



**EAST MARSHALL MIDDLE SCHOOL
6th-8th STUDENT HANDBOOK
2016-2017**

**EAST MARSHALL MIDDLE SCHOOL
6th-8th STUDENT HANDBOOK
2016-2017**

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www.e-marshall.k12.ia.us

Updated 7/2016

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MIDDLE SCHOOL FACULTY

| | |
|--------------------|---|
| Mr. Ainley | 5/6 Resource Associate |
| Mrs. Bauder | 5/6 Resource Teacher |
| Mrs. Beadle | 7th Language Arts/Reading |
| Mr. Beard | 4-8 Art -- MS in AM |
| Mrs. Benzing | Instrumental & Vocal Music |
| Mrs. Campbell | 4/5 Grade Resource Associate |
| Mrs. Corbin-Butler | 4 th Grade Teacher |
| Mr. Corbin | 8th Language Arts/Reading |
| Mrs. Dixon | Principal's Secretary |
| Mr. Drury | School counselor |
| Mrs. Fiser | 4/5 Grade Resource Teacher |
| Ms. Flexsenhar | 6 th grade- Math and Science |
| Mrs. Foster | SAC Room Associate |
| Mrs. Foval-Johnson | At-Risk Coordinator |
| Ms. Gage | 5 th Grade Math and Reading/7 th Grade SS |
| Mr. Goodrich | 4-8 Physical Education Teacher |
| Mrs. Goulding | 4-8 Resource Associate |
| Mrs. Heishman | 6th Language Arts Teacher |
| Mrs. Hoover | Life Skills/TAG Teacher |
| Mrs. Johannsen | SCI Level II Classroom |
| Mrs. Kendall | 5/6 Resource Associate |
| Mr. Kopsa | 7/8 Science |
| Ms. Kopsa | 4-8 Resource Associate |
| Mrs. McAteer | 7/8 Resource Associate |
| Mr. McGuire | 7/8 Resource Teacher |
| Mrs. Martenson | 7/8 Resource Associate |
| Mrs. Pirk | Master Teacher |
| Mrs. Potter | 5-8 Grade Instrumental Music |
| Ms. Rice | 4-8 Resource Associate |
| Mrs. Roseland | 5th Grade Teacher |
| Ms. Ross | 5th Grade Teacher |
| Ms. Rozak | Office/Study Hall/Lunch Room Associate |
| Mr. Rush | 7/8 Math & Technology Specialist |
| Mr. Schelp | Middle School Principal |
| Mr. Sinn | 6/7/8 Soc. Studies Teacher |
| Mrs. Strayer | Resource Teacher/Behavioral Specialist |
| Mrs. Thomas | School Nurse |
| Ms. Wallace | Teacher Librarian |
| Ms. Wheeler | 4 th Grade Teacher |
| Mrs. Wright | 4 th Grade Teacher |
| Mrs. Young | Media Center Associate |

August 2016

Dear 6TH, 7TH and 8TH Grade Students and Parents,

Middle school students and staff ended the 2015-16 school year on May 24th. The students had a great time tossing balls toward a target to dunk Mr. Corbin and Mr. Sinn. Students got a ball to throw for each of the three subjects in which they made a year's growth on the Iowa Assessment.

With starting school at 8:15 A.M., please remember our expectations regarding eating breakfast at the school. Our expectation is if students can eat at home or at another site before they come to the middle school that will work best. If students are on buses that are later than normal or don't have a school stop, accommodations may be made at the school's discretion. Last year, students continued to do a good job eating at their home site.

Please understand reasons for students being tardy like oversleeping or cars breaking down aren't normally accepted as excused, particularly in the older grades. (In 2012-13 a change in the handbook was implemented that does cover a family emergency. Only one family emergency will be accepted per semester.) Students that receive unexcused tardies at the middle school and high school are held in detention when they reach four tardies.

Students, who have over 10 days of absence in a semester and do not attend school because they are reported ill, need a doctor's note or approval from the school nurse. **If an excuse isn't provided and accepted, the student is placed in in-school suspension for an unexcused absence.** Students are considered truant if they have 5 or more unexcused absences in a semester. One of the keys to school success is consistently attending school.

If your student calls or texts during the day indicating they are ill, ask to talk to the nearest adult (office staff or nurse, normally). **Students are not to use their cell phone without permission and are not to report themselves ill unless the office staff or building nurse approves it.** Absences in this case may be counted as unexcused. Please work with school staff so we are all on the same page regarding student illnesses before coming to the building to pick students up.

In regard to transportation, student consequences are added as they accumulate. For example if a student receives a level 2 bus referral for hitting another student and a level 1 bus referral for being out of their seat it counts as a second offense. In this case, a student would be off the bus the first time for one day and one day the second time. No warning in this scenario. In summary, students with 4 bus referrals are looking at up to 15 days off all East Marshall transportation. This includes shuttle buses, activity buses, and all transport. If you have questions, please review the student handbook or contact me for clarification.

I look forward to a great school year in 2016-17!

Mr. Schelp

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.

Here are a few helpful tips to follow, in order to complete your homework successfully:

1. Write each daily assignment in your assignment notebook.
2. Establish a period of time for homework and complete your homework during this time every day.
3. Study in an area that is quiet, comfortable, and free of distractions.
4. Use your assignment notebook and check off each assignment as you complete it.
5. Put your completed homework in the appropriate notebook or folder so you can find it.
6. Place all of your school books and papers together on the kitchen table, or other prominent place, so you will take everything to school the next morning.

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 periods, 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.

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 student 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 ISS.**

Staff members have the authority to hold students after school for academic or behavioral detentions. School board policy #503.3 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.

ACCIDENT REPORTS

EVERY AND ANY 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.

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.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- * Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- * Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

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. **Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.** Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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.

The superintendent/building principal or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- * Inclusion in the student handbook,
- * Inclusion in the employee handbook
- * Inclusion in the registration materials

* Inclusion on the school or school district's web site,
and a copy shall be made to any person at the central administrative office at 225 South Elm Street, Gilman, IA 50106.

EM School Board policy #104

ASSEMBLIES/PROGRAMS/SPORTING EVENTS/FIELD TRIPS

Students should practice courteous behavior at all times. An indication of the cultural level of the school is the conduct of the student body at an assembly. Acceptable conduct includes clapping at appropriate times, directing attention to the presentation and following rules and directions of staff members.

ATTENDANCE

All absences, with the exception of family emergencies or illness of the student, must be prearranged. Whenever a student is absent, it is the responsibility of the parent to date the excuse and give the reason why the student was out of school. **All parent excuses are not automatically accepted.** For example, students generally are not given an excused absence for oversleeping or missing a bus. However, students will have **ONE "Family Emergency Day" per semester. A Family emergency day will be allowed as an excused absence for home problems such as a flat tire/broken down car, the alarm clock didn't go off and the student can't get to school, the other custodial parent didn't bring the student to school, etc. If the absence would be excused, it would be up to the discretion of the building principal. However, there would be only one day allowed per semester, and the days not used wouldn't be carried over. Also see Tardiness later in the handbook.**

For the safety and welfare of our students, we are requiring that parents call the school and inform us if their child is not going to be in school on a particular day. Parents should call between 7:30 and 8:30 A.M. If the school does not receive a call by 9:00, the school will attempt to contact the parents at home, or at their place of work, to make sure that the student is safe and accounted for. Because of this contact between the school and parents, students will not have to bring a note in to excuse them after a brief absence. They will still be required to get an admit slip from the office to get them back into classes and get their makeup work. When a student knows in advance he/she will be absent, they are to get an admit slip from the Principal's office. This form is to be taken to the teachers so arrangements can be made to get assignments done before the absence. Early dismissals are to be handled by parental note or parental request by phone. **STUDENTS WILL WAIT IN THE PRINCIPAL'S OFFICE UNTIL THE PARENTS COME TO GET THEM.**

When a student returns from an absence, it is his/her responsibility to come to the Principal's office for an admit slip first thing in the morning. Admit slips are to be picked up before school starts, regardless of what part of the day the student was absent. The student are to show each teacher the admit slip as he/she enters each class. The teacher will then write or explain the make-up assignment on the slip. **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.

Parents will be notified by mail on a regular basis when students miss 5 days collectively and each additional 5 days after that amount. The primary intent of this contact is to make parents aware of student absences, not to indicate if the absences are excused or unexcused.

If your student has a doctor's or dentist appointment, we would appreciate a doctor's/dentist note on arrival back to the school.

If a student misses 10 or more days, per semester, due to illness either a doctor's note or the school nurse will need to approve/ accept the rationale.

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 absence 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.

For issues regarding attendance please see East Marshall Board Policies 501.9, 501.10, and 501.10R1

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.

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

Bottled water may be brought in and used as needed. Students should bring water in **clear bottles only**- no thermal bottles or non-clear bottles should be used. There should not be sports drinks, soda, or anything other than water brought to school.

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- 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.

Bottled water may be brought in and used as needed. (See Bottled Water)

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.**

CELL PHONE POLICY

1. If students have a cell phone, they are to have cell phones turned to silent, or off. If staff identify students using cell phones without permission, the cell phone will be held in the office until after school. The student may pick up the cell phone after school.
2. If the cell phone is taken from a student a second time, the parent will be contacted to notify them a second violation has occurred and when the cell phone should be returned to the student. Normally the day the cell phone was turned in.
3. If a student is using their cell phone a third time in a non-prescribed manner, the cell phone will be taken to the office. The cell will be held in the office a week, at least, prior to parents picking up the cell phone.
- 4. If students choose to use someone else's cell phone, we are automatically starting at step 2.**

Students may use cell phones in front of a coach/teacher for prescribed reasons such as contacting parents regarding a sports cancellation, weather cancellation, etc.

If a student contacts a parent via a cell phone regarding he/she feeling ill, 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.

Cell phone use is not permitted during school hours unless by specific permission. Students playing games or listening to music in the gym before school has been allowed before or after school. (Office staff or coaches may authorize students to use their own cell phones if contests or practices are cancelled.) Students not be using their cell phones as a record or to take pictures without permission. If students bring ear buds to class, they can use with staff permission only.

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.

CLASSROOM RULES

1. Students will be dismissed from the room by the teacher.
2. All assignments written or oral are to be completed on time unless special arrangements are made.

3. Class discussions are encouraged, but not be confused with unrelated or argumentative topics.
4. Course evaluations for each student should include testing, projects, quizzes, daily preparation, and recitation.
5. Parties are not to be conducted in the classroom at any time unless cleared, in advance, with the principal.
6. 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.
7. Students may have assigned seats in class as well as study halls.
8. Classroom teachers will post their reasonable classroom rules along with consequences that will take precedence over these general rules.

CONDUCT - CLASSROOM AND SCHOOL

It is assumed that students will conduct themselves properly upon 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

DETENTION

Misconduct-

DETENTION- Assigning of detentions are not a regular action taken by staff, but it may be used if other methods of correction are not successful.

Detentions will be from 3:20 to 4:00 p.m., or as arranged by the person assigning detention, and the staff member assigning the detention will contact the parents informing them when the detention is to be served and why the detention was assigned. Parents are to be contacted 24 hours in advance of a planned detention if transportation is necessary. This contact may be made by the student or staff member assigning the detention. We will schedule the detention, within reason, around the schedule of the parents. Teachers and parents may make arrangements of more flexible detention time if mutually agreed. For example, parents and teachers may agree for the student to stay one night 80 minutes in lieu of two nights of 40 minutes.

Homework-

Teachers have the authority to assign detentions during lunch/recess periods or before and after school for late or missing work. Students need to carefully review homework assignment completion, noted earlier in the handbook.

Students that fail to any attend assigned detentions will receive the following consequences: The time will be doubled. If the doubled time is not served within the reasonable time prescribe, the student will be referred to the office as a serious discipline matter, insubordination. They will then be placed on the appropriate level of the discipline procedures. Community service or school service activities may be included as part of the consequences attached when misconduct has been committed.

DISCIPLINE-STUDENT

Teachers will hold their own detention if one is given for misconduct. **This includes lunch detentions as well as before or after school detentions.** After or before school detentions that will require transportation for the student should be held only after the parent been contacted regarding the incident. Staff members that assign a detention for before or after school are to notify the office in writing or via e-mail.

Student behavior- Students shall conduct themselves in a manner fitting to their age level, maturity, and with respect and consideration for the rights of others.

The discipline policy will be based on these points:

1. Respect for staff members and substitute teachers and their instructions.
2. Respect for the rights of fellow students.
3. The use of your own common sense.

You should understand that your teachers have the full support of the Principal and Superintendent in maintaining the best possible atmosphere for learning. This includes hallways and other areas as well as their classroom. You will be expected to follow their instructions regarding class activities, including assigned detention time or other discipline measures. Naturally, you will be expected to show the same respect to all other staff members: secretaries, aides, custodians, cooks, etc. Each of these persons have the authority to correct your behavior if the need arises.

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.

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student's appearance may cause material 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, in addition to other possible punishment, will be asked to change clothes immediately.

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, varsity athletic practice sessions will only be permitted when joint administrative decisions should so determine. 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.

EAST MARSHALL MISSION STATEMENT:

The East Marshall Community School District instills a passion for learning to INSPIRE and to PREPARE students to ACHIEVE.

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: Mr. Schelp, Gilman, Iowa, 50106, 1-641-498-7483. Office hours are 8:00 AM to 4:00 PM (Monday thru Friday).

EIGHTH GRADE GRADING EXPECTATIONS:

In an effort to better prepare students for high school, eighth grade teachers are recommended to use the following grading scale:

Eighth Grade Grading Scale (change for 16/17)

| | |
|-----------|--------------------|
| A | 93 – 100 |
| A- | 90 – 92 |
| B+ | 89 – 87 |
| B | 86 – 83 |
| B- | 82 – 80 |
| C+ | 79 – 77 |
| C | 76 – 73 |
| C- | 72 – 70 |
| D+ | 69 – 67 |
| D | 66 – 63 |
| D- | 62 – 60 |
| F | 59 or below |

ELECTRONIC DEVICES-- INCLUDING I-PADS, HANDHELD GAMES, Laser Lights -- ETC.

I-Pads and other personal electronic items brought to school may be used in the gym area while students are waiting for busses or at recess. However, as long as the use of these items is not to be disruptive. **Students are not to take pictures or record others without their permission.** Staff members will confiscate the devices if they are disruptive. Devices 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 these items have been allowed at school, but are not recommended. The majority of our student book lockers do not have locks. The vast majority of our students are trustworthy. 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.

ELIGIBILITY- ACADEMIC

The academic policy for extracurricular eligibility will be adopted in the fall of 2013. The policy includes all middle school and high school activities, that a middle school student may be part of, which is not required by any class, or teacher, **as part of the student's grade.** Such activities will include athletic activities, cheerleading (spirit team/club), vocal music, instrumental music, trapshooting and student council.

The policy is as follows:

ITEM I: The middle school academic eligibility policy will be enforced while a student is academically considered a middle school students. **They are not to participate in games, contests, or represent the school from Wednesday PM to the following Wednesday PM. The student is not eligible if their grades become passing during the week unless the staff member recognizes an unusual circumstance.**

Participants are expected to participate in practice and attend study table the week they are ineligible on Thursday. If students don't attend practice or study table coaches will count both as students missing practice. Coaches do use participation in practice or study table if applicable when determining participation. (If there is a change in the timing of grade checks students will be notified.) If a student is academically ineligible, it is for the entire week. **If the grade goes up, they are to wait until the following Wednesday. If a student is ineligible, they may not ride with the team for away events. They may attend home events, but not sit with the team.** Any **UNGRADED** fine arts activity is considered extra curricular and is under the jurisdiction of academic eligibility.

ITEM II: The academic eligibility of students who either open-enroll or moves into our school district will be reviewed and determined by the middle school principal and athletic director.

ITEM III: **There is a two week period to establish grades to start the year. If a student fails 1st/ 2nd/3rd quarter or 1st/2nd semester, they will be considered academically ineligible until passing the grade-drop following 10 class days of the following quarter.**

If a student fails second semester or 4th quarter, they are not to participate (games/activities) the next 2 weeks after the end of the school year. There is no grace period after the first semester has ended.

ELIGIBILITY- STUDENT GOOD CONDUCT RULE CODE NO.503.7R

Whereas conduct detrimental to the school to include violation of a student's school citizenship and conduct rule as outlined in the student handbook, being placed on probation or reported by a responsible adult over the age of 21 for bullying, harassment, vandalism, shoplifting, theft, drinking, or in possession of alcohol, using, or in possession of tobacco products, or using, or in the possession of illegal drugs,(and look-a-likes), will be handled as outlined below:

ITEM I:

1. The penalty for the **FIRST OFFENSE** during the same school year for all extracurricular activities will be suspension from the **next scheduled extra curricular activity** for the specific individual involved. Counseling or a treatment program may be considered with joint approval of the parent (guardian), coach, A.D. and the principal.

2. The penalty for the **SECOND OFFENSE** will be suspension from that activity for the **remainder of the season**. Counseling or a treatment program may be considered with joint approval of the parent(guardian), coach, A.D. and the principal.

3. The penalty for the **THIRD OFFENSE** will be **suspension from all extracurricular activities** for the rest of the school year. Counseling or a treatment

program may be considered with joint approval of the parent(guardian), coach, A.D. And the principal.

ITEM II: If a student is not involved in extra-curricular activities at the time of the infraction; the penalty will be assessed when the student begins participation in extracurricular activities.

ITEM III: If a student should drop out of an activity while under suspension for the first offense, the penalty will be enforced during the next activity period that the student is involved in.

ITEM IV: Any student that is serving an in-school or out of school suspension, or after school detention, will not be allowed to practice or participate in extra-curricular contests on that day.

ITEM V: Any disciplinary action for violations not specifically mentioned above will be left to the Game Manager, principal and coach for the activity involved. This would include any disrespectful behavior towards any employee of the East Marshall school system.

ITEM VI: A student has the right to appeal his/her placement on suspension for violation of the good conduct policy. The student, his/her parents or guardians will meet with the Coach, the Middle School Activities Director, and the Middle School Principal. A decision on the suspension of the student will be made by the Coach, the Game Manager, and the Middle School Principal, after interviews of interested parties have taken place.

EMERGENCY SCHOOL CLOSINGS

Whenever it becomes necessary to close school because of weather conditions, lack of electric service, or for any other reason, every effort will be made to spread the word as quickly as possible to all students and parents. As soon as a decision has been made to close school the following radio stations will be contacted and asked to carry the announcement as a public service bulletin:

KGRN - Grinnell KFJB - Marshalltown

WHO - TV & Radio KDAO - Marshalltown

Or, call Gilman newline at 498-2456.

Emails are often sent to parents with emails.

Information will also be on the school website and Facebook page.

Please listen to your radio --- if there is no announcement of school being closed or delayed, then you know there will be school as usual. Please do not call the superintendent or principals, as they are trying to contact bus drivers and teachers and need the telephone. In the event of a delayed start, please continue to listen as we sometimes find it necessary to cancel classes at a later time.

It is not possible to call every parent in the event of unexpected early dismissal. ***Parents and students should have a contingency plan for such events.*** In cases of a severe storm is in progress, or appears imminent, dismissal time will be delayed until it is safe to send the students home.

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. 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.

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 and proof of insurance or a written statement from parent(s) or guardian that they waive the insurance requirement for their child.

FAMILY CHANGES

Nearly every day we must contact parents for various reasons. Please be sure that you keep your parent/student information up to date by informing the school office if there is a change in the adult or child’s name, address, or phone number during the school year. All student records must have your child’s legal name on them.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

This act provides for access by parents to permanent school records and an opportunity to challenge any content that may be inaccurate, misleading or inappropriate.

The East Marshall Community School District collects and maintains records on each student in order to facilitate instruction, guidance, and the educational progress of the student. The records contain information about the student and his/her education, and may include but are not limited to the following type of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational-vocational plans, honors and activities, observations, and external agency reports.

The records of each student are located in the school building that he/she is attending. The person and position of the person responsible for maintenance of school records for each building are as follows:

| <u>Building</u> | <u>Person Responsible</u> | <u>Position</u> |
|----------------------|---------------------------|------------------|
| High School | Mr. Matt Rasmusson | Principal |
| Middle School | Mr. Robert Schelp | Principal |
| Elementary | Mrs. Cathy DeBondt | Principal |

FIELD TRIPS

Details to parents will include as follows: when the trip is to occur, what the destination is, an approximate return time, if students are to bring money, and a return notice from the parents. Students that do not turn the notice to the appropriate people on or before the date designated will not participate on the field trip. In addition, students will be brought back to the middle school after the field trip unless the written communication regarding the trip indicates other arrangements.

FIRE DRILL

Fire drills in public school are required by state law and regulations pertaining to them are established by state law. Violations of these regulations are punishable by state law. No difficulty need be expected if you familiarize yourself with the exits for various rooms and abide by the following simple rules:

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 reenter the building until told to do so by someone in authority.

FIRE EXITS-

1st Floor

Room 116, 117, and 121South Lobby
 Room 111, 112, 113, 114 and 115,..... North Lobby
 Gym and Principal's Office and other Office's..... Office Exit
 N.W. Locker RoomsEast Locker Room Door
 Band RoomNorth 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.

GENERAL NOTICE OF AEA 267 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 AEA 267 education 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.

GUIDANCE AND COUNSELING

This is a service to help students with questions, concerns, or problems. Any problems, whether school problems or personal problems, may be discussed with the school counselor. Counselors also help with planning educational and career possibilities for the future.

Counselors do not tell people what to do. They listen to problems and explore with students the possible solutions or courses of action. Usually there is more than one

solution to a problem and the student is the only one that can really decide on the action to be taken. Students are able to make better decisions when they have a good understanding of themselves, and there are a number of ways that counselors can help students gain self-understanding.

Students are to make an appointment in the office to see the counselor whenever they need assistance or information. Unless it is an emergency, it is better for students to ask during study halls, between classes, or before or after school.

Parents are invited to become a part of the guidance program at any point. They are always welcome to discuss concerns, problems, or plans with the counselor. Call 498-7483 for an appointment.

GYM BAGS

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 7/8 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 sleep over, etc and has a large bag (or bags), the bag should be left in the principal's office, not in the halls.

HALL BEHAVIOR/PASSES

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.

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.

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 students' 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

State Coordinator

Sandra Johnson
515-281-3965
sandra.johnson@iowa.gov

If you need further assistance with your educational needs, contact the National Center for Homeless Education:

1-800-308-2145 * **homeless@serve.org** * **www.serve.org/nche**

LIBRARY

Library Circulation Policies for East Marshall Middle School

Book Checkout:

Students in grades 4-8 may check out 2 or more books.

Books may be renewed every fourteen days.

Reference books are available for overnight checkout.

Periodical Checkout:

Current and past issues of periodicals are available for checkout.

Periodicals are available for 7 days.

Fees and Fines:

No overdue book fines will be imposed at the middle school level.

Students with overdue books will be unable to checkout more books until the items in their care have been renewed or returned. Students with lost books must pay the replacement cost in order to regain loan privileges.

Lost books shall be assessed at the replacement cost.

Student Conduct in the Middle School Library Media Center

The Middle School Library Media Center (LMC) strives to provide a dynamic, student-centered learning environment for a variety of patrons throughout the school day. The LMC is open for book checkout and student use before school and throughout the school day unless booked for a dedicated use by a specific teacher, class, or the teacher librarian. The LMC may also host a study hall, but remains open to patrons seeking to checkout materials or do research during this time. Students should have a pass to the LMC from the classroom teacher or study hall advisor. Please avoid bringing food, drink, or gum into the LMC. Though some amount of interaction and discussion may reasonably be expected of library patrons, disruptive students will be asked to leave. Disrespectful behavior toward LMC staff may result in a loss of LMC privileges.

Library Media Center Use

The LMC houses the print collection as well as access to a mobile laptop cart. Teachers seeking use of the LMC or the laptop cart should book time in advance by contacting the LMC Associate via e-mail or in person at least 24 hours in advance to determine availability.

Teachers utilizing library materials or computers in the LMC must accompany their classes. Teachers sending individual or small groups of students to the LMC should provide the LMC Associate with advance notice and details on the assignment to ensure quality support of student activities. Teachers should send no more than 5 students to the LMC 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.

LIBRARY MEDIA CENTER

East Marshall LMC Accessibility Policy

(Adapted from Downs, E. (2010) The School Library Media Specialist's Policy & Procedure Writer. NY: Neal-Schuman. (p. 172)

The library media center personnel recognize the diversity among the clients served within the library media center. Diversity among students includes physical, intellectual, and cultural differences. It is the intent of the media center to try and accommodate the needs among our students in order to provide access to instructional resources.

Physical Limitations-

In order to ensure accessibility for all students, the library media center provides physical structures to meet the needs of physically challenged students as identified in the Americans with Disabilities Act of 1990 (ADA). Title II of the ADA specifically

requires that all services provided for students and staff of a school must be in compliance with ADA regulations.

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. Students out for athletics are to take any coats, books, etc. with them to the locker room as you will not be permitted to enter the academic area after practice. 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. The search is designed to uncover evidence to support the allegation. **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

7-8th grade students have access to not only a P.E./sports locker, but also a book locker. **Students are expected to keep their gym bags, coats or other bulky items in the P.E./sports lockers.** 7-8 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 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

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 45 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.**

East Marshall uses computerized lunch accounts instead of lunch tickets. In 2012-13 East Marshall went to Family Accounts. Family accounts allow one deposit to encompass all the students in the family. There are still situations where individual accounts can be used. Parents may deposit any amount of money in their family/child's account and the student can use the account for anything available from the Food Service Department, including breakfast, lunch, extra milk, or extra entrees. For parents that have more than one student, one check may be sent for all students. Please advise the school secretary which family/student accounts are to be credited. The lunch and breakfast prices are:

K-12 breakfast \$ 1.40
Adult breakfast \$ 1.95
(2nd entree 4-12 \$1.25)
PK-3 lunch \$ 2.10
4-8 lunch (2nd Entree \$1.50) \$ 2.15
9-12 lunch \$ 2.20
(2nd entree \$1.50)
Adult lunch \$ 3.50
(Adult salads or entree \$1.70)
K-12 Reduced-price lunch \$.40
Extra milk \$.45

Please be aware that extra milk and extra entrees are available to all students with a positive balance in their lunch accounts. For example, if a student eats a breakfast, a 4-8 lunch, has extra milk and an extra entree, the cost per day would be \$5.50. Some parents have expressed concern about their individual/family lunch accounts being used too quickly. If parents wish to block the extras, please call the school office and request this. Please note that money will be used quicker in a family account than in the individual accounts. Middle school students are told when their account balances are low and/or have a zero balance. **If your child's** account falls

below -\$5.00, your child will not be allowed to have breakfast, and at lunch will be given milk and a cheese sandwich (or similar sandwich) and will be charged \$.45 for milk. 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 Dept. of Human Services during the 1st 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. All applications are confidential.

MEDICATION POLICY

The East Marshall Middle School has an 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 Principal's 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.

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.

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 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.

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 nonemergency, 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.

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 NURSES' OFFICE OR TO THE PRINCIPAL'S OFFICE.

When a child becomes ill at school, the normal procedure is for the nurse/secretary to telephone 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.

Effective 2013-2014 school year, all students entering 7th grade MUST have a Tdap booster prior to the start of their 7th grade school year.

OPEN ENROLLMENT-

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the State of Iowa should be aware of the following dates:

*September 1, 2016– Last date for any student that will be in kindergarten for the 2016-2017 school year.

***March 1, 2017 - Last date for regular open enrollment requests for any student that will be in 1st - 12th grade for the 2017-2018 school year.**

*September 1, 2017 – Last date for any student that will be in kindergarten for the 2017-2018 school year.

*If the student meets the definition of good cause under 281-Iowa Administrative Code 17.4 and 17.7, the application can be accepted.

A pupil who transfers school districts under open enrollment in grades 10 through 12, shall not be eligible to participate in interscholastic varsity contests and competitions during the first 90 school days of transfer. Therefore, parents should be aware that open enrollment might result in the loss of athletic eligibility.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the school administrative office:

East Marshall Community School
204 Center Street, Box 159
Gilman, IA 50106-0159
PH: 1-641-498-7481 FAX: 1-641-498-2035

PARENTS'/GUARDIANS' RIGHTS NOTIFICATION

Parents/Guardians in the East Marshall Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 641-498-7481 or sending a letter of request to the Office of the Superintendent, 204 Center Street, Gilman, IA 50106.

PHYSICAL EDUCATION

All students, 4-8, 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 the name on back of 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.

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. At the high school level, the grade shall be zero.

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.
3. Notification to National Honor Society advisor, if appropriate.

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. Notification to the National Honor Society advisor, if appropriate.

4. A reduction in overall course grade for the term or year.
5. Disciplinary action taken by administration, including parent notification.

POSSESSION OF ILLEGAL ITEMS

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

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.

PROGRESS REPORTS

Staff can and should contact 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.

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. Students that do not pass that number will be contacted regarding summer school or retention. 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 7-8th grade years combined. 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 guideline 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. Students will be given an opportunity to earn up to one semester of passing credit per school year by using the e2020 program. Details regarding credit recovery can be received from Mr. Schelp or Mr. Drury. EM School Board policy # 505.2

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 all times. **Staff are to**

correct behaviors they believe are inappropriate in the school learning environment.

Consequences vary based on age and behavior of students contacted. Parents should also be contacted.

REGISTRATION FEES

Registration fees for 4-8 students are \$35 per semester, or \$70 per year. Some families may qualify for a waiver of some fees. Fee waiver application forms will be available at the time of registration.

REPORT CARDS AND CONFERENCES-

One of our most important functions as a school is reporting your student's progress to you in a timely manner. Parents are encouraged to keep in regular contact with the classroom teacher in order to stay informed about their child's progress.

The 4th through 8th grade students will receive report cards four times a year (every nine weeks). These report cards will be sent by email to parents who have email, and paper copies will be sent to those students' parents who don't have email.

Parent-Teacher conferences are the times when parents and teachers talk about the students' progress in the school and their special needs. Both parents and teachers are educators and partners. Please join the teacher in finding the best way to help your child learn.

Conferences are held twice a year, in September and February. It is better to address issues as they arise. Parents may ask for a conference at anytime. If you ever have a question, please feel free to contact your child's teacher prior to conferences. Information gained at conferences should not come as a surprise.

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 web site at www.e-marshall.k12.ia.us for the latest board meeting notices and board meeting minutes.

SCHOOL PICTURES

School pictures are scheduled for **September 8, 2016**. Payment of pictures is required at the time of photographing. Pictures are usually back before Thanksgiving.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students, and the officials of school athletic activities.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep their scholastic and activity standards of the highest.

SECOND CHANCE READING-

Literacy skills training will be either incorporated into the reading program (5-6th grade) or provided with a supplemental class during workshop (7-8th grade) at EMMS. This action is in response to the identification of EMMS as a building in need of assistance in the area of reading. 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 Iowa Assessment, MAP tests and teacher recommendation.

STUDENT BEHAVIOR INTERVENTION

AEA 267 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 special 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.

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.

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 7:40 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 the

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. 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.

Only one student at a time will be allowed to talk to other student regarding questions on homework, etc. Students are limited to 5 minutes per conversation so other students can talk. Students working together will be at the discretion of the study hall teacher.

Study hall monitors will be responsible to know where all the students are, assigned to their study hall. Sign out sheets can be used or any method the study hall teacher chooses.

Students will be allowed to check out only one time during a class period to go to places such as the RR, locker, library, computer lab, etc. (This includes passes to the lab. IE- you only go out one time.) If students go to the library, they will have a limit of 10 minutes.

1. Lab privileges: 5 students will be allowed the first 20 minutes of the period, students will exchange and 5 more students may use the lab. If a student needs the entire period to work, they will need a pass from a teacher giving the assignment, prior to going to study hall. Any students going to the lab will need a signed pass from Mr. Rush or their core teacher.
2. Library privileges: Send no more than 2 students for 10 minutes at a time. If students need additional time or more students need to go to the library, they will need a note from the teacher assigning the work. If the library is closed, such as over lunch, students will need to make arrangements with their teacher and the library staff to have access at an alternate time.
3. Each study hall teacher should have a hall pass and restroom pass. Only one student at a time are allowed to use these passes. Students will be allowed only one pass per period. Lab and library passes are included in this restriction.

4. Students with signed passes can leave within the first 10 minutes of period. There will be no signing out the first or last 10 minutes of the period without a pass. If a student has a pass that goes near the end of the period, they are to return to study hall or the pass should indicate the person signing it will hold the student until the class dismisses.

5. Students receiving failing grades will lose privileges to the library and computer lab unless they have a specific pass from a teacher to work on assignments.

SUPPORT OF 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 AND OUT OF SCHOOL-(PARENTS WILL BE NOTIFIED OF ALL SUSPENSIONS)

Examples include, but are not limited to, weapons possession, possession of a material illegal for students to have, failure to follow staff instructions/directions, disrespectful behavior towards staff, and unexcused absence.

The number of days of suspension and if he suspension is in or out of school is subject to be changed by the principal. However, the general recommendations are as follows:

1. **First referral** for a serious discipline matter- 1 to 2 days of in-school suspension.
2. **Second referral** for a serious discipline matter- 2 to 4 days of in-school suspension.
3. **Third referral** for a serious discipline matter- at least 3 days of out of school suspension or **in-school suspension to be determined**. Students may be required to make up all time missed from school after or before school, within a reasonable period of time established by the principal.
4. **Fourth referral** for a serious discipline matter- at least 4 days of out of school suspension or **in-school suspension to be determined**. Students may be required to make up all time missed from school before or after school, within a reasonable period of time, established by the principal.
5. **Fifth referral** for a serious discipline matter- at least 5 days of out of school suspension or **in-school suspension to be determined**.
6. **Sixth referral** will be considered grounds for expulsion, pending a school board hearing.

Students will be afforded “**Due Process**” reflective of the seriousness of their actions and possible consequences. Appeals to suspensions are to be made to the principal, the superintendent and school board respectively. See School Board policy 503.1, 503.1-R1 and 503.2 in regard to extended suspensions, expulsions, and appeals for additional information.

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. 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.

TARDINESS-Also see attendance near the front of the handbook.

The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass), because of a late bus or due to appointments. **Students that are tardy from school in the morning for oversleeping, missing a bus, etc. will be considered unexcused.(See Attendance section regarding Family Emergency Day for exception)** According to the attendance policy listed earlier in the handbook, students will be assigned detention time at the principals discretion.

First semester consequences are 1st tardy - warning; 2nd tardy lunch in the office; 3rd tardy-two lunches in office; 4th tardy a student will call a parent to do after school detention.

Second semester 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 a students will be assigned a detention.

Excessive tardy incidents will be made up as assigned by the building principal.

TELEPHONE USAGE or See Cell Phone

Students may be granted permission to use their cell phone, the teacher's phone and the office telephone to call their parents if some emergency arises. **Students are not to use their cell phones or any phones without staff permission while on campus during the school day.**

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-a-likes 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.

TORNADO DRILL (SOUND MAY CHANGE)

The alarm will be long continuous beep beep. All students will go to the locker rooms, lunchroom and room 012, as assigned. 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.

TRANSPORTATION IS A PRIVILEGE NOT A RIGHT

East Marshall Community School District will insure 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 the unloading areas. Students that are involved in serious or repeated incidents of unacceptable conduct on the bus will have their riding privilege 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 busses. 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 bus misconduct occurs:

UNACCEPTABLE BEHAVIOR

LEVEL 1 OFFENSES

1. Throwing non-injurious objects on the bus
2. Failure to follow driver instructions
3. Standing while 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 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 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.

UNEXCUSED ABSENCES AND TRUANCY- ALSO SEE ATTENDANCE AND TARDINESS

Unexcused absences are considered a serious discipline referral. They will be handled in the following manner:

1st offense-parents will be contacted and if under 1/2 day the student will make up the time after or before school hours for equivalent time missed due to the unexcused absence.

Students that miss over half the day will be held for in-school suspension and the parents will be notified. Students will be placed on the appropriate level for a serious discipline referral.

2nd offense- parents will be contacted regarding the unexcused absence. The student will be held from 2-4 days on in-school suspension for truancy or at appropriate level of the discipline cycle.

3rd offense- parents will be contacted regarding the unexcused absence. The student will be held from 3-5 days for in-school suspension, or at an appropriate level of the discipline cycle. Failure to attend a suspension is a matter of serious discipline. For example, a student may receive in-school suspension for fighting, (first offense), in-school suspension for 3 days for insubordination (second offense) and out of school suspension for first time truancy, but third offense violation of student discipline code.

"Unexcused absences" will be recorded in office files until a phone call or written note is provided for verification. Students that receive an unexcused absence will receive credit for work turned in within the timelines established by the teachers. Teachers will apply the same consequences, if any, for homework that was turned in late due to the unexcused absence. Ex: If the classroom policy is half credit for any work not turned in on time and the work was due during the unexcused absence, the work turned in upon return is 1/2 credit. Parents will be requested to meet with the grade level team and principal if the student is at or below 25% attendance, unless medical verification indicates long-term illness was the excuse. Ex: The second week of school a student contracts mono and the Doctor says out for 5 days of the second 5 days of school. The student is missing 50% of the school year, but there is a Doctor's excuse.

If a student misses 10 or more days, per semester, due to illness either a doctor's note or the school nurse will need to approve/ accept the rationale.

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 absence 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.

For issues regarding attendance please see East Marshall Board Policies 501.9, 501.10, and 501.10R1

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. The school classroom is a workshop where all work together. 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.

WEAPONS

The board believes weapons, other dangerous objects and look-a-likes 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-a-likes. Weapons and other dangerous objects and look-a-likes 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, or 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.

The main goal of school is education. Because of its importance, any person who prevents you or his/herself from achieving this goal will be disciplined. To learn in school you must be able to listen, recite, share, and concentrate without interference. Our school strives to protect this right to an education without interference.

Each teacher is in charge of his or her own classroom. If a student doesn't conform with the rules of the room, it is the teacher's responsibility to take all action possible before referral to the principal's office.

Calendar can be found on East Marshall Website.

East Marshall Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Bob Schelp, Equity Coordinator, 225 S. Elm Gilman, IA, 50106, (641) 498-7483 or the U.S. Equal Employment Opportunities Commission, 500 West Madison Street, Suite 2000, Chicago, IL 60661.

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