



MARSHALLTOWN LEARNING ACADEMY (MLA)

1002 South Third Avenue
Marshalltown, IA 50158
Phone 641/752-0039
FAX 641/752-6963
<http://www.marshalltown.k12.ia.us>



It is the policy of the Marshalltown Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Anthony Spurgetis, Director of Human Resources, 1002 S 3rd Ave, Marshalltown, IA 50158. Telephone 641-754-1000. aspurgetis@marshalltown.k12.ia.us.

Es la política del Distrito Escolar de la Comunidad de Marshalltown no discriminar ilegalmente sobre la base de raza, color, origen nacional, sexo, discapacidad, religión, creencias, edad (para el empleo), estado civil (para programas), la orientación sexual, la identidad de género y el estatus socioeconómico (para programas) en sus programas educativos y sus procedimientos de empleo. Hay un procedimiento de reivindicación para procesar quejas de discriminación. Si tiene alguna pregunta o una queja relacionada con esta política por favor, póngase en contacto con Coordinador de Equidad del distrito Anthony Spurgetis, Director de Recursos Humanos, 1002 S 3rd Avenida, Marshalltown, IA 50158. Teléfono 641-754-1000. aspurgetis@marshalltown.k12.ia.us



District Philosophy

Marshalltown Community School District is dedicated to providing quality education to all students. The Board is committed to providing a learning environment that promotes the academic, social, intellectual, emotional and physical development of all students.

The Board will employ highly effective professionals to educate students possessing a wide variety of experiences and abilities. Curriculum, instruction and assessment, including critical thinking and problem solving, are key elements of an education that prepares students for success as lifelong learners, earners and citizens.

The support and involvement of the home and the community are essential to excellence in the district. The district will maintain an active relationship with the home and community to promote student academic success and civic responsibility.

Mission

We develop learners who have the knowledge, skills, and positive mindset to successfully pursue a meaningful future through personalized learning experiences.

Vision

Preparing ALL learners, through an unparalleled culture of excellence, to be productive and engaged citizens in a diverse world.

Beliefs

Foundational

- All students can learn and succeed at high levels
- Learning starts at birth and is a lifelong process
- Education is the shared responsibility of the individual, home, school and community

Instructional

- High expectations supported by engaging and effective instruction lead to high achievement
- Schools must structure learning activities that lead to increased student self-control and responsibility
- Technology must be an important learning tool for all students and staff
- Education must be relevant for today and for the future
- Learning environments must be varied and flexible
- The school organization must continually change to meet the needs of a changing society

Climate

- Every person has a right to a positive, safe and supportive learning environment
- Every person must be valued and treated with dignity, respect and fairness
- Learners build self-esteem through belonging, academic success and competence as a learner
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MARSHALLTOWN COMMUNITY SCHOOL DISTRICT

1002 South Third Avenue

Marshalltown, IA 50158-3329

Phone 641/752-0039

FAX 641/754-1003

<https://www.marshalltown.k12.ia.us/schools/marshalltown-learning-academy/>

Dear Parent and Student:

Welcome! Thank you for choosing Marshalltown Learning Academy (referred to in this publication as MLA) as your school of choice! It is with great excitement that I welcome you to MLA. MLA is a personalized, family oriented, learning environment where each of you will be instrumental in building a strong culture of commitment and pride. Our Staff is of the highest caliber and together with you we will set the bar high in academics success. We are committed to meaningful opportunities for personal and academic well-being. As we build our reputation in the surrounding community, we need everyone to take ownership in this exciting process.

Each student will be expected to succeed within the bounds of his/her abilities and chosen educational and career goals. Each student will be treated as an individual, given the tools to be a lifelong learner, and taught to function as a member of a group and as a productive and meaningful member of society.

At MLA, we recognize that education requires a team effort, and we look forward to collaborating with you in this vital pursuit. Whether the students intend to attend college/trade school, join the workforce, or pursue national service, MLA will empower the students to meet their goals. Working together, we can realize our shared vision of excellence and prepare students to be college and career ready with marketable skills.

What an amazing opportunity to have a choice in education environments! This is an opportunity for us to leave a legacy for all to follow! Everything we do will impact the culture, climate, and future of MLA.

Eric K. Goslinga

Eric K. Goslinga
Principal

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CONTACT INFORMATION

641-752-0039

<https://www.marshalltown.k12.ia.us/schools/marshalltown-learning-academy/>

Marshalltown Learning Academy Faculty/Staff Members • 2018-2019

David AckermanSocial Studies
 Muriel Bryant.....Administrative Assistant
 David Carpenter.....Mathematics
 Nicole Critchfield..Business/Microsoft Office Specialist/Careers
 Vanessa Engel.....Extended Learning Program
 Eric Goslinga..... Principal
 Jonathan JenkinsEnglish/Language Arts
 Mitchell Nims.....Special Education/Physical Education
 Kevin Kenealy.....Science
 Reji Kurian.....Student Resource Specialist
 Brighid Mathews.....ELL
 Christianna VandeKamp.....Special Education

Contacting School Staff (641-752-0039)

Call the school office for questions. If you are not sure who you should talk with, the school secretary will put you in touch with the proper person. Parents may also contact instructors by email. Instructor emails are located on the school's web site:

<http://www.marshalltown.k12.ia.us/directory.html>

District Central Administration (641-754-1000)

Superintendent
 Board Secretary/Director of Finance
 Director of Instruction
 Director of Technology
 Director of Human Resource/Equity Coordinator
 Director of Special Services
 Instructional Applications Specialist
 Communications Director

Dr. Theron Schutte
 Paulette Newbold
 Dr. Lisa Steveson
 Joshua Wesley
 Anthony Spurgetis
 Matt Cretsinger
 David Stanfield
 Andrew Potter

Marshalltown Community School District Board of Education

Janelle Carter, Board Vice President	Term expires 2019
Karina Hernandez	Term expires 2021
Ben Fletcher	Term expires 2019
Ross Harris	Term expires 2019
Sean Heitmann	Term expires 2019
Bea Niblock, Board President	Term expires 2021
Mike Miller	Term expires 2021

SCHOOL SCHEDULE

Regular classes begin at 8:20 a.m. and end at 3:20 p.m. Some students may start school earlier due to program choices. Students may enter the building after 7:15 a.m.

Monday, Tuesday, Wednesday, Thursday, Friday Schedule

Breakfast	8:00 – 8:20
Core Learning/Math Intervention	8:20 – 9:00
Core Learning	8:50 – 12:20
Lunch	12:20 – 12:55
Intervention/Enrichment	12:55 – 3:20
Personalized Learning	
Physical Education	
Community Field Experiences	

Monday, Tuesday, Wednesday, Thursday, Friday Schedule

2 Hour Late Start Schedule

Breakfast	10:00 – 10:20
Core Learning	10:20 – 12:20
Lunch	12:20 – 12:55
Intervention/Enrichment	12:55 – 3:20
Personalized Learning	
Physical Education	
Community Field Experiences	

Online learning and assessment systems operate 24 hours a day, seven days a week. In building online access is available from 7:15 a.m. to 4:00 p.m. on regular school days.

Incident Weather

Should weather conditions or some other emergency force a school delay or cancellation, parents and students should tune to local media outlets for the latest information. Parents will also be able to check the district web site to see if school will be canceled. An announcement will appear on the splash page for the web site either the evening before, or before 8:00 a.m. on the date of the cancellation.

ACADEMICS

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT HIGH SCHOOL GRADUATION REQUIREMENTS

English: 4 credits (8 semesters)

9th grade Language Arts (A)
10th grade Language Arts (A)
11th grade Language Arts (A)
12th grade Language Arts course of choice

9th grade Language Arts (B)
10th grade Language Arts (B)
11th grade Language Arts (B)
12th grade Language Arts course of choice

Social Science: 3 credits (6 semesters)

American History I (A)
American History II (A)
American Government

American History I (B)
American History II (B)
Course of choice (approved elective)

Science: 3 credits (6 semesters)

Physical Science (A)
Biology (A)
Course of Choice (approved science elective)

Physical Science (B)
Biology (B)
Course of Choice (approved science elective)

Math: 3 credits (6 semesters)

Math course of choice (approved sequential elective/approval of instructor)
Math course of choice (approved sequential elective/approval of instructor)
Math course of choice (approved sequential elective/approval of instructor)
Math course of choice (approved sequential elective/approval of instructor)
Math course of choice (approved elective/approval of instructor)
Math course of choice (approved elective/approval of instructor)

Physical Education: 2 credits (4 semesters)

Physical Education

Electives/Personalized Extended Learning Opportunities: 7 credits

Elective credits can be earned in the following ways:

- Traditional electives available in on-line format or traditional classroom instruction (interim terms and during extended learning period)
- Approved dual enrollment courses through a community college or other institution of higher education
- Approved Personalized Extended Learning Opportunities (unique to Marshalltown Learning Academy)

Total Credits for Graduation: 22

Early Graduation Requirements

The Superintendent of Schools, assisted by the professional staff, shall establish graduation requirements for each of the curriculum areas offered by the school district. Students may graduate prior to the completion of grade twelve if course work for graduation has been fulfilled; however, students planning to graduate after seven (7) semesters should notify the principal by December 1 of the 7th semester.

Special Considerations

- Students in grades 8-11 must enroll for at least 3 units of credit each semester. Seniors must enroll in a minimum of 2.0 credits per semester. Exceptions may only be granted by the administration.
- Students will be permitted early graduation with parent approval and successful completion of graduation requirements.
- High school courses completed before matriculation to 9th grade apply toward graduation requirements and GPA.
- Eligible students are encouraged to consider concurrent high school and college dual enrollment classes. High school and college credit is available for courses taken at Marshalltown Community College.

Academic Honesty Policy

Students are expected to represent their own work honestly and accurately at all times. Students should be aware that teacher input is sought and given for admission to such organizations as National Honor Society, Student Senate, cheerleading, letters of recommendation for post-secondary education, scholarships, jobs, honors courses and group activities such as field trips. Instances of academic dishonesty may affect student admission and/or continued standing in such groups.

Academic Honesty includes but is not limited to:

- Doing student's own work
- Crediting others' words, pictures, facts, and ideas
- Keeping student's eyes on his/her own paper
- Assisting others without allowing copying
- Using electronic sources with integrity

Academic Dishonesty includes but is not limited to

- Using unauthorized information during a test
- Submitting work done by someone else as student's own (plagiarism)
- Gaining access to materials to achieve an advantage in examinations, projects, papers or activities
- Misrepresenting facts
- Offering bribes
- Using the media center and electronic resources unethically
- Copying videos, images, or words without crediting the source
- Looking at another student's work during assessment
- Misusing or unethically using handheld electronic devices
- Knowingly assisting in any of the above practices

Violations of the Academic Honesty Policy: Once it has been determined that a violation of the Academic Honesty Policy has occurred, the teacher will contact the student and parent and notify the administration. The incident will be documented through the information system by the administration. Consequences for violation of this policy may include but are not limited to: denial of partial or all assignment credit, school suspension, removal from a course. Enhanced penalties may be imposed for additional offenses.

Special Education Students

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

Transfer Students

The amount of credit transferred from a previous school will be translated into our credit system and awarded on a comparative basis. Competency based testing will be administered in the event that the student transfers from a non-accredited school to determine standing in courses.

Physical Education

The State of Iowa law requires that all students must pass four semesters of Physical Education in high school. Multiple, flexible options for meeting these requirements will be made available to students.

On-Line Courses

MLA will use Edmentum on-line course offerings for students who choose this option. Computer access will be made available to students from 7:15 a.m. to 4:00 p.m. during the school week. Students are also allowed to access these courses from any internet linked device outside of the school and school hours.

Internet Use

The use of the network is a privilege and may be taken away or access reduced for violation of policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks. Students will be expected to abide by the following network etiquette:

- Students will keep computer passcodes confidential.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.

- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- No games can be stored on the school system.
- Student access for electronic mail will be through his/her school account and/or their supervising teacher's account.
- Students should adhere to the following guidelines:
 - Others may be able to read or access the mail, so private messages should not be sent.
 - Delete unwanted messages immediately.
 - Use of objectionable language is prohibited.
 - Always sign messages.
 - Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.
- Students should not expect privacy of internet/email communications used on school accounts/computers.

Internet/email use on school accounts/computers is monitored by school personnel. Students who abuse the use of the Internet/computer network will lose their Internet card privilege for a period of time, determined by the administration. (Reference: School Board Policy 603.12; 603.12-R)

College Dual Enrollment and the Postsecondary Enrollment Options Act

The Postsecondary Enrollment Options Act allows 11th and 12th grade students to enroll part time at an eligible community college, state university, or private college or university. This Act has a dual purpose of promoting rigorous educational pursuits and providing a wide variety of options for students. Any 11th or 12th grade student in a public or accredited non-public school or 9th and 10th grade students are eligible if they have been identified for the Extended Learning Program (Gifted and Talented) program. You may choose to enroll part time at one of Iowa's 15 public community colleges, a state university (the University of Iowa, Iowa State University, or the University of Northern Iowa), or an accredited private college or university. Ask your high school counselor for a complete list of eligible institutions. You may apply to enroll in one or more classes. You may not take a "comparable" course at a college. A "comparable" course is one that is offered by:

- The school district you attend
- The accredited non-public school you attend, or
- The school district in which the accredited non-public district you attend is located

For public school students, the student's high school pays the college or university for the cost of tuition, textbooks, materials and fees up to \$250.00. In addition the student or the student's family may be required to purchase equipment that becomes the property of the student; the student or family is also responsible for providing transportation to and from the college. If a student fails a course, the student and/or the student's parents are financially responsible for course tuition and/or fees. Students are limited to the number of college credits taken in a given school year. Contact the school office for those limits, as they sometimes change. Students must still meet the course requirements of your school district. Students can meet these requirements by taking courses for high school or postsecondary credit. It is important that you talk with your high school counselor to be certain that the postsecondary course which you plan to take meet the high school requirements, and that you will receive the credits you need to for high school graduation.

To apply:

1. Your high school has information about the program. Inform the high school guidance department by March 1 of your intent to participate in the program during the coming school year. After that time, should you change your mind about participating, inform your high school counselor immediately.
2. To enroll, a student must score "proficient" on the Iowa Assessments subtests of reading, math, and science. See your high school counselor to discuss the postsecondary courses you intend to take and how they fit into the high school requirements.
3. Complete and sign the appropriate forms. If you are under 18 years of age, your parent's or guardian's signature is required before you can enroll in any postsecondary course.
4. Meet the admissions staff from the postsecondary institution. Additional forms and information may be required by the postsecondary institution. The postsecondary institution determines whether or not you are accepted.

STEM Coursework (Science, Technology, Engineering, and Mathematics)

Science, Technology, Engineering, and Mathematics (STEM) education is used to identify individual subjects, a stand-alone course, a sequence of courses, activities involving any of the four areas, a STEM-related course, or an interconnected or integrated program of study. All students are highly encouraged to pursue a work-based or community based learning opportunity while in high school. MLA will maintain a listing of those opportunities and assist students with placement into these opportunities.

MLA STEM education prepares students: 1) for successful employment, post-secondary education, or both, that require more technically sophisticated skills, including the application of mathematics and science skills and concepts, and 2) to be competent, capable, citizens in our technology-dependent, democratic society. MLA STEM education is an interdisciplinary or trans-disciplinary approach to learning where rigorous academic concepts are coupled with real-world problem-based and performance-based lessons.

Academic Honors

Students that achieve a 3.5 GPA for two (2) consecutive semesters will receive an Academic Letter Award. The first achievement will be an embroidered letter. For each two consecutive semesters thereafter a golden colored "Bar" will be given to the student to acknowledge his/her continued academic excellence. All students must carry a minimum of four academic courses (2.0 credits) and a grade point average of 3.5 for the semester to be considered for Academic awards.

Silver Cord of Service Award

The Silver Cord of Service program is designed to encourage and recognize students who strive and achieve a high level of service in our community. Service builds strong ties between schools and the community. It encourages students to experience an important part of their school and community. It helps them recognize that by being part of the whole community they can make a positive difference.

The Silver Cord of Service Award is a distinguished volunteer service award available to any MLA student. Students who qualify must accumulate many hours of community service/volunteering. See the MLA office for full details.

Destruction of Student Records

Permanent Records- School districts are required to maintain a permanent record that serves as a student's official transcript, including evidence of attendance and educational progress. The school's permanent record must include the student's:

- * Name
- * Address
- * Phone number
- * Grades (Transcripts)
- * Attendance record (Transcripts)
- * Classes attended (Transcripts)
- * Grade level and year completed (Transcripts)

These records are kept on file indefinitely at MLA or a designated, secured storage space as directed by the superintendent.

Special Education Records- Personally identifiable information must be maintained as long as it is needed to provide educational services to the student or to be available for audit (e.g., Medicaid records). Iowa Administrative Rules of Special Education specify that special education records must be maintained for five years after special education services end. [41.624(3)] When personally identifiable information is no longer needed, districts and AEAs may choose to destroy the records. Marshalltown Community School District destroys special education records 5 years after a student graduates. A "Notice of School District Special Education Records Destruction" is provided to all students during their senior year along with their "Age of Majority / Transfer of Rights" notification. Further questions around destruction of special education records can be directed to the building's administrator (641-752-0039) or the district's Director of Special Services (641-754-1000).

STUDENT ATTENDANCE

Compulsory Attendance

The Code of Iowa requires all students to be enrolled and attending a public school, an accredited non-public school or competent private instruction through the end of school year when the child turns age 16. Parents of students who do not attend school can be prosecuted for their child's failure to attend school.

Driver's License

Students should be aware that Code of Iowa Section 299.1A and 321.213B require that school officials submit names of students who do not attend school to the Office of Driver Services, Department of Transportation. The Office of Driver Services will revoke the driver's license or permit of such person until the person reaches the age of 18 or until the Office of Driver Services receives notice that the person has resumed attending school.

Leaving the school building during the school day

We do understand this is not always possible, but please arrange doctor or dentist appointments for non-school days or hours. A phone call from a parent or guardian, doctor's note, or proof of appointment will be required to mark the student's absence as excused. If a student of mandatory attendance age leaves the building during the school day without prior arrangements being made between parent/guardian and the office, the parent will be notified and the student will be required to make up the missing time.

Students with 11 or more credits or age 16 and above can leave school grounds for lunch with parent permission. Students living independently or with unique circumstances should visit with the principal.

Reporting Absences and Re-entering after Absences

Parents/Guardian should contact (641)-752-0039 or email mbryant@marshalltown.k12.ia.us to report a student's absence. Voicemail is in operation from 3:30 p.m. to 7:00 a.m. each day for those people who cannot make calls during normal business hours. Por Espanol (641)-754-1000.

Please call the Main Office to verify an absence on the day of the absence. Calls will also be accepted the day that the student returns to class. If the parent does not contact the office by the end of the day the student returns, the absence will be classified as "unexcused". Please leave the following information when reporting an absence: first and last name of caller, first and last name of student, and reason for absence. For extended absences, family trips, etc. a parent/guardian should meet with the Principal and complete all classroom requirements in order to receive credit for the classes.

For more information about Board of Education policies related to student attendance, please visit <http://www.marshalltown.k12.ia.us/board/policy/series-500.pdf>.

GENERAL INFORMATION

Activity Tickets

Upon the purchase of an activity ticket, the student's I.D. card will be stamped with the initials SAT-CIML (Student Activity Ticket - Central Iowa Metro Conference). This card provides the bearer with admission to Marshalltown High School home and away activities, excluding tournaments. If the student is not purchasing an activity card it will be marked I.D. only.

Student Government

Student Council Officers are elected by classmates. Each grade level will elect 2 representatives. Class officers meet when needed for class business.

Parent Advisory Committee

A parent advisory committee may be formed to exchange views and ideas regarding school policies, practices, and procedures. Parents interested in being on this committee should contact MLA office for further information.

Flower/Balloon Deliveries

MLA does not accept flower or balloon deliveries to students from flower shops or individuals. The additional time used by office staff and the disruption of the daily routine does not allow MLA to provide this service. On special occasions for athletic teams or student groups participating in state contests deliveries will be allowed.

Identification (ID) Cards

Identification cards are used for identification purposes in school, internet permission, school dances, and other school sponsored events. Students receive their I.D. card at the beginning of the school year. Defacing of I.D.s will require the student to purchase a new I.D. Lost ID cards will be replaced for a \$5.00 fee.

Locker Search

It is the responsibility of the administration to ensure that the safety and rights of all students are maintained. For this reason, students should understand that lockers and the content of lockers may be subject to a search at any time, should the administration deem necessary. The school may ask the Police Department to assist in a locker search.

Lost and Found

Students finding articles should leave them in the Main Office or should ask there for lost articles.

Telephone Messages

Because of the large number of calls received each day, limited secretarial time, and interruption in the learning process, we ask that telephone messages to students be limited to emergency situations. Because of safety reasons, we will only take phone calls from parents/guardians for the student to return a call to the parent/guardian.

Theft

Any items stolen should be reported to the main office. Students are discouraged from bringing valuable items to school. If these items are brought to school, please make sure they are properly marked for easy identification. The school is not responsible for any lost or stolen items.

School Visitors

To provide for the safety of all students the school policy is to accept only those visitors who have legitimate business at MLA. All visitors must report to the main office to obtain a visitor ID badge and receive permission from the office to be in building or on the grounds.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building principal or secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT SERVICES

Food Service

A healthy breakfast and lunch are offered at every MCSD school building daily. The menu is available on line and posted throughout the school. Meal prices will be posted at registration and on the monthly menu. Applications for free meals or reduced price meals are available at registration every year and throughout the year. Qualification is required every school year. Meal payments can be made in any amount, at registration or any school day, or online. Please call the Food Service Office, (641)-754-1185, with any questions or concerns.

Students may be asked to not bring in certain food items if we have students on campus with food allergies. Students are asked to clean up after themselves and respect the environment so all can enjoy a peaceful lunch. No loud or inappropriate music will be played during the lunch period. Inappropriate music contains profanity, sexually explicit, or racial offensive lyrics.

Counseling Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, college/career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. If you wish to visit a counselor, contact the Guidance Counselor to arrange for an appointment.

A counselor from a local mental health agency is available at school on a weekly basis. Many services are available through our local mental health agency, including but not limited to: emergency and/or ongoing mental health counseling, grief counseling, support

for a variety of crisis situations, consultation with families and educators, and management of mental health issues such as depression or anxiety. To see a mental health counselor, please contact the MLA Office for a referral.

SATUCI offers substance abuse treatment services for youth on an outpatient basis for individuals who wish to seek assistance with a substance abuse concern. To schedule an evaluation or to get more information, visit the MLA Office or call SATUCI at 641-752-5421 or visit <http://www.satuci.com>.

Health Services

Health services are provided by the school nurse or other qualified staff on a full-time basis during the hours that students are attending classes. Services provided by the school nurse include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessment, health education and counseling.

When a student is ill or injured they should go to the MLA Main Office. If it is necessary for the student to be excused from school, the nurse or office staff will contact his/her parents or guardian to make arrangements for him/her to go home. If the student's parents are planning to be OUT OF TOWN, please notify the school nurse so that arrangements can be made if the student becomes ill or is injured. **No student will be sent home ill or injured without notification of parent or guardian.** Parental contact is needed to be sure that an adult will be responsible for your care after leaving school. Students are asked to go to the principal's office for assistance.

The school nurse needs to be aware of students **with special health needs**. Parents, please notify the school nurse at the beginning of the school year and at any time during the school year of any student who has special health needs. It is imperative that the school nurse, parent, student and teachers work together to provide the best educational environment for student success.

Prescription Medications: All medication prescribed by a physician that will be given at school must be in a proper prescription container from the pharmacist. **All medication must be kept in the nurse's office.** A medication card with the parent and physician's signature must accompany this prescription medication. The medication card must include the medication name, dosage, and time the medication is to be given at school. An exception to the policy is inhalers for students with asthma. The student may carry their inhaler if the physician writes a specific order or notes this on the medication card. Students must be reminded not to share their inhaler with any other student no matter what the situation.

Non-prescription Medications: Non-prescription medications such as acetaminophen, ibuprofen, or cold medications **will not be given** unless the parent or guardian has signed the "Parental Medication Permission Sheet". This sheet is part of the registration package for school. Students are not permitted to carry, or take, over the counter medications unless given to the student by the school nurse. Specific OTC medication not supplied by the school nurse, must be supplied by the student and kept in the nurse's office.

Teachers, coaches, trainers or other staff are **not allowed** to dispense either prescription or non-prescription medications during the school day or at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless authorized by the school nurse or the parent of the student.

Students are **not allowed** to take prescription or non-prescription medication during the school day or at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless authorized by the school nurse or the parent of the student. If the student is taking a prescription medication at a school sponsored activity, the teacher or coach should be notified in case there is a side effect to the medication.

At the end of the school year, parents will be notified if the student has a prescription medication still at school. **This medication will not be given to the student to bring home, parents must come to the school to pick up the medication. Any medication left for one week after the end of school will be properly disposed of.**

Marshalltown Education Partnership (MEP)

The goal of the Marshalltown Education Partnership (MEP) is to make post-secondary education available to all graduates of Marshalltown High School.

Members of MEP believe that tomorrow's city leaders and future work force will come from the talented young people currently enrolled in Marshalltown Schools. They are committed to helping these students with the resources they need to finish high school and obtain a college education. The Education Partnership is contributing to Marshalltown's economic development efforts through

the increased earning power of high school graduates and college-educated workers. The MEP provides unique opportunity for local youth to create a higher quality of life for themselves and for their community.

Students are offered an opportunity to commit to the Education Partnership standards. Students are included in activities to achieve program standards. To participate in the program, students and parents sign a "Commitment to Excellence" contract stating that they will meet and achieve established standards of attendance and scholarship. The contract serves as a written promise to adhere to the terms outlined by the Education Partnership. To participate in MEP, the student must: 1) Be a first generation college student (Parents must not have received a 4 year college/university degree); 2) Graduate from MLA with a minimum 2.75 GPA or rank in the top half of their class; and 3) Maintain a 95% overall attendance rate. Interested students must apply prior to their first semester of their freshmen year. Further inquiries can be made with the student's counselor.

Positive Behavior Intervention Supports (PBIS)

MLA uses a school-wide system of behavioral supports that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior intervention support (PBIS) for all students within MLA is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Special Education/504 Services

MCSD offers comprehensive services for students with disabilities. If you believe that your child is in need of special education or 504 services, please visit with the MLA building administrator.

School Transportation Services--Rules and Regulations

Almost every student in the Marshalltown District will ride a school bus sometime during the school year; if not as a regular morning and afternoon rider, then as a participant in field trips or athletic events. In order that everyone receive a safe comfortable ride, please read and discuss the following student rules with your child. Students are expected to:

- Respect the driver as he or she has complete authority over all students on the bus and at transfer points at all times.
- Be aware of the scheduled time of pickup and departure by the driver. Every effort will be made to keep this time schedule. Therefore, it is the responsibility of each student to be at the stop at the designated time. If the bus is on time, the bus should not have to wait for students. Bus waiting time will not exceed 30 seconds.
- Present to the driver a permit bearing the signature of the parent, principal, or Director of Transportation if he or she desires to stop at a place other than his or her home; otherwise requests will be denied. Routes will not be varied to meet individual requests or needs.
- If he or she is riding one of the special in-city pay busses, present to the driver the appropriate ticket each time the bus is boarded. These tickets are to be obtained at the Principal's Office of the student's school before the student rides the bus.
- Assume responsibility for self-discipline and conduct him/herself in a respectful manner. A mutual respect is necessary between, driver, student and parent.
- Remain in the seat without moving until reaching his/her destination, unless asked to move by the driver.
- Refrain from use of any form of tobacco.
- Use appropriate language. The use of obscene, vulgar or profane language or gestures is prohibited.
- Eat or drink on the bus only if the driver gives permission.
- Refrain from willful fighting on the bus or in transfer.
- Assist the driver in keeping the bus interior clean and free of waste. Waste containers will be provided in each bus and students are asked to use these receptacles when discarding waste. No waste is to be thrown from windows or open doors.
- Comply with an assigned seat on the bus, if necessary, as a form of discipline or merely to maintain order.
- Not extend arms, legs, or any part of the body from the windows while riding the bus. Students opening windows are asked to close them before they depart the bus. Windows should not be fully opened during cold weather and should be closed immediately upon request from the driver.
- Change busses at the transfer point and ride the assigned bus to this point as provided from his/her respective schools. Students walking to the transfer point endanger themselves as well as others.
- Not bring live animals, reptiles or large bulky items on the bus as this takes up room and can cause a disturbance. This includes class pets and projects.

- Remain on the bus at the transfer points until all busses are in position and the driver discharges said students. Students should then go directly to the assigned bus and wait in line to board. Student exits and entries should be orderly as to prevent injuries and for student safety.
- Exit or enter the bus through the emergency door only when the driver tells them to do so.
- Observe the driver and cross in front of the bus only when the driver signals it is safe to cross. Students crossing the road to board the bus must wait for the stop-arm to extend and the traffic to completely stop before crossing the road.

Students that willfully disobey these rules are endangering their own lives and the lives of the rest of the bus passengers. Those students may lose their riding privilege. School bus driving during inclement weather is some of the most difficult driving a bus driver encounters. Iowa law requires a school district to operate its school busses in order to have school, regardless of how many or how few of that district's students ride a school bus. Please listen to local radio stations or consult the district website at <http://www.marshalltown.k12.ia.us> for weather related announcements. Please do not call the Transportation Office for information about school cancellations.

Do call if your child is not riding that morning. The trip home in winter driving conditions is, at best, a tense situation. Drivers are instructed, if they are unable to get students home, to let that student off at a neighbor's home and call the parents and also inform the Transportation Office. The driver will insure the student is inside before departing. Please notify the Transportation Office at (641) 754-1195 if your road is impassable. School bus drivers undertake a great responsibility driving a 40 foot truck and monitoring 50-60 children; please help them so that all our children can have a safe school bus ride.

A separate Transportation Handbook has been developed by the District. Students and families are urged to become familiar with the Transportation Handbook. Students who act inappropriately on while on district transportation will face consequences as outlined in the Transportation Handbook.

Transportation handbooks can be found here:

<https://www.marshalltown.k12.ia.us/our-district/transportation/transportation-handbooks/>

STUDENT BEHAVIOR

Student Dress

The Marshalltown Community School District Board of Directors has determined that a dress code is necessary for students at Marshalltown Learning Academy to ensure that they attend school in a very positive and safe educational environment and to reinforce the goal that each and every student graduate prepared for college, career, and citizenship. The Board believes that any apparel worn at school that draws attention away from the school's learning environment should be prohibited. The Board believes that the health and safety of the students and staff are of paramount concern and that any apparel that might jeopardize student or staff health and safety should be prohibited. The Board also believes that gang-related apparel worn at school draws attention away from the school's learning environment, directs it toward thoughts or expressions of violence, bigotry, hate, and abuse, and should be prohibited.

Finally the Board believes that a dress code helps to prepare students for their futures through:

- Learning about professional/career dress by establishing a businesslike image
- Going to school in an environment of modesty/decency
- Focusing on instruction
- Keeping them personally safe by providing a high level of school security
- Developing a sense of school pride and belonging

General

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and the school. Your adjustment to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others. To ensure maximum educational benefits for all students, each of you has the responsibility to know and to abide by the regulations of the school. Unacceptable behavior is detrimental to the individual as it fosters irresponsibility and infringes upon the rights of each of you to learn. Therefore, to help each of you grow toward self-discipline, to accept self-responsibility, and to learn to appreciate the rights of others, patterns of appropriate behavior must be practiced. Proper behavior at MLA revolves around courtesy and mutual respect. All policies and procedures not specifically covered in this handbook or Board Policy 503.1 will be dealt with at the discretion of the high school administration. MLA students who violate school policies are subject to discipline as outlined in Board Policy. *School Board Policy*: Series 500: Code No.: 503.1

Introductory Statements on Discipline

The Marshalltown Community School District recognizes the vital relationship between an orderly atmosphere and a positive and successful learning experience in school. Discipline is a necessary ingredient for success, and its foundation originates in the home. As the first teacher of the child, it is the parent's responsibility to develop good habits of behavior as well as positive attitudes toward school. The child benefits when the home and the school work together toward the goal of educating the child to become a responsible member of society capable of self-discipline and effective decision making. The District encourages parents and guardians to recognize their responsibilities, and seeks a cooperative effort in the implementation of an effective climate. The implementation of school procedures is the joint responsibility of the Board of Education, school staff, students, and their parents. The dignity of the student, as an individual, should be protected with proper consideration for his or her personal feelings which may be associated with sex, race, creed, and physical and intellectual characteristics. The recognition by the student and the staff member of mutual responsibilities in this connection will establish a mutual respect stimulating a sound environment for carrying out school procedures. Respect for the teachers, the principal, and staff in their professional capacity is an important part of the school system and that dignity should be protected.

Members of the school staff shall have the authority necessary to carry out such school procedures, including the use of reasonable physical restraint to prevent and/or stop any act of interference with the scholarly, disciplined atmosphere of the school. Teachers and principals are assured of Central Office Administration and Board of Education cooperation and support in the efforts to maintain a properly disciplined atmosphere.

I. School Discipline

School discipline is the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, as well as the maintenance of a scholarly, controlled environment in which maximum educational benefits for all pupils may be achieved.

II. Rules and Regulations

Each school building principal and the director of transportation may make such rules and regulations as deemed necessary to implement and carry out the intent of this policy subject to the approval of the superintendent and Board of Education. In the consideration of such approval, the superintendent shall give due regard to the desirability of uniformity of such rules and regulations.

III. Breach of Discipline

Breach of discipline is any conduct by students which interferes with the maintenance of school discipline. Acts or behavior which tend to conflict with, or disrupt, the education program or which are antagonistic to other students or to school personnel cannot be tolerated. Insubordination and misbehavior are incompatible with good citizenship and good government.

IV. Examples of Breach of Discipline (Not intended to be a complete listing)

- A. Inappropriate behaviors such as: temper tantrums, bully type behavior, fighting, cheating
- B. Tardiness to class or school, unexcused absences or truancy
- C. Use of profane or obscene language, or loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school
- D. Refusal to comply with the requests or directions of teachers, administrators, or other school personnel who are carrying out school responsibilities or duties (open defiance or willful disobedience)
- E. Malicious mischief. Defacing or destruction of any building or fixture which may include the willful writing, making marks, drawing characters, etc., on walls, furniture and fixtures
- F. Smoking or use of tobacco products on school premises or possession of cigarettes, cigars, smoking tobacco, or chewing tobacco on school premises in violation of school regulations
- G. The use, possession, sale, or attempted sale, of any alcoholic beverage or controlled substance on school property or at any school related activity
- H. Physical attack upon or threat of physical violence to teachers, students, or other school personnel, or persons within school jurisdiction.
- I. Violation of policies 502.6, 502.11, 502.12 regarding gangs, weapons, or violence
- J. Personal misbehavior, such as extortion, intimidation, or possession of dangerous objects
- K. Display of racial bigotry, intolerance or harassment due to age, sex, creed, or physical or intellectual handicaps
- L. Violation of any criminal statute of the State of Iowa, or the United States. Examples of violations of such laws may include: assault, larceny, robbery, unlawful assembly, disturbing public assembly, malicious threats, malicious use of the telephone, and distribution of obscene material
- M. Violation of Internet rules

V. Areas Where Disciplinary Control is to be Exercised

- A. While on school property
- B. While on school owned and operated vehicles or school chartered vehicles, or privately owned vehicles used in transporting students to participate in school related activities
- C. While engaged in a school related activity (see student conduct in extra-curricular activities, Board Policy 503.4)
- D. Conduct of students away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management or welfare of the school and its activities

VI. Violation or Breach of the Discipline Standards

As set forth herein the rules and regulations of the Board of Education and the Administration shall be subject to the following disciplinary procedures and/or penalties. These actions are authorized to be taken either individually or collectively by the designated school official.

A. Classroom Teacher Responsibility

The teachers are responsible for classroom discipline; therefore, actions for disciplinary offenses are the responsibility and the obligation of the classroom teacher. The term "classroom teacher" is used in a broad sense and is to include educational aides or any other staff member involved in the process of supervising or instructing students. An offense that is not greatly disturbing to the class routine is a minor offense; however, it is possible that repeated minor offenses could become a major problem. The classroom teacher is authorized to take the following possible actions:

1. Verbal correction
2. Denial of classroom privileges

3. Exclusion from a class or activities of the class. Secondary students excluded from class by a classroom teacher may be asked to complete coursework in a different setting. If deemed necessary, a conference may be held by the principal with the student and teacher prior to readmission to the class.
4. Detention. Detention is requiring the student to serve disciplinary time before and/or after school. The time served shall be supervised and the student shall be required to do constructive work. Detention should be served within the day of the violation, if possible. A bus student may serve the detention on the following day, if necessary, so that transportation arrangements may be made.
5. Physical restraint. Restraint is considered an act of controlling the actions of a student when the student's actions may inflict harm to self or to others and is not considered physical punishment. Teachers and administrators may use whatever reasonable means of physical restraint necessary, at the moment, to prevent a student from harming self or others.
6. Restitution. A student may be held responsible for situations where school or personal property is damaged

B. Administration Responsibility

When a situation arises in which the educational process is unable to proceed or if the situation is of a serious nature, the classroom teacher can no longer be considered the sole disciplinarian. The student who causes serious disturbances in the classroom shall be referred to the building principal or designee for assistance in correcting the discipline problem. The building principal shall maintain, review, and provide to the staff and students guidelines that will foster a positive learning environment. When a student has been referred to the principal or designee for breach of discipline, the principal may take any of the actions outlined previously for teachers. In addition to these actions, the principal is authorized to take any of the following steps if deemed necessary:

1. In-School Suspension. In-school suspension is suspension or removal of the student from a given class or classes. Students serving in-school suspension will be supervised by a responsible adult. Suspension time shall be used for constructive work. Parents will be notified of in-school suspension and the reason for it, as soon as possible. This type of suspension will not exceed five (5) school days.
2. Out-of-School Suspension. The student may be suspended out-of-school for serious or repeated breach of discipline for a period not to exceed ten (10) school days. A conference with the student, parent or guardian and the building principal or designee may be held concerning the suspension. The principal may include other school personnel and/or community agencies at the conference. The principal or designee shall determine the conditions of readmission for the student on out-of-school suspension.
3. Night Suspension. Instead of in-school or out-of-school suspension, students may be assigned to night suspension.
4. Suspension to Consider Expulsion. In the event of an apparent breach of discipline so aggravated that in the opinion of the building principal, expulsion of a student might be considered, the principal or designee may suspend a student for such length of time as may be necessary to determine whether the student should be expelled. In such case, the principal should arrange a conference with the student, the student's parents or guardians, and the superintendent of schools or designee, to consider whether or not the student has been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Education to consider the expulsion of the student from school. The Board of Education will hold a hearing within ten (10) school days of the suspension. If the hearing cannot be held within ten (10) school days of the suspension, an alternate educational plan will be arranged for the student.
5. Saturday School. Students may be asked to attend Saturday School to serve appropriate suspension time.

C. Board of Education Responsibility

Expulsion from school may be imposed by the Board of Education (See expulsion procedure, Board Policy 503.2)

VII. Due Process

Before a principal or designee may impose any of the five kinds of suspensions previously mentioned, the following minimum steps of due process must be afforded to the student.

- A. The principal or designee shall conduct an informal investigation of the charges against the student.
- B. The principal or designee shall give the student oral or written notice of the allegations and of the time and place of a hearing concerning those allegations.
- C. The principal or designee shall conduct the hearing where the student shall be advised of the basis for the charges and afforded the opportunity to respond to the charges.
- D. The investigation, notice to the student and informal hearing, must precede removal of the student from school. Nothing, however, shall prevent the immediate suspension of a student when the student's continued presence on school property would endanger the student's safety or well-being, the safety or well-being of other members of the school, or would substantially interfere with the proper functioning of the school. In the event of an immediate suspension, a hearing will be held within three (3) school days at such time and place as designated by the principal with written or oral notice to the student and/or parent or guardian.
- E. The principal or designee will document the basis and procedures used for each and every suspension.

- F. Notice of a suspension will be mailed to the student's parents or legal guardians, Superintendent, and to the President of the Board of Education no later than the end of the day following the suspension. There shall be documentation showing that a reasonable effort has been made by the Administration in the attempt to contact the home. The written notice to the student's parents or guardians should include the circumstances involving the student which led to the suspension, and identification of the Board of Education Policy and/or rules pertaining to the suspension.
- G. No more than one administrative suspension may be imposed upon a student for the same set of facts.
- H. Expulsion: Board of Education Action (See Board Policy 503.2)
1. Board of Education expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with student misconduct. The removal of a student from the educational environment for any length of time is viewed as a severe form of punishment to be used sparingly.
 2. Upon the recommendation of the superintendent or designee, and after giving at least three days' written notice to the student of time and place of the Board of Education meeting and hearing upon the question of expulsion, the student may be expelled from school by the Board of Education after such hearing for serious or repeated violations of discipline.
- I. Condition of Readmission: The Board of Education may consider, and by a majority vote, grant readmission to a student expelled by Board of Education action at any time and upon any condition it may determine.

VIII. Special Education Rights

Students identified as special education students shall receive all due process considerations required under federal and state legislation. A review of the student's individual educational program shall precede an expulsion hearing under this policy and shall be made a part of the record in any disciplinary proceedings where applicable.

IX. Actions for Assault and Threats to School Personnel

Whenever any student commits an assault against a staff member in a school building, on school grounds or at a school-sponsored function, such student shall be suspended for a period of time to be determined by the student's principal. For purposes of this Policy, an "assault" is (i) any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; (ii) any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or (iii) intentionally pointing any firearm toward another, or displaying in a threatening manner any dangerous weapon toward another. Notice of the suspension shall be immediately sent to the President of the Board and the Board, at a special meeting or at its next regularly scheduled meeting, shall review the suspension and decide whether to hold a disciplinary hearing to determine whether or not to order further sanctions against the student.

A student shall not be suspended or expelled under this Section if the suspension or expulsion would violate the federal Individuals with Disabilities Act.

Expulsion

Expulsion is an extreme measure of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. Only the Board of Education may expel. Once a student has been expelled, only the Board of Education may allow re-entry into the school setting.

Official School Board Policy 503.1; Adopted June 14, 1976; Reviewed by an Advisory Committee of Parents, Students, Professional Staff and Community Members; October 27, 1997; Revised January 26, 2004

General Statement of Policy around Harassment and Violence

It is the policy of the Marshalltown Community School District to maintain learning and working environments free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of the Marshalltown Community School District to harass or abuse a student or employee. The School District will act to investigate all complaints, formal or informal, verbal or written, of harassment or violence which may include sexual harassment and sexual violence and to discipline any student or employee who harasses or is violent to a student or employee of the School District.

Sexual Harassment/Sexual Violence Defined

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct of other verbal or physical conduct or communication of a sexual nature when:
- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

- verbal harassment or abuse;
- subtle pressure for sexual activity;
- inappropriate patting or pinching;
- intentional brushing against a student's or employee's body;
- demanding sexual favors accompanied by implied threats or overt threats concerning an individual's employment or educational status;
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- any sexual motivated unwelcome touching; or
- sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Individuals who feel they have been a victim of harassment should forward complaints to their Building Principal, Building Counselor, or the MCS D Administrators. Anthony Spurgetis, Equity Coordinator, can be reached at Central Office by calling 754-1000. School Board Policy Revised 104; 403.5-R

The unabridged Board of Education policies around Student Harassment can be found at

<http://www.marshalltown.k12.ia.us/board/policy/series-100.pdf>.

The unabridged Board of Education policies around Harassment-Certified Employees (Investigation Regulation) can be found at

<http://www.marshalltown.k12.ia.us/board/policy/series-400.pdf>.

Spectator/Student Conduct on School Premises at Activities

Students are to be aware of the seating arrangements at all home football games, basketball games, and wrestling meets.

All high school students from the Marshalltown Community School District are to sit in the designated student section.

Unsportsmanlike behavior will be addressed. The following are examples of unsportsmanlike behavior:

- profanity chants, such as "you suck"
- negative gestures, booing, or "air ball"
- harassing of players, coaches, cheerleaders, officials
- throwing objects or confetti on floor

Game Administration reserves the right to limit outside food and drink at their discretion. Spectators are prohibited from sitting or standing on the first row of bleachers at indoor events.

The unabridged Board of Education policies around Spectator Conduct at events can be found at

<http://www.marshalltown.k12.ia.us/board/policy/series-900.pdf>.

Pagers/Cellular Phones/Electronic Devices

Pagers, laser pens, video cameras and other electronic devices that have no school-related purpose are prohibited on the school premises. Cell phones may be carried and must follow the following guidelines: Personal electronic devices, i.e., cell phones, mp3 players, I-pods, CD players, and other electronic devices may be used with instructor's permission and for academic reasons. Personal electronic devices are allowed throughout the day so long as they do not interfere with the learning environment and delivery of instruction. Students are restricted from using devices with cameras or imaging in restrooms and locker rooms. The school discourages students from bringing expensive personal electronic devices to school. The school assumes no responsibility for lost or stolen items.

Public Display of Affection (PDAs)

Students will be expected to demonstrate responsible, mature behavior at school and school activities. Students should not engage in inappropriate public displays of affection. This includes kissing, prolonged embraces, or other inappropriate physical contact. If these behaviors are observed, a staff member will address the behavior.

Vehicle Search

Students are permitted to park their vehicles on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on school property. The interiors of student vehicles may be inspected whenever the school authority has reasonable cause to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicle exterior. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant. The MCSD cannot be held responsible for any vandalism, damage, or theft that may occur in the parking lot.

Surveillance Camera System

School grounds and facilities may be monitored with surveillance video. The unabridged Board of Education policies around Surveillance video on school grounds and facilities can be found at <http://www.marshalltown.k12.ia.us/board/policy/series-800.pdf>.

Alcohol and/or Controlled Substances

The use, possession, sale, or attempted sale of controlled substances or alcoholic beverages on the school grounds, in school vehicles, and at all school activities is prohibited. Students present at school or school related activities, (i.e., dances, plays, athletic events, prom, etc.) whose use of illegal substances is evident, will be subject to suspension from school and/or removal from that activity. Students involved in extra-curricular activities may also be subject to the "Student Conduct" policy. Periodic searches of MLA lockers and grounds may be conducted by the administration and police.

Smoking

State Law and School Board Policy prohibit the use and possession of tobacco while on school grounds. Violation of this law will also be subject to prosecution by police authorities. Students involved in extra-curricular activities may also be subject to the "Student Conduct" policy. Periodic searches of MLA storage spaces and grounds may be conducted by the administration and police. A student violation of this policy will be subject to a night suspension and police citation. Continual violations of this policy will result in added suspension time and/or police involvement. The possession of matches, lighters, or other flame producing products is prohibited. Vaping on school grounds, possession of vapes in any style or form, or possession of vape juice is prohibited.

Fighting

Fighting in school or on school grounds is not acceptable. Both parties will be subject to disciplinary action which may result in suspension and/or referral to the local police. Students are encouraged to bring this type of problem to a counselor, teacher, conflict resolution managers, or other person in authority, so that this problem can be solved.

Gangs

The Board believes that the presence of gangs and gang activities may cause a substantial disruption of, or material interference with, school and school activities. A "gang" as defined in this policy and under Iowa Code 723A means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has the identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. The "pattern or gang activity" means the commission, attempting to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal street gang. By this policy, the Board acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
 - c. Committing any illegal act or violation of school district policies;
 - d. Inciting another student to act with physical violence upon any other person.

Gang membership or the demonstration of gang membership, may be shown to be a disruptive influence to the educational environment of the Marshalltown Community School District and the safety of its students/staff/guests. Gang membership, as defined in Code Number 502.9, is a behavior that will not be tolerated as it is contrary to a safe, orderly, and respectful school community. It is the intent of the Marshalltown Community School District to provide a safe and orderly environment.

School officials are authorized to:

1. Investigate allegations of gang existence, gang membership, and/or gang activities.
2. Involve parents in early interventions with all students causing disruption.
3. Implement an escalating series of consequences for students who are determined to be associated with gang membership and/or gang behaviors that lead to a disruption to the educational environment of the Marshalltown Community School District and the safety of its students/staff/guests.
4. Consequences may include, but not be limited to: (a) parent conferences; (b) counseling referral; (c) three day suspension out-of-school; (d) five day suspension out-of-school; (e) ten day suspension out-of-school; (f) probation at any of the previous interventions; (g) recommendation to the Board of Directors for consideration of expulsion.
5. Cooperate with existing school rules/policies with all appropriate law enforcement officials. Disciplinary action consequences will be imposed based on "a specific showing" that the prohibited conduct materially disrupts class work, involves substantial disorder or invasion of the rights of others, or places the safety of other students/staff/guests at risk. Expulsion will be imposed only for the most serious offenses, where extreme sanctions would be ineffective, and as a result of a progressive discipline policy.

Weapons

The Marshalltown Community School District will follow a "zero tolerance" concept toward weapons and violence in our schools. The possession of dangerous weapons on school premises and at school related activities is a serious violation of the discipline policies of the Marshalltown Community Schools. This can cause 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. Parents or guardians of students found to possess a dangerous weapon on school property shall be notified of the incident. Confiscation of weapons shall be reported to the police.

Any object which could be used to injure another person and which has no school related purpose for being on school property or at school related activities will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples or definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: knives of all types, guns, replicas of weapons, squirt guns, ammunition with a primer capable of ignition, lead pipes, chains, nun chucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.

Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors and faculty.

Weapons under the control of law enforcement employees shall be exempt from this policy. Any display of dangerous weapons for educational purposes, must be approved by the principal. -- Cross Reference: School Board Policy 502.6

Suspension- Out of School (Trespassing)

Suspension is used as a consequence for violation of school policy. The administration has the authority to suspend a student out of school up to a maximum of 10 consecutive days. Repeated suspensions may result in a recommendation to the Board of Education for expulsion. Students who are suspended out of school are not permitted to return to school grounds during the period of the suspension or may be cited for trespassing. Students suspended out of school are not permitted to attend school activities involving Marshalltown High School students in or out-of-town.

Cooperation with Law Enforcement

If students are involved in fighting or other illegal conduct, the police may be called. The police will be involved in other criminal actions such as possession of alcohol, drugs, tobacco, possession of weapons and theft.

Consequences for Violation of School Rules

When students violate a school rule or when they disrupt the learning environment, there are several options which may be used to bring about acceptable behavior. These include, but are not limited to the following: student asked to relocate to another setting to complete school work, collaborative problem solving, counseling, removal from class, loss of school privileges, restitution of learning time missed, Friday evening restitution program, suspension, alternative programming, and in extreme cases, expulsion.

EMERGENCY PROCEDURES

Fire Drill Procedures

The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and staff from a school building in the event of a fire or other emergency to develop a behavior pattern for meeting emergencies in adult life. Periodic fire drills will be conducted with complete removal of all personnel to a place of safety on the grounds outside. The alarm sound for fire drill is a solid consistent tone.

Fire Alarms

Fire alarms are placed throughout the building for the safety of students. Turning in a false alarm is a very serious matter which disrupts the educational process and endangers students and firefighters. It may result in disciplinary action by the school. The student(s) involved will be turned over to the Fire Marshal for further action.

Tornado/Disaster Drill Procedure

Tornado/disaster drill are held to establish a routine for the efficient and safe coverage of students and staff within a school building in case of a tornado or a weather pattern indicating a possible emergency. Students are asked to follow staff directives during drills to ensure the safety of all.

Parking Lot Regulations

To ensure student safety, protect student property, and reduce vandalism, the following parking lot regulations will be followed:

1. Tailgating is permitted on MLA property only with the written permission of the Principal.
2. All MLA students who use the parking lot may be asked to have their car or cars registered in the Main Office.
3. Students should drive carefully and refrain from unnecessary driving on school grounds.
4. MLA reserves the right to, immediately and without warning, have the police department ticket and tow any vehicle, when in the judgment of MLA personnel, the improperly or illegally parked vehicle poses a traffic hazard or an obstruction to the normal flow of traffic, or if the vehicle is parked in an area reserved for emergency vehicle access.

There should be awareness that the Marshalltown Police Department will be called to ticket and/or tow vehicles parked in designated and marked fire lanes and in designated and marked handicapped parking spaces.

Safety Procedures

Staff is periodically trained in building procedures for sheltering-in-place and building lock downs.

OPEN ENROLLMENT

Open Enrollment—Patron Notification

Districts are now required to notify patrons of open enrollment application deadlines, the possibility of loss of athletic eligibility, and the possibility of transportation assistance. This requirement is found in sub-rule 17.3(2), Iowa Administrative Code, which reads as follows:

By September 30 of each school year, the district shall notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district. This information shall also be provided to any parent/guardian of a pupil who transfers into the district during the school year.

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

March 1, 2018—Last date for regular open enrollment requests for the 2018-2019 school year.

March 1, 2019—Last date for regular open enrollment requests for the 2019-2020 school year.

Exceptions to the March 1 deadline:

(1) An open enrollment request for a prospective kindergarten student may be filed with the receiving district up to the Thursday before the third Friday in September of the school year of enrollment into kindergarten.

(2) The other category is having “good cause” to file after March 1. In general, these reasons must relate to a change in the student’s residence or a change in the status of the student’s district of residence.

Students are eligible for transportation if the household income of the parent/guardian is at or below the federal poverty guidelines for household size. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

ACTIVITIES AND ATHLETICS

Students are encouraged to pursue school activities of their choice while in high school. Students must be aware of the guidelines for academic and conduct code eligibility for activities. Student eligibility is also affected by violations of the Student Conduct Code. Students are encouraged to abide by all aspects of this code. This policy is in effect year round. All athletes and activity participants, regardless of their age, are required to abide by the Student Conduct Code.

Through a partnership with Marshalltown High School, students may choose to participate in clubs and organizations offered. Further information found at <https://www.marshalltown.k12.ia.us/mhs-activities/>. Students wishing to participate in extra-curricular sports will need to make arrangements through the Main Office. Marshalltown High School’s policy and procedure guidelines will apply to these activities.

Information on athletic teams can be found at: <http://marshalltownhsia.rschooteams.com/>

<https://www.marshalltown.k12.ia.us/mhs-activities/>

Athletics: Interscholastic Eligibility

Students shall be enrolled in at least four full time subjects at all times. Students shall be passing all classes at the end of the grading period (end of previous semester or end of nine weeks for block classes).

A student who is not involved in a sport during the semester in which they receive a failing grade, must be passing all classes for 2 semesters to be academically eligible to participate in the next sport.

If a student fails any class (“NP” grades are considered a failing grade), the student will be ineligible to participate for 30 calendar days beginning on the assigned date from the Iowa High School Athletic Association and Iowa Girl’s Athletic Union for the next sport the student participates in. Incomplete grades are considered not passing. Students must complete the full season in good standing. Summer school classes cannot be used for the purpose of regaining academic eligibility.

Switching Sports in Season

Athletes wanting to switch sports that are currently in season must do so before the competition begins for each of the sports.

School Attendance and Athletic/Activities Participation

Students are expected to be in attendance for at least half the school day in order to participate in athletics/activities on the same day. School related activities and medical appointments are exempt.

Required Student/Parent Responsibilities

Athletes must turn in all required forms before they will be allowed to participate. These include completed and signed physicals, insurance waivers, medical cards and laundry fee.

503.10 Non-School Participation Rule

It is the policy of the Marshalltown High School Athletic Department to minimize competition on non-school teams during the time a student is involved in a school activity. In order to accomplish this, the following guidelines are in effect:

- a) A student should not miss a practice or a game of a school activity to participate on a non-school team (a sport or crossover sport) without permission of the coach and athletic director
- b) Should a student violate this rule, the coach of that activity will determine the consequence based on the circumstances of the situation.

STUDENT CONDUCT POLICY FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES

Student Conduct Policy

Policy Title: Student Conduct in Extra-Curricular Activities

Series 500: Code No.: 503.4

Participation in student activities is viewed by the school as a worthwhile endeavor which enhances the educational process. Participation is considered an extension of, but separate from, the regular secondary school program. Participants in extra-curricular activities occupy leadership positions, represent the school and the community and depict its character, all of which brings additional expectations and responsibilities. While the regular curricular program is a right afforded to each student, participation in the extra-curricular program is a privilege and, as such, carries certain expectations beyond those found in the normal, classroom situation. Extra-curricular involvement offers students direction in developing healthful living habits, self-discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to those ends the Student Conduct Code is established for those choosing to take part in the extra-curricular program.

One cannot ignore the fact that many teenagers choose to involve themselves in social situations during which some participants engage in conduct which is unhealthy or improper and which, in many cases, is also illegal. The school district shares the concern of the lawmakers that use of alcohol and other controlled substances is detrimental to one's physical health and emotional well-being. The purpose of the Student Conduct Code is pro-active; to deter behaviors that violate the law. School officials encourage the observer to call the police when students are observed in violation of Iowa law.

Standards of the Student Conduct Code

1. The student shall at all times be in compliance with the criminal statutes of the state and nation and the ordinance of local communities, except for minor traffic violations, and shall not engage in conduct that subjects the student to the jurisdiction of authorities because of antisocial behavior.
2. The student shall at all times abstain from the consumption, possession, control, acquisition, delivery or transportation of beer, alcoholic beverages, or any controlled substances, as defined in the Iowa Code, as amended, and/or on school property as well as at school-sponsored activities.

Extra-curricular activities include all activities for which the school provides a coach or sponsor specifically including, but not limited to, interscholastic athletics, drama, forensics, cheerleading, and music. Squad training rules will be published and made available to all participants. Rules and intra-squad problems will be administered by the individual coach or sponsor. The Student Conduct Policy shall be in effect all year, including summers.

A student may want to seek help with an admitted substance abuse problem. The student or parent should approach the coach/sponsor or administrator. A rehabilitation program will be established to help the student. The High School Administration will determine if it is possible for a student to continue participation during the rehabilitation program. Self-admission will not be accepted if it is made for the sole purpose of avoiding loss of competition. This voluntary admission may be used one time during a student's secondary school career.

Violations of the policy shall be expeditiously investigated by an Investigator. The Investigator shall be selected by the Principal or his/her designee. The Investigator shall be an administrator; other than the principal. Information regarding "Student Conduct" violations will be considered if it is provided by a reliable adult or student reporter who must be willing to talk to the Investigator handling the investigation. If the student appeals the charge, the reliable adult reporter must be willing to be identified and be a part of the appeals process. The informant shall not be identified to the student during the investigative process unless the informant requests otherwise. Student informants will not be identified in any part of the investigative or appeals process.

If after investigation and separate interviews of the informant and student, the Investigator is satisfied that a violation of this policy has occurred; he/she shall impose appropriate discipline. Appropriate discipline may include suspension from competition and approved treatment if deemed necessary by the Investigator. The student or guardian shall assume financial responsibility for treatment programs. Additional penalties may be assessed if a student is found not to have been truthful in the statements to the Investigator. See Suspension Guidelines listed later in this publication.

If a student is dissatisfied with the decision of the Investigator involving a violation of this policy, he or she may appeal to the Student Conduct Appeals Committee which shall hold a hearing. Application of the discipline imposed by the Investigator shall be delayed by the appeal process, if deemed appropriate by the principal. At the hearing, the Investigator shall explain the results of the investigation and the reasons for the discipline imposed, and the student and his/her parent(s) shall also be heard. The Appeals Committee shall affirm or overturn or modify the decision of the Investigator. The Student Conduct Appeals Committee shall be appointed by the building Principal and shall consist of individuals who were not involved in the investigative phase of the matter.

If the student is dissatisfied with the decision of the Appeals Committee, the student may appeal to the Superintendent. The Superintendent shall hold a hearing. Application of the discipline imposed by the Appeals Committee shall be delayed by the appeal process, if deemed appropriate by the Superintendent. At the hearing, the Investigator and representatives of the Appeals Committees shall explain their findings and decisions. The student and his/her parent(s) shall also be heard. The Superintendent shall affirm or overturn or modify the decision. The decision of the Superintendent shall be final. If the student is not found to be in violation of the Student Conduct Rules for twelve months, the next violation will be treated as a 1st violation. References in this policy to criminal activity or criminal statutes do not infer that in order to establish a violation of the Student Good Conduct Code it is necessary that the Investigator be furnished proof beyond a reasonable doubt of all or any of the elements of the offense.

If the student is found to be in violation of the Student Conduct Rules within twelve months of any violation, the procedure is the same, and if a suspension is accepted by the student, the number of contests to sit out is doubled which is in addition to the consequences for the first suspension. The student must also follow school approved evaluation procedures. A third violation within twelve months will cause a student to be ineligible for one full year. Any student declared ineligible under the prior school district's Student Conduct Rule, and then without having completed the full period ineligibility at that school transfers to Marshalltown High School, will not be eligible for interscholastic competition at MHS, until the full period of ineligibility has been completed.

The unabridged Board of Education policy is available at <http://www.marshalltown.k12.ia.us/board/policy/series-500.pdf>

DISTRICT POLICIES

Asbestos Management Plan

The unabridged Board of Education policy is available at <http://www.marshalltown.k12.ia.us/board/policy/series-800.pdf>
Parents or students with questions about the District's Asbestos Management plan should contact the Director of Buildings and Grounds for more information.

Equal Educational Opportunity Policy

The Board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, or marital status. The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The Board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of race, religion, sex, age, national origin, or disability. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the race,

color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

The unabridged Board of Education policy is available at <http://www.marshalltown.k12.ia.us/board/policy/series-100.pdf>

Students with Pediculosis/Nits

The unabridged Board of Education policy is available at <http://www.marshalltown.k12.ia.us/board/policy/series-500.pdf>.

Should you have questions related to Pediculosis (head lice) please contact a school nurse.

Family Rights & Privacy Act

The Family Education Rights and Privacy Act of 1974 (Public Laws 93-380.88, Statute 571, August 21, 1974) extends certain rights to parents and/or students of majority age. The purpose of this is to inform you of these rights. The Marshalltown Community School District maintains records of (1) Birthdate, Birthplace, Phone, Home Address, and Name of Parents; (2) Educational Aptitude, Achievement and Grades; (3) School Attendance, and (4) Health Data on every student.

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel under certain circumstances, challenge the records and offer additional information to the records. These rights may be exercised by contacting the principal of your student's school. The school retains the right to release directory information in the form of lists including names, grade, home address, parents name and phone number. You may deny the school the right to release any or all of this information by contacting the principal of your student's school by September 15. The Marshalltown Community School District forwards records on request to a school in which a student seek or intends to enroll.

It is the policy of the Marshalltown Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its 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. Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to MCSD Equity Coordinator, Marshalltown Community School District, 1002 S 3rd Avenue, Marshalltown, Iowa, 50158, phone (641) 754-1000.; or the Director of the Iowa Civil rights Commission, Des Moines, Iowa; or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Complete copies of each of the above policies are available at the School Administration Office, 1002 S 3rd Avenue, Marshalltown. (641)754-1000. Revised August, 2002

Parent Notification of Human Growth and Development Curriculum, AIDS Curriculum, and Other Sexually Transmitted Diseases Curriculum

Human Growth and Development curriculum and AIDS education curriculum are mandated by the state of Iowa. Marshalltown Schools may teach Human Growth and Development Curriculum, AIDS Curriculum, and Other Sexually Transmitted Diseases Curriculum in some classes. These classes are: Biology, Human Biology, Physical Education, and Health courses. Parents may request to see the curriculum and materials at any time. To see the curriculum you should contact the Principal's Office or the teacher of your child. Your child may be excused from instruction if a parent or guardian files a written request with the Principal. If you have any further questions concerning these topics, please contact the Principal's Office.