

2018 - 2019



PARENT  
HANDBOOK

**Principal: Mr. John L. Christian**

Associate Principal/Activity Coordinator: Mr. Duane Orr

Associate Principal: Mr. Steven Starkey

Inspire Learning.Unlock Potential.Empower Achievement.

## OUR MISSION STATEMENT

“We, the Excelsior Middle School community, are dedicated to promoting the value of learning in a safe environment, while meeting the needs of all our students.”

Welcome to Excelsior Middle School! We look forward to working with you as we continue our tradition of excellence as we seek to Inspire Learning.Unlock Potential.Empower Achievement.

The staff will work hard to provide you with the best education we possibly can. You can help us by attending school every day, working hard, becoming involved in school activities, and by treating others as you would like to be treated. Together, we will make Excelsior Middle School the best it can be!

John L. Christian  
Principal, Excelsior Middle School



# IMPORTANT NUMBERS

Attendance	Attendance Office - 447-3132
Appointments	Attendance Office - 447-3132
Athletics	Activity Coordinator - 447-3139 secretary 447-3132
Athletic Physicals	Athletic secretary - 447-3132
Buses	Transportation - 447-3030
Change of address	Counselors Office - 447-3141
Early Dismissal Pass	Attendance Office - 447-3132
Facility Rental and Usage	Community Services - 447-3145
Fees/Fines	Main Office - 447-3130
Immunizations	Health Office - 447-3137/3393
Late Arrival Passes	Attendance Office - 447-3132
Lockers/Hallway problems	Main Office - 447-3130
Lost and Found	Main office
Lunch Money	Cafeteria 447- 3151
Personal Concerns	Counselors Office - 447-3141
PE Excuse	Health Office - 447-3137
Student ID Card	Main Office - 447-3130
Withdrawals/Transfers	Counselors Office - 447-3141
Activities Coordinator	447-3139
Attendance Office	447-3132
Counselors Secretary	447-3141
Fax Number	373-4930
Health Office	447-3137/3393
Main Office	447-3130
At Risk Prevention Specialist	447-3152
Transportation Department	447-3030



A school nurse and health assistants are available to all students at Linn-Mar during the school day. They may be contacted at 447-3137.

### **EMERGENCY NUMBERS**

It is district policy that the school is supplied with an emergency number that can be called in case a child becomes ill or is injured. You can do this on E-Registration any time during the school year. Please be sure that the person is aware that you have given their number as an emergency phone number. If at any time during the school year this information changes, update it on your family PowerSchool account immediately so that we may keep our records up to date.

### **ACCIDENTS AND ILLNESS AT SCHOOL**

Our primary aim is to prevent accidents by teaching safety and through close supervision in all areas. However, should an accident occur or your child becomes ill, you will be notified at once. Thus, it is important that the information in PowerSchool be as accurate and complete as possible. A child is never sent home unless arrangements are made with the parents or other authorized persons as identified on the emergency card. If an emergency exists and no one can be reached, the school personnel will contact the hospital or doctor of the parent's choice. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. When students become ill or injured at school they will be referred to the health office to be evaluated and treated accordingly.

Students will be sent home for temperatures greater than 100 degrees, vomiting and when medically indicated. Students should not contact parents via cell phones regarding illness without first going to health office. Students are allowed to call parents/guardians from the office.

If a student is sent home with a fever, they must not return until they have been fever free for 24 hours. Students should not be sent to school when ill.

### **IMMUNIZATION**

The State of Iowa requires that all children be immunized before they may attend school. Your child's health records will be checked on the opening day of school. If he/she is not properly immunized, you will be notified of what steps to take to insure that your child may remain in school.

### **MEDICATION IN SCHOOL**

School personnel cannot administer any medication during the school day, including prescription and over the counter medication, unless the medication permission form is completed, and the medications are supplied to the school. These forms are available at registration, in the school office throughout the school year, and on Linn-Mar's web site: <http://www.linnmar.k12.ia.us>.

All medication must be delivered to and from school by a parent/legal guardian. No medication is to be kept by students in their desks, lockers, or on their person. There may be instances when a student needs to have medication available for emergencies (asthma/allergies).

These medications can be carried by the student and administered per instruction with permission of physician and parent/legal guardian.

### **PHYSICAL EDUCATION**

Students in middle school should be allowed to refrain from participation in physical education classes for health related reasons with a written request from the parent/guardian for up to three PE days per year. A physician's note explaining the nature of the limitation and recommended length of non-participation shall be requested after the third excused class.

### **PHYSICAL EXAM**

It is required for students to have a physical examination prior to participation in organized school sports in 7<sup>th</sup>/8<sup>th</sup> grade. These forms are available at registration, in the school office throughout the year, and on Linn-Mar Schools website: <http://www.linnmar.k12.ia.us>.

### **HEARING SCREENING**

Grant Wood AEA Hearing Services will come to Excelsior at various times during the school year. Hearing may be tested if there is a known history of hearing issues or if the student is new to the school. Parents who do not want their child's hearing tested will need to indicate that request in writing to the school. The school will then notify the Grant Wood personnel of these requests.

### **HUMAN GROWTH & DEVELOPMENT INSTRUCTION**

Children may be excused from Human Growth & Development part of health class. If parents/guardians wish to excuse their child, the following procedure is recommended. Please note that steps one and two are recommended, but not required. Step three is required.

- Step 1: The parents/guardians should review the curriculum. This can be done by contacting the building principal or the Associate Superintendent for Curriculum.
- Step 2: The parents/guardians should ask questions regarding any item that is unclear during their review of the curriculum. The Associate Superintendent, building principal, teacher or Director of Curriculum can answer questions.
- Step 3: The parent/guardian must submit to the building principal a written request that the child be excused from instruction. This request may be in the form of a written letter or note.

## Proficiency Scale for Power Standards

School:		
Grade or Subject:		
Standard:		
Date:		
<b>4</b> Exemplary	<p>In addition to meeting the standard, the student shows in-depth inferences and application such as...</p> <ul style="list-style-type: none"> <li>• Demonstrating real-world application</li> <li>• Using information to solve problems in a different context</li> <li>• Explaining connections between ideas</li> <li>• Demonstrating a unique insight</li> <li>• Demonstrating creative application of skills</li> </ul> <p>(These are not just harder tasks, but learning that requires deeper more rigorous thinking. These tasks are tightly aligned with the 3.0 standard)</p>	Possible Instructional Activities
	3.5   In addition to score 3.0 performance, in-depth inferences and application with partial success.	
<b>3</b> Meeting	<p><b>Priority Standard</b></p> <p>Student is able to demonstrate proficiency of the standard.</p>	
	2.5   No major errors or omissions regarding 2.0 content and knowledge of the 3.0 content.	
<b>2</b> Approaching	<p><b>Foundational skills needed to meet the priority standard</b></p> <ul style="list-style-type: none"> <li>• Recognizes or is able to recall content vocabulary and processes</li> <li>• Is able to recall and comprehend</li> </ul>	
<b>1</b> Beginning	<p><b>With help</b>, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.</p>	

## EXcelsior EXcellence – PBIS Behavioral Proficiency Scales

Responsibility	Respect	Integrity
<p>4 Always...</p> <ul style="list-style-type: none"> <li>• Comes prepared for class</li> <li>• Turns in quality work on time</li> <li>• Is an active learner</li> <li>• Arrives on time</li> </ul>	<p>4 Always...</p> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Listens actively</li> <li>• Participates appropriately</li> <li>• Honors opinions of others</li> <li>• Maintains a voice level of 1-3</li> </ul>	<p>4 Always...</p> <ul style="list-style-type: none"> <li>• Leads by positive example</li> <li>• Acts with personal honesty</li> <li>• Acts with academic honesty</li> </ul>
<p>3 Consistently...</p> <ul style="list-style-type: none"> <li>• Comes prepared for class</li> <li>• Turns in quality work on time</li> <li>• Is an active learner</li> <li>• Arrives on time</li> </ul>	<p>3 Consistently...</p> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Listens actively</li> <li>• Participates appropriately</li> <li>• Honors opinions of others</li> <li>• Maintains a voice level of 1-3</li> </ul>	<p>3 Consistently...</p> <ul style="list-style-type: none"> <li>• Leads by positive example</li> <li>• Acts with personal honesty</li> <li>• Acts with academic honesty</li> </ul>
<p>2 Sometimes...</p> <ul style="list-style-type: none"> <li>• Comes prepared for class</li> <li>• Turns in quality work on time</li> <li>• Is an active learner</li> <li>• Arrives on time</li> </ul>	<p>2 Sometimes...</p> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Listens actively</li> <li>• Participates appropriately</li> <li>• Honors opinions of others</li> <li>• Maintains a voice level of 1-3</li> </ul>	<p>2 Sometimes...</p> <ul style="list-style-type: none"> <li>• Leads by positive example</li> <li>• Acts with personal honesty</li> <li>• Acts with academic honesty</li> </ul>
<p>1 Rarely...</p> <ul style="list-style-type: none"> <li>• Comes prepared for class</li> <li>• Turns in quality work on time</li> <li>• Is an active learner</li> <li>• Arrives on time</li> </ul>	<p>1 Rarely...</p> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Listens actively</li> <li>• Participates appropriately</li> <li>• Honors opinions of others</li> <li>• Maintains a voice level of 1-3</li> </ul>	<p>1 Rarely...</p> <ul style="list-style-type: none"> <li>• Leads by positive example</li> <li>• Acts with personal honesty</li> <li>• Acts with academic honesty</li> </ul>

## ACADEMIC INTERVENTIONS

“Intervention” and “remediation” are not the same things – the critical factor is timing. At Excelsior, we strive to intervene early and often with students experiencing academic difficulties.

All Excelsior teachers employ the following increasingly intensive interventions as we insist students learn:

- Consistent monitoring of student agenda use and Excelsior’s Student Review Spreadsheet
- Consistent use of PowerSchool (or other district-sanctioned data management system) to communicate to parents and students via the Internet as well as consistent phone calls, emails, etc.
- Consistent use of our I-Excel period to pair struggling students with the appropriate teacher
- Before/after school study sessions with appropriate staff, Club Ed. (Mondays & Wednesdays)
- Insistence on quality work, via the use of assignment “redo/retakes.”
- Child study team/Grant Wood AEA staff consult

# SCHOOL DINING SYSTEM

## TOTAL ACCESS

Total Access is a web based program where parents may review meal account deposits, purchases and receive email notification of low account balances.

How do I access information? You may access Total Access via the Linn-Mar home page at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). Follow the "Quick Link" for Nutrition and look for *Total Access*. If you are a new user and need assistance, contact Nicole Krieger @ [nicole.krieger@linnmar.k12.ia.us](mailto:nicole.krieger@linnmar.k12.ia.us).

Stay up to date. Keep your email address up to date so you continue to receive low account balance reminders. You may update your student's account by logging into Total Access using your user name and password. You can make edits there first; then update in PowerSchool. Once PowerSchool is updated, it's the only place you need to keep updated.

What is a family account? Everyone in your household has been linked to one account. Money deposited into each student account is available for all family members linked to that account. Total Access allows parents to control a la carte spending. If you would like to set limits for extra purchases, contact Nicole Krieger @ [nicole.krieger@linnmar.k12.ia.us](mailto:nicole.krieger@linnmar.k12.ia.us).

How do I make a payment? Funds may be deposited electronically to your family meal account. Follow the "Quick Link" on the LM home page *LM Online Payments Portal*. You may log in by entering the user name and password used for Linn-Mar's electronic registration. This is NOT the same username and password used for Total Access. You may deposit funds directly from your checking account or by using a credit/debit card. Electronic deposits are credited to student accounts at 9:00 a.m. each day. If your transaction is done after 9:00 a.m., funds will not be available until the following day.

## TRANSPORTATION

### BUS RULES

1. Be in the seat, use quiet voice, and respect other people's space.
2. No fighting, shouting, arguing, pushing, tripping, or mischief.
3. Keep aisles clear. Put belongings under the seat, or on your lap.
4. Face forward, keep your feet on the floor, and your hands to yourself while the bus is in motion.
5. No changing seats while in motion, or at a stop other than yours.
6. Never throw anything inside the bus or out the windows.
7. Keep all body parts inside the bus at all times.
8. Unacceptable or rude language will not be tolerated at all.
9. Never touch emergency doors or windows on the bus.
10. No eating, drinking, tobacco, matches, butane lighters, laser lights, or using cell phones.



## BUS TICKET COSEQUENCES

1. WARNING ONLY - Depending on the seriousness of the incident, a copy of the ticket will be handed to the student, and one copy will be mailed to the home.
2. 1 - 3 DAY RIDING SUSPENSION - Depending on the seriousness of the incident:
  - a. Copies will be given to both student and parents.
  - b. Conference set up is necessary to discuss incident.
3. 1 WEEK MINIMUM SUSPENSION - Depending on the seriousness of the incident:
  - a. Copies will be given to both student and parents.
  - b. Conference setup. Future riding privileges considered.

ANY CONSEQUENCE CAN BE APPLIED DEPENDING ON THE SERIOUSNESS OF THE INCIDENT

Any student wishing to ride a different bus other than their assigned bus must call the Transportation Office. Approval by the Director of Transportation is required. Students/parents who have not received approval from the Transportation Office will not be allowed to ride a different bus that day.

Deb Steward (Secretary) 447-3030  
 Brian Cruise (Director) 447-3031  
 Brent Wilfong (Dispatcher) 447-3034



## CLUBS AND ACTIVITIES (...from last year)

Gr.	Club	Sponsor	Meeting day and time	Location	Approx. Start date	Approx. End date
6th	Bloons Tower Defense 5	Mrs. Behmer	Monday 2:45-3:30	609	December	TBD
6th	Chess Club	Mrs. Hurkett	Wednesday 3-3:55	606	April	May
6th	Dinosaur Club	Ms. Telsrow	Tuesday lunch	601	October	May
6th	Movie Club	Mr. Shanstrom	Wednesday lunch	608	December	March
6th	Oreo Club	Bancks & Behmer	1st Thursday lunch of the month	602	Sept	May
6th	Pokemon Trading Club	Mr. Koenen	6th grade lunch - Tuesday	Upper Commons	September	May
6th	Snack Club	Mrs. Shanstrom	Tuesday lunch	608	December	EOY
6th	Star Wars Club	Mrs. Long & Mr. Whitson	6th grade lunch - twice a month on Thursday	611	September	EOY
6th	Art Club	Mrs. Behmer	Monday lunch	609	January	TBD
6th	Bakers Club	Mrs. Henricksen	Tuesday lunch, every other wk	605	January	May
6th	Calligraphy Club	Mrs. Henricksen	Thursday lunch	605	March	May
6th	Comic Club	Mrs. Henricksen	Friday lunch	605	January	EOY
6th	Twilight Read & Feed	Mrs. Hart	Every other Wed. lunch	Library	October	April
6th	Writing Club	Mrs. Hurkett	Wednesday - Lunch	606	October	EOY

6th	Classic Literature Club	Mrs. Glew		Monday lunch	507	Dec.	May
6th	Horses and Smore	Mrs. Bancks		Monday lunch	602	Jan	May
6th	Pokemon Battlers Club	Mrs. Behmer		Wednesday 2:45-3:30	609	Feb	May
7th	Duck Tape Club	Mrs. Burmeister		Wednesday lunch	701	Nov	May
7th	Order of the Geek	Mrs. Pfeiffer		Monday lunch	702	Jan	May
8th	Yearbook Club	TBD		varies	307	September	May
All	Anime/Manga Lunch Club	Mrs. McNabb		Monday 3:00-4:00	504	September	May
All	Battle of the Books	Mrs. Hart		varies	varies	Fall	April
All	Buonadonna Book Club	Ms. Buonadonna		Monday 3:00 - 3:45	201	Sep	Mid May
All	Club Ed	Various staff		Monday & Wednesday	Media Center	September	May
All	Club Health Kicks	Ms. Buonadonna		Wednesday	201	Sep	May
All	Drama Club	Mrs. Stiffler		varies	Commons	Spring	May
All	Drum Circle Club	Mr. Sandersfeld		Wednesday 1-2x mo	807	Apr	EOY
All	First Lego League	Mr. Ortiz		Monday & Thursday	varies	September	Nov
All	Hamilton Club	Mr. Hajek		Tuesday 3:00-4:00	707	Dec.	May
All	Harry Potter Club	Mrs. Hart		Thursday 3:00-4:00	Library	October	May
All	Junior Soda	Mr. Shipley		varies	206	Fall	Spring
All	Lego Club	Mrs. Meyer		Thursday 2:45-3:50	301	Oct	May
All	LMTV	Mrs. Hart		Wednesday 2:45-4:00	Media Center	August	EOY
All	Mathcounts	Ms. Mead		Days-TBD Time-7am	302	November	March
All	Operation Nice Club	Mrs. Henricksen		Thursday 3:00 - 3:30 once a month	605	Sept	May
All	Poke'mon Go Club	Mr. Koenen		6th grade lunch - Wed.	603	August	May
All	Quiz Bowl	Ms. Mead		Every Day- lunch	302	Spring	TBD

## **VOLUNTEER OPPORTUNITIES**

If you are interested in volunteer opportunities at Excelsior, please call or email the Excelsior volunteer coordinator, Beth Graves, or the associate principal.

Karla Terry, Linn-Mar Volunteer Coordinator – 447-3109- [kterry@linnmar.k12.ia.u12](mailto:kterry@linnmar.k12.ia.u12)  
 Steven Starkey, Excelsior Middle School Associate Principal – 447-3140.

Volunteers may now register online and log their volunteer hours online.

## **CELL PHONES/ELECTRONICS/MUSICAL DEVICES**

Communication technology, specifically cellular telephones, has become an integral part of the daily lives of students, parents and teachers alike. Excelsior Middle School fully understands and embraces the benefits that come from this technology and permits the use of such technology within certain parameters.

The goal of Excelsior Middle School's policy on cellular phones is to allow students to use their cell phones in a responsible and appropriate way that does not interfere with our commitment to foster an environment for learning and community.

It is a student's responsibility to ensure that his/her cell phone is **powered off** completely and kept out of sight during unauthorized times.

As middle school students learn the responsibility of using electronic devices, it is critical that they realize they are NOT authorized in restrooms, locker rooms, at lunch, or in the hallway.

### **Students are authorized to use their devices**

- **Before 7:55**
- **After 2:45**
- **At teacher discretion in instructional settings**

Cell phones and other communication devices that are disruptive to the learning environment or used inappropriately will be confiscated and may be retrieved from the office at the end of the school day.

**\*Parents should refrain from calling and/or text messaging their child during the school day.**

**1<sup>st</sup> incident** – Student must sign off and retrieve phone after school from the office

**2<sup>nd</sup> incident** – Parent/Guardian contacted and retrieves phone from the office

**3<sup>rd</sup> incident** – Parent meeting required and possible privileges revoked

**Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy.** Students shall be personally and solely responsible for the security of their cell phones or electronic devices. Excelsior Middle School does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

**Electronic Books (kindles, nooks, etc.) are allowed during the school day. However, any wi-fi or gaming ability connected to these is NOT allowed.** We will not be responsible if they are broken, lost or stolen.

## **STUDENT ID POLICY**

The purpose of this policy is to ensure safety and security at Excelsior Middle School for the approximate 1000 individuals who are on the campus each day.

Student Identification Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. EVERY student must display their ID cards at all times while on school grounds. Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our 1000 students. Therefore, it is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers.

The School Leadership Team has adopted the Student Identification Card Policy. Following are the procedure that all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

1. All students need their current year ID cards in order to:

- a. Be in class
- b. Move between classes and to the restroom
- c. Buy lunch
- d. Borrow library books

**2. The ID Card is highly encouraged to be worn on a breakaway lanyard hanging from their neck.**

- a. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
- b. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
- c. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the main office.
- d. Cost for replacement is \$2.00 for a new ID Card.
- e. Replacement lanyards will be available for \$2.

3. Administration will do an ID check at the beginning of each lunch period. For a student who does not have his/her ID Card, they will adhere to the following procedures:

- a. Student will eat after everyone with an ID has gone through the lunch line.
- b. Administration will assign consequences. (Student conference, phone call to parent, parent meeting, possible detentions.)

## **SERVICES**

The following Linn-Mar Staff are trained to help students/families with specific concerns and/or questions:

Mike Shipley      Excelsior Middle School 447-3152      Alcohol or other drugs

Nathan Wear      Learning Resources Center  
447-3028      Sexual Harassment

## **DISCRIMINATION**

Equity federal laws guarantee an equal education for all students enrolled in the Linn-Mar Community School District. The L-MCSD does not consciously discriminate in educational programs or activities, including employment, therein and admission hereto. All persons regardless of race, creed, color, sex, handicap, and national origin must be afforded equal opportunity. Anyone who feels they have been discriminated against or treated unjustly at school. Please contact the Equity Coordinator at the Educational Services Center (447-3006). The coordinator will discuss the situation with you and if you wish, help you file a grievance.

## **AT EXCELSIOR**

- **We will not bully others.**
- **We will help students who are bullied.**
- **We will make it a point to include students who are easily left out.**
- **If we know someone who is being bullied, we will tell an adult.**



## **THE OLWEUS BULLYING PREVENTION PROGRAM**

### **Overview**

The Olweus (pronounced Ol-VEY-us) Bullying Prevention Program is a multi-level, multi-component school-based program designed to prevent or reduce bullying in elementary and middle schools (students 6 to 15 years old). The program attempts to restructure the existing school environment to reduce opportunities and rewards for bullying. School staff is largely responsible for introducing and implementing the program. Their efforts are directed toward improving peer relations and making the school a safe and positive place to learn and develop.

While intervention against bullying is particularly important to reduce the suffering of the victims, it is also highly desirable to counteract these tendencies for the sake of the aggressive student, as bullies are much more likely than other students to expand their anti-social behaviors. Research shows that reducing aggressive, anti-social behavior may also reduce substance use and abuse.

### **Definition of Bullying**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself / herself.

### **How It Works**

The Olweus program works with interventions at four levels:

School-wide Interventions:

- Administration of the Olweus Bully / Victim Questionnaire about bullying each year
- Formation of a staff Bullying Prevention Committee
- Staff training
- Development of school-wide rules against bullying
- Development of a coordinated system of supervision during break / free periods

Classroom-level Interventions:

- Regular classroom meetings about bullying and peer relations
- Class parent meetings

Individual-level Interventions:

- Individual meetings with children who bully
- Individual meetings with children who are targets of bullying
- Meetings with parents of children involved

Community Involvement:

- Annual "kick-off" assembly in each building
- Parent volunteers on each building level committee

School Rules Against Bullying

1. We will not bully others
2. We will help students who are bullied
3. We will include students who are easily left out
4. When we know someone is being bullied, we will tell an adult

Olweus Program Endorsed By:

- Model Program: Substance Abuse and Mental Health Services Administration (SAMHSA)
- Model Program: Office of Juvenile Justice and Delinquency
- Blueprints for Violence Prevention: One of 11 Model Programs in United States

## **COUNSELING OFFICE**

### **PROGRESS REPORTS ON POWERSCHOOL**

Parents are encouraged to check their student's progress on PowerSchool weekly, as well as sign up for updates through PowerSchool.

In addition to checking PowerSchool, teachers and parents can communicate by telephone, voice mail, electronic mail, or one-on-one conferences. Teachers and parents are encouraged to take advantage of the communication systems available.

## **STUDENT RECORDS**

An accurate record is maintained for each student in accordance with Board Policies 505.6, 505.61, and related administrative regulations. A copy of the policies and regulations can be obtained by contacting the superintendent's office at the Educational Services Center.

## **TRANSFERS – WITHDRAWAL**

When a pupil is going to transfer to another school, the parent(s) should notify the counselor's office: 447-3141 ONE WEEK IN ADVANCE of the student leaving. Follow this procedure:

1. Obtain a withdrawal slip from the Counselor's office.
2. Present this slip to all teachers and librarian to obtain current grade status.
3. Return all textbooks and library books to proper places.
4. Present slip to Main Office for a signature from the principal.
5. Return completed slip to the Counselor's office prior to the end of last day of attendance.
6. Present the signed slip when registering at the next school so they can request your records.

## **EXCELSIOR MIDDLE SCHOOL ATTENDANCE POLICY**

### **ATTENDANCE                    319-447-3132**

Children are required by Iowa law to be in regular school attendance until they have completed the eighth grade and have reached the age of sixteen years. Except in cases of extended illness, absence in excess of five days is considered irregular. It is also required by Iowa law that students must participate in the physical education and health classes. If parents wish their child excused from the human growth & development unit within the health course they must provide a written request to the school to excuse their child from this class during the unit.

Attendance is a vital part of the educational process. A student's education embraces much more than textbooks and worksheets. A major part of the education progress comes from the give-and-take of the classroom, exposure to the daily program, the presentation of teachers, etc. These benefits can only come by regular attendance.

Parents are asked to **CALL** the school by 9:00 a.m. if their child will not be in school because of illness, appointment, funerals, trips, etc. They can call the school at 447-3132 24 hours a day and leave a message on voice mail. If the school DOES NOT receive a call from the parents, we will attempt to contact the parents for the reason of the absence of their child. If you have contacted the school, a note is not necessary to be readmitted to class.

## COMPULSORY ATTENDANCE

### School Board Policy 501.1

Parents or guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school **a minimum of 87 percent of the approved calendar**. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney.

Exceptions to this

policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent or guardian of a child to provide evidence of the child's physical and mental inability to attend school or of the child's qualifications for one of the exceptions listed above.

*Excelsior Middle School administration will make every attempt to help the child's attendance improve prior to referring the matter to the Linn County Attorney. Medical documentation can be requested to support cause for student absences.*

### **SIGN IN/SIGN OUT:**

Students need to SIGN OUT in the main office when it is necessary to leave the school during the school day. In the interest of student safety, parents are required to come in to the building to sign students out. Students should have a NOTE signed by their parents stating the time and reason for leaving school. Students MUST also SIGN IN at the office to secure a pass to class when returning to school after leaving for any reason.

### **Late Entry (LE) Process**

**ARRIVING TO SCHOOL LATE:** The school understands that unforeseen demands will at times prevent students from getting to school on time. Students who arrive at school after 8:00 a.m. are considered late entries. Late buses will not be considered a late entry, nor will medical appointments. Students are expected to sign in at the main office whenever they get to school late.

Every quarter, each student starts out with zero late entries.

The following process will begin when students are late getting to school:

1st late entry	no consequences
2nd late entry	no consequences
3rd late entry	warning and parent notification

Parents will be notified that beginning with the 4th late entry, students will have an immediate consequence on the day of the infraction.



1. If the 1st mod / 2nd mod teacher would like the student to stay with them after school to make up work or instruction missed, it will take place that day from 2:45-3:15pm.
  - a. If student cannot stay on a Tuesday or Friday due to transportation, arrangements will be made on an Activity Bus day
  - b. Parent communication will be worked out between teacher, Mr. Shipley, Administration
  
2. If 1st mod teacher does not wish for student to make up work or instruction, student will serve a lunch detention in the office that day
  - a. Teacher must notify Mr. Shipley / Mrs. Sevcik prior to 10:30am that they intend to keep student after school. If no notification, student will serve lunch detention and consequence will have been served
  - b. If teacher is unable to stay with student that afternoon, student will serve lunch detention and consequence will have been served
  
3. After school detention is designed to be a meaningful academic intervention with classes impacted by the chronic late entries.

After parent notification (by mail) on 3rd LE, parents will be notified at the following intervals:

- 3 LE            initial notification, explains LE process, interventions
- 6 LE            notification by mail / email
- 9 LE            notification by mail / phone call
- 12 LE          parent meeting request
- Meeting will include parent, student, Mr. Shipley, grade level admin & counselor, 1st mod teacher (2nd mod if LE's are typically longer than 45 minutes)
- Goal of meeting will be to establish plan to assist student / parent on LE issue

### **EXCUSED ABSENCE**

Students may be excused from attendance for reasons of personal illness, death or illness in the student's family, medical or business appointments which cannot be scheduled outside of school hours and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents or guardians and by the administration. A doctor excuse is always welcomed and sometimes required.

### **UNEXCUSED ABSENCE**

Some absences will be considered unexcused absences. Examples include oversleeping, shopping, grooming, recreation, and going to another area of the building instead of class. Parents should consult with the principal/assistant principal IN ADVANCE to determine the status of absences that are not clearly specified. Unexcused absences accrue on a per year basis and will be handled in the following manner:

- Partial day - Make up time missed before/after school
- Full day     - Block Detention or suspension

## **TRUANCY**

A student who is absent from school without the knowledge of parents or middle school personnel is considered truant. Truancy accrues on a per year basis and will be handled in the following manner:

Partial day (4 mods or less) :

Parent notified. Student assigned to Block Detention or make up double the time missed before/after school.

Full day (5 mods or more) :

Parents notified. Student assigned to multiple Block Detentions, make up double the time missed before/after school, and/or suspension.

## **STUDENTS LEAVING FOR AN APPOINTMENT:**

1. Send a note to school and have your student drop off the note in the main office before school and they will receive a pass to get out of class at the needed time. Student may then sign him or herself out in the office and wait for a parent/guardian to come into the office.

or

2. Phone the attendance secretary (447-3132) and a pass will be delivered to your student. Student may then sign himself or herself out in the office and wait for a parent/guardian to come into the office.

or

3. Come in to school and request student to be called out of class. You need to then sign them out.

**FOR THE SAFETY OF OUR STUDENTS, WE REQUEST THAT YOU COME IN TO THE OFFICE TO PICK UP STUDENTS.**

## **DELIVERING ITEMS TO STUDENTS**

If you are dropping something off for a student at Excelsior Middle School, please be sure to put the students' name on the item. This request is applied to clothing, shoes, bags, books, etc.

LOST ITEMS are in the main office, and are available for students to retrieve from 7:30am – 4:00 pm. Please be sure to look in the lost and found if your student has lost an item. Periodically, all unclaimed articles are donated to a homeless shelter.

## **F.Y.I.**

### **LOST ID CARDS**

Lost ID cards or lanyards can be replaced by bringing \$2 (each) to the main office and requesting a replacement card/lanyard. If any ID cards are found and turned in to the office, the student will be contacted and they can retrieve their lost card from the main office.

## **LUNCH MONEY**

Students need to turn in lunch money BEFORE SCHOOL (by 8:00) in the small cafeteria. Any other time of day lunch money can be turned in at the main office.

## **VISITORS**

Excelsior Middle School does not accept student visitors. Students from other schools who may be interested in attending Excelsior Middle School must arrange visits in the counseling office and be accompanied by parent or guardian. Parents, of course, are always welcome, and need to report in at the main office and receive a "Visitor's Pass" which is clipped on their clothing. The "Visitor's Pass" should be visible at all times.

## **WITHDRAWAL FROM PERFORMANCE MUSIC**

Parents who wish to withdraw their student from vocal music, band or orchestra during the course of the year must contact the music instructor directly. This contact may take place by telephone or in person. If after this conversation, parents desire to withdraw their child from performance music classes, they should contact their student's counselor in writing. A copy of this written request will go to the teacher.

## **TEACHER CHANGE PROCEDURE**

When parents request a change in teacher during the school year, the following procedure is followed:

- Parents and teacher discuss any potential change. This discussion may take place in person or via telephone, but MUST take place.
- If parents still desire a change after this discussion:
  - Parents make the request for the change IN WRITING, addressed to the principal. This letter should include the rationale for moving the student. A copy will go to the teacher and a parent/principal meeting will be set up.
  - The student will be moved only if there is room in other sections of the same course and/or room in any other courses affected by the schedule change.
  - Parents may not request specific teachers. Students will be moved to sections according to space available and to minimize disruptions of other teachers and student schedules.
  - The "receiving" or new teacher will contact parents after the transfer to discuss mutual expectations for the new class.

## **COMMUNICATIONS**

Email can be an effective tool to communicate factual information. However, it is a very poor tool for problem solving or the discussion of potentially sensitive issues. Parents are encouraged to speak to teachers directly via phone or in person to prevent the misunderstandings that often arise by reliance on email.

## **ATHLETICS**

### **6<sup>th</sup> GRADE INTRAMURAL ACTIVITIES**

At Excelsior Middle School we offer a variety of intramural activities for 6 graders. Some of the activities are: soccer, basketball, volleyball, and wrestling.

## EXCELSIOR MIDDLE SCHOOL ATHLETIC SEASONS

You must have a physical examination prior to participating in any sport.  
Approximate beginning dates for middle school sports are as follows.

Approximate Dates Boys Sports Season

Approximate Dates Girls Sports Season

Football	August	Cross Country	August
Tennis	August	Soccer	August
Cross Country	August	Volleyball	August
Basketball	October	Swimming	October
Swimming	December	Basketball	December
Wrestling	January	Track/Field	March
Soccer	March	Tennis	March/April
Track/Field	March		

All seasons will conclude at the completion of the schedule of contests. Starting dates may vary depending on spring breaks. Physicals are good for ONE year from the date of the physical examination by the doctor. You must have a current physical examination, concussion waiver and good conduct form turned in prior to participating in any sport. All completed forms must be turned into the Excelsior Middle School office.

### CO-CURRICULAR ACTIVITIES

The following activities are offered to ALL middle school students: band, orchestra, and vocal music. The following activities are offered to all 7th and 8th grade students: cross country, volleyball, tennis, football, basketball, wrestling, track, swimming and soccer. A schedule for each of the above-mentioned activities will be arranged and given to the students for each particular activity.

Students planning to go out for any type of athletics for the school year MUST have a physical examination by a medical doctor, doctor of osteopathic medicine, and/or qualified doctor of chiropractic medicine before he/she will be allowed to participate. This physical is good for one year from the date of the examination. The examination must be dated no earlier than one year plus 30 days prior to the end of the sport season in which the student is a participant.

Students participating in co-curriculars must have some type of insurance. Insurance is available through the school to those wishing to participate in the program, but persons not purchasing this school insurance should understand that there is no school insurance that will provide coverage should your child be injured during any phase of his/her participation in middle school athletics or activities.

## **MEDIA CENTER**

The Media Center at Excelsior is a center of learning and adventure! Students will have access to books, computers, and a variety of activities. There are computers available for student use. Students also have access (24/7) at home and at school to a variety of online databases provided by our Area Education Agency!

Online database link: <http://www.aea10.k12.ia.us/media/onlineresources.html>

**Username:** 3715lmms

**Password:** aea10

### **Hours of Operation**

The Media Center is open from 7:30 a.m. to 3:30 p.m. Students are welcome to use the Media Center before and after school. They can also come visit during the day with their classes or on a pass from a teacher. Our goal is to ensure that students have access to the resources and materials that they need.

### **Check-out and Overdue Materials**

Students may use their student I.D. to check out materials. Books can be checked out for two weeks at a time and may be renewed as many times as needed (as long as no one else is waiting for that book.) Overdue lists are distributed to students once a week.

### **Lost & Damaged Materials**

We expect that students will care for all materials checked out. If items are lost or damaged, we hold the borrower accountable. Students will be fined the replacement costs.

### **Nondiscrimination**

(Policy 105.1)

The Linn-Mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators  
Executive Director of Human Resources Karla Christian or Executive Director of  
Instructional Services Shannon Bisgard at 3333 North Tenth Street, Marion, Iowa

52302 or 319-447-3036 / 319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007)

## **PBIS Goals**

### **We will...**

- Develop clearly defined and consistent student and staff expectations which will reflect **EXcelsior EXcellence through Responsibility, Respect, and Integrity.**
- Strive to provide a positive, safe, healthy, nurturing, and respectful environment in which all students and staff have the opportunity to achieve.
- Integrate PBIS in all that we do at Excelsior.
- Equip staff with the knowledge and resources needed for an effective PBIS school.
- Educate all Excelsior staff about PBIS. In addition to our teaching staff, this education will include Excelsior associates, custodians, lunch room staff, office staff, bus drivers and substitutes.
- Educate Excelsior parents about PBIS.
- Educate any student enrolling at Excelsior about the PBIS expectations and protocol of our building.
- Create small PBIS building groups, each led by a member of the PBIS Committee, to discuss PBIS questions, concerns, and to learn about the PBIS plan and implementation.
- Reinforce positive behaviors across Excelsior through PBIS.
- Include a student component where our students have a voice in the creation and implementation of PBIS.
- Provide opportunities for PBIS to grow and evolve as the needs of Excelsior change.

<b>Areas:</b>	<b>Responsibility</b>	<b>Respect</b>	<b>Integrity</b>
Bathrooms Locker Rooms	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Flush the stool</li> <li>• Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>• Value others' privacy and space</li> <li>• Keep area clean</li> <li>• Voice level 2-3</li> </ul>	<ul style="list-style-type: none"> <li>• Turn in lost items (locker room)</li> <li>• Get in and get out</li> <li>• Be a positive leader</li> </ul>
Commons/Hallways	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Keep hands, feet, and other objects to yourself</li> <li>• Walk and be on time</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school and others' property</li> <li>• Value learning</li> <li>• Follow directions from any adult</li> <li>• Voice level 2-3</li> </ul>	<ul style="list-style-type: none"> <li>• Be time-efficient</li> <li>• Be where you need to be</li> <li>• Use a pass to travel during class time</li> <li>• Be a positive leader</li> </ul>
Lunch Room	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Keep food in its place</li> <li>• Stay seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and courteous</li> <li>• Use table manners</li> <li>• Discuss school appropriate topics</li> <li>• Voice level 2-3</li> </ul>	<ul style="list-style-type: none"> <li>• Drama free zone</li> <li>• Dispose and recycle</li> <li>• Be a positive leader</li> </ul>
Media Center	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Return all books on time</li> <li>• Get in and get out</li> </ul>	<ul style="list-style-type: none"> <li>• Return all books in good condition</li> <li>• Voice level 1-2</li> </ul>	<ul style="list-style-type: none"> <li>• Use computer for school work only</li> <li>• Be a positive leader</li> </ul>
Assemblies Extra Curricular Activity	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Be patient</li> <li>• Use positive comments/actions</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and remain quiet</li> <li>• Use appropriate applause</li> <li>• Display and encourage positive comments and behaviors</li> <li>• Voice level 1-4</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive leader</li> <li>• Stay in one spot</li> </ul>
Bus	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Keep hands and feet to yourself</li> <li>• Sit facing the front of the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and courteous</li> <li>• Discuss school appropriate topics</li> <li>• Respect school and others' property</li> <li>• Voice level 2-3</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive leader</li> <li>• Follow adult instructions</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Come prepared for class.</li> <li>• Turn in quality work on time.</li> <li>• Be an active learner.</li> <li>• Arrive on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Be an active listener.</li> <li>• Participate appropriately.</li> <li>• Honor opinion of others.</li> <li>• Voice level 1-3.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete own work.</li> <li>• Listen.</li> <li>• Lead by example.</li> <li>• Act with personal and academic honesty.</li> </ul>

## Point voice volume scale

- 5 - emergency
- 4 - outside
- 3 - classroom
- 2 - whisper
- 1 - no talking

## **INTERNET**

(Reference: 603.12, 603.12-R1, R2, E1)

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and they will understand that they may be subject to discipline for use of the Internet system contrary to those terms.

A parent or guardian must authorize their student's independent use of the Internet by checking the box on their PowerSchool account. Independent use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges

To ensure smooth operation of the Internet, users must follow established guidelines regarding use. Giving permission indicates a student has read and agrees to abide by its terms and conditions.

Parents and students need to be aware that all staff has access to student Google accounts, user names, passwords, e-mails, documents, etc. Your account has been issued by Linn-Mar and cannot be presumed to be private. This account is for educational (teacher-led) use only.

### **II. Internet Access (603.12-R2)**

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet with the permission of their teachers.
  1. Making Internet access available to students carries with it the potential that some students might encounter information that many not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
  2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents/guardians/legal custodians who choose not to risk exposure to questionable materials.
  3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
  4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teachers.
  5. Transmission of material, information or software in violation of any Board policy or regulation is prohibited.
  6. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet—Annually, parents/guardians/legal custodians will grant permission for their student to use the Internet using the prescribed form.

### **IV. Student Use of Internet**

- A. Equal Opportunity—the Internet is available to all students within the school district. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette
  1. The use of the network is a privilege and may be taken away for violation of Board 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. It is the user's responsibility to abide by the policies and procedures of these other networks.
  2. Student access for electronic mail will be through his/her account supervised by his/her teacher. Students should adhere to the following guidelines:
    - a. Respect all copyright and license agreements.
    - b. Cite all quotes, references and sources
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
      - i. 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.
  3. Restricted Material—Students will not 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, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
  4. Unauthorized Costs—if a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.