



2024 - 2025

Iron Horse Middle School

Family Handbook

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Principal's Message

We'd like to welcome all new and returning families to Iron Horse Middle School for the 2024-2025 School year. Whether you are beginning your middle school career or anticipating the end of your time here, please know that each and everyone of you is an integral part of the Iron Horse community. As we continue to learn and grow together, we want to emphasize that we are partners in support of each student's success. You are not on your educational journey on your own, this is a community effort. All of our staff members are here to support our students and their families during the transition from elementary student into a well prepared high school student. We are committed to our mission statement: ***The mission of Iron Horse Middle School is to educate, inspire, and empower students in a safe and equitable learning environment,*** which you will hear and come to know firsthand as we strive everyday to get closer to accomplishing.

As we pursue the SRVUSD's [strategic directions](#), aspiring to provide equity and social emotional wellbeing in order to achieve deep learning and grow students with the skills in the [learner profile](#) we not only stress academics but educating the whole student. We do this by working to ensure that students have the tools to begin to understand who they are and their own needs while also knowing what it takes to work with their peers and adults. This begins with creating a safe environment, which can only happen with the support of all stakeholders working together to hold each other accountable for creating the type of environment we want. We must be upstanders that call out the behaviors we don't want happening on our campus if we want to feel safe. Make an effort to get to know the teachers and staff 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”(Pride, Optimism, Willingness, Empathy, Respect) is through demonstrating responsibility. All students are responsible for our school climate and for their own success. Using strong organizational skills is very important as students navigate their classes on a daily basis. Students accomplish this goal by monitoring Google Classroom and using a planner or other organizational tool to help their year be a productive one. We REQUIRE all 6th grade students to keep a planner in their backpacks or in their belongings when at school. Teachers will support students in our 30 minute Home Room period after break on Mondays to build strong organizational habits while also helping students practice planning for academic success and developing important interpersonal skills. 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

GENERAL INFORMATION

CLOSED CAMPUS

Iron Horse is a closed campus. 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.
- 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. **Iron Horse Community Update** information from admin is also included.
- 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. Details can be found on [SRVUSD Nutrition](#) page. Lunch can be eaten in the MPR and in the courtyard area, while staying within the teal 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. 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 and desk clean up (gum duty/work detail).

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.

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 lost or stolen. 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 all classes.

Students Must Wear:

- A **Shirt** (with straps or sleeves and which extends past the belly button), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or short),
- **Shoes** with back strap (no slides or slippers), crocs must be in "sports mode"

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.
- 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. Violation of the 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

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 the loss of the 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 located inside 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.

VOLUNTEERS

Volunteers and chaperones must be cleared through the Be A Mentor system. For more information please see the [district website](#). 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.

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. Such items that are brought to school will be kept in the office during the school day because they 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. Students should use crosswalks in all parking areas that surround the campus.

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 front office phone may be used by students to contact parents during school hours.

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. Calling the Attendance Line is preferred.

Doctor's verifications will be required to clear a student's absence for medical reasons. Without a doctor's note, an absence will be considered unexcused. If a student accumulates 10 or more ILL/UNX absences within a school year, they may be referred to SARB.

Please provide the following information when phoning in an absence:

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

- **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 a 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 10:30 AM 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 2nd call at 6:00 PM.

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 a PE period or 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. Excused tardies are only for approved/verified reasons. Please review our [attendance policy](#). Students who complete a quarter with no tardies will receive recognition for their commitment to excellence.

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, students will have a Tardy lunch detention with administration and complete a worksheet on a video.
- 9 tardies: If tardies continue, an attendance contract will be created with the student and administrator. After school detention will be assigned.
- 12 tardies: Students and guardians will meet with administration and may be referred to the School Attendance Review Board (SARB) process. Additional detentions will be served.

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. Please review our [attendance policy](#).

CUTTING CLASS/TUTORIAL

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.** Three cuts will result in a student being marked truant and the student may be referred for the SARB process.

HALL PASS POLICY

Students out of class must have a 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.

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 Google Classroom 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

Do not send your child to school if they have had a fever, vomited or experienced diarrhea in the last 24 hours. If any of these symptoms develops at school, we will call a parent for possible 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, at 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 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 with 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. For more information please check our [district webpage](#).

STUDENT EMERGENCY INFORMATION /Infinite Campus Parent Portal

Emergency contact information must be completed by parents yearly through the annual update in Infinite Campus via the parent portal 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 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 is made students should 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, hold, lockdown, earthquake, and evacuation. Teachers and staff will ensure safe evacuation of students following 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 depending 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](#)). We recognize that homework should prepare students for, and reinforce classroom learning. Please refer to the district website for particulars.

STUDENT SUPPORT 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 students can sign up Thursday through Monday's homeroom. 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 or make up missed tests.

- 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 the end of Monday's homeroom will be assigned to a room with availability.

Extended Learning Opportunities (ELO)

What is it?

Our Extended Learning Opportunities Program (ELO) is designed to increase the expectations of students who do not complete assignments on time. It is first and foremost an expectation of high academic standards for all students. The goal is to provide support for students, promote responsibility and good study habits. This program will empower students to acquire self-discipline and develop positive work habits. These skills will help students achieve success in our school while preparing them for high school.

Why is IHMS using the ELO program?

The ELO program is formed based on the belief that every student can learn and be successful in school. Based on this belief, we will implement this program to hold ourselves and students accountable for meeting this level of expectations. An important trait an individual can possess when it comes to achieving success is grit. Grit is the ability to persevere and overcome any obstacle in the pursuit of a goal. When students choose to skip an assignment, they lose the opportunity to practice hard work and display their grit. Our program is one more strategy to help a child experience more success in school by building good character and work ethic.

The program is a tiered program:

Tier 1: Students will be assigned to the Lunch ELO program. Supervision and academic support is provided until they have completed their work. If the student chooses not to complete his/her work within the week, they will be moved into the Tier Two intervention.

Tier 2: In addition to the lunch ELO program, students will be required to attend an after-school "Homework Help" class and/or Wednesday mornings from 8:15-9:15 am. Parents will be notified of the day and time. Students who do not show up will receive an office referral. If a student continues to choose not to complete his/her work then he/she will be moved to the Tier Three Intervention.

Tier 3: In addition to the Lunch help, after-school "Homework help", and Wednesday mornings, a conference will be held with the student and parents. This conference will be held to discuss ways to get the student engaged in his/her own learning.

Tier 4: The student will be assigned to a Saturday or Sunday for additional support to complete assignments.

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 including any artificial intelligence including and not limited to Chat GPT. 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 tests. 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 work detailed assigned

TEXTBOOKS

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.

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.

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 enrichment activities, special events, clubs and sports vary, please refer to the school's website for additional details.

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 and student council representatives. Student government plans class activities and is a great way to get involved.

STUDENT RECOGNITION

Students are recognized for positive behavior in several ways.

- They can earn rewards for demonstrating positive character/behavior.
- 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.

SUPER JAGUAR PROGRAM

Iron Horse Super Jaguars are students who exemplify the Jaguar spirit! Super Jaguars demonstrate excellent academic achievement and citizenship, have good attendance, participate in extracurricular activities, and volunteer at school and in the community.

What are the perks of being a Super Jaguar?

- Coupons for free otter pop at the student store
- Coupons for free water bottles at the student store
- Ice Cream Party
- End-of-the-year luncheon
- The pride and satisfaction of helping to make Iron Horse and our community a better place for everyone!

How does a student become a Super Jaguar?

- Record 5 hours in each category (school activities, community service, and school service). The activities and service hours must be signed off by an adult-either a sponsor, advisor, coach, or parent. (See application for ideas on earning hours)
- You must exhibit good behavior and citizenship at all times.
- Attendance problems of any kind or discipline referrals may disqualify a student from the program. Determination will be made by the administration.
- Ask your teacher to vouch for your excellent citizenship by signing your application. You may do this in December.
- Maintain a grade point average of 3.0 with no grade lower than a C.

Pick up an application in the main 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.

School activities waiver form must be signed before attending any school activities including dances.

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

6TH GRADE SOCIAL

There is a sixth grade social at the beginning of each school year to help incoming students feel comfortable and know that they are an important part of the Jaguar Community. The event will be held after school and feature many fun interactive activities. Students will need to purchase tickets before the day of the event.

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 or extra-curricular activity.

- A. **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 is required.
- B. **Students going from middle school to high school must meet these requirements in order to play any sport as a freshman.**
- C. **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 8TH GRADE PROMOTION ACTIVITIES

Iron Horse Middle School is proud to celebrate the promotion of 8th graders to high school by offering different activities, 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 4th quarter of the school year may lose privileges.*

DIGITAL CITIZENSHIP

PERSONAL ELECTRONIC DEVICES (PED)

Bringing personal electronic devices, such as handheld phones, iPads, Kindles, and smartwatches 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.**

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. Personal Devices are not allowed during the school day without permission from 8:15am -2:45pm.** 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 and in the backpacks 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.
- Cell phones are **NOT ALLOWED** to be brought to the restrooms during class time.

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: [Acceptable Use Policy](#).

**For comprehensive information on acceptable device use, please refer to the [Student Device Handbook](#).*

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.

- **Students will maintain personal space and respect boundaries by avoiding any physical contact, including but not limited to hand holding, kissing, pushing, or shoving.**
- 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.

HARASSMENT/BULLYING

We are dedicated to the prevention of bullying at our school. Bullying goes beyond simple verbal teasing, and is an expression of power of one student over another. Taunting or bullying will not be tolerated. Sometimes friends will claim that they are “just joking” or “just fooling around”. It is important to understand that this is never an excuse for hurting another student or students who are witnessing the taunting/bullying. Any student who feels they are being harassed should immediately ask a teacher or adult at school for help. If the behavior persists, it is important to report it again, this time to an administrator. All complaints will be promptly and appropriately addressed.

Types of harassment/bullying include, but are not limited to:

- Physical: Kicking, biting, hitting, spitting, pushing, taking personal belongings, poking, and pantsing
- Verbal/written: Taunting, malicious teasing, name-calling, making threats, and gossiping.
- Psychological: Spreading rumors, manipulating social relationships, exclusion, extortion or intimidation, threats, gestures, and cyber bullying

INAPPROPRIATE USE OF TECHNOLOGY

The expectations are that students should never do anything that harms another student or prevents them from learning. Any use of technology that includes but not limited to 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, video games, computer games, 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.

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.

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 that can include detention, suspensions and possible 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 site.
- Contact the school administration.
- Contact the police.

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
- Work detail/Detention
- Loss of school activity privileges
- 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.

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.

GROUNDS 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
- Attempting to and/or 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*

**To view SRVUSD Policy, visit <https://simbli.eboardsolutions.com>*

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.