 & 10	Evening Conferences at High School
Nov. 10	No Classes for PK-8 th grades
Nov. 11	No classes for PK-12 th grades
Nov. 24-25	Thanksgiving Vacation- No School
Dec. 17-Jan. 1	Winter Vacation- No School
Jan. 2	Classes Resumes
Jan. 12	End 1 st Semester- 91 Days
Jan. 13	High School Teacher Workday- No Classes for 9 th -12 th grades
Jan. 16	Martin Luther King Day (PD Day)
Jan. 17	Begin 2 nd Semester
March 5	PK/Elementary/Middle School Workshop day- No Classes PK-8 th grades
March 5-8	PK/Elementary/Middle School Conferences
March 6 & 7	No Classes Northwood
March 8 & 9	No Classes for PK-8 th grades
March 10-18	Spring Break- No School
March 23	End Third Qtr. (44 Days)
May 25	End 4 th Qtr. (45 Days)
May 25	End 2 nd Semester (89 days)
May 28	Memorial Day
May 29	*Teacher Work Day

*All snow days will be made-up beginning May 29. Workshop days will follow the last day of classes.

Academic Activities/Athletic Calendar of Events

Listed below are various academic activities available for student participation at Ames Middle School.

* Designates Activities available to 6th graders. Dates and times are approximate.

A more complete listing of activities and related information is available by contacting the school office.

Activity	Dates Offered
Academic Bowl	January-February (all students/in homeroom)
*American Math Comp.	October-November
Art Clubs	Throughout Year
Art Contests	Throughout the Year
*Chess Club	September-May
*Continental Math League	November-March (all students/in class activity)
*Destination Imagination	September-March
District Honor Band	September-November
*Drama Club	Throughout Year
History Day	Mid January-Early May
Jazz Band	Throughout the Year
Knowledge Bowl	March-April
*Lego League	September-January
*Mathcounts	February-March
*Yearbook	Throughout the Year
*Mock Trial	September-December
*National Geography Bee	December-March
OPUS Honor Choir	September - November
*Science Olympiad	November-May
*Select Choir	Late September-May
Small Group Ensemble	December-February
*Spelling Bee	January-February
*Student Council	Throughout the Year
Thinking Cap Quiz Bowl	October-November
Writing Contests	Throughout Year

Athletic Opportunities for 7th and 8th graders

Boys	Girls
Football	Volleyball
Soccer	Soccer
Cross Country	Cross Country
Wrestling	Wrestling
Basketball	Basketball
Gymnastics	Gymnastics
Track	Track

Athletic Seasons:

Football/Volleyball	August - October
Cross Country	August - October
Girls Basketball	October-December
Wrestling	October -December
Gymnastics	January -February
Boys Basketball	January -February
Track	March - May

All sports are run in 7-week seasons. All competition in seventh grade is intramural (within the school) except wrestling, cross-country and track, which may include interscholastic opportunities as well. Eighth grade provides interscholastic competition in all but soccer and gymnastics, which are intramural sports. All students participating in athletic programs (grades 6, 7 and 8) must have a current physical form on file. Physical forms remain current for 13 months from the date of the exam. Physical forms are available in the principal's office throughout the year.