

**MARSHALLTOWN HIGH SCHOOL**  
Marshalltown Community School District  
1602 South Second Avenue  
Marshalltown, IA 50158  
Phone 641/754-1130  
FAX 641/754-1136

[www.marshalltown.k12.ia.us/schools/marshalltown-high-school](http://www.marshalltown.k12.ia.us/schools/marshalltown-high-school)

Dear Marshalltown High School Parents and Students:

Welcome to Marshalltown High School! At MHS we are dedicated to your personal and academic success. Our expectations are extremely high. In this culture of success, we want students to know and understand what's expected of them. Our positive behavior intervention and support systems are in place to guide you in understanding these expectations. We challenge all students to create an environment that will produce a more successful school year than the previous years. We are extremely confident that the classes of 2017, 2018, 2019, and 2020 can and will excel!

**Students**, this handbook has been prepared by the Administration of Marshalltown High School. It is for your guidance in understanding the basic policies and procedures of your school. Please read this manual carefully and abide by the rules and regulations, which will help ensure your success at MHS. If you have any questions, please do not hesitate to contact us. Everyone at MHS is here to help and mentor you.

**Parents**, it is imperative that you and the school staff work cooperatively for the maximum development of your child. Please make every effort to encourage your child to attend school regularly and promptly. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes in life and responsibilities. The purpose of this handbook is to provide you and your child with information about Marshalltown High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

With encouragement and support,

Mrs. Jacquie Wyant  
Marshalltown High School, Principal

## **VISION AND BELIEFS FOR MARSHALLTOWN HIGH SCHOOL**

### **MISSION STATEMENT**

Shaping Tomorrow, Today.

### **VISION STATEMENT**

Marshalltown High School, as a center of understanding and knowledge, interacts with the greater community to provide educational opportunities for all students. In this supportive context, by working together to attain well-defined goals, students develop the necessary tools to succeed as citizens in the global community.

### **BELIEFS**

We believe

- school will be safe and nurturing
- the learning process is a community responsibility
- learning is the priority
- high expectations drive learning
- students can achieve their full potential
- learning requires commitment and accountability
- open communication builds positive relationships
- quality tools and facilities are essential to learning
- teachers teach and model character
- responsible citizens build community
- richness of diversity benefits everyone

The Marshalltown Community School District does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status or socioeconomic status. The District is an Affirmative Action/Equal Employment Opportunity employer. Inquiries and grievances may be directed to Anthony Spurgetis, Director of Human Resources, MCSD, 1002 S. 3rd. Ave., Marshalltown, IA 50158 (641-754-1000) or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO.

El Distrito Escolar de la Comunidad en Marshalltown no discrimina basado en las siguientes características percibidas, raza, origen, color, religión, nacionalidad, sexo, edad, orientación sexual, o incapacidad física o mental. El Distrito es un empleador de Acción Afirmativa e Igualdad al trabajo. Preguntas y quejas se pueden mandar a Anthony Spurgetis, MCSD, 1002 S. 3rd. Ave., Marshalltown, IA 50158 (641-754-1000) o al Director de la Región VII Oficina de los Derechos Civiles, Departamento de Educación, Kansas, City, MO.

## **TABLE OF CONTENTS:**

<u>GENERAL INFORMATION</u>		<u>STUDY HALL ATTENDANCE</u>		<u>STUDENT SERVICES</u>	
<u>CLASS SCHEDULE</u>	<u>5</u>	<u>GENERAL INFORMATION</u>		<u>CAFETERIA/GUIDELINES</u>	<u>19</u>
<u>FACULTY</u>	<u>3</u>	<u>ACADEMIC HONESTY POLICY</u>	<u>13</u>	<u>EIGHTH HOUR</u>	<u>19</u>
<u>HISTORY</u>	<u>4</u>	<u>ACADEMIC LETTER AWARD</u>	<u>13</u>	<u>ENGLISH LANGUAGE LEARNERS</u>	<u>19</u>
<u>INCLEMENT WEATHER</u>	<u>6</u>	<u>ACTIVITY TICKETS</u>		<u>EXTENDED DAY</u>	<u>20</u>
<u>MHS COLORS, SONGS, MASCOT</u>		<u>ANNOUNCEMENTS</u>		<u>EXTENDED LEARNING PROGRAM</u>	<u>20</u>
<u>PROPER CHANNELS</u>	<u>8</u>	<u>CLASS OFFICERS</u>	<u>13</u>	<u>GUIDANCE &amp; COUNSELING</u>	<u>20</u>
<u>SCHOOL CALENDAR</u>	<u>7</u>	<u>DESTRUCTION OF RECORDS</u>	<u>13</u>	<u>JUVENILE COURT LIAISON</u>	<u>20</u>
<u>SCHOOL DAY</u>	<u>5</u>	<u>FLOWER/BALLOON DELIVERIES</u>	<u>13</u>	<u>MEP</u>	<u>20</u>
<u>VISION/MISSION/BELIEFS</u>	<u>1</u>	<u>HONOR ROLL</u>	<u>14</u>	<u>PBIS</u>	<u>20</u>
<u>WEB PAGE ADDRESS</u>	<u>4</u>	<u>I</u>	<u>14</u>	<u>SCHOOL COUNSELING SERVICES</u>	<u>21</u>
<u>WHO TO CONTACT</u>	<u>8-9</u>	<u>INTERNET USE</u>	<u>14</u>	<u>SCHOOL HEALTH SERVICES</u>	<u>21</u>
<u>ATTENDANCE</u>		<u>LOCKER SEARCH</u>	<u>15</u>	<u>SCHOOL RESOURCE OFFICER</u>	<u>22</u>
<u>COMPULSORY ATTENDANCE</u>	<u>9</u>	<u>LOCKERS</u>	<u>14-15</u>	<u>SCHOOL TO WORK</u>	<u>22</u>
<u>ADDING &amp; DROPPING CLASSES</u>	<u>11</u>	<u>LOST &amp; FOUND</u>	<u>15</u>	<u>SMALLER LEARNING COMMUNITY</u>	<u>22</u>
<u>AFTER ABSENCES</u>	<u>10</u>	<u>MHS CLOTHING DESIGN</u>	<u>15</u>	<u>SPECIAL EDUCATION / 504</u>	<u>22</u>
<u>COLLEGE VISITS</u>	<u>9</u>	<u>SILVER CORD OF SERVICE</u>	<u>15</u>	<u>STEM</u>	<u>23</u>
<u>DEFINITION</u>	<u>10</u>	<u>STUDENT DRESS</u>	<u>15</u>	<u>STUDENT BEHAVIOR</u>	
<u>DESTRUCTION OF SCHOOL RECORDS</u>	<u>10</u>	<u>STUDY HALL</u>	<u>16</u>	<u>GENERAL INFORMATION</u>	<u>23</u>
<u>DISMISS FOR STATE TOURNAMENTS</u>	<u>11</u>	<u>TELEPHONE MESSAGES</u>	<u>17</u>	<u>ALCOHOL/CONTROLLED SUBSTANCES</u>	<u>26</u>
<u>DRIVER'S LICENSE</u>	<u>11</u>	<u>THEFT</u>	<u>17</u>	<u>CONDUCT AT ATHLETIC EVENTS</u>	<u>27</u>
<u>LEAVING THE BUILDING</u>	<u>11</u>	<u>USE OF TELEPHONE</u>	<u>17</u>	<u>COOPERATION WITH LAW OFFICIALS</u>	<u>27</u>
<u>PHYSICAL EDUCATION</u>		<u>VISITORS</u>	<u>17</u>	<u>DETENTION</u>	<u>27</u>
<u>REPORTING ABSENCES &amp; RE-ENTERING</u>	<u>11</u>	<u>WAIVER OF STUDENT FEES</u>	<u>17</u>	<u>DISMISSAL FROM CLASS</u>	<u>27</u>
<u>SCHOOL MESSENGER</u>	<u>12</u>	<u>GRADUATION REQUIREMENTS</u>		<u>EMERGENCY PROCEDURES</u>	<u>27</u>
<u>SENIOR DISMISS</u>	<u>12</u>	<u>EARLY GRADUATION REQUIREMENTS</u>		<u>EXPULSION</u>	<u>29</u>
<u>SEVENTH HOUR RELEASE</u>	<u>12</u>	<u>GRADUATION REQUIREMENTS</u>	<u>18</u>	<u>FIGHTING</u>	<u>29</u>

Fire Alarms	29	L	35	Central Iowa Metro League	41
Gangs	29	Math Team	35	Cheerleading	39
Harassment & Violence	30	National Honor Society	35	Cross Country	39
Harassment–Certified Employees	31	Pebbles	35	Dance Team	39
Harassment–Investigation	30	Post Script	36	Football	39
Harassment–Students	30	Science Olympiad	36	Golf (Boys')	39
Insubordination	31	SOAR	36	Golf (Girls')	40
Lunch Time	31	Spanish Club	36	Laundry Fee	41
Pagers/Cell Phones/Elec	31	SPARK	36	Soccer (Boys')	40
Parking Lot Regulations	31	Speech Contests	36	Soccer (Girls')	40
Penalties for Violation of Rules	32	Student Senate	36	Softball	40
Public Display of Affection	32	Water Polo	36	Swimming (Boys')	40
Smoking	32	Music		Swimming (Girls')	40
Surveillance Camera System	32	Band	36	Tennis	40
Suspension (In-School)	32	Basketball Pep Band	36	Track	40
Suspension (Out-of-School)	32	Color guard	37	Volleyball	40
Vehicle Search	32	Concert Choir	37	Wrestling	40-
Weapons	33	Encore	37	Student Conduct	
Open Enrollment		Football Pep Band	37	Policy	41
Patron Notification	33	Jazz Band	37	Activities	43
Activities		Orchestra	37	Appeal Process	46
Academic Eligibility	34	South Side Transit	37	Athletics	43
Academic Opportunities	34	Treble Choir	37	Enforcement Procedures	45
Art Club	34	Athletics		Suspension Guidelines	
Chess Club	34	Athletic Eligibility	38	District Policies	
Dramatics-Thespians	34	Athletic Opportunities	38	Asbestos Mgt	46
Forensics	34	Athletic Physicals	41	Equal Ed	46
French Club	35	Baseball	39	Exclusion of Students with	
FBLA	35	Basketball	39	Family Rights & Privacy Act	46
Health Career Club	35	Bowling (Boys')	39	Growth & Dev	47
Key Club	35	Bowling (Girls')	39	Options Act	47

Parent Notification of Human		Post-Secondary Enrollment		School Transportation	
Pediculosis/Nits	46	Spectator Conduct	47	Rules & Regulation	

## **GENERAL INFORMATION**

### **MHS ADMINISTRATION • 2016-2017**

Jacqueline Wyant, Principal

Justin Boliver, Associate Principal

Debra Holsapple, Associate Principal

Roland Ackerman, Athletic Director

Daniel Terrones, Dean of Students

### **HISTORY OF MARSHALLTOWN HIGH SCHOOL**

The city of Marshalltown has had four high schools. The first building was destroyed by fire in 1893. The second was completed in 1898 and served as the high school until 1927. It then served as Central Junior High until 1964 when it became the Marshalltown Community College. This building was torn down during the summer of 1980 when a new college building was completed. In 1927 the third high school was completed. It presently serves as Miller Middle School.

To accommodate the growth of Marshalltown's student population, a new high school, our present building, was completed in 1965. The building included three units-- academic, cafeteria/service, and a gymnasium. Since that time, there have been three major additions to the high school complex. In 1979-80 an addition for art and music was completed. The MHS Community Auditorium was completed in 1985. In 1988-89 the north courtyard was converted into a new Media Center, and the former center was divided into seven classrooms. The 1989-90 school year was the first as a four year high school for MHS.

At the beginning of the 2003-2004 school year, two new academic wings (12 classrooms) were ready for use at the southwest corner and northwest corner of the school building. These two new wings contain a total of eleven classrooms and men/women restroom facilities accessible from the Cafeteria. In February 2012, a new second story academic wing (4 classrooms and 2 computer rooms) was ready for use on the southwest corner of the school building. In October 2013, two new innovation labs for engineering and biomedical sciences laboratories were built to house the Project Lead the Way (PLTW) programs. In the winter of 2013, the restoration and renovation of our iconic Roundhouse and swimming pool was completed.

The first graduating class of MHS had a membership of four, and there were over 500 in the class of 1981! There were close to 327 in the class of 2016. The school and faculty have reputations for excellence throughout the state. A wide variety of instructional settings are offered. MHS students participate in a broad range of extracurricular activities with great success. Our graduates have excelled in all walks of life.

As a student at MHS, you are part of a unique and fine tradition—one of excellence. Make the best of your opportunities. Strive for excellence. Become an important part of a long tradition of fine students.

## **School Song**

### **"Go Bobcats"**

Go Bobcats, go  
No matter who the foe may be.  
Fight, Fight, Fight!  
Go Bobcats, go  
    We're out to win so be it;  
        On to victory!  
Let's roll, Bobcats, roll  
    And run the score up to the sky.  
Red and Blue will ever do or die;  
Go Bobcats from Marshalltown High.

### **"School Hymn"**

Through the years at our MHS,  
    Red and blue will proudly fly;  
And the spirit of it lingers  
    As each year goes by  
Many happy times together  
    Spent in perfect harmony  
All these memories we will cherish MHS of thee.

### **School Colors**

Red & Blue

### **School Mascot**

Bobcat

## **Marshalltown High School Website Addresses**

Home: [www.marshalltown.k12.ia.us/mhs.html](http://www.marshalltown.k12.ia.us/mhs.html)

## THE SCHOOL DAY

Regular classes begin at 8:30 a.m. and end at 3:25 p.m. The Library and Main Office are open at 7:30 a.m., and any student may enter the building between 7:30 a.m. and 8:05 a.m. However, because of early morning classes, which begin at 7:30 a.m., any student entering the building between 8:05 a.m. and 8:20 a.m. must go to the cafeteria or library. Ninth through 11<sup>th</sup> graders will be required to have a seven period school day, early morning–6th period or 1st–7th period. Students wishing to end their school day after 6th period must meet the following conditions:

- Be scheduled for an early morning class.
- Be scheduled for no more than 1 study hall per day.
- Be passing all classes
- Have parental permission
- Have good attendance in all classes

### REGULAR CLASS SCHEDULE

EARLY MORNING	7:30–8:20
PERIOD 1	8:30–9:20
PERIOD 2	9:25–10:15
PERIOD 3	10:20–11:10
PERIOD 4 (A LUNCH)	11:45–12:10
PERIOD 4 (B LUNCH)	11:15–11:40; 12:15–12:40
PERIOD 4 (C LUNCH)	11:15–12:10
PERIOD 5	12:45–1:35
PERIOD 6	1:40–2:30
PERIOD 7	2:35–3:25

### LUNCH SCHEDULE

A LUNCH	11:15–11:40
B LUNCH	11:45–12:10
C LUNCH	12:15–12:40

### HOMEROOM SCHEDULE

EARLY MORNING	7:30 – 8:20
PERIOD 1	8:30 – 9:15
PERIOD 2	9:20 – 10:05
HOMEROOM	10:10 – 10:35
PERIOD 3	10:40 – 11:25
PERIOD 4 (A LUNCH)	12:00 – 12:55
PERIOD 4 (B LUNCH)	11:30 – 11:55; 12:30 – 12:55
PERIOD 4 (C LUNCH)	11:30 – 12:25
PERIOD 5	1:00 – 1:45
PERIOD 6	1:50 – 2:35
PERIOD 7	2:40 – 3:25

### WEDNESDAY CLASS SCHEDULE

EARLY MORNING	7:30–8:20
PERIOD 1	8:30–9:10
PERIOD 2	9:15–9:55
PERIOD 3	10:00–10:40
PERIOD 4 (A LUNCH)	11:15–12:10

PERIOD 4 (B LUNCH)	10:45–11:10; 11:45-12:10
PERIOD 4 (C LUNCH)	10:45 – 11:40
PERIOD 5	12:15–12:55
PERIOD 6	1:00–1:40
PERIOD 7	1:45–2:25

**LUNCH SCHEDULE**

A LUNCH	10:45–11:10
B LUNCH	11:15–11:40
C LUNCH	11:45–12:10

**2 HOUR LATE START SCHEDULE**

EARLY MORNING	10:00-10:25
PERIOD 1	10:30–11:00
PERIOD 2	11:05-11:35
PERIOD 4	11:40 – 1:05
PERIOD 4 (A LUNCH)	12:10-1:05
PERIOD 4 (B LUNCH)	11:40-12:05; 12:40-1:05
PERIOD 4 (C LUNCH)	11:40-12:35
PERIOD 3	1:10-1:40
PERIOD 5	1:45-2:15
PERIOD 6	2:20-2:50
PERIOD 7	2:55–3:25

**LUNCH SCHEDULE**

A LUNCH	11:40 – 12:05
B LUNCH	12:10-12:35
C LUNCH	12:40-1:05

**AM ASSEMBLY SCHEDULE**

EARLY MORNING	7:30–8:20
PERIOD 1	8:30–9:05
PERIOD 2	9:10–9:45
PERIOD 3	9:50–10:25
ASSEMBLY	10:30-11:10
PERIOD 4 (A LUNCH)	11:45–12:40
PERIOD 4 (B LUNCH)	11:15–11:40; 12:15-12:40
PERIOD 4 (C LUNCH)	11:15-12:10
PERIOD 5	12:45–1:35
PERIOD 6	1:40–2:30
PERIOD 7	2:35–3:25

**LUNCH SCHEDULE**

A LUNCH	11:15–11:40
B LUNCH	11:45–12:10
C LUNCH	12:15-12:40

**PM ASSEMBLY SCHEDULE**

EARLY MORNING	7:30–8:20
PERIOD 1	8:30–9:15
PERIOD 2	9:20–10:05
PERIOD 3	10:10–10:55
PERIOD 4 (A LUNCH)	11:30–12:25
PERIOD 4 (B LUNCH)	11:00–11:25; 12:00-12:25
PERIOD 4 (C LUNCH)	11:00-11:55
PERIOD 5	12:30–1:15
ASSEMBLY	1:25-1:50
PERIOD 6	2:00–2:40



PERIOD 7

2:45–3:25

**LUNCH SCHEDULE**

A LUNCH

11:00–11:25

B LUNCH

11:30–11:55

C LUNCH

12:00-12:25

## **INCLEMENT WEATHER**

Should weather conditions force a school delay or cancellation, parents and students should listen to KFJB 1230 AM, KXIA 101.1 FM, KDAO 1190 AM , 99.5 FM, WHO 1040 AM, or watch WHO-TV, Channel 13. If school is delayed, early morning classes are delayed. If school is delayed 1 hour, then the starting time will be 9:30 with early morning classes at 9:00. If school is delayed 2 hours, then the starting time will be 10:30 with early morning classes at 10:00. **Please do not call the Transportation Office or the High School Office for information regarding school delays and cancellations.** The Marshalltown Community School District will be providing a new service for parents who wish to be e-mailed in the event that school is dismissed early as a result of weather or other complications. This service will be in effect after 8:00 a.m. and until 4:00 p.m., or the length of the regular school day. Parents will also be able to check the web site to see if school will be canceled. An announcement will appear on the splash page for the website, either the evening before, or before 8:00 a.m. on the date of the cancellation. Also, see our weather policy. If you wish to be emailed in the event of an early school district dismissal, please go to <http://www.marshalltown.k12.ia.us/district/earlydismissalform.html>. You will be notified in the event school is dismissed before the end of the regular school day. You will not receive a notification of school cancellation if school has been canceled before 8 a.m. Please visit this URL for more information about early dismissal notification.

## **PROPER CHANNELS**

Sometimes, we are asked what the proper channels are to solve problems. Those channels are listed below:

<b>General</b>	<b>Athletic</b>	<b>Academic</b>	<b>Extracurricular</b>
<b>School Matters</b>	<b>Matters</b>	<b>Matters</b>	<b>Activities</b>
Student	Student	Student	Student
Class Officers	Team Captain	Teacher	Pres. or Officer of Club
Student Senate	Team Coach	Counselor	Club Sponsor
Administration	Athletic Director	Associate Principal	Activities Director
Central Office	Principal	Principal	Principal
	Superintendent of Schools	Dir. of Curriculum	Supt. of Schools
		Supt. of Schools	

## **WHO TO CONTACT**

From time to time, a student or parent may wish to communicate an idea, suggest an improvement, ask a question, or express a concern. Because our high school is so large and complex, the following information is presented to help you communicate with school personnel. Please feel free to call on us.

**To Contact a Teacher:**

Call the school switchboard (754-1130) and ask for the teacher by name and subject area. If you are not sure of the name of the teacher, you can find the name of the teacher from your student's class schedule or this handbook. If you are not sure whom to contact, feel free to call the school and the switchboard operator will put you in touch with the proper person (754-1130). Parents may also contact instructors by email. Instructor emails are located on the school's web site: [www.marshalltown.k12.ia.us](http://www.marshalltown.k12.ia.us).

**Answering Service:**

An answering service is available from 4:30 p.m. each afternoon until 7:30 a.m. the next day and on weekends. You may use this service to call and leave a message pertaining to school (754-1130).

**To Contact a High School Administrator:**

- Principal..... Mrs. Jacqueline Wyant..... 754-1130, Ext. 1300
- Associate Principal..... Mr. Justin Boliver..... 754-1130, Ext. 1136
- Associate Principal..... Mrs. Debra Holsapple..... 754-1130, Ext. 1301
- Dean of Students ..... Mr. Daniel Terrones..... 754-1130, Ext. 1307
- Athletic Director..... Mr. Roland Ackerman..... 754-1142, Ext. 1303

**Counseling Department:**

- Mr. John Fitzgerald..... 754-1130 Ext. 1225
- Mrs. Meri Edel..... 754-1130 Ext. 1036
- Mrs. Val Corson..... 754-1130 Ext. 1035
- Mrs. Lydia Arevalo..... 754-1130 Ext. 1033

**Educational Strategy Center/Gifted & Talented:**

- Mrs. Susan Fritzell..... 754-1130, Ext. 1132

**Academic Success Center (ASC):**

- Mr. Gary Mertens..... 754-1130, Ext. 1130

**School Resource Officer:**

- Mr. Rod Whitmore ..... 754-1130, Ext. 1135

**Court Liaison Officer:**

- Mr. Eric Weeden..... 754-1130 Ext. 1103

**School Nurse:**

- Ms. Stacy Tool-Crawford... 754-1130, Ext. 1105  
1038

**Teacher Librarian:**

- Mrs. Sue Inhelder..... 754-1130, Ext.

**504 Coordinators:**

- Mr. Justin Boliver..... 754-1130, Ext 1136
- Mrs. Debra Holsapple..... 754-1130, Ext 131
- Mr. Daniel Terrones..... 754-1130, Ext. 1307

**Attendance Office:**

- 754-1130, Ext. 1308
- En Espanol- 754-1130 Ext. 1127

**Central Administration**

- Superintendent, Dr. Theron Schutte..... 754-1000 Ext. 1016
- Board Secretary/Director of Finances, Mr. Brian Bartz..... 754-1000 Ext. 1027
- Director of Curriculum/Instruction, Dr. Lisa Stevenson ..... 754-1000 Ext. 1032
- Director of Technology, Mr. Jeffrey Weinberg..... 754-1000 Ext. 1020
- Director of Human Resource, Mr. Anthony Spurgetis..... 754-1000 Ext. 1029
- Director of Special Services, Mr. Matt Cretsinger..... 754-1000 Ext. 1025
- Instructional Application Specialist, Mr. David Stanfield..... 754-1000 Ext. 1039
- Communication Director, Mr. Andrew Potter..... 754-1000 Ext. 1019

**School Board Members**

- Mr. Ross Harris..... 641-753-7291..... Term expires 2019
- Ms. Kendall Derby..... 641-844-7324..... Term expires 2017
- Ms. Janelle Carter, Vice President..... 641-751-2736..... Term expires 2019

Mr. Mike Miller..... 641-753-7675..... Term expires 2017  
Ms. Bea Niblock, President..... 641-753-3855..... Term expires 2017  
Mr. Sean Heitmann..... 641-751-2124..... Term expires 2019  
Mr. Ben Stansberry ..... 515-240-4372..... Term expires 2019

**Parent Networking**

Parent Networking meets the first Tuesday of each month from 6-7 p.m. to exchange views and ideas regarding school policies, practices, and procedures. All parents are encouraged to attend. For further information contact Mrs. Debra Holsapple, Associate HS Principal.

## **ATTENDANCE**

**GENERAL INFORMATION**

MCS D has updated the attendance policy for all students beginning the fall of 2013. This policy is available online at [www.marshaltown.k12.ia.us](http://www.marshaltown.k12.ia.us). Copies of this policy are also available in the high school main office. Current policy states the following:

**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 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.

**CLASS ATTENDANCE**

If a student is absent from class, he/she misses the interaction and discussions that occur. While some written assignments can be made up, the class participation can never be replaced. Each teacher will develop his/her own attendance make-up procedure that shall be given to the student. Daily participation points may be awarded as part of the student’s grade. Thus, when a student is absent, he/she may not receive the participation points, which may result in a lower grade.

**DISTRICT ATTENDANCE POLICY**

See School Board Policy 501.1; 501.1-R

**ADDING, DROPPING, & AUDITING CLASSES**

**Adding a Course:**

MHS allows a student one week (5 school days) to add a course to his/her schedule at the beginning of a semester.

**Dropping a Course:**

A student may drop a course through the 12th week of the course (for 9 week classes it will be the 6th week) if the following conditions are met:

- A. Student is passing the course at the time of the drop.
- B. Student is still carrying a full load of classes that would equal 2.5 credits per semester (exception is for seniors).
- C. Parent permission to drop the course is granted.
- D. Teacher notification to drop course is obtained.
- E. Counselor notification to drop course is obtained.
- F. If your grade in the course is an “F,” you may still drop, but with an “F.”
- G. Circumstances may require administrator approval.

**Auditing a Course:**

Students may audit a course with the permission of the administration, teacher, parent, and counselor. **Audit agreements must be completed by the end of the 9th week for semester classes and by the end of the 4th week for a quarter class.** The following guidelines apply to audit coursework:

1. The student chooses not to receive the letter grade. (The word “audit” is used in place of a letter grade).
2. The student does not receive any credit.

## COLLEGE VISITS

During the senior year many students will want to visit a school of higher learning. Students are encouraged to visit during the summer, on holidays, or weekends. Parents must verify the absence by contacting the Attendance Office. It is strongly recommended that the parent call in the day before the absence.

## DESTRUCTION OF ACADEMIC RECORDS

The Marshalltown Community School District maintains a permanent record for all students, which includes: 1) Basic demographics (name, date of birth, gender, race/ethnicity, disability status, last known telephone number and address), and 2) Official transcript. Transcripts include: 1) Evidence of attendance; 2) Grades/marks attained in all courses and all grade levels; 3) Dates of enrollment; 4) Grade level completed; and 5) Year completed. The Marshalltown Community School District maintains a student’s special education records as long as they are needed to provide educational services and for as long as they are needed to be available for audit purposes (at least five years after special education services end). The special education records are then destroyed.

Please understand that parents/eligible students:

- May request that records be destroyed when they are no longer needed by the school, or
- May request that records be released to them when they are no longer needed by the school.

Please understand that special education records are destroyed five (5) years after the child’s graduation date unless written request to maintain those records are received beforehand.

## DISMISSAL FOR STATE TOURNAMENT ACTIVITIES

A student may attend any state tournament session in which Marshalltown students are participating. If the student wishes to be excused, please have a parent call the Attendance Office prior to the game or meet. It is strongly recommended that the parent call in the day before the absence. Specific procedures to be followed will be outlined for the student body for each state tournament that MHS qualifies. Attendance will be considered one of the 6 days/9 weeks as outlined in the district attendance policy.

## 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 BUILDING DURING SCHOOL HOURS/AFTER SCHOOL

To reduce interruptions in the student’s school day, try to arrange any doctor or dentist appointments during a study hall or outside of school hours. **If appointments are necessary during the school day, please phone the Attendance Office prior to the appointment.**

If the student needs to leave the building for a legitimate reason, he/she should obtain a "Permit to Leave the Building." This may be done through the Nurse's office, through the Attendance Office, or by visiting with an administrator. A telephone call from a parent is required before a permit is issued. This permit must be shown to the teacher in the last class before leaving the building. **Leaving the building without a permit constitutes a violation of the attendance policy and could result in school consequences. Upon return to school, the student is expected to provide appointment verification.** Students must exit the school grounds 30 minutes after the end of the school day if they are not directly involved in a school activity and/or class.

## **PHYSICAL EDUCATION**

The State of Iowa law requires that all students must pass one semester of Physical Education for each year they are in high school. PE will be offered every day for one (1) semester or every other day for the whole year. Students who are involved with band, orchestra, vocal, or the extended learning programming will have Physical Education every other day opposite one of these classes. Physical Education is a lab class. Therefore, to pass a Physical Education class, the student must attend class regularly, dress properly according to the teacher, and participate positively. Students may make up certain non-participation classes to improve their grade or to prevent a failure.

A student will be "Dropped with an F" on the fifth non-participation class that CANNOT BE MADE UP. Any type of non-participation except the "NO PENALTY" kind will affect the grade. The student may make up a class during early morning or with a green pass during a study hall. The allowable non-participation classes (ones that CAN BE MADE UP) must be made up within four (4) weeks of the non-participation date to improve the student's grade. After four (4) weeks it cannot be made up and will change to non-participation that CANNOT BE MADE UP. PE EXCUSES: Students may have three (3) parent or nurse excuses in a nine (9) week period. ALL other excuses must be from a physician. All medical and parental excuses should be written and brought to the nurse's office before school. Medical excuses for PE do not have to be made up, but parental and nurse excuses must be made-up before the end of the nine (9) week period.

## **REPORTING ABSENCES AND RE-ENTERING AFTER AN ABSENCE**

Parents/Guardian should call 752-6265 to report a student's absence. The MHS Answering Service is in operation from 4:30 p.m. to 7:30 a.m. each day. For those people who cannot make calls during normal business hours, please call 754-1130. Por Espanol call 752-6435 within 24 hours.

It is preferred that a parent or guardian will call the Attendance 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 Attendance 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.**

**Extended Absences: If a student will be absent from school for an extended period of time (family trips, etc.) a parent/guardian should:**

- 1. visit his/her dean of students;**
- 2) complete paperwork process; and**
- 3) complete all classroom requirements in order to receive credit for the classes.**

## **SCHOOL MESSENGER—AUTOMATED ATTENDANCE SYSTEM**

If a student is absent for one or more classes on any given day, the automated service will call each home to notify the parent of the absences. We encourage parents to utilize this service as a communication opportunity to help students be more successful at MHS. If parents would like the calls to come in Spanish or one of two other available languages, please contact the high school attendance office.

## **SENIOR DISMISSALS**

**Seniors are the only students eligible for "dismiss" from MHS.** Dismissals allow students to leave school property during certain class periods. To be eligible for a dismissal, seniors must have all fees and fines paid and have parent permission. **It is a privilege for seniors to have a dismissal from school, and it is the responsibility of the student to maintain that privilege.** Seniors who have a dismissal are not allowed in the hallways, study hall, gymnasium, or parking lot during their dismissal time(s).

## **SEVENTH HOUR RELEASE**

All students who are enrolled in an early morning class and have a 6 period day (one may be a study hall) are eligible for early release from 7th period. Parent permission forms are available from the counseling office and must be on file for early release from 7th period. To be eligible for early release, students must also have all fees and fines paid. Students on early release are not allowed in the hallways, study hall, gymnasium, or parking lot during their release time.

## **STUDY HALL ATTENDANCE**

Study halls at MHS are designed to allow students to continue their course work outside of the classroom. These study hall periods may also be used by students to seek help from their teachers as well as use the Library/Media Center. Daily attendance in study hall is required. Students will not be dismissed from study halls except for an occasional verified appointment such as a doctor or dentist appointment. Attendance will be taken at the beginning and end of the period. Students not in their assigned seats for both attendances will be marked absent from Study Hall and will be considered unexcused.

# **GENERAL INFORMATION**

## **ACADEMIC HONESTY POLICY**

Marshalltown Community School District's Mission Statement, "To nurture students to become intellectually and personally empowered for citizenship in a changing world," and Marshalltown High School's Mission Statement, "Shaping Tomorrow, Today" establish an expectation of honesty and authenticity for all student work. A climate of mutual trust and respect is essential to develop the necessary tools to succeed at MHS and in a changing world.

At Marshalltown High School we expect students 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, and cheerleading. Also, teachers are asked for their input for letters of recommendation for post-secondary education, scholarships, jobs, honors courses and group activities such as field trips. Instances of cheating may affect student admission and/or continued standing in such groups and honors.

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
- 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 MHS Academic Honesty Policy: Once it has been determined that a violation of the MHS Academic Honesty Policy has occurred, the teacher will contact the 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, and/or removal from a course. Enhanced penalties may be imposed for additional offenses.

## **ACADEMIC LETTER AWARD**

Students who achieve a 3.5 grade point average (GPA) for two consecutive semesters will receive an Academic Letter Award. The first achievement will be an embroidered "M" letter. For each 2 consecutive semesters thereafter a gold "Bar" will be given to the student to acknowledge his/her continued academic excellence. A total of 1 letter and 3 bars can be earned in the four years of attendance at MHS.

## **ACTIVITY TICKETS**

Upon the purchase of an MHS activity ticket, an additional student I.D. card will be issued indicating that the card is an Activity Card. In addition to admittance to MHS activities, this card may also be used for admittance to away conference athletic events in which MHS is participating, excluding tournaments. If the student is not purchasing an activity card, it will be marked I.D. only. Replacement cost of a lost/stolen activity card will be full price.

## **ANNOUNCEMENTS**

The primary means of communication with students about school-related activities is through announcements. Announcements are posted daily via e-mail and on the district web site. Announcements are also displayed on the building TV announcement system throughout the day and can be viewed in the cafeteria or main hallways at any time during the day. Anyone who wishes to have an announcement posted will find forms available in the main office. The announcement must be approved by the activity sponsor and turned in to the main office by 8:15 a.m. on the day it is to be posted.

## **BULLYING**

Bullying of any type will not be tolerated at Marshalltown High School. Students and parents are asked to report any bullying to their administrator, counselor, or an instructor. A complaint form should be filled out and filed. These complaint forms can be found on the district's website at [www.marshalltown.k12.ia.us](http://www.marshalltown.k12.ia.us). School discipline may be applied to any student found to be bullying individuals here at Marshalltown High School. Consequences may range from a verbal warning to a recommendation of expulsion and/or police investigation, pending severity of bullying.

## **CLASS OFFICERS**

Class officers are elected in the spring for each class at MHS. The offices are President, Vice President, Secretary and Treasurer. Class officers meet when needed for class business.

## 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:

- A student's name
- Address
- Phone number
- His/her grades (Transcripts)
- Attendance record (Transcripts)
- Classes attended (Transcripts)
- Grade level completed, and year completed (Transcripts)

These records are kept on file indefinitely at Marshalltown High School or at 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 Area Education Agencies may choose to destroy the records. Marshalltown Community School 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 special education administrator (641-754-1130) or the district's director of special education (641-754-1000).

## FLOWER/BALLOON DELIVERIES

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

## HONOR ROLL

Recognition of academic excellence is achieved at MHS by the establishment of an honor roll each semester.

**All students must carry a minimum of four academic courses (2.0 credits) and a grade point average (GPA) of 3.5 for the semester to be considered for recognition on the Honor Roll.** Physical Education is not a weighted grade that is used toward calculating a student's GPA; however, it may be used toward the minimum 3.0 GPA needed to be considered for honor roll. The Honor Roll is printed at the end of 1st Semester and at the end of 2nd Semester and distributed to all faculty members and published in the *Times-Republican* newspaper.

## I.D. CARDS

Identification cards are used for identification purposes in school, for Internet permission, to purchase a lunch, for checking out materials from library, at school dances, and at other school sponsored events. Students receive their I.D. card and a lanyard at the beginning of the school year. **Students will be issued an additional ID at their expense (\$5.00) prior to being allowed into class.** Students are expected to have I.D. card in their possession at all times during the school day and inside the school building. Defacing of I.D.s will require the student to purchase a new I.D. Students refusing to present their I.D. will be provided a detention. Continual refusal to present an I.D. will be handled as insubordination and may result in further consequences and possible parent meeting.



## INTERNET USE

All students may use the Internet/computer network and will be issued a Chrome book.

Students will be expected to abide by the following network etiquette:

- **Use of the network is a privilege and may be taken away 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 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 MHS system.
- Student access for electronic mail will be through his/her own account and/or his/her supervising teacher's account.
- Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. 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. School personnel will monitor Internet/e-mail use on school accounts/computers.

Students who abuse the use of the Internet/computer network may lose their Internet privilege for a period of time determined by the administration. (Reference: School Board Policy 603.12; 603.12-E1; 603.12-R). Please refer to the district's "Chrome book Handbook" and Responsible Use Procedures" for more information about our one-to-one Chrome book program. These documents can be found on the district's website at [www.marshalltown.k12.ia.us](http://www.marshalltown.k12.ia.us)

## LOCKERS

Students are assigned a locker during registration. Two students of the same gender are assigned to each locker. **Students are to remain in that locker unless a request to change is made by an administrator.** Students having issues with their locker should contact the main office. Lockers cannot be opened for anyone but the two students assigned to the locker. Students having issues with their locker partner should contact their Dean of Students or Counselor. Changing lockers without permission may result in school consequences. Locker combinations are changed each summer to insure student privacy. Lockers show a positive or a negative picture to visitors in our building. Please demonstrate pride in our school by keeping your locker clean and in good repair. If your locker does not open properly, notify the office, and a custodian will fix it for you. For your own protection, keep your locker locked at all times. **Lockers are school property.** Damage to a locker or failure to clean your locker at the end of the year may result in disciplinary action/fines.

**Physical Education Lockers: Each student will be assigned a small locker for physical education clothes. This locker should be kept locked at all times. Valuables should be left with the P.E. instructor, not in the student's P.E. locker.**

## 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 are 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.

## **MHS CLOTHING DESIGN**

Clothing design representing Marshalltown High School will need to be submitted to an administrator for approval. Athletic designs should be submitted to the athletic director. All other designs for clubs and activities should be submitted to the building principal.

## **SILVER CORD OF SERVICE AWARD**

Marshalltown Senior High School's 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 Marshalltown Senior High School student. Students who qualify must earn a minimum 100 hours of community service/volunteering during every year of high school, for a total of at least 400 hours on or before April 15 of their senior year. Students must maintain a minimum of 100 hours each school year. (Special consideration will be given to students who move in late in their high school career or do not graduate in four years.) Upon graduation, the Silver Cord of Service Award recipients will receive a Silver Cord to wear as recognition of their achievement during graduation. Details on how to log community service hours can be found at <http://www.marshalltown.k12.ia.us/mhs/service.html>.

## **STUDENT DRESS**

MCSD has implemented a district dress code policy for all students.

Series 500; Policy Title: Student Dress Code; Code No. 502.5-R

Marshalltown Community School District's goal is to provide a safe and supportive learning environment where students and staff focus on student achievement without distractions. Gang-related and other apparel worn at school which draw attention away from the school's learning environment shall be prohibited.

Employees are expected to enforce the dress code consistently and fairly. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

These regulations align with purposes stated in board policy and may be amended at any time at the discretion of the Superintendent.

### **Prohibited Apparel**

1. Any item that indicates affiliation with a gang.
2. Any clothing that is disruptive of or distracting from the educational process.
3. Any clothing displaying drug/alcohol use or offensive language/symbols.
4. Clothing that is excessively tight or loose, or that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments.
5. Sheer or see-through clothing.
6. Excessively torn, soiled or frayed clothing.
7. Sunglasses, unless prescribed by a physician for indoor use.
8. Any attire that might be used as a weapon including, but not limited to, steel-toed shoes/boots, chains, items with spikes/studs or any type of protruding object.

Tops

1. Hooded clothing may not be worn with the hood pulled over the head.
2. Appropriate tops include, but are not limited to, t-shirts, sweatshirts, and camisoles/tank shirts (only if worn underneath another shirt).
3. Lighter weight jackets, fleeces, sweaters and vests may be worn in classrooms, hallways or common areas during the school day.

#### Bottoms, Skirts and Dresses

1. Inappropriate bottoms for school include pajamas or other clothing meant to be worn as sleepwear, clothing made of fishnet fabric, and any spandex or other form fitting pants.
2. Appropriate bottoms for school include, but are not limited to, pants (including jeans), dress, skirts, capris, shorts and skort (all must extend to or below mid-thigh). Nylons, tights, or leggings may only be worn under a dress, skirt, shorts or pants.

#### Footwear

1. Inappropriate footwear for school includes slippers or house shoes, shoes with skates in the bottom, and going barefoot (except while participating in a school activity such as swimming or gymnastics where shoes are not appropriate).
2. Appropriate footwear for school includes, but is not limited to, athletic/walking shoes and sandals.

#### Headwear and Outerwear

1. Inappropriate headwear for school includes hats, caps, hoods, visors, bandanas, do-rags/wraps, hairnets and sweatbands (hairbands are acceptable).
2. Coats, gloves and mittens are not permitted in classrooms, hallways or common areas other than during passage to and from the student's locker or coat room upon arrival to or departure from the school.

#### Exceptions

1. Some courses may have safety requirements that extend beyond these regulations.
2. Extremes in temperature or other temporary conditions may warrant exceptions to these regulations as deemed appropriate by the principal.
3. An exemption to the dress code may be granted due to religious beliefs, health conditions that require accommodations, or special education IEP requirements. An exemption request must be submitted in writing to the principal.

## STUDY HALL

Study hall attendance is required, roll is taken, and a pass system is used to facilitate students checking out to other areas and checking back in at the end of the period. If specific academic help is needed in content areas, students may check out to the Academic Success Center or obtain a pass from the teacher for extra help during study hall. Students who wish to check out of study hall to other locations in the building must first report to study hall and provide the study hall supervisor with a pass. Students not assigned to study hall should not be in the area. Attendance is taken at the beginning and end of each period. Students will be marked unexcused if not in their assigned seats when attendance is taken at BOTH times.

Guidelines for study hall include the following:

- Students will be seated when bell rings.
- A pass from teacher to go to their room is required.
- Passes should be handed to a section supervisor at beginning of the hour.
- Students with a D or F will not be allowed to check out of study hall unless they have a pass from another teacher to work on missing work.
- Coats are not allowed.
- Cell phone use is not allowed.
- Games are not allowed.
- Check out with pass only.
- Only one person per/section may go to locker and restroom at a time.
- Sign out to locker only during Free Time.

- Students who do not return to assigned seat 5 minutes prior to the end of the period = 1 day detention for non-compliance, night suspension for those who have left study hall without permission, and/or continual non-compliance to these expectations may result in administration referral.
- As in the classroom, inappropriate behavior throughout during study hall time may result in detention, suspension, and/or administrative consequences. Such behaviors include but are not limited to: improper sign out, disrespect, vandalism, not in assigned seat, insubordination, loud/disruptive behavior, etc.
- Students are to remain in seats at all times, even during “free time.” Permission is needed by section supervisors to leave sections.
- Students, no more than 2, may study together with section supervisor’s permission. Students may be from separate sections.

## **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 school resource officer (SRO). 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.**

## **USE OF SCHOOL TELEPHONE**

Students will be allowed to use school phones for emergency calls only.

## **VISITORS**

**To provide for the safety of all students, the school policy is to accept only those visitors who have legitimate business at the high school.** All visitors must report to the main office to obtain a visitor’s ID badge. **PARENTS ARE ALWAYS WELCOME.** We encourage your visits. We think you will find an atmosphere that will make you proud of our school. Only an administrator can approve visitation privileges.

## **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.

# **GRADUATION REQUIREMENTS**

## 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.

Bulletins and handbooks shall be published that outline and explain in detail the graduation requirements of the school system. In all instances these graduation requirements shall meet the standards established by state statute and/or the Iowa Department of Education.

**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 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. If it is decided that graduation requirements have not been met, the student will not be considered a graduate until the IEP team determines all graduation requirements have been completed. The student would then be eligible to participate in the Commencement Program for the graduating class of that year.

### Marshalltown Alternative Programming

Marshalltown High School students attending Marshalltown Learning Academy (MLA) will receive a MHS diploma and participate in commencement upon meeting district graduation requirements.

### Transfer Students

The amount of credit transferred from a previous school will be translated into our credit system and awarded on a comparative basis depending on time spent in class. If the student has not previously attended an accredited school, the credits may not be accepted. The counselor shall determine the amount of credits to be transferred.

Graduation requirements: Total Carnegie Units required: 22; Credits at MHS assigned on an equivalent basis to Carnegie Units (.5 Units=1 Sem)

Adopted Fall, 1969; Amended: 1/23/89- 279.8, 280.3, .14 (1989); 7/20/98- 670 Iowa Admin. Code 3.2, 3.3; 2/22/99- (12).281 Iowa Admin. Code 12.2, 12.3(7), 12.5 (new standards); 5/06/02. Cross Reference: Senior High School Curriculum-602.3.

## GRADUATION REQUIREMENTS

1. Admission: Students are admitted to Marshalltown High School on the basis of certified completion of grade eight in the middle school (or transfer school).

Courses Required (22 Credits):

### English:

English 9..... 1  
English 10..... 1  
English 11..... 1  
Courses of Choice (elective)..... 1

### Social Science:

American History I (9th grade).....	1
American History II (10th grade).....	1
American Government (12th grade).....	.1/2
Course of Choice (elective).....	.1/2
 <i>Math:</i>	
Algebra.....	1
Courses of Choice (elective).....	2
 <i>Science:</i>	
Earth Science or Physical Science (9th grade)	1
Biology (10th grade).....	1
Choice of chemistry course.....	1
 <i>Physical Education:</i>	
Passed each semester enrolled.....	2
 <i>Electives</i> .....	
	7
 <i>Total Credits for Graduation</i> .....	
	22

One credit is equivalent to a two semester course meeting every day.

2. Special Considerations:

- A. Students in grades 9-11 must enroll for at least 3 units of credit each semester.  
Seniors must enroll in a minimum of 2.0 credits per semester. Physical Education will count toward this minimum requirement. A maximum of 4 semesters may be exempt from Physical Education for having a full academic schedule AND approval from the building principal. Exceptions may only be granted by the administration.
- B. Students will be permitted early graduation with parent approval and successful completion of graduation requirements.
- C. Units of credit earned during summer school programs, after completion of grade 8, apply toward graduation.
- D. Students may, with special permission, receive credit toward graduation for courses taken at Marshalltown Community College. Permission may be granted to take courses not offered at MHS.
- E. Some courses may be repeated for double credit and some full year courses may be taken for one semester only.
- F. Students may enroll in a course on an audit basis (including a fifth subject) if the credit is not required for graduation. The student, counselor, class instructor and principal must sign the written audit agreement.

# **STUDENT SERVICES**

## **CAFETERIA**

A healthy breakfast and lunch are offered at every MCS D school building daily. The menu is available on-line, published in the paper weekly and sent home with elementary students monthly. 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.

Payment can be made in any amount, at registration or any school day. Charging of meals is limited to 3 lunches in Pre-K through 4th grade, 2 lunches in 5th – 8th grade and one lunch in 9th – 12th grade. Once a student owes for more than the limit, the child is served a cheese or soy butter sandwich and milk for lunch. Please call the Director of Foods Service, 754-1185, with any questions or concerns.

The cafeteria serves regular hot lunch as published weekly in the *Times-Republican*

**Lunch Cost:** Contact the kitchen for current prices at 754-1159. Children from families whose income is at or below a certain level are eligible for either free meals or reduced-price meals for lunch or breakfast. To apply for free or reduced-price meals, please fill out an application as soon as possible, sign it, and return it to the school. Forms can be obtained at the high school office. So that students may eat in a relaxed, clean, and healthy atmosphere, please follow the guidelines, which are posted along the east wall of the cafeteria.

### **CAFETERIA GUIDELINES**

1. Food and beverages are to remain in the cafeteria and not taken outside.
2. Please maintain a pleasant environment in the cafeteria. Return all trays, plates, utensils, leftover food, and trash to the proper place. Exercise polite, courteous behavior at all times.
3. Students are requested to wait in the lunch lines in an orderly manner and may not "cut" into lines.
4. After finishing lunch, students may remain in the cafeteria or go to the library. Students may not enter the academic wing of the building until passing time. Additionally, students may not wait in either hallway leading toward the gymnasium.
5. Lunches may be purchased with an ID# or cash (Student must have ID's to charge a lunch to their account).
6. Disciplinary action may result from failure to comply with cafeteria guidelines.
7. Students may be asked by lunchroom supervisors to help clean the area where they are eating. Students are expected to cooperate and provide assistance when needed.

### **LUNCHROOM EXPECTATIONS**

- All food and drink will remain in the lunchroom.
- Games involving physical contact are not allowed.
- Failure to follow established rules/guidelines in the cafeteria can result in school consequences.
- Food from outside restaurants will not be permitted due to state health regulations.

### **SUMMER LUNCH PROGRAM**

- A "grab and go" lunch is provided to those who qualify during the summer break. Location for pick up is determined each spring prior to the summer break.

## **EIGHTH HOUR**

Eighth (8<sup>th</sup>) Hour is designed to assist students in earning their required credits for core classes. To be eligible for 8th Hour, students must have taken the core classes during the regular school day. A student must contact his/her school counselor and request to be enrolled in the program. Parent permission must be given before enrollment is allowed. It is expected that students be in attendance on a daily basis, as each core meets once a week from 4:00 to 6:00 p.m. Classes currently being offered include: English—9, 10, and 11; Science—Earth Science or Physical Science, Biology, Chem Com, and Forensics; Social Studies—American History I and II, Government; and Mathematics—Pre-Algebra, Geometry, and Algebra.

## **ENGLISH LANGUAGE LEARNER**

MCS D offers comprehensive services for English Language Learners. If you believe that your child is in need of these services, please visit with the building administrator.

## **EXTENDED DAY**

Extended Day provides a consistent, safe, and ongoing opportunity for students to work on assignments, make up work, and work on projects. The purpose of extended day is to enable all 9-12 MHS students to finish late assignments, work on current assignments, and/or access tutorial services from an adult. Adult tutorial assistance, Internet, email, office software (Word, Excel, and PowerPoint) will all be available for student use. Extended day is a voluntary program for students to access according to their needs. Extended day hours are Monday, Tuesday, and Thursday 3:30-5:00; and Wednesdays 2:30-4:00.

## **EXTENDED LEARNING PROGRAM (ELP)**

Extended Learning Program (ELP) is provided to any student who has been identified as Talented and Gifted. Services and programming are designed around individual students' abilities and interests. Advanced coursework, academic competitions, and/or hands-on learning projects are all part of the ELP program. Criteria are based upon exceptionality, and based on local and state assessment scores as analyzed by the ELP instructor. Please see the ELP instructor if you wish to be assessed for consideration of ELP services.

## **JUVENILE COURT SCHOOL LIAISON**

Marshalltown High School employs a full-time juvenile court school liaison to monitor, redirect, and problem solve for high school students who are currently on probation. JCO services assist students in transitions from placement facilities to Marshalltown High School and assist students in becoming successful high school graduates.

## **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.

The Mission: 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 opportunities for local youth to create a higher quality of life for themselves and for their community.

Agreeing to be a Student Partner: Students are offered an opportunity to commit to the Education Partnership standards and are included in activities to achieve them. To participate in the program, students sign a "Commitment to Excellence" contract stating that they will meet and achieve established standards of attendance and scholarship. The contract, signed by parents as well, 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 Marshalltown High School 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 freshman year. Further inquiries can be made with the student's counselor.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior intervention support (PBIS) for all students within Marshalltown High School 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 behavior 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. Marshalltown High School is a PBIS building where we value our students and will provide them the positive support systems that each individual student requires. For more information about PBIS, please contact the building principal.

## **SCHOOL COUNSELING SERVICES**

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

A counselor from Center Associates, a local mental health agency, is available at school on a weekly basis. Many services are available through Center Associates, 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 Center Associates counselor, please contact your MHS counselor for a referral. Learn more by visiting their website at [www.centerassoc.com](http://www.centerassoc.com). Services provided at school are funded by grants and could be subject to change.

## **School Health Services**

The school nurse will provide health services during the hours that students are attending classes.

When a student becomes ill or injured at school, he/she should go to the Nurse's Office. If it is necessary for the student to be excused from school, the nurse will contact his/her parents or guardians 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/guardian or emergency contact.

If students go to the nurse's office for an illness or injury and no one is in that office, they should go to the school main office or principal's office for assistance. Students are not to sit in the nurse's office to wait unless they are instructed to do so.

Chronic health conditions: It is the responsibility of the parent/guardian to notify the school nurse if the student has special health needs. It is imperative that the school nurse, parent, students, and teachers work together to provide the best educational environment for student success.

Activity Restrictions: Students are expected to participate fully in physical education class unless there is a specific medical reason or condition that does not permit them to do so. Please bring the school a note signed by the doctor stating need for activity restrictions, as well as reason and duration.

<u>When to keep your student home</u>	<u>When to return your student to school</u>
Vomiting more than twice in 24 hours	May return to school when they have gone 24 hours without vomiting.
Fever 100.4 or greater	May return to school when they have gone 24 hours without experiencing fever without the use of fever-reducing medications.
Infectious illness such as strep throat or pinkeye	Usually may return to school 24 hours after starting prescription medication.
Undiagnosed rash with fever or behavior change	Contact school nurse or MD

For more information on health conditions, please contact your school nurse, health care provider or visit this site from the American Academy of Pediatrics, <http://www.healthychildren.org>

**Medications at School**

Prescription Medications: It is the responsibility of the parent/guardian to supply the school nurse with medications if the student will be taking prescriptions at school. A medication card with the physician’s signatures must accompany all prescription medications. All prescription medication that will be given at school must be in original prescription container from the pharmacist and must be kept in the nurse’s office. A student with asthma may carry his/her inhaler during school hours if the physician writes an order for them to do so.

At the end of the school year, parents will be notified if the student has a prescription medication still at school. Parents should make arrangements to pick up the medication. Any medication left for one week after the end of school will be properly disposed of.

**Non-prescription Medications, Grades 5-12 only**

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.” Students are not permitted to carry, or take, over the counter (OTC) medications unless administered by the school nurse. OTC medication not provided in the school nurse office must be supplied by the parent/guardian and must be kept in the nurse’s office.

Medication at sports and extracurricular activities: Students, teachers, coaches, trainers or other staff are not allowed to carry or dispense students’ 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. It is the responsibility of the parent/guardian to notify coaches, teachers and other staff if the student needs prescription medication at a school sponsored activity.

**SCHOOL RESOURCE OFFICER (SRO)**

Marshalltown High School employs a full-time school resource officer (SRO) to instruct on good citizenship, monitor and address criminal activity, prevent and reduce disruption to the learning environment, and collaborate with local authorities/school personnel to ensure illegal activities do not occur on school grounds. SRO services collaborate with school personnel in providing students the necessary tools needed to be successful high school graduates.

## **SCHOOL TO WORK**

School-to-Work is a link between education and the workplace. MHS School-to-Work provides an opportunity for students to acquire the knowledge and skills to become successful workers and life-long learners in an ever-changing work force. Students must be able to demonstrate competencies within the classroom and during an internship. Such skills as punctuality, ability to follow directions, honesty, excellent attendance, and a willingness to learn are necessary for job success. School-to-Work internships provide useful experiences for all occupational areas. To register for School-to-Work opportunities, please see your counselor.

## **SMALLER LEARNING COMMUNITIES (SLC)**

MHS has restructured the smaller learning communities model. The Freshman House is a community comprised of teachers, counselor and principal focused on transitioning 9<sup>th</sup> grade students into the comprehensive high school. The role of the SLC team is to monitor student achievement of all students in their SLC and to provide support, services, and problem solving for struggling learners within their SLC. The SLC team will collaborate with classroom teachers, community agencies, and school resources to provide the necessary support for students to be successful. SLC teams review student data continuously throughout the school year to provide appropriate services as identified from the data. Early interventions are common practices of SLC teams, while at the same time working closely with students and parents along a student's journey through high school. Individualized graduation plans are created and implemented for struggling learners, organization and study skill development are arranged for various student populations, and social / emotional needs are addressed as appropriate and needed. For further information about how your SLC team can assist you in being successful, please contact your counselor or associate principal.

## **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 building administrator.

## **STEM COURSEWORK (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)**

Definition: 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.

The National Research Council defines the four STEM subjects as:

- Science is the study of the natural world, including the laws of nature associated with physics, chemistry, and biology and the treatment or application of facts, principles, concepts, or conventions associated with these disciplines.
- Technology comprises the entire system of people and organizations, knowledge, processes, and devices that go into creating and operating technological artifacts, as well as the artifacts themselves.
- Engineering is a body of knowledge about the design and creation of products and a process for solving problems. Engineering utilizes concepts in science and mathematics and technological tools.
- Mathematics is the study of patterns and relationships among quantities, numbers, and shapes. Mathematics includes theoretical mathematics and applied mathematics.

MHS STEM education prepares students, including underrepresented groups 1) for successful employment, post-secondary education, or both that require different and 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. MHS 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. See your counselor about enrolling into one of our many STEM courses.

# **STUDENT BEHAVIOR**

## **GENERAL INFORMATION**

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 MHS revolves around courtesy and mutual respect. All policies and procedures not specifically covered in this handbook or Board Policy 502.1 will be dealt with at the discretion of the high school administration.

*School Board Policy:* Series 500: Code No.: 502.1

### **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 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 who interferes with the maintenance of school discipline. Acts or behavior that 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 502.9, 502.10, 502.11 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 502.7)
- 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. Designated school officials are authorized to take these actions either individually or collectively.

#### **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 not be readmitted to the same class the day of the infraction, and a conference may be held by the principal with the student and teacher prior to readmission to the class. Elementary students excluded from a class by a teacher may be readmitted the same day following a conference with the student and teacher.
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 continue 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. A responsible adult will supervise students serving in-school suspension. 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. Cooperation with Law Enforcement Officials. If students are involved in fighting, police may be called, and students may be taken to the police station. There they may be charged with disorderly conduct and referred to juvenile authorities. Police will be involved in other criminal actions such as possession of alcohol, drugs, tobacco; possession of weapons, and theft. In the case of tobacco possession, the student will be cited while at school.
6. Saturday School: Students may be asked to attend Saturday School to serve appropriate suspension time.
7. Mediation: Students may be required to successfully complete the Mediation Process determined by school or district administration. The medication process would be conducted through a mediator and would include all parties involved in a dispute.

- C. Board of Education Responsibility  
Expulsion from school may be imposed by the Board of Education (See expulsion procedure, Board Policy 502.8).

### **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 wellbeing, the safety or wellbeing 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, the superintendent, and 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 that 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 502.8)
  - 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**

- A. 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 School 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.

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

Official School Board Policy 502.1; Adopted June 14, 1976; Reviewed by an Advisory Committee of Parents, Students, Professional Staff and Community Members; October 27, 1997; Revised January 26, 2004

## **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, are 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. School administration and police may conduct periodic searches of MHS lockers and grounds.

## **CONDUCT AT ATHLETIC EVENTS**

1. Students are to be aware of the seating arrangements at all home football games, basketball games, and wrestling meets. All MHS students are to sit in the designated student section.
2. Unsportsmanlike behavior will be addressed.  
The following are examples of unsportsmanlike behavior:
  - A. Display of banners or use of noisemakers
  - B. Use of full body painting
  - C. Use of profanity chants, such as "you suck"
  - D. Display of negative gestures, booing, or "air ball"
  - E. Receive technical fouls/calls
  - F. Harass players, coaches, cheerleaders, officials
  - G. Throw objects thrown on floor
  - H. Run on the floor
  - I. lead cheers from crowd
  - J. Throw confetti
  - K. Engage in rude behavior while opponent shoots free throws
3. Game Administration reserves the right to limit outside food and drink at their discretion.
4. Spectators are prohibited from sitting or standing on the first row of bleachers at indoor events.

### **CIML Conference Rules**

1. No break-through or banners will be permitted at contests. Only authorized personnel, such as cheerleaders, band, or drill teams, are permitted on the playing area before the game or at halftime and after the game. This shall not be construed to include such things as permanent slogans, homecoming decorations, or equipment used in halftime shows. A flag/banner may be used at outside events if professionally made with school name/mascot, used on their respective side of the field/stadium behind the player bench, and carried by approved school personnel.
2. Noisemakers (including megaphones) and visiting pep bands are not permitted at conference contests held inside. Pep bands will play only at time-outs, between quarters, halftime, and between games.

## **COOPERATION WITH LAW ENFORCEMENT OFFICIALS**

If students are involved in fighting, police may be called and students may be taken to the police station. There they may be charged with disorderly conduct and referred to juvenile authorities. Police will be involved in other criminal actions such as possession of alcohol, drugs, tobacco, possession of weapons and theft. In the case of tobacco possession, the student will be cited while at school.



## DETENTION

Detention may be used as an alternative disciplinary action to bring about an acceptable change in behavior. When detention time is assigned, the student must arrange his/her personal schedule so the detention time is served the same day or the following day. Detentions are arranged with the classroom instructor or administrator assigning the detention. Instructor assigning detention will determine the length of an assigned detention. The length of detentions given by administrators will be 45 minutes and/or 90 minutes as determined by the administration and will be served after school or at an alternate time as approved by the administrator assigning the detention. Detentions are held Monday, Tuesday, Thursday (3:30-4:15 and 3:30-5:00) and Wednesday (2:30-3:15 and 2:30-4:00). A student failing to make the arrangements outlined above or who does not show up for the detention will be referred to a building administrator as "insubordinate" and will face additional consequences.

## DISMISSAL FROM CLASS—INAPPROPRIATE BEHAVIOR

Most students at MHS conduct themselves in an acceptable manner in the classroom, and, for the most part, the teacher handles those situations affecting classroom behavior. However, when the teacher deems it necessary to remove a student from class because of unacceptable behavior, that student must report directly to the student's administrator's office. **Failure to report directly to the student's administrator's office will result in additional consequences.**

## EMERGENCY PROCEDURES

### Fire Drill Procedure

Purpose: 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.

Time: A fire drill will be conducted twice a semester with complete removal of all personnel to a place of safety on the grounds outside.

Alarm Sound for Fire Drill: Solid Consistent Horn

1. The signal for fire drill or for pupils to exit in case of fire will be one continuous buzzer/horn.
2. Students should walk to assigned exits. There should be no running in the halls or on the stairs.
3. The first student out of each door should hold the door open while the rest of the group leaves the room and then should close the door.
4. Students should meet at the designated area outside the building chosen by the teacher.
5. Roll will be taken outside the building.
6. All books and other materials should be left in the room, as each group will return to the same class after the fire drill.
7. All persons should get completely away from the building in order to permit firefighters to get their trucks and other equipment to any part of the building.
8. In case the corridor assigned to your room is blocked, leave the building by the next closest exit. If there are any rooms or situations not covered, you will leave by the closest route.
9. Everyone should leave the building for both a drill and an actual fire.
10. Return to the building after hearing one long sound from regular bells.

### tornado/disaster Drill Procedure

PURPOSE: The purpose of a tornado/disaster drill is 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.

TIME: A tornado/disaster drill will be conducted twice a semester with complete drill coverage to a place of safety within the school building.

ALARM SOUND FOR TORNADO/DISASTER DRILL: Short Intermittent Horn

1. All MHS students should move quickly and quietly to the safe area designated for them.
2. Windows and doors should be closed. Lights should be turned off.

3. Report promptly to shelter area for roll call.
4. Be prepared to get in a “tuck” position, if needed for an actual tornado.
5. All Clear-- The class bells will be sounded for the “All Clear” to return to classrooms.

#### IN-PLACE SHELTER Procedure

Purpose: The purpose of an in-place shelter drill is to establish a routine for an efficient and safe protocol for students and staff in the event of an emergency “outside” the school building.

Time: An in-place shelter will be conducted once a semester with staff following the district designed protocol for an in-place shelter situation.

When an ADMINISTRATOR contacts the staff by intercom and indicates that the school is under an IN-PLACE SHELTER, this is an indication that there is potential for harm *OUTSIDE* the building. At this time, all staff is required to keep all students in the classroom and is expected to continue instruction. All classroom doors should be locked. A school administrator or local LAW ENFORCEMENT will give an “All Clear” message that allows students to leave the room.

#### LOCKDOWN Procedure

Purpose: The purpose of a lockdown drill is to establish a routine for an efficient and safe protocol for students and staff in the event of an emergency “inside” the school building.

Time: A lockdown will be conducted once a semester with staff following the district designed protocol for a lockdown situation.

When an ADMINISTRATOR contacts the staff by intercom and indicates that the school is under a LOCKDOWN, this is an indication that there is an intruder *INSIDE* our building. At this time all instruction stops. Staff must lock the classroom doors and move students in the classrooms away from windows and doors. Staff should not open the door for ANYBODY (including other students, instructors, administrators, or parents), and wait for LAW ENFORCEMENT to give further directions.

## **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.

## **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.

## **FIRE ALARMS**

Fire alarms are placed throughout the building for the safety of students. Turning in a false alarm is a very serious matter that 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.

## **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 and 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. Mete out consequences that may include, but are not 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.

## **HARASSMENT AND VIOLENCE**

### **General Statement of Policy**

It is the policy of the Marshalltown Community School District to maintain a learning and working environment that is 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 or other verbal or physical conduct or communication of a sexual nature when:
  1. 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
- 2. 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
- 3. 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:
  - 1. verbal harassment or abuse;
  - 2. subtle pressure for sexual activity;
  - 3. inappropriate patting or pinching;
  - 4. intentional brushing against a student's or employee's body;
  - 5. demanding sexual favors accompanied by implied threats or overt threats concerning an individual's employment or educational status;
  - 6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - 7. any sexually motivated unwelcome touching; or
  - 8. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

Complaints of harassment should be forwarded to the Building Principal, Building Counselor, or the MCSD Administrators at Central Office by calling 754-1000. School Board Policy Revised 504.13; 405.8R; 504.14

## **Harassment-Students (Investigation Regulation)**

SEE School Board Policy: STUDENT PERSONNEL; Series 500: Code No. 504.14

## **Harassment-Students**

SEE School Board Policy: STUDENT PERSONNEL- STUDENT HANDBOOK PROVISION; Series 500: Code No.: 504.14-E-3

## **Harassment-Students**

SEE School Board Policy: STUDENT PERSONNEL- INVESTIGATION PROCEDURES; Series 500: Code No.: 504.14-R

## **Harassment-Certified Employees (Investigation Regulation)**

SEE School Board Policy: STAFF PERSONNEL; Code No.: 403.5-R; Series 400

## **INSUBORDINATION**

Insubordination is specifically defined as a refusal to follow directions from a person in authority and/or severe verbal or profane abuse to a staff member. In situations involving conflict, students are expected to obey the directions of faculty or staff. In those situations where students feel they have been treated unfairly, they may wish to discuss the situation with an administrator. **In all cases, students are expected to conduct themselves in a courteous and respectful manner.** Insubordination will cause disciplinary action that may include in- school suspension, out-of-school suspension, alternative programming, and/or police involvement.

## **LUNCH TIME**

**MHS has a closed lunch for all students.** Lunch is provided for all students in the school's cafeteria. Sack lunches are permitted in the lunchroom. **State law prohibits "Fast Food" lunches** to be brought into the lunchroom, and, therefore, cannot bring in fast food for school lunch. Students are expected to be in 4th hour class and report to the cafeteria during their lunch period. Not remaining at MHS for lunch if you have a class scheduled around the lunch hour will be considered a violation of closed lunch. The violation of closed lunch will result in a NSS and/or other administrative action. Seniors who do not have a 4th period class will be allowed to leave school grounds if they have obtained the right for a "dismiss" during that time period. Seniors will be expected to leave school grounds, including the parking lot.

## **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, iPods, 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 encouraged to use personal devices during a student's assigned lunch period. The school, however, discourages students from bringing expensive personal electronic devices to school, and the school assumes no responsibility for lost or stolen items.

## **PARKING LOT REGULATIONS**

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

1. No tailgating is permitted anytime on MHS property.
2. All MHS students who use the parking lot must have their car or cars registered in the main office.
3. Cars parked in the MHS parking lots must have an MHS-issued valid parking permit appropriately displayed. Parking permits are available at no charge in the MHS main office. Students must show a valid license to obtain a parking permit.
4. Students should park in designated areas and between parking lines. Parking off the end of rows is prohibited!
5. Parking in the circle drive area at the front of the school, designated faculty (front circle drive), staff parking (South of the Roundhouse), and lower east lot (immediately east of the industrial tech area) is reserved for visitors and school personnel by permit only.
6. Students should drive carefully and refrain from unnecessary driving on school grounds.
7. Students should respect the property of others. Cars parked in the MHS parking lot should, for the owner's protection, be locked at all times.
8. Students should vacate the parking lot upon arrival at school, when returning from lunch or work and after the school day has ended.
9. Students returning to the building from work or Service Learning should wait in the stairwell or library for their next class.
10. Students failing to comply with the above regulations may have their cars towed and/or ticketed. Students can be assessed a monetary penalty for parking violations. Students with outstanding, delinquent parking assessments or more than five parking violations in a school year will lose the privilege of parking and driving on MHS property. Should such a vehicle or a vehicle driven by an offending student be found parked on MHS property, it will be towed until all outstanding parking assessment obligations have been satisfied.
11. The high school reserves the right to, immediately and without warning, ticket and tow any vehicle, when in the judgment of MHS 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.
12. The responsibility for finding an authorized parking space on MHS property rests with the motor vehicle operator. Inclement weather does not alter any of these regulations.
13. Motorcycle and bicycle parking allowed only in designated areas.

Students who violate MHS parking regulations for the following will be assessed **\$15** per violation. [HK1] The student is responsible for all fees if vehicle is towed from MHS.

Assessments apply to the following:

1. Falsification or misrepresentation of registration information.
2. Failure to register vehicle or display current permit.

3. Driving in or parking in an unauthorized area or unmarked space.
4. Parking in staff parking without proper permit.
5. Illegal parking.
6. Illegal parking in a handicapped space.
7. Failure to pay parking assessment(s) within 10 school days.

All violations herein described are repeatable each time a vehicle moves on or returns to campus. Failure to pay parking violations within 10 school days will result in the vehicle being towed if the vehicle is found parked on MHS property. **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.**

## **PENALTIES FOR VIOLATION OF SCHOOL RULES**

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate school rules. Counseling for students will be used when appropriate, along with parent conferences, or appropriate program changes. When students violate a school rule or when they disrupt the school day, there are several options that may be used to bring about acceptable behavior. These include, but are not limited to, the following: removal from class, restriction during free time, loss of privileges, detention, suspension, alternative programming, and in extreme cases, expulsion.

## **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 and refer the students to the office.

## **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.

School administration and police may conduct periodic searches of MHS lockers and grounds.

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. Possession of matches, lighters, or other flame producing products is prohibited.

## **SURVEILLANCE CAMERA SYSTEM**

MHS grounds and facilities are monitored with surveillance video. For complete information, Board Policy (804.2 Video Surveillance and Electronic Monitoring) may be located on the MCSD website at <http://www.marshalltown.k12.ia.us>.

## **SUSPENSION- IN-SCHOOL**

An in-school suspension may be used as a consequence for violation of school policy. A student who is placed in in-school suspension will have the opportunity to do school work that is assigned that day. In-School suspension will be held during school hours.

## **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.

## **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's 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.

## **WEAPONS**

The Marshalltown Community School District will allow 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, 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. Approval from the principal is required before displaying dangerous weapons for educational purposes. -- Cross Reference: School Board Policy 502.8; 502.8-R

# **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 a new paragraph 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/children in another public school district in the state of Iowa should be aware of the following dates:

**March 1, 2017—Last date for regular open enrollment requests for the 2017-2018 school year.**

**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 might result in the loss of athletic eligibility. For further details, contact the school office.

## **ACTIVITIES**

We find that students who participate in some school activities enjoy school more, get better grades, have better attendance, and feel better about themselves. We hope you will participate in some school activity. 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, regardless of their age, are required to abide by the Student Conduct Code.

### **ACADEMIC ELIGIBILITY (NON-ATHLETIC ACTIVITIES)**

Because Athletic Eligibility guidelines and Non Athletic Eligibility guidelines are governed by separate organizations, sanctions are administrated separately as well.

Students shall be enrolled in at least four full time credit subjects at all times (Study hall, credit recovery, and / or 8th Hour courses do not count toward one of the required four full-time credit subjects). Students shall be passing ALL classes at the end of the grading period (end of semester or end of nine weeks for block classes).

A student who is not involved in an activity 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 activity. If a student fails any class, the student will be ineligible to participate for the 30 calendar days beginning the first day of the new semester.

Incomplete grades are considered passing while the ten day window to complete coursework exists. If a student does not resolve the coursework to a passing grade by the end of the ten-day window, the ineligibility period would begin.

### **ACADEMIC (EXTRA CURRICULAR) OPPORTUNITIES**

#### *Art Club*

During any school year when sufficient student interest and initiative provide the stimulus, an Art Club is formed. The group will determine the purpose and policies. Many activities revolve around Homecoming Events, and usually, if there is enough interest, a trip is organized to visit a museum in a larger city. A student does not need to be in an art class to participate in this activity.



### *Chess Club*

Chess Club is open to all students, grades 9 through 12 at MHS. Levels of play range from Beginner to Advanced. Each student participating in Chess Club has the opportunity to increase their standing by earning points for each game won or drawn. Chess Club meets on a regular basis.

### *Dramatics-Thespians*

The Drama department produces three plays each school year. Traditionally, the fall production is a three-act play, the winter production is a collection of one act and various speech activities, and the spring production is a musical. Drama productions are open to all members of M.H.S. Students may wish to become involved as actors, technical crew members, or business crew members. Activities for each production begin two months before production dates. Usually, the fall play is in November, the winter production is in February and the spring musical is in May. All rehearsals and activities are announced during homeroom announcements. Your time commitment will vary according to the area in which you wish to participate. Thespians are members of an honorary dramatic society of international fame. Any student at M.H.S. who participates in our drama productions can become a Thespian member.

### *Forensics*

Competitive teams that use persuasion or argumentation based on research and analysis comprise the Forensics Team. It is open to all M.H.S. students. There is competition with other schools available for both beginners and varsity. Forensics teams at M.H.S. include the following:

#### COMPETITIVE CONGRESS

Teams write and submit legislative bills as if in the U.S. Senate. Student Senators argue for/against bills in legislative sessions. M.H.S. Congress is held Mondays after school during the fall to improve skills and select senators for the 8-10 competitions between October and March.

#### LINCOLN-DOUGLAS DEBATE

Students argue for and against ideas that involve controversy such as: "Resolved, that a victim's use of deadly force is a just response to physical abuse." After school-work sessions prepare teams for 10-14 competitions between October and March.

#### MOCK TRIAL

Students become attorneys and witnesses in a hypothetical court case for competition. Preparation involves planning legal strategies, composing questions, and writing opening and closing statements. Workshops for beginners are held in December with organization of teams in January to prepare for scrimmages and regional competition in February and March.

#### INDIVIDUAL SPEECH

Forensic tournaments include competition in several individual speaking events.

Students interested in one or more of the M.H.S. Forensics Teams can attend an informational meeting held after school the second week of the first semester. A specific time will be announced.

### *French Club*

LeCercle Francais is an organization of students who wish to extend their experiences with language and culture of France beyond the classroom. Its activities revolve around reports on life in France, based partly on correspondence with residents of that country and the celebration of French holidays. Student officers guide the organization: the sponsor acting in a purely advisory capacity.

### *Future Business Leaders of America (FBLA)*

FBLA is an organization of students who are working on the cooperative office education program and students who are enrolled in at least one business course and are interested in pursuing a career in business. The local chapter is affiliated with State and National Organizations. Members of this club sponsor fund-raising activities in order to obtain funds for a dinner given in honor of the employers by the student employees. Each member of this club is eligible to attend the annual Regional, State, and National Leadership Conferences. Other club activities include breakfasts, community service projects, and social events.

#### *Key Club*

The Key Club is a national service club for high school students that is sponsored by the Kiwanis Club, an organization made up of community leaders from all walks of life. The club organizes a variety of activities to raise money to carry on club functions or to help in school and community projects. The club is made up of students anxious to develop their leadership potentials and to serve their school and community.

#### *Health Career Club (HCC)*

Health Career Club (HCC) is a club sponsored by Marshalltown High School (MHS) and Marshalltown Medical and Surgical Center (MMSC) that meets four times a year. It is designed to give MHS sophomores, juniors, and seniors an opportunity to explore career opportunities in the health field.

#### *L.I.F.E.*

HS students who are interested in participating in a student led Christian organization can join the L.I.F.E. Club. Club members schedule monthly activities outside the regular school day.

#### *Math Team*

The Math Team is open to all students, grades 9–12 who desire a mathematical challenge. Students practice after school on Wednesdays to prepare for competitions held throughout Iowa. High performance at these math meets qualifies students for the state championship competition.

#### *National Honor Society*

The purpose of the National Honor Society is to recognize and encourage superior scholarship. Students who have a 3.5 cumulative grade point average by the second semester of the junior or senior year are eligible for membership. A cumulative grade point average of 3.5 must be maintained to be a member. In addition to superior scholarship, students must exemplify high standards of leadership, service to school and community, and character. A faculty advisory committee who act on recommendations of faculty members coordinates selection.

#### *Pebbles*

*Pebbles* is a newspaper published by students enrolled in the Publications I class. The newspaper, which is published 10 times each year, is printed at a local printing firm after the *Pebbles* staff has completed preparation and layout. Staff positions include Editor, Assistant Editor, Feature Editor, News Editor, Copy Editor, Sports Editor, Business Manager, Advertising Manager, Circulation Manager, Reporters, and Photographers. This award-winning MHS newspaper operates under the rights, privileges, and responsibilities of the free press and claims First Amendment freedoms established by the Constitution of the United States of America. *Pebbles* is financed by advertising sales and the activity fund, and production is the sole responsibility of *Pebbles* staff members. Students are encouraged to submit letters to the editor to express their opinions on relevant issues and to submit ideas for story coverage to members of the *Pebbles* staff.

#### *Post Script*

Staff members for the high school yearbook, *Post Script*, must have been enrolled in Journalism I and II and have been recommended by the instructor. The staff publishes a yearbook that provides a complete record of the school year. Money for the production of this book is gained by advertising in the yearbook from local businesses and by student purchases. Several staff positions are available on the staff.

### *Science Olympiad*

The Science Olympiad team is open to all students in grades 9-12 who exhibit an aptitude and love for science. Students meet one to two times per week in the fall and winter to prepare for the state competition in early March. The state competition involves hands-on events covering engineering, chemistry, biology, earth science, physics, and computers.

### *SOAR*

Sexual Orientation Alliance Representatives (SOAR) is open to all students 9-12 who strive for equality, safety, and acceptance for all, regardless of gender, identity, or sexual orientation.

### *Spanish Club*

Spanish Club has a membership that is open to all students enrolled in Spanish. This club meets approximately once a month. Activities include a taco sale at football games, homecoming float, foreign language Olympics, and other planned activities. This organization has elected officers and a sponsor acting in an advisory capacity.

### *Spark*

Spark is a peer tutoring and mentoring program for 11-12 graders. Students are partnered with incoming 9th graders as a tutor/mentor to assist in academics and transitioning from middle school to high school.

### *Speech Contests*

Throughout the year students participate in various speech contests. These are usually held on weekends and involve traveling to different schools. Each spring, Marshalltown participates in the Iowa High School Speech Association Contest. Students may enter one of thirteen different speaking areas in this contest. Students interested in speech contest work should contact the sponsor early in the fall. A student does not need to be a member of Speech Club to enter contests.

### *Student Senate*

The Student Senate was reorganized in the fall of 1989. It provided for a 40-member senate, 10 members from each class. In order to serve in the senate, a student must take out nomination papers and have them signed by 12 students, 3 teachers, and 1 administrator. The election for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade members is during the spring semester for the following year; ninth (9<sup>th</sup>) grade members are elected at the beginning of the new school year in August. Meetings are held approximately twice a month. A major purpose of the senate is to establish better lines of communication between the administration and teaching staff and the student body.

## **MUSIC**

### *Band*

Band is open to all who are qualified to play the quality of music demanded. Students are scheduled five days per week. Students enrolled in band are to be members of the marching band for the first nine weeks and concert bands for the remainder of the school year. Band meets first period plus marching band rehearsals on Tuesday evenings from 6-8 p.m. during the marching band season. Members earn 1/2 unit of credit each year for each concert band membership. Music letters, and other awards, are earned by band members in any of the band offerings on a participation point system. The grade for band is included in the student's grade point.

### *Basketball Pep Band*

Basketball pep band is a select group chosen by directors. This group plays at home basketball games and for pep assemblies. Members must be enrolled for regular band.

### *Color Guard*

The color guard auditions in the spring for membership. Members perform with the Bobcat Marching Band during the fall season at games, in parades, and at competitions. In addition, members will participate in winter guard. The winter guard may perform at state and regional competitions, along with providing halftime performances at home basketball games.

### *Concert Choir*

Concert Choir is a select chorus that meets alternate days for one-fourth unit of academic credit per semester. It is open to eleventh and twelfth grade girls who demonstrate appropriate ability and also ninth, tenth, eleventh, and twelfth grade boys. Concert Choir members perform four concerts a year: Fall Festival, Holiday Concert, Winter Pops Concert, and Spring Concert. Repertoire includes music of all time periods and styles including classical and popular. School letters may be awarded through participation in any of the vocal groups. One point per semester is given for special activities such as accompanists, small ensembles, and solos.

### *Encore*

Encore is a select Treble show choir that meets alternate days for one-fourth credit per semester. It is open to all 9th, 10th, 11th, and 12th grade students with membership based on audition and a prerequisite of registration in Treble Choir or Concert Choir. Encore performs in the community for service organizations and private clubs. Repertoire includes top '40s, pop, and jazz incorporating dance and staging concepts in performance. School letters may be earned in the same manner as that described in the Concert Choir section.

### *Football Pep Band*

Football pep band is a group of students chosen by the directors to play during the second half at football games and at pep assemblies during the football season. Members must also be enrolled in regular band.

### *Jazz Band*

Students interested in jazz band will audition in the spring for membership. Jazz Band rehearses during 2<sup>nd</sup> period every other day on the two-day cycle. The jazz bands perform at home concerts as well as at area and regional competitions. In addition, members are offered opportunities to participate in jazz combos. Jazz band members must be enrolled in regular band. Members can earn 1/2 unit of credit each year.

### *Orchestra*

The high school orchestra makes its first formal appearance each year with the Annual Christmas Concert. Several Orchestra programs and recitals are presented each year. The annual Spring Festival provides an opportunity for members to perform some of the best orchestra literature. Students interested in following music as a vocation will find an unusual opportunity in the high school music department.

### *South Side Transit*

South Side Transit, SST, is a select mixed show choir that meets alternate days for one-fourth credit per semester. SST is open to all ninth, tenth, eleventh, and twelfth grade students with membership based on audition and a prerequisite of registration in Treble Choir or Concert Choir. SST performs extensively in the community for service organizations and private clubs. Repertoire includes top '40s, pop, and jazz, incorporating dance and staging concepts in performance. School letters may be earned in the same manner as that described in the Concert Choir section.

### *Treble Choir*

Treble Choir is offered to all 9th and 10th grade students. Credit is one-quarter unit per semester and classes meet alternate days. Treble Choir members perform four concerts a year: Fall Festival, Holiday Concert, Winter Pops Concert, and Spring Concert. Fundamentals of music and singing are stressed. Participation in Treble Choir is a prerequisite for any student wishing to be eligible for Concert Choir. School letters may be earned in the same manner as that described in the Concert Choir section.

# ATHLETICS

## **ATHLETICS: ELIGIBILITY**

Students shall be enrolled in at least four full time subjects at all times (Study hall, credit recovery, and / or 8th Hour courses do not count toward one of the required four full-time credit subjects). 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 passing during the ten-day window to complete coursework exists. If a student does not resolve the coursework to a passing grade by the end of the ten-day window, the ineligibility period would begin.

### *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.

## ATHLETICS: OPPORTUNITIES

Students taking part in a school-sponsored activity are expected to ride to that activity and return from that activity on the transportation provided by the school.

1. a parent or guardian is present and personally “signs out” the student on a coach-provided sign out sheet or binder.
2. an adult provides to the coach/sponsor a written excuse from the student’s parent/guardian giving his/her permission that the student may ride home with the adult. **An administrator must sign such a note.**

In extreme emergencies, a student **with parental permission and administrative approval beforehand**, may drive to an event. If permission is given to drive, the student must not allow anyone other than a parent/guardian or other adult member of the immediate family to ride with him/her to or from the event. No other students will be allowed to ride with the student. Upon returning to school from any school-sponsored activity, the coach/sponsor will open the building so that students can call home for rides. The coach/sponsor will wait until the rides come and picks students up.

### *Baseball*

Baseball is one of the interscholastic sports at Marshalltown Senior High School. The program was started in the summer of 1957, and, henceforth, it has given the boys of senior high an opportunity to participate in an organized summer sport. Practice begins the first week of May with games played in May, June, and July. The varsity team plays a conference schedule and several non-conference games along with participation in the I.H.S.A.A.-sponsored summer baseball tournament. Junior varsity, sophomore, and freshman teams are also available. The sport is open to all boys of senior high that are eligible under the rules of the I.H.S.A.A. Graduated seniors are eligible to participate if they are not enrolled in a college course during the summer.

### *Basketball*

Basketball, an interscholastic sport, is offered to high school students in Marshalltown and is part of what is considered one of the best athletic programs in the state of Iowa. Basketball has always enjoyed a lot of popularity here, and this popularity increases each year. The basketball program starts around the first of November and continues through the tournament. The high school program includes freshman, sophomore, junior varsity, and varsity teams.

### *Bowling (Boys’)*

Boy's bowling was added to our Athletic Department as a sanctioned sport in 2009. The season begins in December and runs through February. There is a varsity and junior varsity schedule and MHS competes in the CIML Iowa Conference. Practice and meets are held at Totem Bowl in Marshalltown.

### *Bowling (Girls’)*

Girls’ bowling was added to our Athletic Department as a sanctioned sport in 2006. The season begins in December and runs through February. There is a Varsity and JV schedule: competing in the CIML-Iowa conference. Practice and meets are held at Totem Bowl in Marshalltown.

### *Cheerleading*

The cheerleading squad consists of the following: ten varsity, six sophomore, and six freshmen in the fall; eighteen varsity, twelve sophomore and twelve freshman in the winter. The cheerleaders are split into basketball and wrestling cheer squads in the winter **that** rotate assignments. Cheerleaders are selected at tryouts held before members of the coaching staff, a representative of several sports, a panel of adult judges and the cheerleading sponsors. In the spring, tryouts are held for the following year on the varsity, sophomore and freshman level. Any student at MHS is eligible to try out for a position on the cheerleading squad. For tryouts, each candidate executes a series of cheers and individual stunts.

### *Cross Country*

Cross Country was added to our activities program in the fall of 1958. Practice starts the third week in August, but most students start preparation during the summer months. The program includes schedules for varsity, reserves, and sophomore-freshman squads. The schedule includes conference and state competition. The squads have averaged between 30-50 students each season. The boys' and girls' cross country program has traditionally been highly regarded in the state of Iowa.

### *Dance Team*

The season for Dance Team runs from late summer to the end of January/early February. State competition and a variety of performance are scheduled throughout the season. A team composed of 16 to 22 members is selected through tryouts in the spring.

#### *Football*

Football is another of the interscholastic sports presented to the high school boys of Marshalltown. Its aim is the development of physically; mentally, and socially fit citizens for a democratic society. At Marshalltown High School the program includes a freshman, a sophomore, a junior varsity, and a varsity team. All Marshalltown High School boys are invited to participate in football. Practice begins in August, and the first game is played after three weeks of practice. Marshalltown is a member of the Central Iowa Metropolitan League. The schedule is played with non-conference and conference games.

#### *Golf (Boys')*

Golf is one of the fall sports at Marshalltown High School. A squad of 10-12 players is chosen after qualifying rounds are shot. A team of five is picked from the qualifiers to represent M.H.S. in competitions. The boys' schedule has about 12 dual meets, the Conference Meet, and three IHSAA meets which eventually determine a state golf champion. To be eligible one must be a student at MHS and meet the requirements of the IHSAA. A major letter award can be earned by participating in golf. Golf is termed primarily as an individual sport with a carry-over value that can be enjoyed for years.

#### *Golf (Girls')*

Golf is one of the spring sports at MHS. Girls' golf is an interscholastic sport offered to all girls at the high school level. A team of 10–12 players is chosen after qualifying rounds are played. The squad plays 10 dual meets and takes part in the tournament series conducted by the Iowa Girls' High School Athletic Union.

#### *Soccer (Boys')*

The boys' season will run from the last of March until the 1st of June. A conference schedule, plus a state tournament series, will be played. A large number of students participate in soccer.

#### *Soccer (Girls')*

The girls' season will run from the last of April until the end of June. A conference schedule, plus a state tournament series, will be played at the time. A large number of students participate in soccer.

#### *Softball*

During the summer months, girls may participate in girls' softball. Approximately, 14–20 games are played during the summer months. Practice starts in May and is held in the late afternoon or evening. Varsity, junior varsity, and freshman games are scheduled. The State Softball Tournament concludes the season.

#### *Swimming (Boys')*

One of the interscholastic sports in Marshalltown High School's athletic program is swimming. The boys' swimming team is open to all boys. The boys' swim team is composed each season of two squads, a reserve squad and a varsity squad—both of which have their own schedule of dual meets. The swimming season begins the first week in November and continues until the state meet which is usually the third Saturday of February. The highlights of the season are the Bobcat Relays, the Boone Invitational, the Conference Meet, and the District and State Meets. Marshalltown is the host for the State Meet.

#### *Swimming (Girls')*

Girls' swimming is a popular sport at MHS. Approximately 40 girls are involved each year. The schedule includes approximately 8 meets plus competition in the State Swim Meet. The season will start in August and run through October each year.

#### *Tennis*

Tennis is conducted on the varsity level each spring. Starting date is usually the third Monday of March with the first meet in the second week of April. The schedule consists of approximately twelve dual meets with competition also coming in the Bobcat

Invitational Meet, the District Meet, the Conference Meet, and the State Meet. The varsity squad consists of approximately twelve players. Competition is held within the squad to determine ladder placement for interscholastic competition.

### *Track*

Track and Field, an interscholastic sport, is offered to the high school students in Marshalltown and is one of the outstanding activities in the sports program. Competition in track and field permits many groups to be represented at a single time and place, and the primary emphasis in competition is against time and distance rather than against human rivals. Track and Field has repeatedly been the means of bringing representatives of widely different social groups together under the secure mantle of the rules of the events. Track and Field includes weights, jumps, and runs for as many students as want to participate; the size of the squad is unlimited. Practices start in early March. Some students begin their workouts before the starting date.

### *Volleyball*

Volleyball is an interscholastic athletic program for high school girls, which began in the fall of 1984 at MHS. The season for volleyball runs from the middle of August to the last week in October. Varsity, junior varsity, sophomore, and freshman games are scheduled with most games starting at 6:00 p.m. The schedule includes approximately 14 dates with both duals and tournaments, plus competition in district and state meets.

### *Wrestling*

Wrestling is one of the fastest growing spectator and participant sports in Iowa and throughout the country. Iowa has long been recognized as one of the "hotbed" states in interscholastic wrestling. This highly competitive sport provides competition for young men of all sizes from 103 pounds progressively up through 14 weight classes to 275 lbs. It is a demanding sport requiring maximum development of an individual's strength, quickness, coordination, balance, and knowledge of wrestling holds. The wrestling program runs from November through February. The high school program includes a freshman-sophomore team, a junior varsity team, and a varsity team. The team competes in 8 dual meets, 7 tournaments, plus District and State Wrestling.

## **ATHLETIC PHYSICALS**

Students who participate in inter-scholastic athletics are required to have an annual physical. Athletic physicals are valid for twelve months. A copy of a current physical must be on file in the Athletic Office in order for a student to practice and/or participate in athletics.

## **CENTRAL IOWA METROPOLITAN LEAGUE (CIML)**

Marshalltown Senior High School is a member of the Central Iowa Metropolitan League. The schools making up the league are divided into three 6-team conferences:

Metro: DM East, DM Hoover, DM Lincoln, DM North, DM Roosevelt, Ottumwa

Central: Ankeny, Johnston, SE Polk, Urbandale, WDM Dowling

Iowa: Ames, Fort Dodge, Marshalltown, Mason City, Waukee, WDM Valley

League sports include B/G Cross Country, Volleyball, Football, G/B Swimming, G/B Basketball, Wrestling, G/B Tennis, G/B Golf, G/B Track, Softball, Baseball, and B/G Soccer. Conference and/or divisional championships are determined for each sport either in a round-robin basis, on a win-loss percentage, or by a single championship meet.

## **LAUNDRY FEE**

A laundry fee will be charged to all participants in athletics. The fee will be \$20.00 per sport, maximum \$60 per family. This fee must be paid before an individual may take part in practices or contests. This fee will be paid directly to the Main Office. Any individual who qualifies for the free or reduced lunch program will be exempt from paying this fee. Also students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Persons who qualify for this exemption must notify the Athletic Office.



# **STUDENT CONDUCT**

## **STUDENT CONDUCT POLICY**

**Policy Title: Student Conduct in Extra-Curricular Activities**

**Series 500: Code No.: 502.7**

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 in MHS student handbook.

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.

Adopted: June 14, 1992

Amended: May 23, 1983; April 8, 1991; July 20, 1992; February 22, 1993; August 9, 1993; March 13, 1995; March 25, 1996.; June 8, 1998; May 22, 2000; May 15, 2006.

Legal Reference: (Code of Iowa), Bunger v. Iowa High School Athletic Assn., 197 N.W. 2d 555, (Iowa 1972). In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978). Iowa Code §§ 280.13, .13A (1991). 281 I.A.C. 12.3(8).

## Suspension Guidelines: Athletics

<u>SPORT</u>	<u>NUMBER OF SUSPENSION</u>	<u>WITH ADDED</u>
<u>PENALTY</u>		
Football (9 games).....	2 games.....	3 games
Boys'/Girls' Cross Country (10 meets).....	2 meets.....	3 meets
Girls' Swimming (12 meets).....	3 meets.....	4 meets
Boys' Golf (12Meets).....	3 meet.....	4 meets
Volleyball (37 matches).....	9 matches.....	10 matches
Boys'/Girls' Basketball (21 games).....	5 games.....	6 games
Boys' Swimming (12 meets).....	3 meets.....	4 meets
Wrestling (39 matches).....	9 matches.....	10 matches
Boys'/Girls' Track (16-17 meets).....	4 meets.....	5 meets
Boys'/Girls' Track (13-15 meets).....	3 meets.....	4 meets
Boys'/Girls' Tennis (12 meets).....	3 meets.....	4 meets
Boys'/Girls' Soccer (16-17 games).....	4 games.....	5 games
Boys'/Girls' Soccer (13-15 games).....	3 games.....	4 games
Girls' Golf (12 meets).....	3 meets.....	4 meets
Softball (40 games).....	10 games.....	11 games
Baseball (40 games).....	10 games.....	11 games
Bowling.....	3 games.....	4 games
Dance Team.....	1/3 of performances	

If there are less scheduled contests, 25% loss of competition will be used. Once a date has been determined for the athlete to be eligible to participate in competition, the date of eligibility does not change due to postponements and/or cancellations. During a suspension, the student will participate in practice, attend home games or contests, and travel with the team at the coach's discretion but will not be allowed to dress or participate. During a suspension the student is not allowed to participate in public scrimmages or jamborees.

If fewer contest dates remain to be played at the time of the violation, the ineligibility shall carry over into the next sports season in which the student participates. If the violation occurs during the off-season, the suspension will be applied in the next sport in which the student participates. All coaches involved with a student must be in agreement before a student can participate in a sport in which the student has not participated in order to work off a suspension. On an overnight trip, a violation will be left to the coach's discretion with the option for suspension to be immediate or enforced upon return home.

## **SUSPENSION GUIDELINES: Activities**

If a student is in violation of both the Academic Eligibility Policy and the Student Conduct Policy, the sanctions will be served consecutively.

### *DRAMA*

- 1st Violation: Removed from play or activity presently in production or non-involvement in next production.
- 2nd Violation: Removal from present production and ineligible for next two productions either on stage or backstage. If production is not in process, ineligible for next two productions.
- 3rd Violation: Ineligible to participate for one year.

Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

### *STUDENT SENATE*

- 1st Violation: 9 week probation. Not allowed to participate for nine weeks.
- 2nd Violation: Ineligible to participate for the remainder of the year.

Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

### *KEY CLUB*

- 1st Violation: Ineligible for activities for 9 weeks.
- 2nd Violation: Ineligible for activities for 18 weeks.
- 3rd Violation: Ineligible to participate for one year.

Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

### *CHESS CLUB*

- 1st Violation: Dropped from Chess Club.

### *MUSIC*

- 1st Violation: Ineligible for next 2 activities and next out-of-town trip. Loss of points for that semester.
- 2nd Violation: Ineligible for next 4 activities and next 2 out-of-town trips. Loss of points for the academic year in which violation occurred.
- 3rd Violation: Dropped from class.

### *NATIONAL HONOR SOCIETY*

- 1st Violation: Probation for one calendar year, 20 hours of community service, and other disciplinary action set by the NHS Faculty Advisory Committee.
- 2nd Violation: Dismissed from NHS

Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

### *THESPIANS*

- 1st Violation: Removal from Thespians and "0" of credits previously awarded.
- 2nd Violation: Dismissed from Thespians.

Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

### *Math Team*

- 1st Violation: Ineligible for next activity.
- 2nd Violation: Ineligible for rest of the school year-- or if last event of year, ineligible for first 2 events of the following school year.

3rd Violation: Ineligible to participate for one year.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

*Envirothon*

1st Violation: Ineligible for next activity.  
2nd Violation: Ineligible for rest of the school year- or if last event of year, ineligible for first 2 events of the following school year.  
3rd Violation: Ineligible to participate for one year.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

*Science Olympiad*

1st Violation: Dropped from Science Olympiad

*Destination Imagination*

1st Violation: Dropped from Destination Imagination

*FORENSICS—DEBATE*

1st Violation: Ineligible for 2 tournaments.  
2nd Violation: Ineligible for 3 tournaments.  
3rd Violation: Ineligible to participate for one year.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

*FORENSICS—COMPETITIVE CONGRESS*

1st Violation: Ineligible for 2 tournaments.  
2nd Violation: Ineligible for 3 tournaments.  
3rd Violation: Ineligible to participate for one year.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

*FORENSICS—MOCK TRIAL*

1st Violation: Ineligible for 2 scrimmages or 1 tournament.  
2nd Violation: Ineligible to participate until next season.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

*FORENSICS—INDIVIDUAL EVENTS*

1st Violation: Ineligible for 1 tournament.  
2nd Violation: Ineligible for 2 tournaments.  
3rd Violation: Ineligible to participate for one year.  
Additional penalties may be assessed if a student is found not to have been truthful in the statements to the investigative committee.

## **ENFORCEMENT PROCEDURES**

### **STEP 1: ALLEGED VIOLATION**

Information is brought to school officials.

STEP 2: Investigation Begins  
The Investigator will begin the investigation.

STEP 3: HEARING OF FACTS  
The Investigator meets with the student, reporter, and witnesses as soon as possible after Step 2. (Students are always entitled to representation.)

Student denies report OR student's and reporter's stories are consistent. (If so, then SUSPENSION BEGINS in extra-curricular activities.)

If not, then Investigator completes investigation and makes recommendation to administration.

Recommendation is given to accept student's denial OR recommendation not given to accept student's denial. (If so, then student may accept suspension or appeal recommendation.)

If not, then case is dropped.

## **APPEAL PROCESS**

### **1ST APPEAL**

Student Conduct Appeals Committee hears from the Investigator, student, parent, and reporter (if necessary) as soon as possible after Step 3.

Recommendation to uphold denial OR Recommendation to uphold suspension (If so, then student accepts suspension or appeals).

If not, then case is dropped.

### **2ND APPEAL**

Superintendent hears student, Investigator, and representatives from Student Conduct Appeals Committees.

Recommendation is given to uphold denial OR Recommendation is given to uphold suspension.

## **DISTRICT POLICIES**

### **ASBESTOS MANAGEMENT PLAN**

See School Board Policy: Series 800; Policy Title: Asbestos Containing Material; Code No. 804.4

### **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

See School Board Policy: Series 100; Policy Title: Equal Educational Opportunity; Code No. 100.1

### **EXCLUSION OF STUDENTS WITH PEDICULOSIS HEAD LICE/NITS**

See School Board Policy: Series 500; Policy Title: Students with Pediculosis (Head Lice); Code No. 504.30

### **FAMILY RIGHTS & PRIVACY ACT**

Dear Parents,

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 letter is to inform you of these rights. The Marshalltown

Community School District maintains records of (1) Birthdate, birthplace, telephone number, 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, and parents' names and phone numbers. 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 where a student 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, 317 Columbus Drive, 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, 317 Columbus Drive, (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 High School teaches 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 MHS Principal. If you have any further questions concerning these topics, please contact the Principal's Office.

## **POSTSECONDARY ENROLLMENT OPTIONS ACT**

### *EARN COLLEGE CREDIT WHILE ATTENDING HIGH SCHOOL.*

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. The act has a dual purpose to promote rigorous educational pursuits and to provide a wide variety of options for students. Any 11th or 12th grade student in a public or accredited non-public school is eligible. Ninth (9<sup>th</sup>) and 10th grade students are eligible if they have been identified for the 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. For non-public school students, the school district in which the non-public school is located pays the costs. 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 the course 's tuition and/or fees. You may take up to seven semester hours of credit if you have completed the 11th grade but have not yet completed the requirements for graduation. You will pay the cost of attendance for earned summer credit hours. What about high school graduation requirements? You must still meet

the course requirements of your school district. You 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 meets 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 counseling 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. For a list of course, see your school counselor.
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.

Deciding whether to apply for enrollment in postsecondary courses is an important decision. Start by planning early. This sheet is intended to provide you with general information about the Postsecondary Enrollment Options Program. Your decision about participation should not be based on this document alone. Additional information and counseling are necessary to assure that you are making the best choice for you and your future education. This information is provided by Iowa Department of Education, Grimes State Office Building.

## **SPECTATOR CONDUCT ON SCHOOL PREMISES**

See School Board Policy: School/Community Relations; Series 900: Code 903.4

# **SCHOOL TRANSPORTATION**

## **SCHOOL TRANSPORTATION RULES AND REGULATIONS[JW2]**

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 passenger, then as a participant in field trips or athletic events. In order that everyone receives a safe, comfortable ride, please read and discuss the following student rules with your child.

the student:

1. Shall respect the driver as he or she has complete authority over all students on the bus and at transfer points at all times.
2. Shall 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, it should not have to wait for students, and bus waiting time will not exceed 30 seconds.
3. Shall 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.
4. Shall, 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.
5. Shall assume responsibility to self-discipline and conduct himself or herself in a respectful manner. A mutual respect is necessary among driver, student, and parent.



6. Shall remain in the seat without moving until reaching his/her destination unless asked to move by the driver.
7. Shall not use any form of tobacco.
8. Shall not use obscene, vulgar or profane language or gestures.
9. Shall not eat or drink on the bus unless the driver gives permission.
10. Shall not be involved in willful fighting on the bus or in transfer.
11. If asked, will 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.
12. May be assigned to a seat on the bus, if necessary, as a form of discipline or merely to maintain order.
13. Shall 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.
14. Who is required to change busses at the transfer point will ride a bus to this point as provided from his/her respective schools. Students walking to the transfer point endanger themselves as well as others.
15. Shall 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.
16. Shall 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.
17. Shall not exit or enter the bus through the emergency door unless the driver tells him or her to do so.
18. Shall 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 who 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 privileges. School bus driving during inclement weather is some of the most difficult driving a bus driver encounters. At present, 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 the local radio stations for any weather related information. Please do not call the transportation office for information as this ties up phones and personnel needed for more pressing business. 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, call the parents, and also inform the transportation office. The driver will insure the student is inside before departing. Please notify the transportation office if your road is impassable at (641)754-1195. School bus drivers undertake a great responsibility by 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.

---

[HK1]delete

[JW2]This section will be updated when the Transportation Handbook is approved by the board.