



**EAST MARSHALL MIDDLE SCHOOL 4th-8th  
STUDENT HANDBOOK  
2019-2020**

**EAST MARSHALL MISSION STATEMENT:  
The East Marshall Community School District instills a passion for learning to **INSPIRE**  
and to **PREPARE** students to **ACHIEVE**.**

### **MIDDLE SCHOOL FACULTY**

Mrs. Angstman **6/7/8 Grade FCS Teacher**  
Mrs. Beadle **7th Reading/Language Arts**  
Mr. Beard **4-8 Art -- MS in AM**  
Mrs. Benzing **Music -- MS in AM**  
Mrs. Bible **7/8 Vocal Music**  
Mrs. Bjelland **Resource Associate**  
Mr. Burns **4/5 TAG Teacher**  
Mrs. Cahalan **Resource Associate**  
Mrs. Cole **School Nurse**  
Ms. Cook **7/8 Science**  
Mr. Corbin **8th Reading/Language Arts Teachers**  
Ms. Cox **Resource Teacher**  
Mrs. Crouse **6/7/8 TAG Teacher**  
Mr. DeFields **5-8 Grade Instrumental Music**  
Mr. Drury **School Counselor**  
Mrs. Fiser **Resource Teacher**  
Mrs. Foster **SAC Room Associate**  
Mrs. Foval-Johnson **At-Risk Coordinator**  
Mrs. Fuller **4th Grade Teacher**  
Mr. Gethman **7/8 Math & Technology Specialist**  
Ms. Gish **Resource Associate**  
Mr. Goings **Resource Teacher**  
Mr. Goodrich **4-8 Physical Education Teacher**  
Mrs. Hamm **5<sup>th</sup> Grade Reading/Language Arts Teacher**  
Ms. Hauptert **4th Grade Teacher**  
Mrs. Heishman **Master Teacher**  
Mrs. McAteer **Resource Associate**  
Mrs. Martenson **Resource Associate**  
Mrs. Morrison **Resource Teacher**  
Mrs. Pirkl **Middle School Principal**  
Mrs. Poush **6th Grade Reading/Language Arts Teacher**  
Mr. Ronan **6th Math and Science**  
Mrs. Roseland **5th Grade Math/Science**  
Ms. Rozak **Office/Study Hall/Lunch Room Associate**  
Mrs. Scull **5/7 Social Studies Teacher**  
Mr. Sinn **6/8 Social Studies Teacher**  
Mrs. Wallace **Teacher Librarian**  
Mrs. Wolf **Principal's Secretary**  
Mrs. Wright **4th Grade Teacher**  
Ms. Wunschel **Resource Teacher**

***"The East Marshall Community School District ensures that parents will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified."***

**BOARD OF EDUCATION**

**President** - Mr. Craig Mommer  
**Vice President** – Mrs. Elizabeth Crandon  
**Member** – Mr. Phil Anderson  
**Member** – Mrs. Ann Dee Bloom  
**Member** – Mr. Terry Thompson

**ADMINISTRATION**

**Superintendent** - Mr. Anthony Ryan  
**Principal** - Mrs. Janelle Pirkel  
**Business Manager/Board Secretary** – Ms. Riley Ackerman

**SECRETARIES**

**Superintendent's Secretary** - Mrs. Jan Anderson  
**Principal's Secretary** – Mrs. Kim Wolf

**CUSTODIANS**

Robb Gage  
Paul Poole  
Jo Love

**COOKS**

Amy Gage  
Rhonda Runner  
Amanda Morris  
Heidi Burggraaf

[www.e-marshall.k12.ia.us](http://www.e-marshall.k12.ia.us)

Updated 7/2019

## HANDBOOK CONTENTS:

### **ACADEMICS**

- [Assignment Completion Policy](#)
- [Homework](#)
- [Incomplete Work](#)
- [Eligibility-Academic-Good Conduct](#)
- [Study Table/Homework Detention](#)
- [General Notice of Central Rivers AEA Support Services](#)
- [Plagiarism Policy](#)
- [Progress Reports](#)
- [Promotion and Retention Policy](#)
- [Second Chance Reading](#)
- [Concurrent Enrollment](#)

### **ATTENDANCE**

- [Attendance](#)
- [Excused](#)
- [Unexcused/Truancy](#)
- [Tardies](#)
- [Excessive Absenteeism](#)
- [Student Absences and Make Up Work](#)
- [Support of Discipline Policy](#)
- [Appeals](#)
- [Weapons](#)

### **CONDUCT**

- [Anti-Bullying/Harassment Policy](#)
- [Bicycles/Mopeds](#)
- [Bottled Water](#)
- [Candy, Pop, Sport Drinks, and Water Bottles](#)
- [Care of School Property](#)
- [Electronic Devices](#)
- [Student Conduct](#)
- [Conduct-Classroom and School](#)
- [Contacting Teachers](#)
- [Dress Code](#)
- [Public Displays of Affection](#)
- [Student Behavior Intervention](#)

- [Students in the Building](#)
- [Study Hall Conduct](#)
- [Tobacco/Nicotine-Free Environment](#)
- [Transportation is a Privilege Not a Right](#)
- [Transportation Policy](#)
- [Consequences of Students Not Being Picked Up at Designated Bus Pick-Up Locations](#)
- [Expectations at Waterbeck \(Walker\) Pick Up/Drop Off Site](#)
- [Visitors to Our School](#)

## **DRILLS**

- [Drills](#)
- [Early Dismissals & Closings Concerning Activities](#)
- [Emergency School Closings](#)

## **ENROLLMENT**

- [Educational Equity Policy Statement](#)
- [Family Education Rights and Privacy Act of 1974](#)
- [Notice of Child Abuse](#)
- [Homeless Information](#)
- [Foster Care Point of Contact](#)
- [Lockers](#)
- [Lunch/Lunch Accounts/Fees](#)
- [Notification of Rights Under \(FERPA\) For Elementary and Secondary Schools](#)
- [Notification of Rights Under Protection of Pupil Rights Amendment \(PPRA\) and PPRA Notice and Consent/Opt-Out for Specific Activities](#)

## **MISC. ITEMS**

- [Child Custody](#)
- [Equal Opportunity Employment](#)
- [Notice to Employees, Parents, and District-Asbestos](#)
- [School Board](#)

## **EXTRACURRICULAR**

- [Band/Chorus Electives](#)
- [Extracurricular Participation](#)
- [Field Trips](#)
- [Library Media Center](#)
- [Physical Education](#)
- [Student Council](#)

## **MEDICAL/NURSE/INJURY**

- [Accident Reports](#)
- [Medication Policy](#)
- [Nursing Services](#)

## **PBIS**

- [What is PBIS?](#)
- [What is Mustang STRONG?](#)
- [What is Mustang STRONG Behavior?](#)
- [Parent Guide for Handling a Concern](#)

# **ACADEMICS**

## **ASSIGNMENT COMPLETION POLICY**

Assignment completion notices will be sent to parents as the need arises. Students may be held for detention, based on policies forwarded to parents.

## **HOMEWORK**

Daily homework assignments are practice exercises to help you develop your skills. Doing homework each day makes learning and test-taking much easier. To keep things organized, an assignment notebook is suggested to all students.

Homework varies with each teacher and class. Frequently, you will have time in class to begin assignments. Much homework can be completed during class time, or during study all if time is used wisely.

In general, students are expected to have 10 minutes of homework for each grade they are in. For example, 5th graders should have approximately 50 minutes of homework not completed during the school day. Students should be expected to have homework every night. EM School Board Policy #606.7

## **INCOMPLETE WORK**

If staff assign "I" or incomplete for a student at the end of a quarter or semester due to extended illnesses or absences, students will have two weeks to complete necessary make up work. If students do not complete the work within two weeks, zeros will be put in for the missing scores and the accurate grade calculated. A failing grade will be placed on records if the missing work results in a failing score.

## **ELIGIBILITY- ACADEMIC-GOOD CONDUCT**

If the athlete does not complete the season then the ineligibility will carry over to their next sport.

To participate in all co-curricular activities at East Marshall Middle School (examples include: band, choir, athletics, etc.) a student must be in attendance at least the last half of that student's day of the event/practice. This shall mean periods five through eight. Illness is not a satisfactory excuse. If one is too sick to come to school, one is too sick to participate. All

medical appointments need a medical release to participate and all other (funeral) need to have administrative approval if gone in the afternoon.

See Activities Handbook.

### **STUDY TABLE/HOMEWORK DETENTION**

Study table is normally held 2 times a week. Study table nights are the Thursday after grade drop until 4:45 PM and the following Tuesday (if an early out) until 3:45 PM. Grade drops occur by Tuesday 4:00 PM or early Wednesday. Staff can assign students to study table.

Parents or students may choose to not make use of study table, but have the students study at home. The exemption to this is when students are in extra-curricular activities and ineligible. Then the student is to attend study table. Unless a staff member assigns study table, it is an option only, not required. If study table is assigned, it should be completed as the staff member directs. If not completed, it will be considered possible grounds for In School Suspension (ISS).

Staff members have the authority to keep students after school for academic or behavioral detentions. School board policy #503.1 provides that authority. We are obligated to give parents 24 hour notice to contact to arrange transportation if necessary. Many students choose to tell their parents themselves, instead of a call from school, when the telephone is offered.

### **GENERAL NOTICE OF CENTRAL RIVERS AEA SUPPORT SERVICES**

Additional support services are available to assist teachers when concerns arise with students. These services include assistance of building staff (special education teacher, counselor, nurse, etc.), and Central Rivers AEA support staff (consultant, speech/language pathologist, occupational and physical therapist, and others).

Teachers and families may request input on an informal basis or seek formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services may be used as part of the school's child study process.

### **PLAGIARISM POLICY**

The staff of East Marshall Community Schools is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written, or spoken format, students are expected to accurately reference all sources of

information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated. It is an expectation that all departments and students adhere to and enforce this policy.

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in a project, paper, or presentation. In-text documentation that is not reflected in the Works Cited page.

Staff Responsibilities:

- Staff members are responsible for discussing the subject of plagiarism as they teach students to communicate accurately, responsibly, and ethically under the essential concepts and skills defined by the Iowa Core Curriculum.
- East Marshall staff members are to provide the following at the beginning of any paper or project:
  - An assignment sheet with detailed instructions
  - A rubric outlining assessment at all points of the process and for the final product
  - Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, instructors are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information
- Assisting students in how to manage time and deadlines throughout the research process
- Conferencing with students on formatting and composing the project or paper.

Student Responsibilities:

- Submit authentic work
- Follow the project instructions and deadlines as assigned
- Ask questions and seek help from appropriate persons (teachers, teacher-librarian, peers)
- Follow the research and MLA or APA Style Guide per instructor direction
- Cite in-text or in-project sources correctly and accurately
- Format Works Cited pages correctly and accurately.

Plagiarism Violations:

If a staff member has sufficient reason to believe that a student has plagiarized, the staff member must determine the level of plagiarism according to the criteria below. A committee comprised of the principal, school counselor, library media specialist, and staff member involved then has the option to meet to determine what actions, if any, will be taken.

## Degrees of Plagiarism:

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing the material properly; however, most of the paper, project, or presentation is the student's own work. Recommended procedures for first-degree violations are outlined below. Any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. Recommended procedures for second-degree violations are outlined below. Any one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A letter in the student's academic file detailing the offense.

III. A third-degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this situation, a committee meeting will be held to discuss consequences.

Recommended procedures for third-degree violations are outlined below. Any one or more procedures may be chosen:

1. A recommendation that no credit (grade of zero) be given for the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Disciplinary action taken by the administration, including parent notification.

## **PROGRESS REPORTS**

Staff can and should contact the student's parents for a negative change in academic progress or a positive gain in academic progress. This can be done by telephone, email,

texting or by a letter. Conferences are held two times during the year. First semester conferences are in October and second semester conferences are in February. Please see the district calendar for specific times and dates.

## **PROMOTION AND RETENTION POLICY**

- Sixth grade students are expected to pass 8 out of their 10 semester classes.
- Seventh grade students are expected to pass at least 9 of their 10 academic semester classes.
- Eighth grade students are expected to pass at least 9 of their 10 academic semester classes

Students that do not pass that number will be contacted regarding summer school or retention. Students are not expected to fail more than one semester class during their seventh and eighth grade years combined. Students will be given an opportunity to earn up to one semester of passing credit per school year by using the e2020 program.

Students are not to go to the High School if they are carrying too many semester academic failing grades from the middle school. Students that do not follow the guidelines above will be considered for retention or making up credit. Special cases will be reviewed on an individual basis by staff members. One of the areas that will be evaluated is student effort. Details regarding credit recovery can be received from Mrs. Pirkel or Mr. Drury. EM School Board policy # 505.2

## **SECOND CHANCE READING**

Literacy skills training will be either incorporated into the reading program (5th-6th grade) or provided with a supplemental class during workshop (7th-8th grade) at EMMS. The program is designed to provide identified students with additional reading support to increase chances of success later in their educational career. Students will be identified based on a combination of scores on the ISASP, aReading, and teacher recommendation.

## **CONCURRENT ENROLLMENT**

Concurrent enrollment courses are made available to all eligible resident students in grades 9 through 12. While PSEO remains limited to ninth and tenth grade students that have been identified as gifted and talented and eligible eleventh and twelfth grade students.

A list of concurrent enrollment offerings may be requested from the high school counselor. It, also, can be found in the Iowa Valley Community College course listing.

# **ATTENDANCE**

## **ATTENDANCE (Board Policies, 501.9, 501.10, 501.10R1)**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

1. Parents are expected to notify the school prior to 8:30 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.
2. Acceptable reasons for a student's absence from school are limited to the following: religious observances, extended illness, hospitalization or doctor's care, death in the family or family emergency, and court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.
4. Suspensions from class, in-school suspensions, will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.

School work missed because of absences must be made up according to the following guidelines:

Under normal circumstances, the time allotted for making up work is two days for the first day of absence and one additional day for each consecutive day of absence. Absences of more than five consecutive days will require special arrangements with each teacher. School work missed due to any absence must be completed to the satisfaction of each teacher if credit is to be given. The time allowed for make-up work may be extended at the discretion of the classroom teacher and/or building principal.

## **EXCUSED**

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences may include:

illness, family emergencies, recognized religious observances, appointments (such as medical and judicial) that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **UNEXCUSED/TRUANCY**

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine whether a student may make up work missed because of truancy.

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward absences per semester. The building principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.
4. The building administrator will communicate with the parent/guardian when 3 unexcused absences are reached. A student is truant when he/she has reached or exceeds 5 or more unexcused absences in a semester. Truancy notification, including the county attorney, will begin with the 5th unexcused absence in a semester without medical documentation to consider excusal.

### **TARDIES**

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.
2. All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and

sequential. Sanctions may include, but are not limited to, warning, assigned detention, parent contact and referral to the building principal.

**First Semester Consequences** are:

- 1st Tardy - Warning
- 2nd Tardy - Lunch in the office
- 3rd Tardy - Two lunches in office
- 4th Tardy - The student will call a parent to do after school detention.

**Second Semester Tardies**

- Tardies will be recorded until a student reaches 3 tardies.
- When a student has 3 tardies, they will contact parents and with each subsequent tardy and students will be assigned a detention.

**EXCESSIVE ABSENTEEISM**

Excessive absenteeism is any absence (excused and/or unexcused) beyond 10 days or individual class meetings per semester. When a student has been absent from school or a class 5 times during a given semester, the student's parent will be contacted via mail regarding the student's attendance. The building administrator will initiate the 5-day notification process.

When a student has been absent from school/class 10 or more times during a semester, the principal will inform the parent/guardian of the student's excessive absenteeism and initiate appropriate sanctions. After a total of 10 days or more of being absent (excused and/or unexcused), the student records will be reviewed by an administrative panel to determine if the absences exceed absent allowances per the definition from School Board Policy.

**Any student absence after this point in time without a doctor or school nurse's note will be considered unexcused.** This may result in your student being in violation of Iowa Truancy laws. The excessive absences will be reported to the Assistant County Attorney for further review.

**STUDENT ABSENCES AND MAKE UP WORK**

**Under normal circumstances, the time allotted for making up work is two days for the first day of absence and one additional day for each consecutive day of absence.**

Absences of more than 5 consecutive days will require special arrangements with each teacher. School work missed due to any absence must be completed to the satisfaction of each teacher if credit is to be given.

**DISCIPLINE POLICY**

In compliance with the requirements of the state school standards, the East Marshall Community School Board affirms its intent to support the school discipline policies, its intent to

support school staff that enforces discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

## **SUSPENSIONS: IN SCHOOL SUSPENSIONS AND OUT OF SCHOOL SUSPENSIONS - (PARENTS WILL BE NOTIFIED OF ALL SUSPENSIONS)**

Examples include, but are not limited to, weapons possession, physical aggression, possession of a material illegal for students to have, failure to follow staff instructions/directions, and disrespectful behavior. Normally suspension consequences increase with each subsequent inappropriate student behavior.

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

The number of days of suspension and if the suspension is In School Suspension (ISS) or Out of School Suspension (OSS) is subject to be changed by the principal. More severe behaviors may result in more consequences. Students that are disruptive during in school suspensions may be assigned out of school suspension. If students are placed in OSS because of behaviors in school, the number of referrals before consideration of expulsion may reduce.

Students will be afforded "Due Process" reflective of the seriousness of their actions and possible consequences.

## **APPEALS**

Any student who is found by administration to have violated the Good Conduct Rule may appeal this determination to the superintendent.

The appeal must be made by contacting the superintendent in writing within three (3) calendar days Monday through Friday after receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain in effect pending the superintendent's decision. If the student or family chooses, he or she may appeal the Superintendent's decision to the school board by notifying the Board secretary in writing within three calendar days (Monday through Friday) of receipt of the Superintendent's decision. The Board will

schedule the appeal hearing. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session.

The grounds for appeal to the school board are limited to the following:

1. The student did not violate the Good Conduct Rule;
2. And/or the student was not given due process during the investigation process;
3. And/or the sanction is in violation of the Handbook or Board Policy. The sanction will remain in effect pending the outcome of the meeting with the Board. If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record. If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.

Students are expected to complete homework during both in and out of school suspension. Homework will be relayed to the classroom teachers and graded based on normal classroom policies for work late or on time. Out of school suspension means off school campus 8:00 - 4:00. Students on school grounds between the hours of 8:00 A.M. and 4:00 P.M. serving out of school suspension, without the expressed consent of the principal, **will be considered trespassing**.

## **WEAPONS**

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them on the school district property or on property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials at the discretion of the building principal unless Iowa Law requires differently, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school, or knowingly possessing firearms at school, will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. Policy #502.6

## **CONDUCT**

### **ANTI-BULLYING/HARASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

The best way to communicate about perceived bullying and harassment is to contact staff as soon as possible. The staff member closest to the incident should have the best information.

A problem at lunch should be brought to the lunchroom supervisor. If students report incidents to adults, the problems may be addressed immediately. Witnesses can be located and interviewed before possible influencing. Reports days or weeks later greatly limit the ability to respond quickly and accurately.

Students will be asked:

- How did they respond.
- When the bullying/harassing behavior occurred.
- Did they tell him/her to stop?

- Did they try to ignore them?
- How did the victim respond?

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent/building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principal, to develop procedures regarding this policy.-EM School Board policy #104

### **BICYCLES/MOPEDS**

Bicycles and mopeds are to be parked in the special racks upon arrival at school and are not to be used until school has been dismissed.

### **BOTTLED WATER**

Students should bring only transparent water bottles with only water in them, *which supports the Health Kids Act*. There should not be thermos containers, pop, sports, or any other non-water beverages.

### **CANDY, POP, SPORTS DRINKS, AND WATER BOTTLES**

Candy, sports drinks, and pop are not to be brought into the building -unless- for special occasions with teacher permission. Students will be warned on a first violation. Subsequent violations may include loss of recess or detentions before or after school.

Gum is allowed in the commons areas, gym, recess, etc. However, students having gum in class will be at the teacher's discretion and enforcement. If disposal of gum is a problem, we may need to change.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all supplies and furniture supplied by the school. Students who deface property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Textbooks are furnished by the school. If your book is lost or damaged while it is checked out to you, you will be expected to pay for it.

## **ELECTRONIC DEVICES**

Students can use their phone before or after school during the gym area. However, as long as the use of these items is not to be disruptive. Cell phone use is not permitted during school hours unless by specific permission. Cell phones and electronics are silenced or turned off from 8:10 a.m. - 3:20 p.m.

Students should not be using their cell phones to take pictures of other students or recording anyone without their permission. Cell phones should not be used to text or communicate unless a staff member at school as given permission. If a student has their phone out during school hours, the cell phone will be held in the office until after school. The student may pick up the cell phone after school.

Students may use cellphones in front of a coach/teacher for prescribed reasons, such as contacting parents regarding a sports cancellation, weather cancellations, etc. If a student contacts a parent from their cell phone regarding an illness, please ask to speak to someone in the office or the nurse to verify that someone from the office or the nurse has seen the student to verify illness.

Electronic devices that are used inappropriately will be held in the office. They may be returned to the student or parent after closure has been completed regarding the incident. Some of electronic devices have been allowed at school, but are not recommended. The majority of our student lockers do not have locks. If students bring items they want secured, the items should be given to a staff member for safe-keeping or brought to the office.

Laser lights are prohibited at school. They will be confiscated if used on the bus or at any middle school activities.

## **STUDENT CONDUCT**

Students will not be excused to get drinks, go to the restroom, go to their locker, go to the office - or anywhere during class time unless absolutely necessary. Students out of a class should have a pass from the teacher stating the reason they are out of class.

Students may have assigned seats in class as well as study halls. Classroom teachers will post their reasonable classroom rules along with consequences that will take precedence over these general rules.

Halls should be regarded as passageways from one room to another and should not be used as gathering places between classes, after school, and before school starts.

You have three minutes between class periods. The student is responsible for getting to class on time. Make sure that you keep to the right in the halls and on the stairs. Excessive noise, horseplay, pushing, running, and obscene language do not constitute acceptable behavior at any time, especially when moving between classes.

## **CONDUCT - CLASSROOM AND SCHOOL**

It is assumed that students will conduct themselves properly when on school grounds, within the school building and in the classrooms. However, if a student becomes a disturbing element while under the jurisdiction of the school the following procedures will be observed:

1. For minor offenses, a word of caution from any faculty member or any school employee should be sufficient to eliminate the problem.
2. Further disruption or misbehavior will result in logical consequences for the student, administered by the classroom teacher, in accordance with rules and consequences listed in class. If the student's misbehavior continues, the teacher may ask the Principal to intervene.
3. If a student is sent to the office from class, there needs to be a report sent to the office. Parents should be contacted by the classroom teacher prior to any consequences assigned from the office. When any faculty member or other school employee instructs a student to report to the office or to the Principal, he/she should report to the Principal's office immediately. The time a student is in the office, instead of in the assigned class may be assigned an after school detention time. Students are expected to behave in a manner to remain in class.
4. Students suspended from class by the instructor shall be counted absent (unexcused) until they have made arrangements with the Principal and the teacher for re-admission. Teachers will provide a written description of the incident, including any contributing preliminary information to the Principal, as soon as possible.
5. Students who require frequent discipline or who are involved in a severe disciplinary problem may be considered for suspension or expulsion from school.

## **CONTACTING TEACHERS**

If you desire to speak to a teacher personally, you may call before or after school. You may also call and leave a voice message. Email addresses are available for your use as well. You may email a teacher or staff member by using their first initial of their first name followed by their last name spelled out and then the following extension: @e-marshall.k12.ia.us. You can also find this information on the school's website: <https://www.emmustangs.org/staff-directory>.

## **DRESS CODE**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student's appearance may cause substantial disruption to the educational setting necessary in our school. A partial list of prohibited items include clothing that displays: obscenity, profanity, vulgarity, racial or sexual remarks, making references to prohibited conduct or similar displays. The principal will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change clothing, cover offensive messages, or leave school as directed by the principal.

Specifically middle school students are asked to honor the following dress code:

1. Hats or caps are not to be worn in school. This includes athletic and social events as well.
2. Shirts or other articles of clothing are not to be worn which have printed on them objectionable material, slogans, advertisements, or sayings.
3. Shirts or other articles of clothing are not to be worn which promote the use of alcohol, tobacco, drugs, etc.
4. Bare midriff are not permitted. Clothing should be worn to cover undergarments.
5. Shorts are permitted as the weather requires. However, shorts deemed as excessively short will not be permitted.
6. Clothes worn for participation in physical education are not to be worn to class or study hall.
7. Buttons or patches which present an objectionable slogan or message are not to be worn.
8. Coats or jackets are not to be worn in class unless given permission by the teacher.
9. Shoes are to be worn at all times.

Students in violation of the dress code will be asked to change clothes immediately, in addition to other possible punishment.

## **PUBLIC DISPLAYS OF AFFECTION**

School is NOT the place for students to display public affection for their romantic interests. School is a place for students to learn, concentrate, and should be as free from distraction as possible. Students holding hands, hugging, kissing, etc. are the most common behaviors staff

address. Expression of affection is generally considered a personal behavior and has no place in school. Students are expected to show good taste and conduct themselves respectfully at times. Staff are to correct behaviors they believe are inappropriate in the school learning environment. Consequences vary based on age and behavior of students. Parents should also be contacted.

## **STUDENT BEHAVIOR INTERVENTION**

Central Rivers AEA Instructional Program Policy Supporting the Revised Iowa Code 281-Chapter 103/February 2, 2009

1. Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are allowed reasonable break period to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments.
2. Revised Iowa Code 281-Chapter 103 applies to all students.
3. Material restraints will not be utilized.
4. Adult supervision is maintained in all areas used for student behavior intervention.
5. Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
6. School staff will receive adequate and periodic training prior to using physical restraints.
7. Parents/Guardians will receive notification of behavior intervention.

The school building principal has a copy of Iowa Code 281-Chapter 103 which is available for parent review.

Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented.

## **STUDENTS IN THE BUILDING**

School is in session from 8:15 a.m. to 3:20 p.m. Students should not be on the school premises before 7:30 a.m. unless under the direct supervision of a faculty member. If you ride a shuttle bus and want to eat breakfast before you get on the shuttle, you may come to school

at 7:30 a.m., but you must go directly to the lunchroom and not be in any other part of the building. All students are to leave the building as soon as school is out in the afternoon, unless you are assigned a study hall while waiting for your bus. If a student is granted permission to stay in the building and do special work by a teacher, the teacher granting permission is to be responsible for the conduct of the student and is to see that the student leaves the building when excused.

Under no condition, is a pupil to leave the building or grounds during the school day without first having secured permission from the Principal or the office.

Teachers who plan to have students in the building on weekends are to consult with the Principal in order that arrangements may be made so that the work of custodians may be arranged without interference. Students will not be permitted in the building on weekends unless under the supervision of an instructor.

## **STUDY HALL CONDUCT**

Study halls can be a very important part of a student's school program. The success or failure of many students is directly related to their attitude and conduct in study halls. The best guide which can be offered for conduct in study halls is to make good use of your time and to conduct yourself in such a way as not to disturb other students.

The following standards are in effect in all study halls.

1. Students are expected to bring everything they need to study hall. If they don't bring anything with them to work on or read, they will be sent back to their locker. They will receive a tardy pass if they come to study hall unprepared to complete work, unless they are leaving on a pass.
2. Only one student at a time will be allowed to talk to other students regarding questions on homework, etc. Students working together will be at the discretion of the study hall teacher.
3. Students will be allowed to check out only one time during a class period to go to places such as the restroom, locker, library, get a computer, etc. Only one person at a time can leave during study hall.
4. Send no more than 2 students for 10 minutes to the library at a time.

## **TOBACCO/NICOTINE-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine, ex. e-cigarettes. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

## **TRANSPORTATION IS A PRIVILEGE NOT A RIGHT**

East Marshall Community School District will ensure that every student has a safe ride to and from school. This ride will be as free from intimidation, harassment, and threat, as humanly possible. Good conduct of all students is required while waiting for the bus and while traveling to and from school. The privilege of transportation is granted contingent upon proper behavior. A student's eligibility to ride may be suspended or revoked for violation of the school's policy for bus behavior.

Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. Parents will be held responsible for their children's conduct while on the bus, while in the loading areas, and in unloading areas. Students that are involved in serious or repeated incidents of unacceptable conduct on the bus will have their riding privileges suspended or revoked.

Bus drivers will be contacting parents when students are assigned a bus referral. Drivers will then notify the principal's office, within 3 days after the parents are contacted, before investigation of bus referrals occur.

## **TRANSPORTATION POLICY**

### **BUS DRIVERS DO HAVE THE AUTHORITY TO ASSIGN SEATS ON BUSES IN AN EFFORT TO MAKE IT A SAFE, SECURE TRIP BACK AND FORTH TO SCHOOL.**

The East Marshall School Board and staff expect the following behaviors or skills from bus riders:

1. Students are to wait at the designated site at the designated time for the bus to come to a complete stop. Riders will exit and enter through the right front door. Students should pass no closer than 10 feet in front of the bus when arriving or exiting the pick up site. Students should look both ways crossing the road and depart only from the designated point unless specific written permission has been displayed.
2. While on the bus, aisles should be kept clear by students. Students should not open windows without permission and if permission is given students should not extend anything out the open window, including throwing anything out of the bus.
3. Classroom conduct is expected from students while on the bus except normal conversation.
4. The bus driver is in charge of the bus and students are to obey promptly. Bus drivers may assign seats as the driver deems necessary.
5. Students are not to leave their bus seat while the bus is in motion. Students are to keep their feet off the bus seats. If students damage bus seats or other equipment, they will be required to reimburse the district to repair/replace the damaged property. When students depart the bus, there is to be no pushing, shoving or crowding of other riders.

6. Waste containers are available on the buses. Students should put any waste in the containers daily.
7. Shooting or throwing of any object on a school bus is not permitted.
8. The use or possession of alcohol, tobacco or look alike substances is prohibited on school busses. The Good Conduct Rule is in effect.

**The following actions are recommended if UNACCEPTABLE BEHAVIOR occurs:**

**LEVEL 1 OFFENSES**

1. Throwing non-injurious objects on the bus
2. Failure to follow driver instructions
3. Standing while the bus is in motion
4. Use of obscene or profane gestures or language
5. Harassment of anyone
6. Excessive noise (screaming, yelling, or shouting)
7. Tripping anyone on the bus
8. Blocking the aisle
9. Possession of a lighter or matches.

**LEVEL 2 OFFENSES**

1. Threatening a bus driver
2. Interfering with police, administrator, or driver
3. Use of tobacco
4. Lighting of any type of fire (matches or lighter)
5. Physical aggression or threat of against another person
6. Theft or robbery
7. Possession of fireworks or ammunition
8. Tampering with emergency equipment (radio, emergency door, light system, or fire extinguisher)
9. Head, arms, or legs out the window of a moving bus
10. Unacceptable sexual conduct
11. Spitting
12. Throwing objects that may cause injury
13. Vandalism of the bus.
14. Running in front of a moving bus.

**LEVEL 3 OFFENSES**

1. Possession of a handgun, knife, or other weapon
2. Possession of ammunition with intent to detonate
3. Lighting of fireworks
4. Possession of drinking alcohol or illegal drugs
5. Assault on the bus driver
6. Attempting to ride on the outside of the bus
7. Pushing anyone at a moving bus

8. Violent assault on another student
9. Vandalism of the bus (in excess of \$100 damage)
10. Opening any emergency exit while bus is moving

## **CONSEQUENCES FOR VIOLATION OF POLICY**

### **LEVEL 1 OFFENSES**

- **First offense** - Written warning to parents
- **Second offense** - Written suspension of 1 day off the bus
- **Third offense** - Written suspension of 3 days off the bus
- **Fourth offense** - Written suspension of 5 days off the bus and meeting with the principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- **Fifth offense** – Loss of bus privilege for 30 days.

### **LEVEL 2 OFFENSES**

- **First offense** - Written warning to parents and 1 day off the bus
- **Second offense** - Written suspension of 3 days off the bus
- **Third offense** - Written suspension of 5 days off the bus and meeting with the principal, parents, driver, and transportation director before child returns to the bus (meeting will be during normal school hours)
- **Fourth offense** – Loss of bus privilege for 30 days.

### **LEVEL 3 OFFENSES**

- **Loss of bus privilege for 30 school days.**

Each offense is combined to determine the consequence. Students that receive at the most 5 written bus referrals will be off the bus 30 days. Not just their assigned bus, but all EM buses including activity buses for extra- curricular activities.

Students are not to change buses they were assigned to start the year without the permission of the transportation director. Going home with a friend for a day or two does not constitute changing buses. If in doubt, contact the building principal or the bus driver.

The building principal will assess each case and administer the proper consequences. Appeals should be directed to the building principal. It would be impossible to predict all misbehavior therefore anything not listed will be assessed case by case. Any vandalism to the bus will be the students and/or parents responsibility to pay damages.

Activity trip and activity shuttle misbehavior will be considered at least a LEVEL 2 offense. These trips are not required transportation and misbehavior will not be tolerated.

It is the feeling of the transportation department that we must protect and preserve the rights and safety of all students. With all the traffic we deal with daily, the drivers cannot be distracted for even a second with a cargo that will someday run this great state and country.

Curt Sawyer, Transportation Director

## **CONSEQUENCES OF STUDENTS NOT BEING PICKED UP AT DESIGNATED BUS PICK-UP LOCATIONS**

If a child is not picked up on time at the designated bus pick up location, the child will be taken to the Bus Garage in Le Grand waiting for pick-up.

If this occurs for the **second time** and taken to the Bus Garage, the parent will provide the Transportation Director with an alternative responsible adult to pick them up at the bus garage.

If this occurs for the **third time**, the family loses transportation rights for one week. The student needs to be in attendance at school for this time to be counted as time off the bus.

If this occurs for the **fourth time**, the student loses transportation rights for four weeks. The student needs to be in attendance at school for this time to be counted as time off the bus. The school board will make a decision on whether to keep or rescind the open enrollment.

## **EXPECTATIONS AT WATERBECK PICK UP/DROP OFF SITE**

Students that are disruptive or vandalize at the Waterbeck pick up site will lose their transportation privilege based on the age and severity of the behavior. Adults that disrupt the safe, orderly climate at the Waterbeck pick up site will not be allowed to drop their students off at this pick up site based on the severity of their behavior.

## **VISITORS TO OUR SCHOOL**

Visitors will be expected to “buzz” the office from the outside buzzer system by the front door. To obtain entry into the building, visitors will need to state their name and purpose for coming to the middle school. Then, visitors are asked to report to the middle school office to state in writing their name and business or purpose.

Students are NOT to open doors during the school day, nor leave the school grounds without staff approval. Parents are always welcome in our school. Students wishing to bring other students to school are to pre-approve the visit at least a day in advance with the principal.

# DRILLS/EMERGENCY CLOSINGS

## DRILLS

Fire drills in public schools are required by state law and regulations pertaining to them are established by state law. These are the expectations for all drills:

1. Respond immediately and calmly to all alarms.
2. Proceed immediately and in an orderly fashion to the exits assigned below.
3. Do not attempt to take coats, books, or other equipment with you.
4. Do not attempt to pass others in line.
5. Close all gaps in the line quickly, but do not push or crowd.
6. Do not talk while in line.
7. After passing through the exits, keep moving until a safe distance from the building.
8. Do not attempt to re-enter the building until told to do so by someone in authority.

Fire Drill - The alarm will be reviewed and demonstrated to start the school year. All students will follow the prescriptive plan for their location in the building.

Tornado Drill - The alarm will be reviewed and demonstrated to start the school year. All students will go to the locker rooms, lunchroom and room 12. Move into the rooms and away from entries and traffic lanes as far as possible. Students should sit on the floor with their backs to the windows. In an actual tornado, students should cover their face and head. Procedures for travel to the safe areas will be posted and reviewed in your classrooms.

Intruder Drill - [These drills](#) will occur periodically. Students will follow directions as identified by the staff.

## FIRE EXITS

### 1st Floor

Room 116, 117, and 121 .....	South Lobby
Room 111, 112, 113, 114 and 11 .....	North Lobby
Gym and Principal's Office and other Office's .....	Office Exit
N.W. Locker Rooms .....	East Locker Room Door
Band Room .....	North Band Room Door
Room 012 and Lunchroom .....	East & Lunchroom Door
Room 123, 124 and 125 .....	South door of south addition
Library(Room 122). .....	East door of south addition

### **2nd Floor**

Room 212, 213, 214, 215 216, 217, Counselor's Office: As designated by fire route posters in each individual room.

### **3rd Floor**

All rooms on 3rd floor: as designated by fire route posters in each individual room.

## **EARLY DISMISSALS & CLOSINGS CONCERNING ACTIVITIES**

When it is necessary for school officials to dismiss school early, as a result of inclement weather or other emergency conditions. It is understood that on these early dismissal days all other practices will be cancelled.

If a game is scheduled for a day when school is dismissed for the above reasons, the decision to play said game will be determined by the administration of the East Marshall Community School Districts in consultation with the administrative personnel from the opponent school.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of school postponements/cancellations due to inclement weather, road conditions, etc. the following radio and TV stations will be notified:

KGRN Grinnell, AM 1410	WHO TV (Chan. 13)
KDAO Marshalltown, AM 1190	WOI TV (Chan. 5)
KFJB Marshalltown, AM 1230	KCCI TV (Chan. 8)

Every effort will be made to have announcements on the air before 6:00 A.M. Please do not contact the school officials before 6:00 A.M. as it is difficult to assess road conditions and call area radio stations prior to 6:00 A.M. Students and parents who call prior to 6:00 A.M. will tie up telephone lines and may prevent announcements from being received by the radio stations. Partner Communications Co-Op of Gilman has provided a phone bulletin board (641-498-2456) that contains a listing of each day's activities plus special announcements such as school closings.

If weather conditions necessitate an early dismissal (severe heat, winter storms, etc.) during the day, an announcement will be made on the above stations. To be sure that children are safe and parents know where their children will be, we ask you to follow these suggestions:

1. Tell your child where to go if school is dismissed early. Plans need to be made ahead of time and clearly outlined for the child, since it is impossible to contact each parent.
2. Make alternative plans in case the first plan doesn't work.

3. If both parents work and the child is to go home, the child is encouraged to phone a parent as soon as he/she arrives home.

# **ENROLLMENT**

## **EDUCATIONAL EQUITY POLICY STATEMENT:**

It is the policy of the East Marshall Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in their educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of the pluralistic society.

Inquiries regarding compliance with Title IX or Section 504 may be directed to: Equity Coordinator, 204 West Center Street, Gilman, Iowa, 50106, 1-641-498-7481. Office hours are 8:00 a.m. to 4:00 p.m. (Monday - Friday).

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

Notification of Rights Under FERPA for Elementary and Secondary Schools The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Officials of other schools in which the student proposes to enroll.
  - Representatives of state and local government when auditing and evaluating federal education program.
  - In connection with a student's education financial aid application.
  - Governmental officials to whom information is to be reported under the state law adopted prior to November 19, 1974.
  - Organizations that process and evaluate standardized tests.
  - Accrediting organizations for accrediting purposes.
  - Parents of dependent children regardless of the child's age.
  - In connection with an emergency.
  - Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school, from middle school to high school, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

## **NOTICE OF CHILD ABUSE**

Incidences of abuse can be reported to:

Primary Investigators:

Matt Rasmusson, East Marshall High School: 479-2785

Janelle Pirkel, East Marshall Middle School: 498-7483  
Cathy DeBondt, East Marshall Elementary: 476-3342

Secondary Investigators:

Marshall County Sheriff's Department: (641) 754-5725

Deputy Tim Hungerford, Detective Sgt. Wade Ruopp, or the on-call sheriff covering the district

## **HOMELESS INFORMATION FOR SCHOOL-AGED YOUTH AND PARENTS**

If you live in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act. Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular and adequate nighttime residence and include the following:

- A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- A child or youth who has a primary nighttime residence that is a public or private place not ordinarily used as a regular sleeping accommodation of human beings;
- A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting; or
- A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs 1 through 3 above.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in high school and attend classes while the school gathers needed documents
- Enroll in the local school or continue attending their school or origin (the school you attended when permanently housed or the school in which you were last enrolled) if that is your preference and is feasible.
- If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.

- Receive education services comparable to those provided to other students according to the student's needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

East Marshall Local Liaison  
Mrs. Trudi Foval-Johnson, Student Services Liaison  
641-479-2785 LeGrand  
641-498-7483 Gilman  
641-476-3342 Laurel  
[tfovaljohnson@e-marshall.k12.ia.us](mailto:tfovaljohnson@e-marshall.k12.ia.us)

State Coordinator  
Carolyn Cobb  
515-402-2736  
[carolyn.cobb@iowa.gov](mailto:carolyn.cobb@iowa.gov)

## **FOSTER CARE POINT OF CONTACT**

Mr. Anthony Ryan, Superintendent,  
Phone: 641-498-7481  
[tryan@e-marshall.k12.ia.us](mailto:tryan@e-marshall.k12.ia.us)

## **LOCKERS**

All students in the 4th - 8th grades will be assigned a locker. It is your responsibility to keep your locker neat and clean. You have no right to open anyone's locker but your own. Your locker is assigned to you to use, but we reserve the right to search any locker if "reasonable suspicion" exists. "Reasonable suspicion" means the school official has a reasonable and articulable belief a criminal offense or a violation of school rules/regulations has taken place. Do not leave valuables in your locker. The school is not responsible for thefts. If the student has a particularly valuable item, it should be kept by the classroom teacher or in the principal's office.

Below is information regarding student locker searches - See East Marshall Board Policy 502.8. Regulation as follows:

I. Searches, in general.

A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

1. Eyewitness observations by employees
2. Information received from reliable sources
3. Suspicious behavior by the student
4. The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search.

Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. The age of the student
2. The gender of the student
3. The nature of the infraction
4. The emergency requiring the search without delay

Gym bags should be kept in the student's PE locker if at all possible. Locker rooms are unlocked when students are released from the gym and after classes are over. If students don't have a PE locker, bags are to be kept in their book lockers. Students are not to carry/drag bags between classes during the day, this includes going to their last period class. Bags block emergency exits in hallways, particularly in the 7th and 8th hall and the music area. Bags carried by students between classes make it more difficult than necessary to pass in the halls. When a student has a sleepover, etc and has a large bag (or bags), the bag should be left in the office, not in the halls.

7th and 8th grade students may be doubled, in their book locker, with a partner unless the principal or guidance counselor gives permission for single occupancy. Students are not to change the original locker assignments unless they have received permission from the guidance counselor. If students take jackets, etc. out of the gym area it is to be with specific permission of staff members on duty and the jackets should not be placed in book lockers.

### **LUNCH/LUNCH ACCOUNTS/FEES**

The school offers a nutritious breakfast and hot lunch for all children. Students may also bring sack lunches. Pop in sack lunches is not allowed. Your child may purchase milk for 50 cents, and it is better for growing bodies. Students are expected to follow cafeteria rules. Eating should be done in a pleasant, friendly, and orderly atmosphere.

If you wish to purchase lunch to eat with your child, please call before 9:00 am so that we can inform the cooks in a timely manner. Bringing in lunch from fast food restaurants is highly discouraged due to the new Healthy, Hunger Free Kids Act.

The lunch and breakfast prices are:

### **STUDENT PRICING**

Breakfast \$1.70  
Second Breakfast \$1.60  
Lunch \$2.45  
Second Lunch Entree \$1.85  
Reduced Price Lunch \$.40  
Extra Milk \$.55

### **ADULT PRICING**

Breakfast \$2.25  
Lunch \$3.80  
Salad/Entree \$2.05

Please be aware that extra milk and extra entrees are available to all students with a positive balance in their lunch accounts. If parents wish to block the extras, please call the school office and request this.

East Marshall Community School has an automated lunch system. Once the balance in the account reaches -\$5.00 or -\$5.00 for EACH person on the family account, your child will not be allowed to have breakfast, and at lunch will be given a cheese (or similar) sandwich. Contact will be made with the family the day before this happens. Please make every effort to keep your child's account in good standing.

In cases where parents feel their children will qualify for free or reduced priced meals: Food stamp households who received a letter from the Department of Human Services during the first week of August need only sign the letter and bring it to the school. All other applicants must personally make arrangements in the school office or during school registration before free or reduced price meals will be granted. Parents who completed an application last year must complete a new application this year to establish eligibility for children to participate in the school's breakfast/lunch program. Parents should file a completed application prior to the beginning of school. Application forms are also available on our web page at [www.e-marshall.k12.ia.us](http://www.e-marshall.k12.ia.us). All applications are confidential.

Fees are expected to be paid within a timely manner. The East Marshall Board of Education has adopted a fees collection process. Parents who have delinquent fees will be sent a letter from the district office. All delinquent fees past the 10 day notice specified in the letter may be turned over to Credit Bureau Services of Iowa for the uncollected claims. The district is willing to consider setting up payment plans for those who request it.

### **NOTIFICATION OF RIGHTS UNDER (FERPA) FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should

- submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
    - Officials of other schools in which the student proposes to enroll.
    - Representatives of state and local government when auditing and evaluating federal education program.
    - In connection with a student's education financial aid application.
    - Governmental officials to whom information is to be reported under the state law adopted prior to November 19, 1974.
    - Organizations that process and evaluate standardized tests.
    - Accrediting organizations for accreditation purposes.
    - Parents of dependent children regardless of the child's age.
    - In connection with an emergency.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
**U.S. Department of Education 400 Maryland Avenue, SW**

**Washington, DC 20202-4605.**

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school, from middle school to high school, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

**NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) AND PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

- The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires East Marshall to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information survey”):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationship, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

***Receive notice and an opportunity to opt a student out of:***

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

***Inspect, upon request and before administration or use:***

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

East Marshall will/has develop(ed) and adopt(ed) policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. East Marshall will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. East Marshall will also directly notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.  
Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.  
Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

The principal or person in charge of each attendance center may release the following types of information to the public as they see fit, keeping in mind the privacy of the student and the student's family, and the totality of the surrounding circumstances: name, address, photograph, image or likeness, telephone listing, date and place of birth, major field to study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the students.

# **MISC. ITEMS**

## **CHILD CUSTODY**

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please supply a copy of this order to the office. Unless your court order is on file with us, the school must provide equal rights to both parents.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The East Marshall School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies and agencies. The district shall take affirmative action in recruitment, appointment, assignment and advancement of women, minorities and the disabled. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration and State Department of Education for the position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age or disability. In keeping with the law, the board shall consider the veteran status of applicants.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator of the school district by writing to: Superintendent, Affirmative Action Coordinator, East Marshall School, Gilman, Iowa, 50106, or by telephoning the superintendent at 1-641-498-7481. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department or to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, Illinois, 60606-7204; phone 1-312-886-8434; web site OCR- [www.ed.gov](http://www.ed.gov). Such inquiry or complaint to the state or federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each district attendance center.

## **NOTICE TO EMPLOYEES, PARENTS and DISTRICT-ASBESTOS**

School districts are required by law to provide, to the individuals addressed above, a periodic update on the status of asbestos in all of its facilities.

The Asbestos Management Plan for your school district is located in the administrative office. This management plan is required under the federal "Asbestos Hazard Emergency Removal Act" (AHERA) codified in 40CRF Part 763. Contact – Rob Gage, East Marshall Grounds and Maintenance Director, ph: 641-498-7481.

## **SCHOOL BOARD**

The East Marshall Community School District Board of Education welcomes the public to meetings that are held regularly at 6:30 PM on the third Monday of each month in the boardroom at the Central Office building. Central Office is located at 204 Center Street in Gilman. A special portion of the agenda is set aside at every regular board meeting to listen to members of the community during Citizens Comments.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause. Bd. Policy 210.8

Please note that meeting times and dates are subject to change. Check the district website at [www.emmustangs.org](http://www.emmustangs.org) for the latest board meeting notices and board meeting minutes.

# **EXTRACURRICULAR**

## **BAND/CHORUS ELECTIVES**

Band/Vocal electives- Band and choir students will be allowed to add/drop band and chorus for the first two weeks of a new semester only. To obtain permission to add or drop, students need to receive written permission from their parent or guardian and the classroom instructor. When the elective instructor has contacted the guidance office, the student will be reassigned to another class. Students are to remain in the elective until they have been contacted by the guidance counselor indicating permission has been granted. Students are permitted to drop band or chorus within the first two weeks of a semester with the written permission of the parent and acceptance of the director. However, drops after the first two weeks of a semester will result in a “F” reported for the semester grade.

It is better to start from the beginning than to come in later and feel behind. Please keep in mind, learning an instrument is difficult. If your child has an interest in band, please have him/her complete at least one whole semester of band, no giving up!

The commitment to band also means giving up some study hall time. It means that homework (including instrument practice) will have to be done at home. Even though this can be an inconvenience at times, having students learn the responsibility of completing homework on their own is a life skill. Using the creative side of their brain to learn how to play the instrument is also a beneficial skill.

## **EXTRACURRICULAR PARTICIPATION**

The following are the basic requirements which all students must fulfill before they will be allowed to participate in any extracurricular practice or activity.

1. All students must be at school by 12:00 p.m. or have pre- approved permission to be absent from school, in order to participate in any after school activity or practice that day.
2. All students who are involved in athletic activities are required to have on file, with the Middle School Athletic Director by the first day of practice, a physical examination, concussion form, and proof of insurance or a written statement from parent(s) or guardian that they waive the insurance requirement for their child.

## **FIELD TRIPS**

To enhance the curriculum and broaden the child’s experiences, trips beyond the school are planned. General field trip permission allowing your child to leave the building to travel for field trips is available for parents to sign at registration on the parent information card. Parents will be informed of the place, time, and date of the trip. Parents that prefer their child not participate in a trip should notify the school in writing. Field trip permission may also include local walks.

## **LIBRARY MEDIA CENTER**

Teachers utilizing library materials accompany their classes. Teachers sending individual or small groups of students to the library should provide the library staff advance notice and details on the assignment to ensure quality support of student activities. Teachers should send no more than five students to the library at any one time. Teachers requiring the assistance of the teacher librarian in locating materials, teaching a lesson, or providing other support should e-mail a request for assistance at least 3 days in advance.

## **PHYSICAL EDUCATION**

All students will need a separate pair of non-mark sole shoes for physical education class. All 7th and 8th grade students are required to wear a plain white T-shirt and solid dark shorts. (It is acceptable to have a name on the back of the T-shirt). All 7th and 8th grade students need a lock for assigned PE lockers and provide the combination to the PE teacher.

All students are expected to participate in P.E. unless they have a doctor or nurse's note explaining the physical reasons the student is not to participate.

## **STUDENT COUNCIL**

Student Council membership and roles are changing. Our goal is to involve students, help them feel part of the school body and improve the atmosphere at our building. Students interested in taking a leadership role or improving the school will receive more directions as the school year begins.

# MEDICAL/NURSE/INJURY

## ACCIDENT REPORTS

Any and every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the school office. Inform the teacher or coach, who is in charge of the class or activity, when the accident happened.

## MEDICATION POLICY

The East Marshall Middle School has adopted Board Policy dealing with the procedures to be followed for students bringing medicines to school. In brief, ALL medicine (prescription and over the counter) must be brought to the office with a doctor's or parent's request to have the medicine administered at school. **The medicine must be in its original container.** A completed medical card for the nurse is also needed. Please remind your child that they are responsible for asking for the medication at the appropriate time.

A note from home is appreciated when a student brings cough drops. The office or the nurse will fill out a note that the student can carry with the cough drops. This note gives the student permission to have cough drops in class.

## NURSING SERVICES

Services of the school nurse are available to all students. The nurse administers first aid and counsels with students concerning personal health problems. Parents are welcome to contact the nurse's office whenever they have questions or concerns about their child's health.

Students are never to leave the building because of illness unless they have permission from the nurse. In the absence of the nurse, students who are ill are to report to the school secretary.

The school personnel **MAY NOT** dispense drugs any medications, including over-the-counter, without specific written instructions from the parent or physician. If a student is regularly taking prescription medicine, the school nurse should be informed, particularly where there is the possibility of insulin reaction, epileptic seizure, super sensitivity to bee stings or other allergic reactions.

ALL INJURIES THAT HAPPEN AT SCHOOL MUST BE REPORTED TO THE NURSE'S OFFICE OR TO THE PRINCIPAL'S OFFICE.

When a child becomes ill at school, the normal procedure is for the nurse/secretary to call the parents and have the child picked up at school and taken home.

Parents who work or who will be away from home must have contingency plans for sick children, such as an available relative or babysitter.

Critical health emergencies such as severe injuries will be subject to the judgment of the school staff. If an injured student needs to be transported immediately, whether by school vehicle or ambulance, parents will be notified immediately and be told to meet the child at the hospital or doctor's office depending on the nature of the emergency.

Parents must complete the school emergency form. Information and instructions on this form are vital in time of emergency.

The Iowa Department of Public Health recently made a change to the Iowa Administrative Code to require Tdap and meningococcal vaccination for adolescents enrolled in secondary schools. It will be required for all students entering 7<sup>th</sup> grade to have one dose of the Tdap vaccine and one dose of the Meningococcal vaccine.

# **PBIS**

## Positive Behavioral Interventions and Supports

The East Marshall School District is committed to having an inspiring academic atmosphere. East Marshall is using Mustang STRONG in correlation with Positive Behavioral Interventions and Supports (PBIS) to develop students' positive behavior and create a healthy learning environment.

### **What is PBIS?**

PBIS is a process for creating a safer and more productive learning environment where teachers can teach and all students can learn. It enhances the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students.

### **What is Mustang STRONG?**

Mustang STRONG are core values at the East Marshall Middle School.

**Safe:** protected from danger or injury

**Teamwork:** cooperation with others to meet an end goal

**Respectful-** actions that allow for learning to be the main focus or show behavior in a way that shows you care about others feelings and well-being.

**Opportunities-** willing to take a chance in new situations or making the choice to change the issue to show success.

**No Excuses:** taking ownership of your actions and decisions

**Goal Oriented:** working towards a positive academic and behavioral result

### **What is Mustang STRONG behavior?**

We spoke with students about what it means to be Mustang STRONG throughout the building. Being safe, respectful, responsible, and a team player are all ways students can make sure to be STRONG in our school. Making sure students have taken ownership of situations when they arise and set a goal to be Mustang STRONG are all ways students can show PBIS traits. These character traits will be discussed and modeled in the PBIS lesson plans for students which will be completed the first two weeks of school. They also will be reinforced to start 2nd semester.

### **Goals for student success are:**

1. To teach students appropriate behavior options.
2. To provide opportunities to practice these skills.
3. To recognize students for appropriate behaviors.
4. To assist students in determining and utilizing appropriate behaviors.
5. To reduce behaviors that may harm or show disrespect toward themselves, staff, other students, or school property.

**Mustang STRONG Ticket - Acknowledging Mustang STRONG Behavior**

- Students will be given acknowledgements for showing Mustang STRONG behavior.
- Each student will receive a ticket when staff see Mustang STRONG behavior occurring.
- There will be an occasional school wide drawing.

**Majors and Minors**

If students are not following Mustang STRONG Expectations.

- There will be reteaching of expectations to the students to make sure the behavior isn't repeated.

Major behaviors will be referred to the office.

- Teachers will make parent contact when necessary
- Principal will make parent contact when necessary.

Please see Major/Minor Matrix for further detail. It is recommended that after a student has 3 minors, the grade team will meet and discuss the student's actions and plan appropriate steps to assist with reteaching Mustang STRONG behaviors.

**Mustang Strong Behavior Expectations**

- Each student was taught Mustang Strong expectations in each area of the school.
- Feel free to refer to the Behavior Matrix to see what the expectations are in each area of the school.

**Behavior Matrix**

	<b>What does Mustang Strong look like?</b>
<b>Classroom</b>	<ul style="list-style-type: none"><li>● Come to class prepared</li><li>● Be an active learner</li><li>● Give your best effort</li><li>● Use STAR (Stop, Think, Act, Reflect)</li></ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"><li>● Use THINK (Thoughtful, Helpful, Inspiring, Necessary, and Kind?)</li></ul>

	<ul style="list-style-type: none"> <li>● Table Width Voice- max is 4 people</li> <li>● Body Basics</li> </ul>
<b>Hallway/Stairs</b>	<ul style="list-style-type: none"> <li>● Using appropriate speed-Walk</li> <li>● One step at a time</li> <li>● Respect property and others</li> </ul>
<b>Bathroom/Locker Rooms</b>	<ul style="list-style-type: none"> <li>● Keep room and hands clean</li> <li>● Use time wisely</li> <li>● Respect others privacy</li> </ul>
<b>Athletic Events /Assembly</b>	<ul style="list-style-type: none"> <li>● Be respectful to the speaker</li> <li>● Demonstrate sportsmanship</li> <li>● Pay attention to the activity</li> </ul>
<b>Before/After School</b>	<ul style="list-style-type: none"> <li>● Sit in assigned areas</li> <li>● Follow adult instruction</li> <li>● Walk assigned perimeter</li> <li>● Eat at assigned building upon arrival</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Stay in your seat</li> <li>● Follow driver's expectations</li> <li>● Report problems to the driver</li> <li>● Keep items to yourself</li> <li>● Use THINK</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● Use equipment appropriately</li> <li>● Treat others the way you want to be treated</li> <li>● Report issues to the supervising adult</li> <li>● Listen to the adult on duty</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>● Keep your hands and feet to yourself</li> <li>● Follow Directions</li> <li>● Have an Appropriate Voice Level</li> <li>● Be Respectful</li> </ul>

### Major/Minor Matrix

	<b>Minor</b>	<b>Major</b>
Language	Inappropriate language	Profanity
Physical aggression	Mild body contact	Aggressive physical contact / fighting
Defiance / Disrespect	Minimal disruption to class	Major disruption to class *Teachers have used

		multiple strategies
Disruption	<p>Keeping students from learning</p> <ul style="list-style-type: none"> <li>● Making noises</li> <li>● Tapping pencils</li> <li>● Touching others</li> <li>● Attention getting behaviors</li> <li>● Blurting out, interrupting</li> </ul>	Students unsafe (throwing objects, threatening an unsafe action, anything illegal)
Harassment / Teasing / Taunting	Name calling, rumors, not respecting someone's space	Malicious intent & unbalance of power
Property Damage	Anything that can be cleaned up by the student, no major damage to the object	Damage property that needs to be replaced, things that can't be cleaned up
Lying, Cheating & Theft	Cheating off classmate, plagiarism, not returning a borrowed item, taking property (minor value)	Taking someone's property of gross monetary value, or lying that impacts someone's personal safety
Other		Any illegal activity

## **PARENT GUIDE TO HANDLING A CONCERN**

The District recognizes that situations may arise in the operation of the educational system that are of concern to families or to the public. The District strongly believes that all concerns are best dealt with using open communication by the individuals involved and should be discussed and resolved at the lowest possible level of decision-making. Therefore, the purpose of this procedure is to address topics at the lowest possible level and as quickly as possible.

In regards to concerns of employees, any person with a concern regarding an East Marshall School District employee should first talk with the said employee involved as soon as possible. (If the concern involves the ethical behavior of the employee the concern should be directed to the employee's immediate supervisor.) After speaking with the employee, a person may file a concern regarding the performance or behavior of an employee with the employee's immediate supervisor. (See the flowchart to determine the appropriate supervisor.) Appeals of the immediate supervisor shall be taken to the Superintendent or his/her designee as set forth in the flowchart. In appeals to the Board regarding complaints about employees, the Board shall review only the actions of the Superintendent or his/her designee to assure that the Superintendent provided a fair procedure for the resolution of the concern. (Any resulting disciplinary action if necessary will remain confidential.)

