



**Iron Horse Middle School**  
 12601 Alcosta Blvd San Ramon, CA 94583  
 Main Line: (925)790-2500  
 Attendance line: (925)790-2599



## Iron Horse Middle School Bell Schedule 2022-2023

**Monday, Tuesday & Friday**

6th Grade			7/8th w/ Lunch A			7/8th w/ Lunch B		
Period 1	8:15 AM	9:11 AM	Period 1	8:15 AM	9:11 AM	Period 1	8:15 AM	9:11 AM
Period 2	9:15 AM	10:00 AM	Period 2	9:15 AM	10:00 AM	Period 2	9:15 AM	10:00 AM
Break	10:00 AM	10:10 AM	Break	10:00 AM	10:10 AM	Break	10:00 AM	10:10 AM
Period 3	10:14 AM	10:59 AM	Period 3	10:14 AM	10:59 AM	Period 3	10:14 AM	10:59 AM
Lunch	10:59 AM	11:29 AM	Period 4	11:03 AM	11:48 AM	Period 4	11:03 AM	11:48 AM
Period 4	11:33 AM	12:18 PM	Lunch	11:48 AM	12:18 PM	Period 5	11:52 AM	12:37 PM
Period 5	12:22 PM	1:07 PM	Period 5	12:22 PM	1:07 PM	Lunch	12:37 PM	1:07 PM
Period 6	1:11 PM	1:56 PM	Period 6	1:11 PM	1:56 PM	Period 6	1:11 PM	1:56 PM
Period 7	2:00 PM	2:45 PM	Period 7	2:00 PM	2:45 PM	Period 7	2:00 PM	2:45 PM

### BLOCK Wednesday (Late Start Schedule)

6th Grade			7/8th w/Lunch A			7/8th w/Lunch B		
Period 2	9:34 AM	10:49 AM	Period 2	9:34 AM	10:49 AM	Period 2	9:34 AM	10:49 AM
Break	10:49 AM	11:04 AM	Break	10:49 AM	11:04 AM	Break	10:49 AM	11:04 AM
Tutorial	11:04 AM	11:37 AM	Tutorial	11:04 AM	11:37 AM	Tutorial	11:04 AM	11:37 AM
Lunch	11:37 AM	12:07 PM	Period 4A	11:41 AM	12:17 PM	Period 4	11:41 AM	12:56 PM
Period 4	12:11 PM	1:26 PM	Lunch	12:17 PM	12:47 PM	Lunch	12:56 PM	1:26 PM
Period 6	1:30 PM	2:45 PM	Period 4B	12:51 PM	1:26 PM	Period 6	1:30 PM	2:45 PM
			Period 6	1:30 PM	2:45 PM			

### BLOCK Thursday Schedule

6th Grade			7/8th w/Lunch A			7/8th w/Lunch B		
Period 1	8:15 AM	9:30 AM	Period 1	8:15 AM	9:30 AM	Period 1	8:15 AM	9:30 AM
Period 3	9:34 AM	10:49 AM	Period 3	9:34 AM	10:49 AM	Period 3	9:34 AM	10:49 AM
Break	10:49 AM	11:04 AM	Break	10:49 AM	11:04 AM	Break	10:49 AM	11:04 AM
Tutorial	11:04 AM	11:37 AM	Tutorial	11:04 AM	11:37 AM	Tutorial	11:04 AM	11:37 AM
Lunch	11:37 AM	12:07 PM	Period 5A	11:41 AM	12:17 PM	Period 5	11:41 AM	12:56 PM
Period 5	12:11 PM	1:26 PM	Lunch	12:17 PM	12:47 PM	Lunch	12:56 PM	1:26 PM
Period 7	1:30 PM	2:45 PM	Period 5B	12:51 PM	1:26 PM	Period 7	1:30 PM	2:45 PM
			Period 7	1:30 PM	2:45 PM			

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# Principal's Message

***Welcome to the 2022-2023 school year at Iron Horse Middle School!***

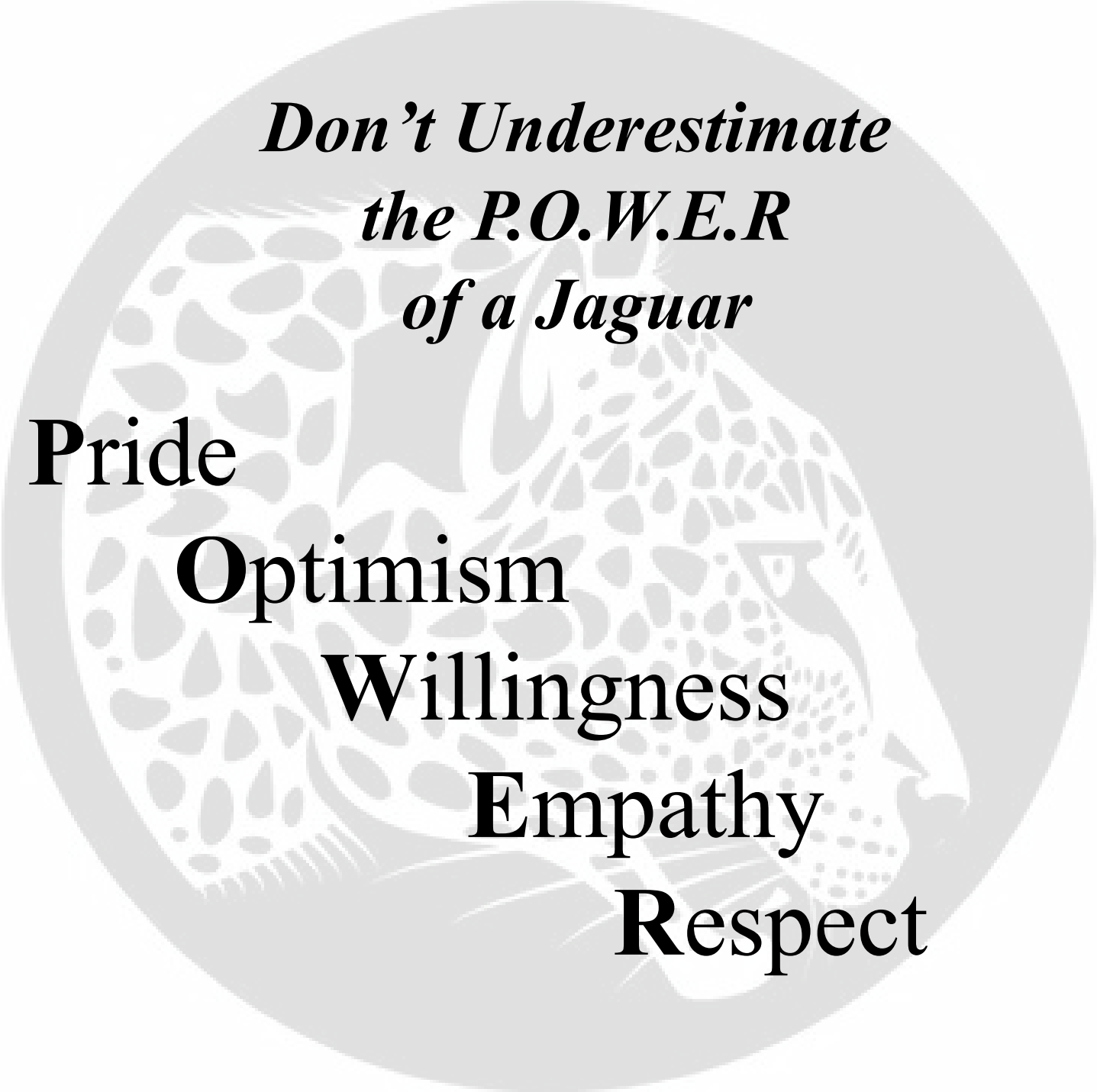
We are so excited to have you as part of the Iron Horse community. This is going to be a great year whether you are entering your first year here or finishing your third, we are going to learn and grow together in some familiar, and also many new and exciting ways. This is our second full year back on campus after COVID-19 required us to shut down. We want to emphasize that you are not on your educational journey on your own. This is a community effort. Our staff is here to support our students and families, as they transition from an *elementary student into a high school student*. You will often hear our mission statement: *The mission of Iron Horse Middle School is to educate, inspire, and empower students in a safe and equitable learning environment*. We strive every day to get closer to accomplishing our mission. Academics are vital, but we want to support the whole student, meaning that there are social and emotional skills that we will be learning to ensure that you have the tools to begin to understand who you are and what your own needs are while also knowing what it takes to work with peers and adults inside and outside the school building. That support begins with creating a safe environment, which we do together. Get to know your teachers and don't be afraid to ask for help when needed. *We have a saying here at Iron Horse – "Do not underestimate the POWER of a Jaguar!" One of the ways you can discover your "POWER" is through strong organizational skills. Organization will be very important as you navigate through your classes on a daily basis. Iron Horse is always looking for ways to support our students in becoming more organized. Iron Horse uses a Binder Reminder and the Schoology website in order to help students accomplish this goal. Both the Binder Reminder and Schoology are highly effective organizational tools that will help your year be a productive one. We REQUIRE all students to keep the "Binder Reminder" in their backpacks or in their belongings when at school. Your teachers will discuss with you how to best utilize these great resources. We are going to have an outstanding year together! We hope you share our enthusiasm in making Iron Horse Middle School the best experience that it can be!*

**IHMS Administration Team**

***The mission of Iron Horse Middle School is to educate, inspire, and empower students in a safe and equitable learning environment.***



## Mission Driven



*Don't Underestimate  
the P.O.W.E.R  
of a Jaguar*

**Pride**

**Optimism**

**Willingness**

**Empathy**

**Respect**

## **BEHAVIOR GUIDELINES**

### **PHILOSOPHY**

In striving to ensure the success of students by pursuing our mission to educate, inspire and empower students in a safe and equitable learning environment, Iron Horse Middle School staff and parents must work together to support the appropriate behavior necessary at school. Rules and regulations from the school, district and State of California are strictly enforced to ensure the safety and wellbeing of all IHMS community members. Students must understand that their actions do have consequences when they harm the IHMS community and/or its members and they will be held accountable with restorative discipline measures. **STUDENTS ARE RESPONSIBLE FOR APPROPRIATE BEHAVIOR, REGULAR SCHOOL ATTENDANCE, AND CONTINUAL STRIVING FOR ACADEMIC AND CO-CURRICULAR SUCCESS.**

### **EXPECTATIONS FOR APPROPRIATE BEHAVIOR**

Students are expected to follow all school and classroom rules and act respectfully when interacting with all IHMS community members. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment. Always enter and exit classrooms in an orderly manner. Upon arrival in the classroom students should get materials ready, sharpen pencils if necessary, be seated, be quiet and prepare for the beginning of class.

- **Absolutely no touching of any kind, including hand holding, kissing, pushing, shoving, or anything of the kind.**
- Arrive on time and prepared for each class.
- Be courteous towards teachers and fellow classmates at all times, especially when others are speaking.
- Follow each teacher's classroom procedures and treat all school personnel with respect.
- Classes are dismissed by the teacher, not the bell. Remain seated until dismissed.
- A student must have a hall pass when out of class.
- Teasing and/or bullying and roughhousing are not tolerated at IHMS. "Just kidding" or "It was a joke" and "I was just playing" are not acceptable explanations for inappropriate behavior.
- Respect public and private property. Keep all school desks and surrounding areas clean and neat.
- Take good care of furniture, books, restrooms and other facilities and equipment provided.
- Eat only in assigned eating areas and put trash away when finished. NO GUM at any time.
- School offices are the center of many activities. Students entering any office shall conduct themselves respectfully.
- Students may not borrow money from other students.

When problems cannot be solved in an appropriate way (talking it out), seek assistance from the counselor or other school staff member.

### **PROHIBITED MATERIALS**

**NOTE:** The return of confiscated items will be made to the parent at the discretion of the administration.

**"SCHOOL PREMISES" ENCOMPASSES THE ENTIRE CAMPUS, INCLUDING PARKING AREAS AND AREAS NORMALLY SUPERVISED BY SCHOOL PERSONNEL.**

- The use, sale or possession of any DRUGS or illegal substances by students on or about the school grounds, is in violation of State Law and is cause for suspension or expulsion from school. The San Ramon Police will be notified and students will be cited.
- Use, being under the influence, or possession of alcoholic beverages of any kind is also in violation of State Law and is cause for suspension or expulsion. The San Ramon Police will be notified and students will be cited.
- Smoking, vaping or having tobacco, in any form, on or about school premises is cause for suspension.
- Matches, lighters, any kind of noise making devices including poppers, firecrackers, or any type of explosive is illegal and possession is grounds for suspension.
- Possession of any object having potential to inflict injury or damage upon another person or their property is not permitted. The objects will be confiscated.
- Buying, selling or trading of any item is prohibited.
- Spitting is not permitted.
- Valuable items of ANY KIND should not be brought to school.
- Do not bring any type of toy to school.
- Bikes, roller blades and skateboards are not allowed on campus during school hours except in designated areas.

## **STUDENT RESPONSIBILITIES**

Students are responsible for honoring the mission of IHMS through maintaining a positive community atmosphere by demonstrating the P.O.W.E.R of a Jaguar (Pride, Optimism, Willingness, Empathy & Respect).

Students will maintain a safe and equitable learning environment by demonstrating their P.O.W.E.R:

### **Pride**

- I take responsibility for my actions.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help maintain a clean and safe campus.

### **Optimism**

- I help to create a positive school environment.
- I believe in myself.
- I assume the positive intent of others.
- I choose how I respond to others.

### **Willingness**

- I am honest with others and myself.
- I avoid conflicts and physical or verbal violence.
- I am responsible for maintaining safety at school along with my peers.
- I engage in activities that don't cause harm and report any known safety hazards.

### **Empathy**

- I avoid spreading rumors or gossip.
- I think about how my actions will impact others.
- I treat others the way I want to be treated.
- I report any bullying or harassment.

### **Respect**

- I respect each person's right to be different.
- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **GENERAL INFORMATION**

### **CLOSED CAMPUS**

Iron Horse is a closed campus. All visitors between 7 a.m. and 4 p.m. must check in at the office and obtain a visitor badge.

Students may not bring guests to school. Students may not leave campus without permission at any time. Students leaving campus without permission will be considered truant. Should it be necessary for a student to leave campus, a parent must be responsible for signing the student out in the office.

### **COMMUNICATION**

There are a number of different ways in which we communicate with the families of Iron Horse.

- Email is the most effective communication tool at Iron Horse Middle School. All students and parents should register their email. Iron Horse staff members commit to returning messages within 48 hours. Voicemail is available for each staff member, however, email is preferable for everyday communication.
- A weekly bulletin entitled ‘**Iron Horse Community Update**’ is emailed every Friday.
- The **P.T.A. Newsletter, ‘IHMS Jaguars What’s Up?’** is e-mailed home weekly on Mondays and contains information from the P.T.A. as well as articles about staff, students and middle school issues.
- The **school marquee** located in front of Iron Horse announces upcoming school events.
- **School notices** are periodically sent home either by student, by mail, or by electronic communication.
- **IHMS Student Bulletin** is emailed weekly each Monday directly to students with information about school activities, events and reminders.

### **EATING ON CAMPUS**

The district provides breakfast and lunch in the cafeteria, located in the MPR or students are welcome to bring their own. Second meals may be available for purchase. Lunch can be eaten in the MPR and in the courtyard area, while staying within the yellow marked boundaries. The boundaries are in place to make sure that classroom activities that are going on during lunch sessions are not disrupted. Eating outside the MPR is a privilege. With this in mind we must make sure that trash is placed in the trash cans, otherwise this privilege can be taken away. The district food service provides free or reduced-price lunches for students whose families qualify. Parents who wish to apply for this service should see the school district website and search for Child Nutrition. No 3rd Party deliveries are allowed.(i.e. DoorDash, Uber eats etc)

### **GUM**

Bringing, distributing, or chewing gum is not allowed at any time on campus. Not following this rule will result in consequences, including campus clean up.

### **FORGOTTEN ITEMS**

Check in at the office during break or lunch if you discover that you have forgotten an item at home. If a parent chooses to deliver forgotten items, they may be dropped off at the main office and placed on the “I forgot table” for you to retrieve them. It is not school policy to deliver items or take messages to the classroom (unless it is an emergency) due to the potential disruption that may occur. The office cannot be responsible for items left at the front desk.

### **VALUABLES**

Bringing valuables to school is discouraged, as loss and theft may occur. Iron Horse Middle School is not responsible for lost or stolen items.

### **KEEP YOUR ITEMS WITH YOU OR LOCKED UP!**

Backpacks, books, lunches, electronics including cell phones/headphones and valuables, etc. should not be left unattended at any time. Iron Horse Middle School is not responsible for items stolen from the locker room. All students are issued a lock through their PE teacher and **MUST LOCK** all items in their locker while in PE. If something is lost, check with the teacher, front office or custodian before or after school. There is a lost and found area in the MPR as well.

### **DRESS CODE:**

Iron Horse Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Iron Horse Middle School’s student dress code is designed to maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).

**Basic Principle: Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that genitals, buttocks, belly buttons, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” category below must meet this basic principle.

**Students Must Wear** while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms which covers the belly button), **AND**

- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts),
- **AND Shoes**

#### **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Tube tops
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or according to health and safety guidelines).

*\*No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.*

#### **Dress Code Enforcement**

Teachers have the discretion to enforce additions to this dress code to ensure safety and to protect academic honesty in the classrooms. Violation of dress code will lead to the following disciplinary action:

- Students in violation will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing.
  - Students will be provided with temporary school clothing.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear.
- Repeated dress code violations will result in progressive discipline by school administration
- Being required to display their body in front of others (students, parents, or staff) in school is considered "Shaming" and is inappropriate. This includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; and,
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days as well as any school related events and activities, such as promotion ceremonies, and dances. *\*Students who feel they have been subject to discriminatory enforcement of the dress code should contact an administrator.*

#### **PHYSICAL EDUCATION DRESS CODE**

Students are required to change into PE appropriate clothing daily. A PE uniform consists of a teal t-shirt and black athletic shorts. An Iron Horse PE uniform is available for purchase which includes an Iron Horse t-shirt and shorts. These items may also be purchased separately. Appropriate footwear is required.

#### **LOCKER ROOM BEHAVIOR**

Students are to change in locker rooms in preparation for and following physical education class. Students are to be on their best behavior in the locker rooms at all times. Playing or roughhousing of any sort is not acceptable, and could result in loss of privilege to use the locker room. **Additionally, students are to keep any valuable items locked in their locker, as Iron Horse Middle School is not responsible for any thefts that may occur from the locker room.**



### **LOST AND FOUND**

A lost and found box is maintained at the school; however, students are expected to remember to pick up all articles belonging to them as they move about the campus. Unclaimed items are donated to charity. Clothing and books found on the campus should be given to a custodian or should be taken to the Main Office. We encourage students to clearly label all items brought to school.

### **FIELD TRIP GUIDELINES**

From time to time students are given the opportunity to participate in field trips where private vehicles are used to transport students to and from school. Volunteers and chaperones must be cleared through the Be A Mentor system. For more information please see the district website.

### **MONEY ON CAMPUS**

Borrowing money from other students is not allowed. Students may not ask for money from other students. Students may not buy or sell items to or from other students on campus.

### **BALLOONS AND OTHER FESTIVE DELIVERIES**

We want to encourage students to celebrate significant milestones, like birthdays, with their friends. Items like cards or posters are appropriate to share. Items such as balloon bouquets, which have to be carried by students throughout the day, are not permitted on campus. Items that are brought to school will be kept in the office during the school day. Such items can cause distraction and disturbance in the classroom.

### **PEDESTRIANS**

In the interest of safety, **always** use the bike lanes and crosswalk in front of the school and in all areas around the school. Walk carefully while entering the parking lot area.

### **BICYCLE RIDERS, SKATEBOARD RIDERS, SCOOTERS, OTHER WHEELED ITEMS**

Bicycle riders must wear helmets at all times and must **walk** their bikes while on school grounds. A bike rack is located on campus for your convenience. Skateboards and scooters are to be stored in the bike racks on the hanging racks provided. The gate to the bike rack will be locked during school hours. Locks and/or cables are to be provided by students. Lock your roller blades, bikes and skateboards correctly in the bike rack area. The bike rack area is off limits to all students during the school day. Scooters, Skateboards, Bicycles etc. are not to be ridden on campus at any time. Failure to adhere to this expectation may result in confiscation of the item until a parent can pick it up.

**THE DISTRICT AND SCHOOL ASSUME NO LIABILITY FOR LOST OR DAMAGED BICYCLES, SKATEBOARDS OR OTHER WHEELED ITEMS. BIKES/SKATEBOARDS ARE NOT ALLOWED ON CAMPUS DURING SCHOOL HOURS EXCEPT IN DESIGNATED AREAS.** Students are expected to obey all bicycle/traffic laws.

### **TELEPHONE**

The office phone may be used by students, in an emergency, to notify parents of an illness, and to notify parents of a schedule change of a school sponsored activity.

## **ATTENDANCE**

### **REPORTING AND CLEARING AN ABSENCE**

Being in class, on time and ready to learn is one of the most important keys to success in school. In the event that a student needs to be absent, a parent should call the attendance line before 9:00 AM at 925-790-2599. The call should be made each day the student is absent. **Students are not allowed to call in their own absences.** Please do not email in an absence and call the Attendance Line.

Please provide the following information when phoning in an absence:

- **Student's name (Please spell the last name)**
- **Grade**
- **Reason for the absence**

- Date of absence
- Name and relationship of the person calling

**AR 5113 STATES THAT ALL ABSENCES WHICH ARE NOT CLEARED WITHIN TWO DAYS AFTER A STUDENT’S RETURN TO SCHOOL SHALL BE RECORDED AS UNEXCUSED (CUT) which cannot be altered.**

Excused([AR 5113](#)) and unexcused absences ([BP5113](#)) shall be recorded by the school. To the extent that absences or tardiness limits participation by a student in class activities, their grade may be affected. Unexcused absences not verified by a doctor note or a Chronic Illness Form will result in the student being classified as an habitual truant, which will necessitate a referral to the School Attendance Review Board (SARB). Parents can monitor their child’s attendance record in the parent portal in Infinite Campus.

**SAFETY MESSAGE**

A Safety Message will go out to all parents at 10AM and 6:00 PM every day. It is a reminder to phone in your student’s absence if you haven’t already. If you did call in to the Attendance Line and still receive a message, we may not have cleared all Attendance Line calls before the automatic Safety Message went out. There is no need to call again, unless you receive a 2<sup>nd</sup> call at 6:00.

**LEAVING DURING THE DAY**

If a student needs to leave before the end of the day, a parent may call into the Attendance Line or send a written note to the office and let us know the name of the student, grade, the time you’d like to pick them up and the reason for the early dismissal. We can then send a “Permission to Leave Grounds slip” for your student to meet you at the office where you can then sign them out. It is especially important to call well in advance if you plan to pick up a student during lunchtime so that we can bring them down to the office before they head to lunch and avoid searching for them in the courtyard and MPR.

**TARDY/TRUANCY POLICY**

Being on time to class is directly related to success in school. All students should be at school no later than 8:10 a.m. (first bell). Students are expected to be in the classroom at the start of the class. Students who are not in class, or in their seats, can be marked tardy and receive classroom and schoolwide consequences. Students who arrive at class after 8:15 a.m. are considered TARDY. Students arriving at school after 8:15 a.m. are required to present a note or have a parent call or come in to sign them in at the attendance office before going to class.

**Consequences for Unexcused tardies and absences (per quarter)**

We understand that there may be occasional problems encountered when coming to school. We value each minute of the school day and promote student responsibility and accountability for prompt arrival to school. Unexcused absences and tardies will result in consequences described below and administrative action including, but not limited to: truancy letters to parents, detention and placement on a student attendance contract and referral to the Student Attendance Review Team (SART) and/or the district’s [School Attendance Review Board \(SARB\)](#).

Consequences for unexcused tardies (per quarter, per class):

- 1-3 tardies: Attendance office/teacher will document and send out email to parents/guardians notifying that there have been tardies.
- 4 tardies: Attendance office/teacher will document the tardies and a lunch-time detention will be issued.
- 6 tardies: If tardies continue, additional detention will be assigned after school. Administrator will meet with the student and call parents.
- 9 tardies: If tardies continue, an attendance contract will be created with the student and administrator. Two additional after school detentions will be assigned.
- 12 tardies: Students and guardians will meet with administration and may be referred to the School Attendance Review Board (SARB) process.

Consequences for unexcused absences

Guardians have 48 hours to clear an absence. Students are allotted 10 excused absences with additional absences requiring documentation (doctor's note) to be cleared. Chronic absenteeism is any absences, regardless of clearance, that are more than 10 days within a school year. Unexcused absences are considered cuts and students are considered truant. Chronic absenteeism and truancy will follow SART and SARB processes which may lead to court based interventions.

### **CUTTING CLASS**

Students who are absent from their assigned class or area without permission will be deemed to be cutting class. **Cutting class is considered to be a major violation of school rules and will be referred to the administration. Consequences for cutting class will result in school detention and/or suspension.**

### **HALL PASS POLICY**

Students out of class must have a properly completed hall pass in their possession. **Consequences for not having and/or misusing a hall pass will be the same as those for cutting class.**

### **INDEPENDENT STUDY CONTRACTS (AR6158)**

State law requires that in order to be eligible for an Independent Study contract the student must be absent for 5 consecutive school days.

The Independent Study contract process is as follows:

- A parent must request an Independent Study contract online from the Iron Horse website.
- Board Policy requires 3-5 days advance notice for absences of 5 to 10 days and 5-10 days advance notice for agreements longer than 10 days.
- *Board Policy does not allow for Independent Study Contracts exceeding 14 days. Contact the Attendance Secretary if you have special circumstances.*
- Once the electronic request is received, the parent and student must sign a Master Agreement (obtained electronically) which will be kept on file in the office and is valid for one semester. The contract cannot be given without this agreement.
- All schoolwork must be completed and is due to the teachers the day the student returns to school.

**\*Note: Special Ed students that have an IEP cannot participate in an Independent Study program unless they have an IEP Addendum in place which specifically provides for his/her participation in the independent study.**

### **MAKE-UP WORK**

**Students are responsible** for making arrangements with their teachers to make-up work by requesting missing work the same day they return to school or during their absence via email. Students are encouraged to check their Schoology for all missed work and should make every effort to complete the work in a timely manner agreed upon with the teacher.

## **STUDENT SERVICES / NEEDS**

### **COUNSELING SERVICES**

Iron Horse Middle School offers a comprehensive counseling program, which includes academic, group, and individual counseling services provided by the school counselors. Among the services provided are:

- Facilitating effective communication between students and their teachers, administration, parents, and peers.
- Providing guidance for students experiencing academic, social, and/or emotional difficulties.
- Serving as a liaison for parents and students with all departmental staff, including Special Education, GATE, and English Language Development programs.
- Providing information on community support programs.
- Coordinating the Student Support Team (SST) and 504 Plan referrals and meetings.
- Maintaining academic records for all students.
- Overseeing the registration process for all students, including academic advising for course selection.

### **SCHOOL NURSE, PSYCHOLOGIST, SPEECH THERAPIST**

The school district provides the services of a school nurse, psychologist, and speech therapist approximately one day per week. Referrals to the psychologist or speech therapist are made through the counseling office and the Student Support Team with the permission of a student's parents.

### **ILLNESS AT SCHOOL**

A student is not to be sent to school with a fever. If a fever develops at school, we will call a parent for pick-up. Students may not leave school without being signed out in the office. Students will be released only to parents/caregivers or an adult that is designated on an emergency card or with verbal or written permission from the parent/caregiver.

### **MEDICATION AT SCHOOL**

In order to assist a student taking prescribed medication at school, a statement must be on file from the physician and parent detailing the method, amount, and time schedule by which medication is to be taken. Forms for this purpose are available in the school office. The medication must also be sent to school in a container properly labeled by the dispensing pharmacist. **NOTE: No medication of any kind may be administered to a child unless the above conditions are met. Students may not carry any type of drug, prescription or non-prescription.**

### **ACCIDENT INSURANCE**

Optional insurance plans for accident coverage are available to students at a modest cost and information is available at registration or in the main office.

### **PHYSICAL EXAMINATIONS**

All new students are requested to file a report of a physical examination. Students participating in after school sports or any activity of a strenuous nature are urged to have an examination on file prior to the start of practice.

### **IMMUNIZATIONS**

Verification of required immunizations (a physician's report or a prior school record) must be presented at the time of registration. Students will not be allowed to register without evidence of having completed these immunizations.

## **EMERGENCY INFORMATION**

### **EMERGENCY COMMUNICATIONS**

Should an emergency arise at Iron Horse Middle School, information regarding the situation may be accessible online, [www.srvusd.net](http://www.srvusd.net) or through email. Note: Please do not call the school or district office during an emergency or come to the campus until requested to do so. This could actually inhibit the emergency system and processes in place to support and provide for our students. We understand that many students carry a cell phone. Staff will provide guidance to students about communicating to parents in an emergency situation.

Email will be the primary form of communication for IHMS as well as SRVUSD in the face of a real school wide emergency. We will also send out text messages requesting that families check their email. If you would like to receive text message notification, text "Yes" to 67587.

### **STUDENT EMERGENCY INFORMATION /Infinite Campus Parent Portal**

Emergency contact information must be completed by parents at the time of registration and kept up-to-date and accurate throughout the school year. Incomplete or inaccurate data could endanger a student's life if an emergency occurred. Parents are requested to update any information on the card as soon as possible if a move occurs during the school year. Only persons listed on the emergency contact as parent/guardian or emergency contact may authorize a student to leave campus or excuse an absence. Please contact the Counseling Office and/or Registrar immediately if there is a change of address, phone number (home or work), email, and/or emergency contact person(s).

### **DRILLS**

Iron Horse is prepared for, and has drills incorporating, different types of emergencies. In all cases DIRECTIONS MUST BE FOLLOWED QUICKLY AND QUIETLY. Students in the halls or at lunch when an alert bell or announcement sounds should immediately seek shelter. Should it become necessary to evacuate the school, students will be notified and should assemble in the areas assigned. Students will be instructed about drill procedures, including fire, secure campus, earthquake, civil defense and evacuation. Teachers and staff will ensure safe evacuation of students in accordance with the school's emergency plan. Students are to report to the designated area and remain with their class for attendance. Students are not to leave the campus without clearance through the attendance office.

## **CURRICULUM AND INSTRUCTION**

### **COURSE SELECTION**

Iron Horse Middle School students have a seven period instruction day unless taking a reduced schedule.

#### **❖ Sixth grade students take the following courses:**

- Three periods of Language Arts/Social Studies core. (English, Reading and Social Studies)
- One period of Math.
- One period of Science.
- One period of Physical Education.
- One period of Exploratory Wheel **or** Music.

#### **❖ Seventh & Eighth grade students take the following courses:**

- Two periods of Language Arts/Social Studies core. (English and History)
- One period of Math.
- One period of Science.
- One period of Physical Education.
- Two periods of Electives.

### **COURSE CHANGES**

Any course change request must be submitted by filling out the proper form found in the counseling office. Requests made by phone call or email will not be honored. We do not make schedule changes for teacher preferences, period preferences or to change lunch periods. Elective change requests must be made within the first two weeks of the semester or they will not be honored. An elective request is not guaranteed and will be considered on a case by case basis and are dependent on availability.

### **HOMEWORK POLICY - GOALS FOR HOMEWORK AT THE MIDDLE SCHOOL LEVEL**

In an effort to reduce student stress and respond to the evolving instructional practices, IHMS follows SRVUSD Board of Education Homework/Make-Up Work Board Policy ([Board Policy 6154](#)) and Administrative Regulation ([6154](#)). We recognize that homework should prepare students for, and reinforce classroom learning. Please refer to the district website for particulars.

### **TUTORIAL TIME**

- Wednesdays and Thursdays for 30 minutes.
- Designed to provide students an opportunity to receive reteaching, intervention, enrichment, or time to work on projects, readings, and redos.
- Students have the opportunity to choose different sessions that meet their needs. It also provides an opportunity for teachers to see students outside of their regular classroom activities and give them additional support.
- Weekly sign ups are in Infinite Campus and it is recommended that students wait until Friday to sign up for tutorial. Not all of the sessions are available until then.
- A closed session means that a teacher assigns a student to a specific tutorial. This is typically because the teacher has determined that the student needs a little bit of extra practice on a specific skill.
- Tutorial is not one on one teacher tutoring and should not be treated as such. If you feel your student could use

extra support, you may contact the teacher, or counselors.

- Students are expected to be productive for the entire 30 minutes.
- Students who fail to sign up for the week's tutorials by Monday at 8:30am may receive a lunch detention.

### **ACADEMIC HONESTY**

Honest behavior is an expectation at IHMS in order to create and maintain an ethical academic atmosphere in which strong behavioral consequences will be enforced. Teachers will consistently address cheating and plagiarism in their course policies and classroom instruction from the beginning of the academic year. Students are expected to conduct themselves with integrity by refraining from any form of cheating and or plagiarism as follows:

- I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own.
- I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project that is expected to be completed alone.
- I will keep quiet during a test. I will not talk to a student, look at anyone else's paper, or allow anyone to see my paper.
- I will not consult other unauthorized material for information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.)
- I will not plagiarize; I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit.
- I will not communicate exam information or answers during or following an exam.
- I will not retrieve unauthorized information during a closed test.
- I will not turn in an original paper or project more than once for different classes or assignments.

Consequences for Academic Dishonesty will include appropriate disciplinary measures consistent with Board policy and the California Education Code. One or more of the following consequences may occur. Disciplinary consequences will be noted in the student's discipline file.

Consequences include but may not be limited to:

- a. Parent/Guardian contacted by teacher
- b. Zero on assignment
- c. Detention or suspension assigned

### **TEXTBOOKS**

Each student may be issued a set of textbooks to use at home. A class set of textbooks will be kept at school. Students are expected to keep all textbooks in good shape or charges will be assessed for damages. Lost books must be paid for by students before duplicate copies can be issued. The parent is financially responsible for lost, stolen, or damaged classroom and library books. Textbooks must be returned to the librarian to assure clearance of books.

### **BINDER REMINDERS**

The staff **requires** all students to use a planner or "Binder Reminder" in conjunction with Schoology

The Binder Reminder helps to provide:

- Increased communication between parents and teachers regarding schoolwork.
- Student organization and planning for homework and long term assignments.
- Communication and organization regarding which Tutorial students will attend.
- Improved study skills for students.
- Reinforcement of our school mission and code of conduct.

Teachers and staff will start the school year by providing praise and reinforcement for having a Binder Reminder at school. **All students must have a Binder Reminder with them when at school.** Not having a Binder Reminder may result in a classroom and/or school wide consequence that may include lunch duty and/or detention.

### **GUEST STAFF MEMBERS**

When a staff member is absent, students are expected to be on their very best behavior. They are to follow the instructions and requests of the substitute staff member at all times. Students are to expect that regular classroom procedures may be different but they are to follow the substitute staff member's directions.

## **DIGITAL CITIZENSHIP**

### **PERSONAL ELECTRONICS**

Bringing personal electronics, such as handheld phones, iPads, Kindles, etc, (as well as headphones, earbuds, AirPods, etc) is *highly discouraged*, as these items are extraordinarily attractive targets for theft. **Iron Horse Middle School is not responsible for items that are lost/stolen at any time.**

### **IHMS Personal Electronic Device (PED) Policy**

PED's (including district issued chromebooks) may be used for teacher directed instructional purposes, as determined and posted by teachers. **We want students to interact with their peers, and using PED's throughout campus takes away from that opportunity. PED's are not allowed at lunch**, snack break, and passing periods. If headphones of any type are visible, the assumption is that students are using a PED. Not following the PED policy may result in confiscation of devices and/or disciplinary action. All use of devices are subject to the terms of the SRVUSD Acceptable Use Policy.

- Cell phones may be brought to school, however they must be turned off at all times that school is in session (Bell to Bell), unless being used at that time for teacher directed instructional purposes (please see PED policy above).
- Any cell phone that is seen, heard, or becomes a classroom distraction can be confiscated and must be picked up by a parent or guardian at the front office.

**Parents, please do not call or text students during class, as it can be very disruptive for classes. If you have an emergency and need to reach your student, please call (925)790-2500 and every effort will be made to get your emergency message to your child as soon as possible.**

### **ACCEPTABLE USE OF ELECTRONIC COMMUNICATION**

The use of digital technology has become more prevalent throughout our schools, so the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This serves as a reminder to parents/caregivers and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following policies have been put into place for the safety of all students and staff:

### **CYBER BULLYING**

Cyber bullying is unacceptable([BP 5131.2](#)). Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Some methods of cyberbullying include but are not limited to the use of cell phones, email, networking sites like Facebook, Twitter, Instagram, SnapChat, etc. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting student's pictures without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

### **INAPPROPRIATE USE OF TECHNOLOGY**

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interferes with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups,

instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.

### **CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY**

Education Codes [48900.4](#) and [48900](#) (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences: **Minimum: 1 day suspension / Maximum penalty: Expulsion** If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report Cyber Bullying or Harassment to the police.

### **ACTION STEPS TO RESPOND TO BULLYING / HARASSMENT**

- Any student who receives such an image or message against their will should inform a school official immediately.
- Save the evidence. Print the online harassing.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents.
- Contact the school administration.
- Contact the police.

## **STUDENT ACTIVITIES**

At Iron Horse we offer a wide range of co-curricular activities which are open to our students. Participation in these activities helps many students achieve a sense of connectedness with our school. These activities provide students the opportunity to make friends, socialize with a variety of people, and develop a sense of pride which comes from personal accomplishments in school related activities. Student experiences with extra-curricular activities serve as a component to the goal of full intellectual, social, emotional and physical development. Participation in student activities may be revoked for a period of time due to behavioral/discipline consequences by administration. The offerings of the sports vary, please refer to the school's website for additional details. Also, we offer a series of special events, enrichment activities and clubs on the campus of Iron Horse Middle School.

### **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES**

IHMS along with the Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

### **STUDENT GOVERNMENT**

Students are encouraged to become involved in student government (Leadership). We have elected student body officers. Student government plans class activities and is a great way to get involved.

### **STUDENT GOVERNMENT FUNDRAISER**

The student government may conduct fundraising events throughout the year. Fundraisers are a major source of student income. Student activity programs are determined by this funding, so support from the entire school community is crucial.



## **STUDENT RECOGNITION**

Students are recognized for positive behavior in several ways.

- They are able to earn Jaguar Tickets for demonstrating positive character/behavior. (redeemable for raffle prizes or incentives)
- Individual teacher classroom recognition
- School wide recognition in announcements
- Student of the Month: teachers will select a student monthly to receive a certificate of recognition and a prize, and their names will be displayed outside of the front office.

## **DANCES**

At various times during the year, school dances are held for IHMS students. Dances are usually held on Friday nights from **6:00 - 8:00 P.M.** in our multipurpose room. Dances are for Iron Horse students only. Visitors or guests are not allowed. Once in the dance, students may not leave until the dance is over. Exceptions are only made in emergency situations. **Students must purchase tickets at school prior to the dance. Tickets must be presented with ID for admission to the dance. No tickets are sold at the door. Absolutely no exceptions will be made to this rule. Parents are to pick up students promptly at 8:00 P.M.**

*\*Students may lose dance privileges as a disciplinary consequence.*

## **JAGUAR CAMP AND 6TH GRADE SOCIAL**

There is a sixth grade social at the beginning of each school year. This event features school tours and various activities. The purpose of these events is to help incoming students feel comfortable and know that they are an important part of the Jaguar Community.

## **EXTRA-CURRICULAR PARTICIPATION CODE**

The San Ramon Valley Unified School District (SRVUSD) puts a high priority on scholastic achievement, positive personal attitudes and behavior of our students. We consider it a **privilege** to participate in our extra-curricular programs and not a **right**. Therefore, the following set of standards will be enforced for all students representing the SRVUSD on any athletic team or extra-curricular activity.

- Eligibility-** The current eligibility policy of the SRVUSD determines a student's eligibility in an extra-curricular program or on an athletic team in the SRVUSD schools. A grade point average of 2.0 in all classes taken during the previous quarter.
- Students going from middle school to high school must meet these requirements in order to play any sport as a freshman.**
- Attendance -** The SRVUSD places high priority on class attendance. If a student has an unexcused absence from a class or a combination of classes on the day of an activity, that student may be subject to a coach's/advisor's disciplinary action. Any student suspended on a given day is ineligible to participate in any extra-curricular activity for the length of the suspension.

## **PARTICIPATION IN 8<sup>TH</sup> GRADE PROMOTION ACTIVITIES**

Iron Horse Middle School is proud to celebrate the promotion of 8<sup>th</sup> graders to high school by offering several activities, including the 8<sup>th</sup> Grade Class Party, the 8<sup>th</sup> Grade Field Trip, and the Promotion Ceremony. Please keep in mind that these privileges are regarded as school activities and as such, are subject to school policies and rules. Additionally, these privileges can be revoked by the administration for disciplinary and/or academic reasons. Additional information on these policies will be given during the second semester.

*\*Students who are suspended during the 4<sup>th</sup> quarter of the school year may lose privileges.*

## **POLICY ON SEXUAL HARASSMENT ([Board Policy 5145.7](#))**

At Iron Horse we adhere to the district's policy to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by [Education Code 212.5](#) and otherwise prohibited by state and federal

statutes. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under and of the following conditions ([Education Code 212.5](#)):

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- **Verbal or written conduct:** making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.
- **Visual conduct:** leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.
- **Physical conduct:** inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

**A copy of this policy on sexual harassment shall be:**

- 1) displayed in a prominent location at school sites and work sites,
- 2) provided as part of the orientation for new students at the beginning of each term as applicable,
- 3) provided for employees annually at the beginning of the school year and for each new employee, and
- 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. Inservice regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

## **DISCIPLINARY PROCEDURES**

When a student is involved in a behavioral infraction, a review of the incident will occur. Administration and staff will assign consequences that strive to be consistent, reasonable, fair, and matched to the severity of the student's misbehavior. In general, consequences are progressive and combined with meaningful interventions, instructions, and guidance with a restorative approach. This allows students an opportunity to connect their misconduct with new learning. Any use of consequences are carefully implemented with defined outcomes in order to provide the greatest benefit. The consequences listed below are not an exhaustive or representative list of possible consequences:

- Warning of misbehavior/Teacher documentation: Reinforcement of classroom and/or school rules and expectations
- Student/parent notification
- Parent conference
- Referral to administration
- Schoolwork detail/Detention
- Loss of school activity privileges;
- Increase in schoolwork detail or detention.
- Student behavior contract;
- Referral to student study team (SST);
- Classroom suspension;
- School suspension;
- Drop from class

- Minimum day schedule;
- Transfer to alternative program;
- Expulsion.

*\*Restorative practice is a method of conflict resolution that promotes inclusion and problem solving that focuses on rebuilding relationships and will be used whenever possible. It brings together the person who caused the harm and those who were harmed in a supportive environment to address the issue and restore a sense of community.*

**Detention (AR 5144)**

Detention shall be limited to one hour on school days and four hours on non-school days. A parent/caregiver of the student to be detained must be notified at least twenty four hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/caregiver. ([E.C. 37223](#))

**Suspension (EC 48900)**

Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time, up to five (5) consecutive school days.

**Expulsion (EC 48915)**

Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered when other means of correction have failed to bring about proper conduct, or when a student’s presence causes continuing danger to other students.

**GROUNDINGS FOR SUSPENSION AND EXPULSION**

**Recommendation for suspension or expulsion will be considered for offenses outlined in [Ed Code 48900](#) and summarized below.** Interpretation of these guidelines by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Repeated infractions may result in expulsion.

- Causing or attempting to cause physical injury
- Willful use of violence except in self defense
- Possession of a weapon or replica/sale of a weapon
- Possession/sale/offering/ or use of a controlled substance, tobacco, intoxicants, or alcohol and drug paraphernalia, including Soma
- Committing or attempting robbery or extortion
- Damaging, stealing or receiving stolen school or private property
- Terrorist threat against a school official or school property
- Committing obscene acts or using habitual profanity or vulgarity
- Committed or attempted to commit a sexual assault or battery
- Sexual harassment/ bullying/cyber bullying/ hazing
- Disrupted school activities or willfully defied the authority of staff members.
- Harassed, threatened, or intimidated a student who is a complaining witness to a disciplinary issue to prevent them from being a witness or to retaliate against them for being a witness
- Assisting in the infliction or attempted infliction of physical injury to another person
- Committing an act of hate violence

*\*To view California Education code, visit [www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)*

*\*To view SRVUSD Policy, visit <http://www.gamutonline.net/district/sanramonvalleyusd/>*

*\*State and federal law require school districts to notify parents each year about certain policies and procedures. These can be found in the SRVUSD Family Handbook on the district website: <https://www.srvusd.net/parents/handbook>*

**PLEASE COMPLETE THE GOOGLE FORM FOR EITHER PARENT OR STUDENT TO ACKNOWLEDGE THAT YOU HAVE REVIEWED AND UNDERSTAND THE INFORMATION CONTAINED WITHIN THIS HANDBOOK.**

To access all embedded links in this document access this handbook online at:



<https://bit.ly/3Hzqxih>

Student Acknowledgment of Handbook Review



<https://bit.ly/3xWzVt7>

Parent Acknowledgement of Handbook Review



<https://bit.ly/3mG6Prr>