



***Miller Middle School  
125 South 11th Street  
Marshalltown, Iowa 50158  
641-754-1110***

## **STUDENT EXPECTATIONS**

At Miller, we follow the expectations outlined in Miller CATS, where we want all students to be Connected, Accountable, Tolerant, and Safe. Students will demonstrate these expectations by:

- Being on time and attending all of my classes every day with necessary materials
- Treating others as I want to be treated, with respect and fairness
- Following all school rules and expectations
- Writing down assignments, doing my homework with pride, and turning it in when it's due
- Being responsible for my actions at all times
- Making safe and healthy choices at school, at home, and in the community
- Asking for help from my family and my teachers when I don't understand something or when I have a problem
- Using the time given in classes to work on assignments

## **MMS STAFF EXPECTATIONS**

- Provide high quality instruction
- Provide a safe, caring, and respectful environment that encourages positive communication among staff, parents, and students
- Work to meet the needs of each student
- Make sure students understand assignments and expectations
- Teach students how to study and monitor their own learning
- Listen and be responsive to student and family concerns
- Encourage students to be responsible for themselves in making safe and healthy choices at home, at school, and in the community
- Provide opportunities for families to be involved in their children's academic achievements
- Teaching staff will contact parents/guardians if there's a concern with a student

## **PARENT/GUARDIAN EXPECTATIONS**

- Bring my student to school on time everyday and notify the school if he/she will be gone
- Create a place in our home for my student to work on his/her homework
- Continue to keep school informed of current student and family information as needed
- Communicate with the school about my student's academic progress
- Use my student's schedule and/or planner to ask questions about his/her school day, homework, and activities
- Support and encourage my student to participate in at least one extracurricular activity
- Encourage my student to be responsible for himself/herself in making safe and healthy choices at home, at school, and in the community
- Help my child see the connection between his/her classes and future goals

## NON-DISCRIMINATION POLICY

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

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

## WHAT IS THE LENGTH OF THE MIDDLE SCHOOL DAY?

- The building opens at 8:00 a.m. for breakfast and those going to the Library for study materials. Students are asked not to arrive prior to 8:00 a.m. unless they have a pass from a staff member. The doors open at 8:20 a.m. for all students to report to “Homebase”.
- 7th grade students are asked to enter the building at the north-east doors. 8th grade students are to enter the building at the south-east doors of the building at the start of the school day.
- School closes at 3:25 p.m. except for those who are asked by a teacher to stay for “help-sessions” or voluntarily choose to stay with approval from a staff member. Help-sessions last until 4:00 p.m. on Monday, Tuesday and Thursday. Students who are involved in athletics and/or activities will be allowed to stay, if they are accompanied by a coach or sponsor.

## WHAT IS THE DAILY SCHOOL SCHEDULE?

- The weather affects the time the doors open for the student body. Under rainy or very cold conditions, all students may come into the auditorium. Normally, students enter the building at 8:20 a.m.
- Students will be assigned one period for lunch between the hours of 11:00 a.m. and 1:00 p.m.

8:00 AM Front doors open for those going to the Library.

8:00-8:20 AM Breakfast served in cafeteria or “grab and go” available in the main lobby until the start of 1st period.

8:20 AM	Front door opens to all students.
8:30 AM	Tardy bell.
11:00 AM-1:00 PM	Lunch periods.
3:25 PM	End of regular day of school.
3:25-4:00 PM	Supervised study, special help and activities.

### **WHAT SUPPLIES DO I NEED TO START SCHOOL?**

- Books are furnished in middle school and an annual rental fee is charged. Students are responsible for supplying their own pencils and paper. It is recommended that students wait until they meet their teachers and receive specific instructions before buying notebooks, paper, etc.
- **Waiver of Student Fees** – Students whose families meet the income guidelines for free or 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.***

### **IS SCHOOL INSURANCE AVAILABLE?**

- Yes it is. If a student is out for athletics, he/she *must* either purchase insurance or have a parent/guardian sign a waiver stating they do not wish the insurance offered at school.
- The school is not in the insurance business, but we recommend that some form of insurance be carried for all students and thus offer a policy. By grouping our schools, the charge is kept at a minimum rate. Cost and information will be sent home the first week of school.

### **MAY I BUY A SENIOR HIGH SCHOOL ACTIVITY TICKET?**

- Senior High School activity tickets will be sold at the Middle School for \$35.00. This ticket is good for all Senior High School activities. Single admission for these events range up to \$3.00 per event. This is a considerable savings to all who purchase the activity ticket. Furthermore, the sale of these activity tickets supports the Middle School activities program. This ticket may be purchased at registration or during the first week of school.

### **WHAT SUBJECTS WILL I TAKE IN THE SEVENTH GRADE?**

Students are required to take:

Composition (writing) & Literature (Reading)

Math

Science

Social Studies

Art

P.E

PLTW (Project Lead the Way)

Additionally, the following elective courses are available: Instrumental music (band), vocal music, and orchestra.

\*Algebra I is available to qualifying students for high school credit.

\*Students who master academic standards at a high degree in instrumental music (Band), may have school and parent approval to participate second semester in 8<sup>th</sup> grade band.

### **WHAT SUBJECTS WILL I TAKE IN THE EIGHTH GRADE?**

You are required to take:

Literature and Composition

Mathematics

Science

Social Studies

Related Arts (Project Lead the Way (engineering technology), Art, Health and Physical Education.

Additionally, the following elective courses are available: Instrumental music (band), vocal music, and orchestra.

\*Algebra I, Geometry, and English 9 are available to qualifying students to earn high school credit in 8<sup>th</sup> grade. Qualifying students need to be at the 90% or above on the Iowa Assessment and achieve the qualifying score on the Iowa Algebra Readiness Test. Advanced classes in Lit. and Comp. may be taken for those at the 85% and above on the Iowa Assessments.

\* Students who master academic standards at a high degree in instrumental music (Band), may have school and parent approval to be transported (school bus) to MHS during the second semester to participate in the high school band. During this time students will not earn high school credit, but will continue earning 8<sup>th</sup> grade credit.

- **Throughout the middle school years, students will be exposed to many topics. To make these topics more meaningful, different guests and groups will be invited to present information to the students. These include Peer Approach Counseling by Teens (PACT) from the YWCA, Teen Parenting from the high school, “Making Proud Choices” pregnancy prevention program, and AIDS education information from doctors and the Science/Health teachers. Students may be excused from these presentations if parents request it in writing**

### **WHAT OTHER ACADEMIC SERVICES ARE AVAILABLE?**

- Miller Middle School is very interested in helping you achieve at your highest level possible. Therefore, additional assistance can be obtained through a combination of services provided by the Counseling Office, Help Sessions, and several community agencies that will be providing on site support in a variety of ways.

### **ARE THERE STUDENT ACTIVITIES IN WHICH I MAY PARTICIPATE?**

- There are a variety of activities available to meet the needs and interests of all who wish to participate. Announcements will be made concerning the various activities. The Associate Principal is the director of all activities.

### **DO WE HAVE ATHLETICS?**

- Yes, we have an interscholastic athletic program that is available to all of our 7th & 8th grade students. A current physical form is required for participation in athletic activities. Current sports teams at Miller include Cross Country, Volleyball, Football, Wrestling, Basketball, Swimming and Track.

### **WHAT SHALL I DO IF I AM ABSENT?**

- Regular attendance is one of the best predictors of school success. When a parent decides that their student should not attend school, we ask that you please call 754-1110 prior to 8:30 a.m. and ask for the attendance office. These parent calls are very important to us. We appreciate parental cooperation with this important detail. Since we consider the student attendance to be important, we will call parents at work if other attempts to confirm absences are unsuccessful.
- Homework during an absence may be requested by calling the school. Homework assignments may be picked up at the end of the day at 3:30. For extended absences, the school district might supply a homebound instructor. Mrs. Applegate, our school nurse, will assist in this type of absence. Our goal is for all students to grow both socially and academically and keeping up on classwork, even during an absence, will help your student meet that goal. **Parents/guardians are encouraged to contact teachers directly at anytime to ask about a student assignment in a specific class.** Teachers email addresses can be obtained at [www.marshalltown.k12.ia.us](http://www.marshalltown.k12.ia.us). Most often a teacher's email is the first initial and last name @ the Marshalltown address such as [prial@marshalltown.k12.ia.us](mailto:prial@marshalltown.k12.ia.us).
- In the case of an unexcused absence, the student will be required to make up the lost instruction time away from school.
- In cases of truancy (excessive unexcused absences), attendance will be discussed with the student's parent or guardian. Since truancy is a violation of state law, we work with representatives of our legal and judicial systems in an effort to prevent recurrence of this problem behavior.

### **WHAT SHALL I DO IF I AM TARDY?**

- If you are tardy after 8:30 a.m., you must report to the attendance office for an admit. When a student has an unexcused tardy, teachers will follow the behavior matrix for tardies which includes:
  - Redirection: Remind student of expectation
  - Choice consequence from Teacher Response/Consequence List
  - Parent contact made by teacher
  - Morning/After school detention (teacher must make parent contact)
  - Office Referral (Submit Behavior Referral in Campus)
- Tardiness during the school day will be handled by each classroom teacher. We will be reasonable concerning tardiness for students new to the building. We do, however, expect all students to try to be prompt to school and to their classes. Generally, students who are tardy after a reasonable orientation period will be held to the list above. **Good attendance habits are very important.**

#### **MAY I BE EXCUSED FROM PHYSICAL EDUCATION?**

- State law requires physical education for all students unless they are physically unable to take part in this activity. A temporary (one time) excuse from physical education may be obtained from the school nurse upon written request from the parents. A written excuse from a doctor is required for an extended (more than one time) excuse from physical education. This must be renewed at least yearly. Excuses from physical education are to be presented to the nurse in the morning before school. If students have a mild illness or injury, it may be appropriate to develop a program of modified activity during physical education class. The school nurse will be happy to work with parents to arrive at a reasonable program for the student. Students are permitted no more than three parent excuses for P.E. per nine-week grading period. Any excuse beyond three per nine weeks requires medical verification.

#### **RECEIVE A REPORT CARD FOR ACADEMIC GROWTH**

- A report of your progress in your courses is made to students and to their parents each nine weeks. This report shows you and your parents what progress you are making in your schoolwork and areas where you need additional work. During the fall quarter, parents will be invited to a conference session with teachers. If parents have questions concerning your progress at any time during the school year, they are urged to contact us with their questions. Parents may call the school to talk with teachers or to arrange a conference with a teacher or teachers. Counselors are also available to confer with parents concerning students' progress.

#### **SOCIAL BEHAVIOR RECORD:**



- In addition to academic grades, students and teachers will measure how consistently students are on time, prepared, and engaged in class and how each student demonstrates respect towards others. This report will be mailed together with report cards.

#### **INFINITE CAMPUS:**

- “Infinite Campus” is the student information website where parents and students may check their child’s attendance, discipline, assignments, and academic progress from each class. Please contact Bob Gilbertson, MMS Technology Specialist, to get more information and learn how to register for “Infinite Campus-Parent Portal” to easily access all of this information.

#### **ARE STUDENT, PARENT, AND TEACHER CONFERENCES SCHEDULED?**

- Conferences are held with students, parents, and teachers during the first and third nine-week grading periods. Additionally, parents or teachers may schedule conferences on an “as needed” basis at any time throughout the school year.

#### **CLOTHING**

- Student Dress – Miller follows the district dress code outlined in Board Policy 502.1-R. Students who dress inappropriately will be given the opportunity to change or cover their clothing. Refusal to cooperate and/or repeated offenses may result in being sent home and/or disciplinary action.

#### **ARE LIBRARY FACILITIES AVAILABLE?**

- The library (also known as the HUB) contains books; periodicals, audio-visual materials, and computer equipment that you may need to complete many of your assignments and projects as well as many books for your reading enjoyment. You should acquaint yourself with the media center and the procedures so that you can make good use of this learning center.

#### **TO WHOM AM I RESPONSIBLE FOR MY CONDUCT?**

- Students are responsible to teachers, administrators, custodians, bus drivers, educational aides, lunchroom personnel, and secretaries, but most of all to themselves. We at Miller expect all students to uphold the ideals for which Miller stands and to maintain the principles and traditions which have been established. We model all expectations on Miller’s CATS –connected, accountable, tolerant, and safe.

#### **WHAT IS AN ASSEMBLY PERIOD?**

- The assembly period is an opportunity for programs to be presented by departments and other school organizations. Sometimes special entertainment or speakers are invited to Miller. Typical programs which have been presented in assemblies are: plays, band concerts, orchestra or general music classes, movies, and speeches. Award assemblies for citizenship, music, athletics and PBIS are held quarterly.

#### **WHAT IS THE PURPOSE OF AN ASSEMBLY PERIOD?**



- In addition to providing education, the purpose of the assembly period is to give as many students as possible experience in appearing before an audience, and to give the student body experience in appropriate audience behavior. Students are taught to respond positively and to refrain from booing, whistling, or reacting in an inappropriate manner. Parents are encouraged to attend any of our assemblies.

#### **DO WE HAVE A STUDENT GOVERNMENT ORGANIZATION?**

- Yes, the Student Leadership Club is an organization designed for students interested in improving Miller. These representatives discuss the activities and issues of the school. They present new plans and projects to be considered and plan fundraising and philanthropic assemblies.

#### **IS THERE A PLACE WHERE I MAY LEAVE VALUABLES DURING THE SCHOOL DAY?**

- Money or other valuable items including electronics may be checked into the office for safe keeping during the school day. One of our biggest problems arises from loss of material goods by students when they are left unsecured and unattended. Please identify your things as much as you can with name tags or permanent ink. **This is particularly true of gym clothing.** Unless for a specific purpose, it is a good practice to leave large amounts of money or valuables at home, but if you do, please check them into the office. It is a questionable idea in school as, it is in any setting, to flash money and valuables around. When possible, bring a check rather than cash to deposit into the student's lunch account or pay online. **Never leave money or valuables in any unlocked locker and do not share your locker combination with anyone. The School is NOT responsible to replace stolen items out of a locker, when the locker is not locked.** Our student body is a reflection on our general community and there are a small percentage of students who lack respect for others' property or rights. The school tries to monitor common areas and to provide locks for everything, however, it is extremely challenging to monitor every student's belongings at all times.

#### **Emergency Drills**

- Throughout the year emergency preparedness and safety drills will be conducted in and out of the building. These will include but are not limited to fire drills, tornado drills, and building lockdown and evacuation drills. During the course of these drills the school may work in conjunction with police and other emergency response agencies to conduct training exercises in order to ensure a proper response. These exercises may include the local K-9 unit and other appropriate emergency response units. Students will be in their locked down classroom with instructors in the event a K-9 team or other emergency response unit conducts any exercise.

#### **ARE THERE NURSING SERVICES AVAILABLE AT THE MIDDLE SCHOOL?**

- Yes, a nurse is assigned to the building on a full-time basis during the hours that students are attending classes. The principal's office is also capable of backup emergency services of some types. If students go to the nurse's office and no one is there, they should report to the principal's

office immediately. Students are not to sit in the nurse's office to wait unless they are instructed to do so.

- Parents, who have children with some physical challenges, or special needs due to a physical condition, should contact the school nurse to discuss these challenges. We want to do everything possible to allow each student to access all offerings at school regardless of any physical challenges.

## **SCHOOL HEALTH POLICY ON ADMINISTRATION OF MEDICATION**

- Services provided by the school nurse include primary health care such as first aid, screening procedures, immunizations, illness and injury treatment, preventative health care through health assessment, health education and counseling.
- When a student is ill or injured, they should go to the Nurse's Office. If it is necessary for the student to be excused from school, the nurse will contact your parents or guardian to make arrangements for a student to go home. Students are not to contact parents to come get them without the nurse's authorization. If a student's parents are planning to be OUT OF TOWN, please notify the school nurse so that arrangements can be made if the student becomes ill or is injured. **No student will be sent home ill or injured without notification of parent or guardian**. Parental contact is needed to be sure that an adult will be responsible for your care after leaving school.
- The school nurse needs to be aware of students with **special health needs**. Parents, please notify the school nurse at the beginning of the school year and at any time during the school year of any student who has special health needs. It is imperative that the school nurse, parent, student and teachers work together to provide the best educational environment for student success.
- MCSD is an "allergy aware" district. Due to significant food allergies that some students possess we discourage items with nuts and tree nuts in our school. . If you wish to request a diet modification for your child, please contact the Food Service Office. A Diet Modification Request Form, to be completed by a physician, can be found on the District's website and must be submitted annually.
- **Prescription Medications:** All medication prescribed by a physician that will be given at school must be in a proper prescription container from the pharmacist. **All medication must be kept in the nurse's office**. A medication card, obtained from your doctor, with the parent and physician's signature must accompany this prescription medication. The medication card must include the medication name, dosage, and time the medication is to be given at school. An exception to the policy is inhalers for students with asthma. The student may carry their inhaler if the physician writes a specific order or notes this on the medication card. Students must be reminded not to share their inhaler with any other student no matter what the situation.
- **Non-prescription Medications:** Non-prescription medications such as acetaminophen, ibuprofen, cold medications, or cough drops 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 medications unless given to the student by the school nurse. Specific OTC medication not supplied by the school nurse must be supplied by the student and kept in the nurse's office.
- Teachers, coaches, trainers or other staff are **not allowed** to dispense either prescription or non-prescription medications during the school day or at any school sponsored activity such as an

athletic event, field trip or extracurricular activity unless certified by the state to dispense medication.

- Students are **not allowed** to take prescription or non-prescription medication at any school sponsored activity such as an athletic event, field trip or extracurricular activity unless authorized by the school nurse or the parent of the student. If the student is taking a prescription medication at a school sponsored activity, the teacher or coach should be notified in case there is a side effect to the medication.
- At the end of the school year, parents will be notified if the student has a prescription medication remaining at school. **At the end of the school year, any medications left in the nurse's office will be sent home with the student or parent at the nurse's discretion. Any medication left for one week after the end of the school year will be properly disposed of.**

### **Policy for Students with Pediculosis (Head Lice)**

- Pediculosis capitis, commonly known as head lice, is an infestation of the hair and scalp with lice and nits (eggs). The goal of this policy is not to eradicate pediculosis, which is impossible, but to keep it at a manageable level. The Center for Disease Control (CDC), the Iowa Department of Public Health (IDPH) and the American Academy of Pediatrics (AAP) recommend that no healthy child should be excluded from or allowed to miss school because of head lice. The “no-nit” policy will no longer be in effect. Students with only nits will remain in school.
- Any student found to have lice on the hair or scalp during the school day will remain in school until the end of the day. Parent/guardian will be notified if the student has head lice or nits. Oral and written instructions regarding the treatment of head lice or nits will be given to the parent/guardian. During the two-week treatment period, the student is expected to be in school on a daily basis. If the student continues to have head lice after the two-week treatment period, the student will be excluded from school until there are no live lice on the hair or scalp. Any school absences after the two-week treatment period related to the continued presence of live head lice would be unexcused.
- The Marshalltown Community School District will follow the recommendations as outlined in the Pediculosis School Manual found in each school building. This manual will be reviewed and updated using the recommendations from the Iowa Department of Public Health and the American Academy of Pediatrics as guidelines for the treatment of pediculosis.

### **WITHDRAWAL FROM SCHOOL**

- If you are moving out of the Marshalltown district, you should notify the attendance office as soon as the information is available. On your last day at Miller, go to the attendance office and the secretary will give you a check out sheet to present to each of your teachers. The teachers will indicate if you have been cleared for transfer. This sheet should then be checked in at the office to receive any refunds, report cards, etc. The student’s records will be transferred to his/her next school when the parent signs a permission form for release of records at the new school.

### **CHANGE OF ADDRESS, TELEPHONE OR EMAIL ADDRESS:**

- If your address or telephone number is changed during the school year, this change should be reported to the office secretary. **It is important that the school records are kept up-to-date.** We also appreciate having up to date email addresses for communication purposes.

### **SCHOOL WORK DONE ON HOME COMPUTERS AND CHROMEBOOKS**

- Students completing homework on a computer may have problems carrying that work between home and school (disks get lost, damaged, etc.) so we recommend that students EMAIL their work to school. All students have an email account through the Marshalltown Schools web site, which can be used for SCHOOL WORK ONLY. This address MUST BE USED as our schools block the use of personal addresses (hotmail, yahoo, etc.)
- *Students will be issued a Chromebook to enhance their educational experience at Miller. The Chromebook that a student is issued when they arrive at Miller will be the same device that they will have for the duration of their time at Miller. Because of this, there are certain expectations that accompany this privilege. All students and a parent or guardian will need to consent to and sign a Responsible Use Procedures (RUP) form and agree any fees that are associated to repairs to the device caused by misuse of the device. A copy of the RUP can be found [here](#)*

### **CONDUCT**

- Certain rules and regulations are necessary to ensure a positive school environment. In general, behavior is not acceptable if there is the possibility that it might result in a disruption to the learning environment, personal injury, destruction of property, or injury to the spirit or the reputation of the school. **Our goal is to maintain a positive learning environment.** Conduct that detracts from that atmosphere will not be tolerated. School Board Policy 502.1 governs our disciplinary practices and procedures. At Miller Middle School We Believe:
  - Learning is important and should be fun. (FUN)
  - We should be respectful, fair, and honest. (FREEDOM)
  - We should be responsible and do our best. (POWER)
  - We should treat others as we want to be treated. (BELONGING)
  - We should have a safe, drug-free, weapon-free school. (SURVIVAL)

### **STANDARDS OF THE STUDENT CONDUCT CODE:**

- Participation in student activities is viewed by the school as a worthwhile endeavor which enhances the education process. Participation is considered an extension of, but separate from, the regular secondary school program. Participants in extracurricular activities occupy leadership positions, represent the school and the community and depict it's character, all of which brings additional expectations and responsibilities. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal, classroom situation. Extra-curricular involvement offers students opportunities to develop healthy living habits, self-discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and

responsibilities. It is with those goals in mind the Good Conduct Code is established for those choosing to take part in the extracurricular program.

- All students, whether participating or spectating for an MMS event must have been in attendance a minimum of four (4) period or more to attend. Or have approval from an administrator.
- One cannot ignore the fact that some adolescents choose to involve themselves in social situations where conduct that is unhealthy or improper and that, in many cases, is also illegal occurs. The school district shares the concern of lawmakers that use of alcohol and other controlled substances is detrimental to one's physical health and emotional well-being. The purpose of the Good Conduct Code is proactive; 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.

### **Good 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 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.
  3. Students shall not be in association with, or at gatherings where, others not of legal drinking age are in possession of beer, alcohol or controlled substances.
- Extra-curricular activities include all activities for which the school provides a coach or sponsor specifically including, but not limited to, interscholastic athletics, drama, 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 [Good Conduct policy shall](#) (503.4) be in effect all year, including summers.

### **TRUANCY**

- Students who are absent from school or any class without a valid reason are considered truant. **No student is to leave the school without specific permission from the office.** (MCSD Policy 501.10 details the attendance policy and procedures.)

### **DETENTION**

- Students may be assigned detention because of a discipline problem, not doing their assignment, or some other infraction that may occur such as tardiness or truancy. A student is always informed when he/she has detention time to serve and parents are notified by the teacher, student, and/or principal. Bus students are allowed one day to arrange for transportation since detention time is made up at the end of the school day. Students are to bring sufficient materials and books to keep busy for the period of time they are to make

up. A student cannot be excused from detention unless satisfactory arrangements are made with the staff member who assigned the detention time.

### **SUSPENSION OR EXPULSION**

- A suspension means that a student is removed from the regular school environment and all school sponsored activities for a temporary period of time. Suspension may be either in-school or at home. The principal of the school may suspend a student as a disciplinary measure. Students may be reinstated only after a satisfactory conference with the parents, the student and the school officials. The suspended student must display a positive attitude toward school policies and a desire to return to school. Expulsion means that a student is removed up to one year from the school. This action is taken only by the board of education, and the student must appear before the board of education and receive their permission before he/she will be permitted to return to any school in the district. Participation/affiliation in gang activity, carrying drugs or alcohol, or bringing any type of gun/weapon on school property could lead to expulsion.

### **WEAPONS Board Policy 502.6**

- The Marshalltown community 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. Weapons will be confiscated and a report will be made to the police department.
- 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, and nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or dangerous chemicals.
- Any student while on school property or at a school related activity found to be in possession or purporting to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner including the infliction of harm or injury to another person shall be subject to suspension or expulsion. Each case will be handled individually considering age, the evidence and circumstances. The District will continue to enforce a safe learning environment for students, parents, visitors and faculty.

- Weapons under the control of law enforcement employees shall be exempt from this policy. The principal must approve any display of dangerous weapons for educational purposes.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE: Board Policy 104**

### 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 sexually harass or abuse a student or employee. The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.
- A more detailed copy of this and all other district policies are available in the principal's office.
  - School Board Policy Revised 104

## **GANGS: Board Policy 502.11**

- The school 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 as 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:
  - 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.
  - Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang. This includes writing on notebooks, papers, etc.
  - 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:
    - Soliciting others for membership in any gangs;
    - Requesting any person to pay for “protection” or otherwise intimidating or threatening any person;



- Committing any illegal act or violation of school district policies;
- 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 502.11, 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.
- A more detailed copy of this and all other district policies are available in the principal's office. Code Number 502.11

### **FIGHTING, 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.**

### **LOST AND FOUND**

- You may lose or find something of value sometime during the school year. Students who have lost any article should inquire in the office. Should students find articles, they are requested to turn them into the office immediately. This represents good citizenship. Items of clothing which are not claimed within 3 months will be given to a charitable organization.

### **COATS, BACKPACKS, AND STRING BAGS**

- For safety and issues regarding crowded classroom space, we ask that all students leave their coats and backpacks in their lockers. Exception: Computer Carrying Bag, String-Bags/Backpacks, Trapper Keepers with a carrying strap, or at the discretion of administration

### **TELEPHONE**

- There are two phones for student use at Miller. One is at the entrance of Miller Middle School and one is the new gym lobby. Telephone calls should not be made during class time. The office phone needs to be kept open for parental calls and other school business. Student calls are to be kept very short. **The school telephone number is 754-1110 for school business.** Parents are requested not to call the school for students to come to the phone. Messages will be delivered in cases of emergency.

### **PERSONAL DIGITAL DEVICES**

- It is not a requirement for students to bring personal digital devices to school. Students are discouraged from bringing such. Personal Devices **CANNOT** be used for communication purposes (phone calls or text messaging) resulting in a disruption to the learning environment. However, students will be allowed to use their personal devices during their lunchtime or during passing time only(unless authorized by an adult). If founded as a disruption or distraction, administration may also require students to turn in their personal devices prior to attending class. Students who violate this policy will be subject to school consequences. Teachers may also request a student to turn in a device for the remainder of a class period or the day if the device proves to be the cause of repeated disruptions to a student’s learning.

### **BICYCLES**

- Bicycles should be parked in the racks which are located in the front of the building. **All bikes should be locked.** Stolen bikes are generally a police matter, not a school matter.

### **SKATEBOARDS/ROLLERBLADES/SCOOTERS**

- Skateboards, rollerblades, and scooters should not be ridden on school property. If a student chooses to ride a skateboard, rollerblades, or scooters to school, he/she should carry the skateboard, skates, or scooter when entering the school property, and not ride them again until exiting school property after school. In some cases, the student may be required to store the item(s) in a location designated by school personnel until after school.

### **SCHOOL BUSES**

- School busses load in the bus loading area. Students are to stand back from the buses as they come in and conduct themselves with respect and consideration for others while waiting for the bus. Proper conduct while loading or riding is required on the bus to ensure the safety of all. Students can ride a city bus for a fee if they do not live in the free bus area. Information regarding this bus and permission to ride the bus with another student are available in the principal’s office. Students eligible to ride school busses to/from home may receive a school bus pass. Almost every student in the Marshalltown District will ride a school bus sometime during the school year, if not as a regular morning and afternoon rider, then as a participant in field trips or athletic events. In order that everyone receive a safe comfortable ride, please read and discuss the following student rules with your child. The Marshalltown School District utilizes video cameras on some of the busses. Since the cameras are not hidden, students should know that they are being recorded. Video surveillance as a preventative measure on school busses has been shown to enhance the management of problem behavior on busses.

### **SCHOOL TRANSPORTATION RULES AND REGULATIONS**

- [https://www.marshalltown.k12.ia.us/media/cms/Transportation\\_Handbook\\_712\\_3\\_F405C7080582E.pdf](https://www.marshalltown.k12.ia.us/media/cms/Transportation_Handbook_712_3_F405C7080582E.pdf) (English)

- [https://www.marshalltown.k12.ia.us/media/cms/Grades\\_712\\_Transportation\\_Handbook\\_E1B3835CFBC86.pdf](https://www.marshalltown.k12.ia.us/media/cms/Grades_712_Transportation_Handbook_E1B3835CFBC86.pdf) (Spanish)

### **LOCKERS SHOULD BE KEPT LOCKED.**

- **Students are not to trade or share lockers, and should not share combinations with other students. No food/drinks should be kept in a locker. If students experience a mechanical problem with their locker, they should go to the counselor's office for help.**
- If a student has trouble locking or unlocking their locker, please see a custodian or a staff member. Students should not ask another student to help them if they would have to share their combination. **It is your combination and it should not be revealed to other students.** A great deal of expense and effort goes into providing students with a secure hall locker and gym locker. This money and effort often is wasted because students too often do not take the time to secure their locks, or they give their combination to someone else. Missing padlocks cost **\$5.00 to replace. Combinations to lockers cannot be changed during the school year.**
- The school reserves the right to investigate the contents of any locker if it is deemed necessary. The lockers are school property and the school administration not only has the right but also has the responsibility to safeguard and inspect all school property. (School Board Policy 502.8 details the MCSD policy on search and seizure.)

### **ABSENCES FOR REASONS OTHER THAN ILLNESS**

- Extended family trips are discouraged during the school year. There are times when students need to be absent. Students should bring a note from their parents, to the attendance office, two or three days ahead of such absences. Teachers will be notified and the student informed of assignments, make-up work, etc. In many cases, assignments can be completed in advance or during the absence. MCSD Board Policy has been updated to cover this item.

### **FOOD SERVICE**

- A healthy breakfast and lunch are offered at every MCSD school building daily. The menu is available online, 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 or online. Charging of meals is limited to 3 lunches at 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 Lynn Large at the Food Service Office, 754-1185, with any questions or problems.

- Marshalltown School Food Service utilizes a computer assisted food service (CAFS) system in secondary schools in Marshalltown. Students are assigned a student number, and they enter this assigned number into a keypad on the serving line. It is very important that this number be treated as a bank PIN number. **YOUR CHILD SHOULD MEMORIZE THIS NUMBER AND SHOULD NEVER SHARE THIS NUMBER WITH OTHER STUDENTS.**
- **PARENTS SHOULD DISCUSS ANY DESIRED LIMITATIONS ON SPENDING WITH THEIR CHILDREN SO AS TO AVOID MISUNDERSTANDINGS REGARDING EXPENDITURES.** If parents wish to have the Food Service Department place limitations on their child's account, they may do so by calling the school to make arrangements.
- Your children will assume responsibility for their lunch code numbers, and with your help they will also assume responsibility for choosing foods carefully and spending their account money wisely. Students have flexibility in choosing meals and food items sold individually.
- If you have questions or wish to have input regarding your child's account, you may call Miller Middle School and ask for the cafeteria manager.

#### **BREAKFAST**

- Breakfast is served each school day in our cafeteria and available as a grab n go in the main lobby until the start of 1st period. Students are allowed to eat in their first period class if needed. Guidelines for free or reduced priced meals are the same for breakfast as for lunch. Students wishing to eat breakfast at school should enter the west cafeteria door between 8:00 a.m. and 8:20 a.m. (Breakfast will also be served on late start days)

#### **CLOSED LUNCH HOUR**

- All students have a lunch period that is approximately 23 minutes in length. Parents are always welcome to come and eat school lunch with their student. Please check into the office upon arrival. If parents bring food we will reserve a conference room instead of eating in front of the other students IN the lunchroom

#### **CAFETERIA PROCEDURES**

- Serving lunch to 800 students in an organized and efficient manner on a daily basis is a big undertaking. Because of this, all students are expected to follow the cafeteria guidelines listed below.
1. Students should enter the cafeteria in a quiet manner and **sit** at a table of their choice.
  2. All food should be eaten at the cafeteria tables. The table should be cleaned before you take your tray back. Students will be assigned cleaning duties.
  3. After returning their lunch tray, students may visit at the same table where they originally ate.

4. All students are required to leave the cafeteria area clean and organized. This means leaving the cafeteria table clean, and placing chairs under the cafeteria table. No food/drink should leave the cafeteria.
5. All students are expected to be courteous and cooperative with cafeteria personnel at all times
6. Students are allowed to use cell phones and electronic devices appropriately (with the exceptions of bluetooth speakers. Student may listen to music or other audio through headphones only).

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act of 1974 (Public Laws 93-380, 88 Statute 571-74, 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, Phone, Home Address, and Name of Parents; (2) Educational Aptitude, Achievement and Grades; (3) School Attendance, and (4) Health Data on every student.

Parents or students of majority age have the right to review these records, prevent them from being disclosed to non-school personnel under certain circumstances, challenge the records and offer additional information to the records. You may exercise these rights by contacting your school principal.

The school retains the right to release directory information in the form of lists including names, grade, and parents' name. You may deny the school the right to release any or all of this information by contacting your principal by September 15.

The Marshalltown Community School District forwards records on request to a school in which a student seeks or intends to enroll.

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

Inquires regarding compliance with Title IX, Title VI, or Section 504 may be directed to Anthony Spurgetis, Equity Coordinator Marshalltown Community School District, 1002 S 3rd Ave, Marshalltown, Iowa 50158, phone (515) 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, telephone (515) 754-1000.

### **HUMAN GROWTH & DEVELOPMENT**

A state mandated human growth and development curriculum and AIDS education curriculum are taught in classes dealing with health, human biology, and physical education. Parents or guardians are welcome to request specific information about the curricular content and can examine materials used during instruction.

If a parent or guardian wishes to have their child excused from human growth and development or AIDS instruction, a written request must be filed with the building principal.

### **OPEN ENROLLMENT**

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

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

September 1st:                      Last date for open enrollment requests for entering kindergarten students.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This is paid out according to the open enrollment handbook found on the Iowa Department of Education website in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

For further details, contact the school office or visit the [Iowa Department of Education](#)

All internet violations will be recorded in Infinite Campus  
Internet Usage Policy

Our Middle School Internet Usage Policy consists of two components: 1) School Board Policy No. 603.12 titled Internet-Appropriate Use Regulation and 2) building regulations.

From our School Board Policy, it is especially important to be informed about the definition of Restricted Materials: “No users shall intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words...”

- 1) Students must always obtain staff permission to use Internet. (Minor Violation Consequence)
- 2) Completion of school assignments shall be the first priority of Internet use. School Board Policy states that students “remain on the system long enough to get needed information, then exit the system.”
- 3) Due to limited supply of ink cartridges and paper, students are required to get staff permission to print. Students need to read the information before asking permission to print and be prepared to verbally explain how this information will aid their research. We encourage downloading information to a personal disk and editing it before requesting permission to print. (Printing without Permission-Minor Violation Consequence)
- 4) Students will proceed through the following sequence when minor violations are reported:
  - Redirection: Remind student of expectation
  - Choice consequence from Teacher Response/Consequence List
  - Parent contact made by teacher
  - Morning/After school detention (teacher must make parent contact)
  - Office Referral (Submit Behavior Referral in Campus)
- 5) When a student **unintentionally** enters a site containing information in violation of our Restricted Material definition, that student needs to IMMEDIATELY contact the supervising staff to report the site. The staff member will guide the student in the process of backing out of the site. (Failure to report site results in Major Violation Consequence.)
- 6) Other major violations include **intentionally** accessing and/or printing restricted materials, visiting a chat room without staff permission, inappropriate school use of email, and other misuses as determined by the building administration.
- 7) When major violations are reported, the building administration will assign consequences to the student which will include:
  - 1st. Violation-Restricted internet access for a minimum of 30 school days in attendance
  - 2nd. Violation-Restricted internet access for a minimum of 60 school days in attendance
  - 3rd. Violation-Administrative judgement will determine reinstatement of access after parental conference
- 8) Each school year is a new beginning!

A more detailed copy of this and all other district policies are available in the principal’s office.  
MCSD – Policy 603.12

**Miller CATS:**



Through our positive behavior interventions and supports, students will be educated and follow our guidance.

Principles for building expectations:

C – Connected

A -Accountable

T – Tolerant

S – Safe Students and Staff

**WE ARE MILLER!**